

Steps to apply for your Instructional Aide Permit

*****If you are using a MacBook or I-phone, the popup blocker will prevent you from being able to finish the application. You will need to disable it to get to the pay screen.

1. Login to your [OHID Safe Account](#), Choose OHID Portal.

PLEASE CHOOSE A LOGIN OPTION

If you are an Ohio Department of Education employee, please click the "Ohio Department of Education Employees" button.

[Ohio Department of Education Employees](#)

If you are a superintendent, principal, teacher, school administrator, parent or other user, please click the "All Other Users" button.

[All Other Users](#)

OH|ID
Ohio's Digital Identity. One State. One Account.
Register once, use across many State of Ohio websites

[Create Account](#)

Log In

OHID
lesdebator56

Password

[Log In](#)

[Forgot your OHID or password?](#) | [Get login help](#)

2. Enter in your Login ID and Password.

3. Open App for Educator Licensure and Records (CORE): Click the  to make the app your favorite. [My Apps](#)

Click the star to pin your favorite apps to the



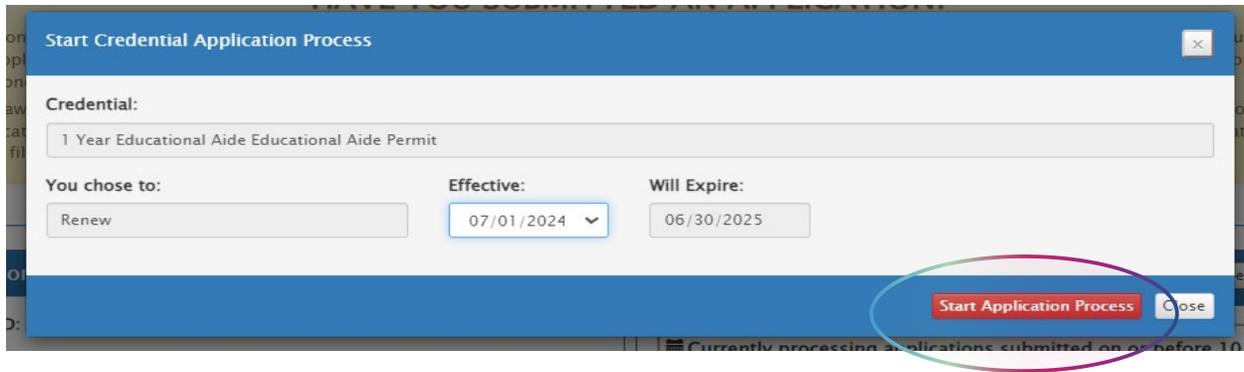
4. If you already have an Educational Aide permit, then find your most recent active license and click action, chose to renew. If not choose Apply for a new credential.



ODE now informs you of the date that they are currently processing applications for.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
4 Year Educational Aide Educational Aide Permit	Issued	2021	06/30/2025	21993547	Action Print
1 Year Educational Aide Educational Aide Permit	Expired	2020	06/30/2021	21845522	Action View Credential
1 Year Educational Aide Educational Aide Permit	Expired	2019	06/30/2020		Action Renew

5. Choose the effective year of 7/1/2024 and an expiration date of 6/30/2025 for 1 year and 6/30/28 for 4 years. Then click start application process.

