Educational Aide Application Checklist

This checklist is a resource for candidates to use when applying for an Ohio Educational Aide or Student Monitor Permit. Additional information is available on the State Board of Education's Educational Aide and Student Monitor Permits webpage.

STEP 1: CONTACT A SCHOOL, DISTRICT OR EDUCATIONAL SERVICE CENTER.

Do not apply for this license (new or renewal) through the online system until you have completed the following; otherwise, your application will be declined. You must:

- Complete the employment process at the Ohio school or district for which you are interested in serving as an educational aide or student monitor; **and**
- Notify the employing organization and request the employer's IRN to use in the online application. The organization's e-signer must approve your license application. Record the IRN for use with the online application here:

STEP 2: DETERMINE WHICH PERMIT YOU NEED FOR EMPLOYMENT.

Your employing school or district must advise you regarding which of the following you need for employment:

- ☐ 1-Year Student Monitor Permit
- ☐ 1-Year Educational Aide Permit
- ☐ 4-Year Educational Aide Permit (work experience under a 1-Year Educational Aide Permit required)
- ☐ ESEA endorsement (for educational aide permits only). If this is required, proceed to see Step 3. If not, skip to Step 4.

STEP 3: PREPARE YOUR UNIVERSITY TRANSCRIPT OR PARAPRO EXAM REPORT IF APPLYING FOR THE ESEA ENDORSEMENT (OTHERWISE, SKIP TO STEP 4).

Paraprofessionals who provide academic support in a core subject area in programs supported with Title I funds under the Elementary and Secondary Education Act (ESEA) must meet the properly certified paraprofessional requirements. If your employing school or district requires you to have an ESEA endorsement on your educational aide permit, you must meet one of the following requirements:

- Pass the ParaPro exam (submit your official ParaPro exam score report from ETS reflecting your passing score with your application); **OR**
- You must have an associate degree or higher from an accredited college or university; or at least two years of study (defined as 48 semester hours or 72 quarter hours) at an accredited college or university (scan and upload your official transcripts per system directions to your OHID account or mail them to the Office of Educator Licensure and Effectiveness. Please see the Transcript Instructions webpage for transcript submission instructions.

STEP 4: COMPLETE YOUR BACKGROUND CHECKS.

You must have current background checks on file with the State Board of Education. See the Background Check FAQs webpage for more information.

STEP 5: COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.

- Access your OHID account (you will need to create an OHID account if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Educational Aide Permit (1-Year or 4-Year) or Student Monitor Permit (1-Year) application from your CORE Dashboard.
- Click *Help* in the blue **Messages & Notifications** section of your CORE Dashboard to access the CORE User Manual for complete instructions.

State Board of Education