

## 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://ohid.ohio.gov/wps/portal/gov/ohid>

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.

- 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**.  
Click **Education Aides**
- 18) Click **Educational Aide - 1 and 4 Year**
- 19) Click **Apply**.

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- 20) Select **1 Year Educational Aide Educational Aide Permit**
- 21) Enter IRN # **044032** in the Valid in Organization box. **044032 - Gallipolis City School District** will appear.
- 22) Click **red** Start Application Process box.
- 23) Do not check the box next to ESEA qualified unless you are going to upload transcripts which meet the ESEA Endorsement criteria.
- 24) Scroll down and answer Yes/No questions, beginning with Ohio Resident status.
- 25) Click **blue** Find box under Required Application Signatures.
- 26) Enter IRN # **044032**.
- 27) Click **blue Find Organization** box.
- 28) Click **red Select** box.
- 29) Click **Yes** under applicant signature.
- 30) Click **red Review and Submit Application** box.
- 31) Scroll down and review application details.
- 32) Click on **red Pay and Submit Application**.
- 33) Click **red Continue** button.
- 34) Click **orange Continue** button on pop-up Payment box.
- 35) Click on **Select** to select payment method (credit card or e-check).
- 36) Click **Next**.
- 37) Enter credit card and billing information.
- 38) Click **Continue** and proceed to submitting/confirming payment.
- 39) Check your email for a receipt and confirmation application submittal.  
Please feel free to contact me if you have any questions.

Please feel to contact me with any questions. **740-446-3211** or [\*stephanie.harris@gc-k12.org\*](mailto:stephanie.harris@gc-k12.org)