

Ohio **Non-Tax** Teaching License Application Checklist

Before You Begin

****Please Note:** Before completing the steps below, please make sure your principal has reached out to Kathy Kane (kckane@catholicaoc.org) to be sure you are eligible to apply.**

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.

AFTER COMPLETING THE ABOVE STEPS:

1. Access the **CORE** System

- Sign in at ohid.ohio.gov
- Open the **Educator Licensure & Records (CORE)** app from the OHID App Store.

2. Start a New Application

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

3. Select License Type

- Click Apply for a New Credential (again)
- Click Non-Public School Teachers and Administrators button.
- Select Permanent Non-Tax Certificate. (There are three options for a Non-Tax- Select Permanent Non-Tax N/A unless instructed otherwise.)
- Click **Start Application Process**.

4. Complete Application Questions

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

5. Upload Required Documents

- Upload **official transcripts** if you have a bachelor's degree
(Please see [this video](#) for complete directions.)

6. Required Application Signatures

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

7. Submit Application

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

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