

Ohio Permit Application Job Aid

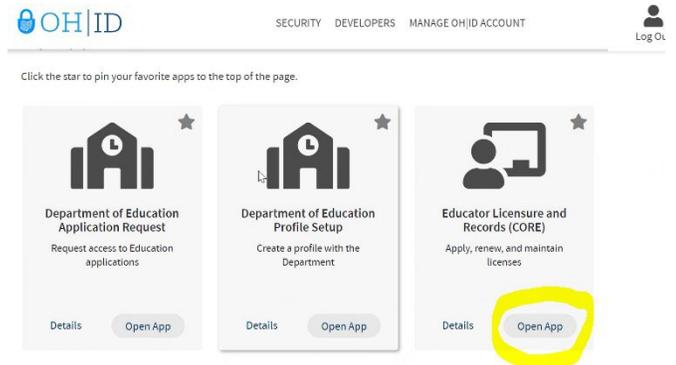
Step 1: Log In or create an OH|ID Account at:

<https://ohid.ohio.gov/wps/portal/gov/ohid>



Step 2: From your OH|ID Dashboard, click on **App Store**

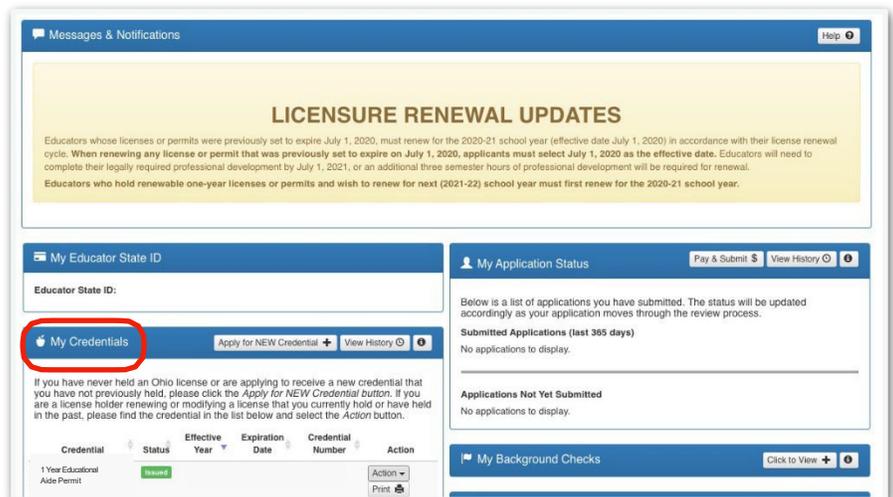
Step 3: Locate the **Educator Licensure and Records (CORE)** application and **Request Access**



Step 4: Click the **Open App** button to the right on the CORE app

Step 5: On the new page click the **Action** button in the **My Credentials** section and select Apply for **NEW CREDENTIAL**

Please note: The permit you will need to apply for is based on your job and location.



Position/Credential:

- **Preschool Teacher** - “1 Yr Instructional Assistant” permit
- **K-12 Teacher** – “Non-Tax, Permanent” permit
- **Inclusion Teacher** – Ohio Teaching License (General Education or Intervention Specialist)
- **Paraprofessional/Teacher Support/Inclusion Aide** - “1 Yr Educational Aide” permit
- **Behavior Technician (excluding BTs for The Learning Spectrum)** – “1 Yr Instructional Assistant”
- **Speech Language Pathologist and Occupational Therapist** – “5 Year Professional Pupil Services License”

Step 6: Select the correct dates (the start of the current school year) and then click the **Start Application Process** Button.

- In the **Effective** dropdown, select 07/01/2024

The screenshot shows a web form titled "Start Credential Application Process". The "Credential:" field is set to "1 Year Educational Aide Educational Aide Permit". Under "You chose to:", the "Renew" option is selected. The "Effective:" dropdown menu is open, showing "Please select." and is circled in red. The "Will Expire:" field is empty and also circled in red. At the bottom right, the "Start Application Process" button is circled in red.

Step 7: Answer all questions.

The screenshot shows a questionnaire with three sections: "Ohio Resident", "Military Service", and "Criminal History and Prior Licensure Discipline". Each section has a "Yes/No" response button, which is circled in red. The "Criminal History" section includes an attention notice and a list of offenses to disclose.

Step 8: If required for your position, please upload a copy of your official transcript from an accredited college or university.

