

ARCHDIOCESE OF CINCINNATI
INITIAL PUPIL ACTIVITY PERMIT
Online Directions

A. Create your [OH/ID](#) account to get started on the online application process through “Educator Licensure and Records CORE” from the OH/ID account menu. Use your driver’s license to create your OH/ID account.

B. Once you have a OH/ID account, you can 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 a NEW Credential” tab and follow the prompts. Applicants must complete all of the demographic information including a current email address.
- Effective Year: select the current school year.
- Signatures: select the organization (enter **052514** for Cincinnati Archdiocese). Answer the Residency and Legal Questions. 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.
- Follow the prompts to submit and pay for your application.
- 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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