

EDUCATIONAL AIDE/STUDENT MONITOR PERMITS FOR THE ARCHDIOCESE OF CINCINNATI

All New and Renewal license applications must be completed online.

RENEWAL Educational Aide/Student Monitor Permit Requirements:

1. **Background Check/Fingerprinting Requirements** - BCI fingerprints are good indefinitely if you have been a resident of Ohio for the past 5 years, and there has been no break in service. FBI fingerprints are good for 5 years. You can check your prints using your **OH/ID** account on the ODE website. Your fingerprints must be on file at ODE and the Archdiocese of Cincinnati. If you need to be fingerprinted – complete fingerprinting at Selection.com.
2. Completion of the online background check through your Virtus, if not previously completed. (Note: the online background check is accessible through your virtus account/toolbox, and only needs to be completed once. Your Virtus account needs to be active and up to date.)
3. 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 and follow the prompts to apply for the renewal. Questions may be directed to ODE’s Office of Educator Licensure at (877) 644-6338 or educator.licensure@education.ohio.gov
 - The organization **IRN is 052514** - Cincinnati Archdiocese.
 - Pay using your credit card
4. **Complete the Educational Aide/Student Monitor Information Form**

NOTE: #4 above must be completed with each renewal before the Archdiocese of Cincinnati will sign the online application for Educational Aide/Student Monitor Permits.

Questions:

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