

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 OHJID dashboard
9. Click [Open App](#) under Department of Education Profile Setup
10. Click [Create Profile](#)
11. Complete information on the 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 OHID 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 OHID account and click on the [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**.
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.
36. Enter credit card and billing information.
37. Click **Continue** and proceed to submitting/confirming payment.
38. Check your email for a receipt and confirmation application submittal.

Please feel free to contact me if you have any questions.

Please feel free to contact me with any questions. 740-446-3211 or
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