“1 Yr Instructional Assistant”
Required: minimum of an associate degree or equivalent (48 Semester Hours, or 72 Quarter hours)

“Non-Tax, Permanent”
Required: minimum of a bachelor’s degree

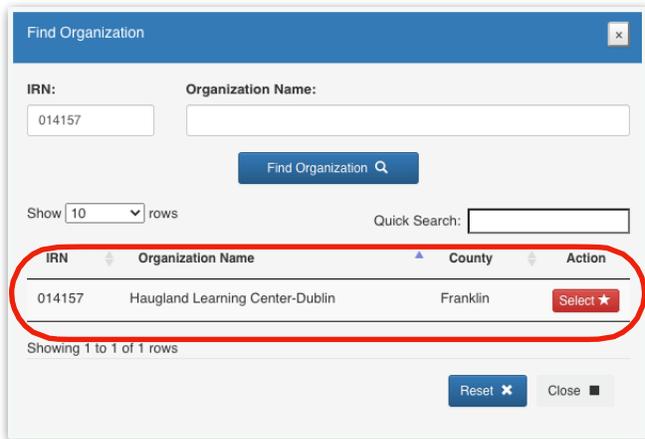
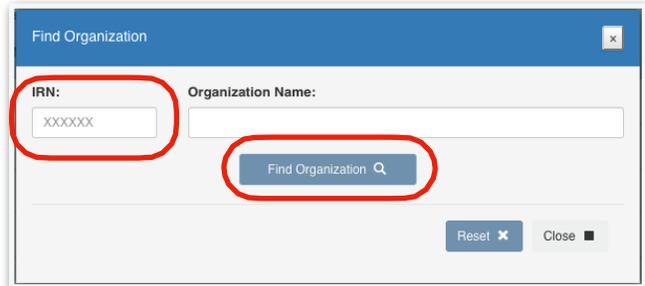
The screenshot shows a "Documents" section with an "Upload Documents" button. Below, there are two sections: "Application Documents" and "Previously Submitted Documents", both showing "No documents to display."

Step 9: In the **Required Application Signatures** section, click the **Find** button.



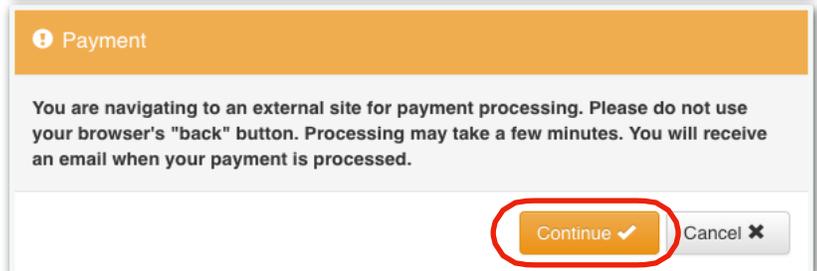
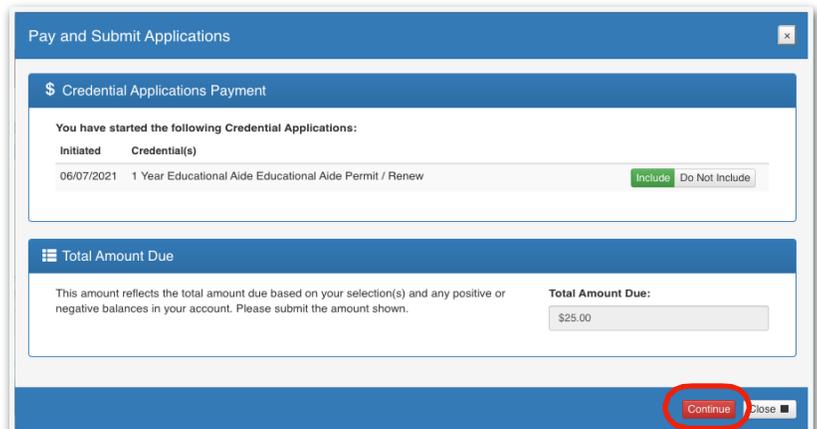
• Enter your location's **IRN** and click **Find Organization**

- Outreach: 013799
- Athens: 019882
- Columbus/Dublin: 019884
- Lancaster: 019881
- Sandusky: 019880
- West Chester: 015012
- Cincinnati: 010407
- Dayton: 013207
- Central Preschool and Inclusion: 010507
- Central: 017232
- Johnstown Preschool: 017174
- Johnstown: 017488
- Canal Winchester Preschool: 013922
- Canal Winchester: 017487



Step 10: Confirm you have the correct IRN and location and click **Select**

Step 11: Click **Continue** in the next two windows that pop up.



Step 11: Select your payment method and click **Next**.

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Choose Payment Method

Payment Amount: \$25.00
Payment Method: Credit Card

Cancel Next

Payment Method
Payment Entry
Payment Review

Step 12: Enter your payment information.

Ohio.gov | Department of Education

Ohio Department of Education - Educator Licensure

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
For assistance locating the card security code, please select the following:

Locate Card Security Code

Ohio Department of Education - Educator Licensure Payment Summary

Total
\$25.00

Payment Information

* Credit Card Number
* Credit Card Type
* Expiration Month
* Expiration Year
* Card Security Code

Step 12: Save, screen shot or print a copy of your receipt for your records.

You will need a receipt to obtain reimbursement through Concur

Ohio Department of Education - Educator Licensure

Successful Payment

Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.
This page will serve as your receipt. Please print this page for your records and note the confirmation number below:

Print Receipt