

How to Apply for your Educational Aide Permit

1. Login to your OH ID Account at <https://ohid.ohio.gov/wps/portal/ohid/business/login> or create a new OH ID Account.
2. Add “App” Department of Education
3. Select Educator Licensure and Records (CORE)
4. Under My Credentials click "Apply for a NEW Credential"
5. Then “Apply for a NEW Credential” again
6. Education Aides - Educational Aide - 1 and 4 Year – Apply
7. Credential - 1 Year (Must hold the 1 Year Educational Aide Permit for 2 years and then you are eligible to apply for the 4-Year Educational Aide Permit)
8. Click Find for Valid in Organization and in the IRN enter 124297 and hit select then “Start Application Process”
9. Endorsements:
 - * Check ESEA qualified **only if** you have an Associate’s degree and have the transcripts to upload or have passed the Parapro test and have the official results to upload. Otherwise, move on to step 10.
10. Answer Resident, Military, and Criminal History Questions
11. Skip over documentation (Unless you marked ESEA qualified and need to attach transcripts)
12. Superintendent Signature click Find and in the IRN enter 124297 and then select
13. Pay and Submit

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