

Ohio **INITIAL** Educational Aide License Application Checklist

Before You Begin

1. Create/Complete the Safe Parish Registration at this [link](#). (Directions for Registration)

2. Create or Log In to Your [OHID Account](#) (Use this link)

- [] Create or sign in at ohid.ohio.gov.
- [] Access the **Educator Licensure & Records (CORE)** system from your OHID dashboard.

3. Complete Fingerprints/Background Checks at [Selection.com](#)

- [] Ensure **current BCI & FBI background checks** are on file with the State Board of Education and Safe Parish. Your permit will not be issued until these are received.
(Note: If this is your first credential/license - your BCI and FBI fingerprints need to be completed within 365 days of your application.)

4. Once you have completed the steps above and are **APPROVED in Safe Parish**, move to the application steps.

If you have questions, please reach out to Amy Underhill at aunderhill@catholicaoc.org

AFTER COMPLETING THE ABOVE STEPS:

1. Access the **CORE System**

- [] Sign in at ohid.ohio.gov
- [] Open the **Educator Licensure & Records (CORE)** app from your OHID homepage.

2. Start a New Application

- [] Go to **My Credentials**.
- [] Select **Apply for NEW Credential**.

3. Select License Type

- [] Click **Education Aide** and choose:
- [] Aide License – 1 Year License **or** 4 Year License
Note: 4 Year license available only to aides that have served on a 1-year license.
- [] Select the correct **effective school year**.
- [] Select Cincinnati Archdiocese **#052514** in the **Valid in Organization** field.
- [] Click **Start Application Process**.

4. Complete Application Questions

- [] Answer Residency questions
- [] Answer Military Service questions
- [] Answer Criminal History questions

5. Required Application Signatures

- [] Click the FIND button, in IRN Box enter **#052514**.
- [] Select Cincinnati Archdiocese and close the box.

6. Submit Application

- Review all information.
- Click **Pay and Submit Application**.
- Pay via **credit card or e-check**

7. Background Checks

- Ensure **current background checks** are on file with ODE. - Your license will not be issued until ODE has these on record.

8. Final Step

- Wait for processing — the issued license will appear in your OHID/CORE account once approved.

Questions:

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