# Ohio | Department of Education

# Step-by-Step Credential Application Guide
## for NEW Educational Aide and Student Monitor Permits

If you are a qualified applicant who is employed by a school system, you may apply for an educational aide or student monitor permit through the Ohio Department of Education's online licensure system. Once you have finished taking the preliminary steps and have a SAFE account, you can use this document as a guide to completing the online application.

## Preliminary steps for obtaining a new permit

**Learn more here** about the qualifications for aides and monitors or visit education.ohio.gov and search for *educational aide permit* or *student monitor permit*.

**Your application may be declined if you apply for this permit before you:**
- **Contact a school or district** where you are interested in working and complete the hiring process.
- **Notify** the school or district that you will be selecting them to electronically sign your application.

## Getting started with the Connected Ohio Records for Educators (CORE) online system

### FIRST, YOU NEED A SAFE ACCOUNT
*Here's how to set yours up:*
- To get started, please go to the SAFE portal and click the "Sign Up" button. There is a link to the SAFE portal at the top of every page at education.ohio.gov.

- You will need to verify your identity. The fastest way is with a valid Ohio driver's license or a state identification card. If you need to view a list of other acceptable documents, click here or go to education.ohio.gov to search for: *SAFE – identification*.

- Note that on the SAFE portal, there is a Sign-Up Help document.

- For answers to any further questions regarding the SAFE sign-up process, please contact SAFE.Admin@education.ohio.gov or contact (877) 644-6338.

**What is SAFE?**

The Ohio Department of Education (ODE) launched the Security Application For Enterprise (SAFE) Web portal in May, 2003. SAFE is a Web Portal and a "single sign on" software security solution for ODE customers.

**Don't have a SAFE account?** [Sign Up]

Safe Sign up help

**Started sign up process?** [Check Signup Status]

**Sign in with your SAFE Account**

☐ Are you an ODE employee?

User Name [ ]

Password [ ] Forgot user name or password?

[Sign In]

# Access ODE.CORE

1. [Sign into your SAFE account](#) from the SAFE link at the top of any page at [education.ohio.gov](#).

2. See the Web systems heading and click on *ODE.CORE*.

**Ohio.gov | Department of Education**

| | | Joe Teacher |
| | | DEVELOPMENT |
| | | Contact Us | SAFE Home | ODE Home | Sign Out |

**Joe Teacher**
carol@ddd
123
col, OH 44444
614-644-4444 (Home)

Change Name
Change Email
Change Address
Change Phone

Change Password
Request access to Adult learner/Scholarship/CCIP
Web system access information
Show my current roles/access

| Web Systems | Description |
| --- | --- |
| FSL | FSL - Forms and Surveys List |
| ODE.CORE | Online Licensure System |
| STARS V2.0 | STARS Professional Development and Technical Assistance System |
| Usability Test Center | Please click here to help us make the ODE Web site easier to use |

3. On the CORE dashboard, select *UPDATE My Personal Information*. You must have a valid email address in this profile to receive communication regarding your credential application.

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Joe Teacher [OH3000484],
Welcome to the Ohio Department of Education's CORE Licensure Dashboard!

**My Profile**
UPDATE
My Personal Information

**New Application**
APPLY
for a NEW License, Permit or Certificate

**My Credentials**
RENEW
Advance, Transition, Add an Area, Extend an RE, or Print My Credential
★ You have Credential(s) to Renew

**My Account**
PAY $
My Fees and View Financial Transaction History
★ Pay for My Application(s)

**My Documents**
VIEW or UPLOAD
Documents/Transcripts

**My Applications**
STATUS ?
Check the Status of My Application or Edit a Submitting Application

**Educator Profile**
SEARCH
an Educator Record

**Important Links**
- LPDC - Request/Manage
- My IPTI Registrations
- My RE Summary
- Pupil Activity Provider

4. Use the *Core Dashboard* drop-down menu at top right to return to the screen pictured above. Select *APPLY*.

| My Educator Profile ▽ | Educator Licensure ▽ | Pupil Activity ▽ | LPDC ▽ | Core Dashboard ▽ |

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5. On the Start New Application screen, use the plus sign by the green option that begins with *Coaches, Aides, Monitors and Adult Education Instructors*. Then, select the *Educational Aide/Monitor Permit*. Next, click on *Apply* at right. You are ready for Step One.

# Step One: Select the Term, Effective Year and Organization

## A Special Note about the ESEA Qualified Endorsement
Check with your school district to see if the Elementary and Secondary Education Act (ESEA) Qualified endorsement is required for employment. If you are qualified, in Step 1 you may checkmark ESEA under the Endorsement heading. If you are selecting this option, you also will need to upload a transcript in Step 3. To find out more about the requirements for the ESEA Qualified Endorsement, go here or visit education.ohio.gov and search for keywords: *educational aide permit*.

6. Select the *Term* (one-year term for student monitors; one- or four-year terms for aides).

7. By the word *Credential*, use the drop-down menu to select either the aide or monitor permit.

8. Select the *Effective Year*.

9. Complete the *Valid In Organization* box to indicate where you will work. Click on the Search symbol – then the *Search Organization* box will appear.



**The best way** to ensure that you have the correct district name is to ask your district for its information retrieval number, also called IRN, and enter it in the *Search Organization box*. You also may look for the district's IRN here so you can enter it in the *Search Organization* box.

