

## NON-TAX CERTIFICATE FOR THE ARCHDIOCESE OF CINCINNATI

Prior to submitting your application online:

1. The reason for the non-tax certificate must be communicated to the Archdiocese of Cincinnati Certification Office by the principal of the school.
2. [Background Check/Fingerprinting Requirement](#) - if this is your first license issued by the OH Dept. of Education, or if you are a new employee to the Archdiocese of Cincinnati, the BCI and FBI must be current within one year. (Note: Being a new AOC Employee applies to someone who is brand new to the AOC or returning to the AOC after a break in service of a year or more.) If this is not your first license, the residency question (Have you lived continuously in Ohio for the past 5 years?) in the application process will determine the fingerprinting requirement. If you answer YES, an FBI background check is required if the report on file with ODE is more than 5 years old at the date the application is received. A BCI background check is required if you do not have one on file with ODE. If you answer NO, both the BCI and FBI background checks are required if the reports on file with ODE are more than 5 years old on the date the application is received. Complete your fingerprinting through Selection.com. Required fingerprints must be on file at ODE and the Archdiocese of Cincinnati.
3. [Completion of the Virtus Training](#) for the Decree on Child Protection.
4. Completion of the online background check through the Virtus system/toolbox.

**NOTE: #1-4 above must be completed before the Archdiocese of Cincinnati will sign the online application for a Non-Tax Certificate.**

### ONLINE DIRECTIONS:

- A. Access or create your [OH/ID](#) account to get started on the online application process. Use your driver's license to create your OH/ID account.
- B. 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)

For Credential, choose **Permanent Non Tax Certificate-N/A**. Set the effective year for this school year.

In the Signatures box, select Organization by entering the IRN: **052514 for Cincinnati Archdiocese** as the e-signer of your application. Answer the residency question. If this is your first license with the Ohio Department of Education, your BCI and FBI fingerprints must be current within one year. Answer the legal questions and check the box in Applicant Signature as your electronic signature.

**If this is your first OH teaching credential**, you will need official copies of your bachelor's or master's transcript. You can upload these as part of the application process or mail them to ODE (see address below).

Check the box in "Select and Pay" for the application(s) you wish to submit. Then click the "Pay for selected Applications" button. Pay using your credit card.

Questions: Debbie Braun  
[dbraun@catholicaoc.org](mailto:dbraun@catholicaoc.org)  
(513) 263-3458

OH Department of Education Certification and Licensure 25 S. Front St., Mail Stop 105 Columbus, OH 43215-4183
--

Revised – 3/2020