

EDUCATIONAL AIDE PERMIT APPLICATION INSTRUCTIONS

To start the application process, please create an Ohio ID Account via this link (if you don't already have an account). <https://auth.ohid.ohio.gov/login>

After you have created your Ohio ID Account, log in to the Ohio Department of Education

(ODE) <https://safe.ode.state.oh.us/portal> and follow the instructions listed below. There is a \$25 fee for the permit, payable online.

Once you receive your EA Permit, please download and forward a copy to me.

1. Click **Visit the App Store**
2. Under search by keyword, enter **Education**
3. Scroll down and click on **Department of Education Profile Setup**
4. Click **Request Access to Group**
5. A pop-up will appear containing the Terms & Conditions. **Check the box** next to **Agree to Terms**
6. Click **Request Access to Group**
7. Check your email to verify access has been granted.
8. Once access is granted, click on **My Apps** on your OH|ID dashboard.
9. Click **Open App** under Department of Education Profile Setup
10. Click **Create Profile**
11. Complete information on Department of Education Profile Creation Page and click **Next** at the bottom of each page.
12. After you have completed the Educator Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.
13. Log in to your OH|ID account and open **Educator Licensure and Records (CORE)** app under **My Apps**.
14. Click **My Profile** on the right side of the **red** ribbon at the top of your CORE Dashboard.
15. Answer the questions in the pop-up box.
16. Log in to your OH|ID account and click on **Open App** in the Educator and Licensure Records (CORE) app.
17. Under **My Credentials** on the left side of the screen, click **Apply for a NEW Credential**.
18. Click **Education Aides**
19. Click **Educational Aide - 1 and 4 Year**
20. Click **Apply**.
21. Select **1 Year Educational Aide Educational Aide Permit**
22. Enter IRN # **044206** in the Valid in Organization box. 044206 - Lancaster City will appear.
23. Click **red Start Application Process** box.
24. **Do not check the box next to ESEA qualified** unless you are going to upload transcripts which meet the ESEA Endorsement criteria.
25. Scroll down and answer **Yes/No** questions, beginning with Ohio Resident status.
26. Click **blue Find** box under Required Application Signatures.
27. Enter IRN # **044206**.
28. Click **blue Find Organization** box.
29. Click **red Select** box.
30. Click **Yes** under applicant signature.
31. Click **red Review and Submit Application** box.
32. Scroll down and review application details.
33. Click on **red Pay and Submit Application**.
34. Click **red Continue** button.
35. Click **orange Continue** button on pop-up Payment box.
36. Click on **Select** to select payment method (credit card or e-check).
37. Click **Next**.
38. Enter credit card and billing information.
39. Click **Continue** and proceed to submitting/confirming payment.
40. Check your email for a receipt and confirmation application submittal.

Please feel free to contact me if you have any questions. Welcome to Lancaster City Schools!

Anne Brengman, Office Manager/Frontline

LCS Human Resources

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