**Another way** to complete this step if you do not have the IRN is to enter a district or school name in the *Search Organization Name* box.
- A search using the name *Ohio State* will return all organizations that *begin* with the words *Ohio State*.
- To search for all organizations that have letters or words *before* the word Ohio, enter an asterisk before the word Ohio *(*Ohio.)*

- After entering the search term, click *Find*. Click on the correct *Organization* to select it.

10. Click on *Save Application and Next*.

## Step Two: Background Checks and Signatures

11. Answer all questions on this page.

12. In the *Signature* area, you will need to designate the school district where you are going to work. This must be the same organization as in Step 1 (the *Valid In Organization* box). Click on the Search symbol and enter the IRN or the district name as before.

13. Background Checks – Ohio law requires that all individuals must have an Ohio Bureau of Criminal Investigation (BCI) *and* FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit. Your background checks must be currently valid before the department can issue your credential request. See answers to more questions about background checks here.

14. Answer all questions, then check the *Applicant Signature* box.

15. Click on the *Save Application and Next; OR* if you do not need to upload a document in Step 3, choose *Save Application and Done*.

## Step Three: Upload Documents, Pay and Submit the Application

> *Note:* **If you do not need to upload a document, skip ahead to step 15 – Save Application and Done.** *Applicants who need to upload documents are those who wish to submit verifications for the military fee waiver or those submitting a transcript for the ESEA Qualified endorsement.*

14. To upload a document, click on the *Document Type* drop-down menu to select the appropriate document type. Then, click on *Choose File* to browse your computer files. Find the correct file, click on it, and click *Upload.*

15. To submit the application, click on *Save Application and Done*. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.

16. If the application was submitted successfully, the *My Applications* screen will be displayed for payment. Under *Applications Not Yet Submitted*, check the box under *Select and Pay* in the far right column for the application(s) you wish to pay for.

| Type | Credential | Details | Created Date | Last Updated | Action | Select and Pay |
|------|-----------|---------|-------------|-------------|--------|----------------|
| New In State | 1 Year Educational Aide Permit - Educational Aide | More details | 4/20/2015 | 4/23/2015 | ✏ 🗑 | 💲 ☐ |
| | | | 3/6/2014 | 3/6/2014 | | |

2 records  Page# 1/1  Page Size: View All

17. Click on the gray box with the shopping cart icon that says *Pay for Selected Application*. Then on the My Account screen under Payment Due, select *Click here to pay the fee*.

Applications Not Yet Submitted

Quick Search in Submitting Applications: [                    ]    ⟳ Clear Search        ▯ New Credential Application        🛒 Pay $25 for selected Applications

To pay for one or more applications at the same time (and receive a discount if applicable):

• Check the Select and Pay box for every application you want to pay for
• The total amount due will appear in the Pay for selected applications button, Click that button to submit and pay

|  |  | 2 records ⏮ ◀ Page# 1/1 ▶ ⏭ Page Size: View All ▾ |  |  |  |  |  |
|---|---|---|---|---|---|---|---|
| Type ⬦ | Credential ⬦ | Details ⬦ | Created Date ⬦ | Last Updated ▾ | Action | Select and Pay ⟳ |
| New In State | 1 Year Educational Aide Permit - Educational Aide | More details | 4/20/2015 | 4/23/2015 | ✏️ 🗑️ | $ ✓ |
|  |  |  | 3/6/2014 | 3/6/2014 |  |  |

**Payment Due**

The total amount due is shown below.

Current Account Balance:          $0.00

Total Credential Payment:          $25.00

● Click here to Pay $25

18. Please select the method of payment in the drop-down menu. Then, click on *Submit selected application(s)*. Follow the prompts to enter your payment information and submit the application.

Choose Payment Method

Payment Amount:* $25.00
Payment Method:* [E-Check ▾]
[Cancel]                                    [Next]

Payment Method
Payment Entry
Payment Review

# Tips for using the online application

## Want to save your application and edit it later?

- Click the *Save My Application* button in any step. Upon your return, log into SAFE and ODE.CORE as directed in the steps beginning on page one.

- Select *STATUS – My Applications* from the CORE dashboard. Find your saved application under the heading *Applications Not Yet Submitted.* Under the *Action* heading at right, click on the **pencil symbol** to **edit** your application.

## Checking on the status of your application

You may log into ODE.CORE to learn where your application is in the review process. On the CORE dashboard, click on the *Status – My Applications* button. On the *My Applications* screen, you will see a note about your application in the *Status* column. The Ohio Department of Education and local electronic signers make every effort to process applications as promptly as possible – but the processing time will vary depending upon the complexity of the applications and the volume of requests submitted at the time.

The department will send you email notifications at several points about your application: 1) an acknowledgement that it was received; and 2) a notice that your application was either: a) approved and issued; b) placed on hold; or c) declined. You also may receive email communication directly from your e-signer with questions or comments about your request.

## Keeping a record of your issued credential

A person who has a valid credential may download, save and print an official copy of the license or permit from the My Credentials screen. Districts also will maintain records of issued credentials and may ask each credential holder to provide a copy for district files.

## When can I renew my credential?

Note that credentials expiring next year may be renewed starting on Nov. 1 of the current year provided you have completed all of the necessary requirements.