

## **EDUCATIONAL AIDE/STUDENT MONITOR PERMITS FOR THE ARCHDIOCESE OF CINCINNATI**

All New and Renewal license applications must be completed online.

### **INITIAL Educational Aide/Student Monitor Permit Requirements:**

1. [Background Check/Fingerprinting Requirements](#) - Complete your fingerprinting at Selection.com. Complete a release and tell the person taking the prints that you are an educational aide/student monitor at \_\_\_\_\_ School who is applying for a license. The BCI and FBI must be current within one year for ODE to issue the **first** license. The Archdiocese of Cincinnati adheres to the same rule that BCI and FBI must be current within one year.
2. [Completion of the Virtus Training](#) for the Decree on Child Protection.
3. Completion of the online background check through your Virtus account/toolbox.
4. **Complete the Educational Aide/Student Monitor Information Form**
5. Submit your license application to ODE online:
  - Access or create your **OH/ID** account to get started on the online application process. Once you have an OH/ID account you will be able to access “Educator Licensure and Records CORE” from the OH/ID account menu. Select the “Educator Licensure and Records CORE” App. Under “My Credentials”, select “Apply for NEW Credential” tab and follow the prompts. Questions may be directed to ODE’s Office of Educator Licensure at (877) 644-6338 or [educator.licensure@education.ohio.gov](mailto:educator.licensure@education.ohio.gov)
  - Follow online instructions. The organization IRN is 052514 – Cincinnati Archdiocese.
  - Pay using your credit card.

**NOTE: #1-4 above must be completed** before the Archdiocese of Cincinnati will sign the online application for an Educational Aide/Student Monitor Permit.

Questions:

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