

# Ohio **RENEWAL** Educational Aide License Application Checklist

## Before You Begin

1. -  **Confirm that you remain approved in Safe Parish. Make sure all bulletins are up to date.**
2. -  **Determine your permit term:**
  - **1-Year or 4-Year**(only after serving on a one-year license), Educational Aide license.
3. **Complete Background Checks**
  - Ensure **current BCI & FBI background checks** are on file with the *State Board of Education of Ohio and Safe Parish*. Your permit will not be issued until these are received.

## **AFTER COMPLETING THE ABOVE STEPS:**

### 1. Access the **CORE** System

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

### 2. Start a New Application

- Go to **My Credentials**.
- Select **Take action on my EXISTING credential**
- Select **RENEW my credential**

### 3. Select License Type

- Select the correct **effective school year**.
- 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 the State Board of Education in Ohio and Safe Parish. Your license will not be issued until ODE and Safe Parish have these on record.

## **8. Final Step**

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

### **Questions:**

***Kevin Vance***

Office of Licensure and Leadership

Catholic Schools Office

Archdiocese of Cincinnati

513-263-3451

[kvance@catholicaoc.org](mailto:kvance@catholicaoc.org)