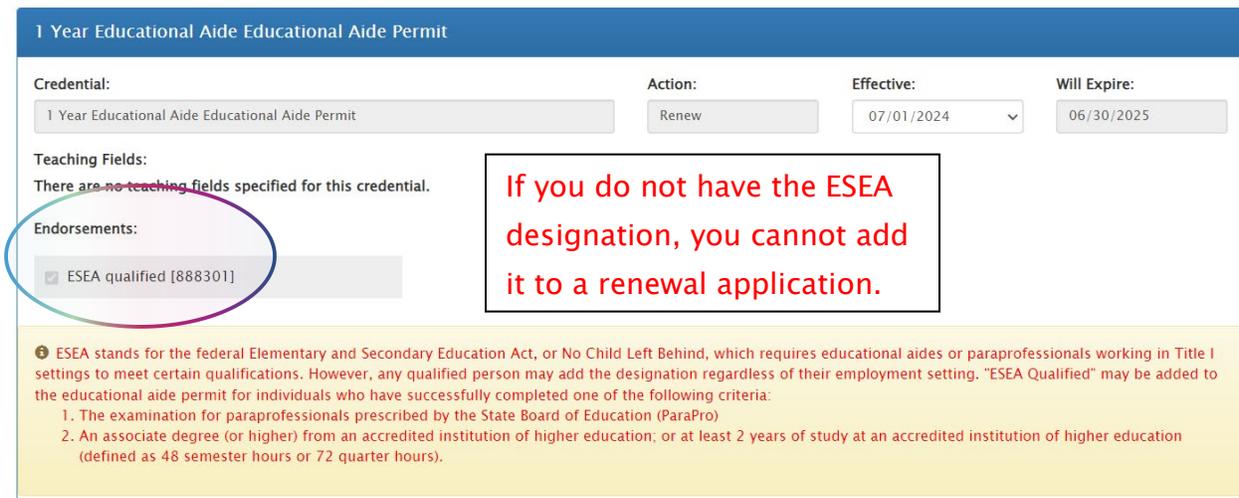


6. Then click start application process.

7. Answer all the questions regarding your criminal history and military service.

*Note if you already have the ESEA designation added, the endorsement field will be checked and will be grayed out.

****If it is not checked and you are not an ESL IA, then you are required to add the ESEA designation to your permit.**



If you do not have the ESEA designation, you cannot add it to a renewal application.

ESEA stands for the federal Elementary and Secondary Education Act, or No Child Left Behind, which requires educational aides or paraprofessionals working in Title I settings to meet certain qualifications. However, any qualified person may add the designation regardless of their employment setting. "ESEA Qualified" may be added to the educational aide permit for individuals who have successfully completed one of the following criteria:

1. The examination for paraprofessionals prescribed by the State Board of Education (ParaPro)
2. An associate degree (or higher) from an accredited institution of higher education; or at least 2 years of study at an accredited institution of higher education (defined as 48 semester hours or 72 quarter hours).

Ohio Resident

Have you lived continuously in Ohio for the past five years? Yes No

Military Service

Would you like to apply for a military fee waiver? Yes No
 If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.
 Note: For more information, please click [here](#).

Criminal History and Prior Licensure Discipline

ATTENTION: You are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred or whether you have previously disclosed the offense to the Department. Unsure of how to answer these questions, [click here](#).

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)? Yes No

You **MUST** disclose:

- all criminal convictions
- misdemeanors and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)? Yes No

Have you ever participated in a criminal diversion program? Yes No

Documents Upload Documents

Please click [here](#) to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Verification of Military Service – Military Fee Waiver Only

Application Documents

No documents to display.

If you have uploaded your college transcript or the Para Pro exam scores, you will see it here.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Application	02/01/2023	View
Transcript	03/17/2021	View
Transcript	01/05/2021	View
Transcript	09/15/2020	View

Total documents: 4

7. For the superintendent signature type in 043802, click find organization and select Columbus City School District.

✓ Required Application Signatures

Superintendent Signature

043802 Find Reset

Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued. Yes No

Return to Dashboard Save and Exit (Without Submitting) + Request Additional Credential Review and Submit Application

Find Organization

IRN: 043802 Organization Name:

Find Organization

Show 10 rows Quick Search:

IRN	Organization Name	County	Action
043802	Columbus City Schools District	Franklin	Select

Showing 1 to 1 of 1 rows

Reset Close

8. Answer the last question, then review and submit application.

Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued. Yes No

Return to Dashboard Save and Exit (Without Submitting) + Request Additional Credential Review and Submit Application

9. Next is the summary page of your application. Please scroll down to the bottom of the page.

Criminal History and Prior Licensure Discipline

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)? No

You **MUST** disclose:

- all criminal convictions
- misdemeanors and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- felony traffic offenses

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)? No

Have you ever participated in a criminal diversion program? No

You **MUST** disclose:

- all first offender's programs
- all treatment in lieu of conviction programs
- any other diversion program

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)? No

Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place? No

You **MUST** disclose:

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement agreements
- any other disciplinary actions

Ohio Resident

Have you lived continuously in Ohio for the past five years? Yes

Required Application Signatures

Superintendent Signature 043802 - Columbus City Schools District

Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued. Yes

Print 

Pay and Submit Application \$

Cancel 

10. Click pay and submit application. This will take to you the credit card screen. The application will be approved by CCS and then ODE. Please use the [Educator Search](#) to check to see if your permit has been issued.