

ARCHDIOCESE OF CINCINNATI
RENEWAL PUPIL ACTIVITY PERMIT
Online Directions

STEP 1. Access your [OH/ID](#) account to get started on the online application process through My Educator Profile. You will access My Educator Profile from the ODE CORE link on your OH/ID account menu. Under My Educator Profile, choose My Credentials to renew your Pupil Activity Permit.

STEP 2. You will see a list of any credentials you have held. Find the credential you wish to renew. In the “select action” box next to the credential(s) you want to renew, select renew. Select the effective year for your renewal and click on the Add Renew Request button. Information on the credential being renewed is displayed.
Select the e-signer of your application. **Enter 052514 for Cincinnati Archdiocese**.
Legal Questions: If you answer Yes to one of the questions, you will be asked to provide a written explanation, the year of the conviction and the nature of the offense.
To sign the application electronically, check the box certifying the accuracy of this application. Click on SAVE Application and NEXT button.

STEP 3. Follow the prompts to submit and pay for your application.

STEP 4. After you have successfully paid and submitted your application, the district e-signer (Archdiocese of Cincinnati) will receive an email. Once the e-signer verifies fingerprints and credentials your application will be approved/declined. You will receive an email when the district e-signer has approved or declined your application. Please return to the My Applications screen regularly to check the status of your application.

Questions:

Debbie Braun

dbraun@catholicaoc.org

(513) 263-3458

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