Ohio | Department of Education

Step-by-Step Credential Application Guide
to RENEW Educational Aide and Student Monitor Permits

Preliminary steps for renewing your permit

Review information here about the qualifications for one-year student monitor permits, and for one- and four-year educational aide permits. Or, visit education.ohio.gov and search for *educational aide permit or student monitor permit*. 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.

Your application may be declined if you apply to renew this permit before you:

- **Contact a school or district** where you want to work and complete the hiring process.
- **Notify** the school or district that you will be selecting them to electronically sign your application.

A Special Note about the ESEA Qualified Endorsement

Educational aides should check with their school districts to see if the Elementary and Secondary Education Act (ESEA) Qualified endorsement is required for employment. You may review requirements for this endorsement on the Educational Aide Web page at education.ohio.gov. If you are qualified, you may start a new *Add Area* application to request addition of the endorsement to your aide credential. Note that the *Renewal* request and an *Add Area* request are two separate applications. While completing the *Add Area* application, you will select *Add Area* on the drop-down menu under *Action*. You may initiate your *Add Area* request before or after completing your renewal application request for your educational aide credential. To start a *new Add Area* application, start from the ODE.CORE dashboard and select the *RENEW – Add Area* button.

Start with your SAFE account

Do you already have a SAFE account?

If yes, sign into your account from the SAFE link on top of any page at education.ohio.gov.

Not sure you have a SAFE account? Forget your user name and/or password?

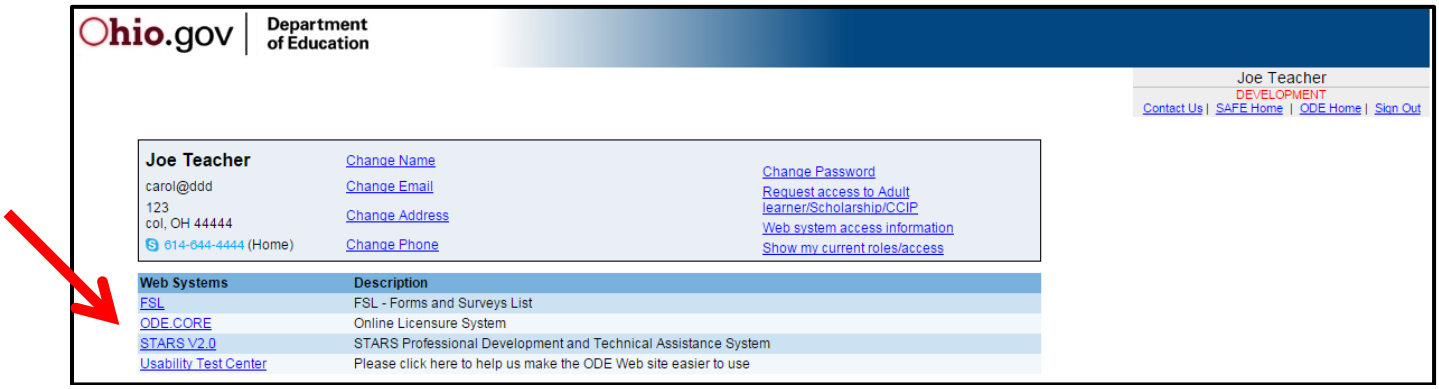
If you have a SAFE account but forget your password, please use the prompts in the blue sign-in box at the SAFE portal. *Please do not create a second SAFE account, even if your name has changed since your account was first set up.* If you need assistance, you may contact SAFE.admin@education.ohio.gov.

If you do not already have 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 SAFE 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 from education.ohio.gov, 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.

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

1. Log into your SAFE account.
2. See the Web systems heading and click on *ODE.CORE*.

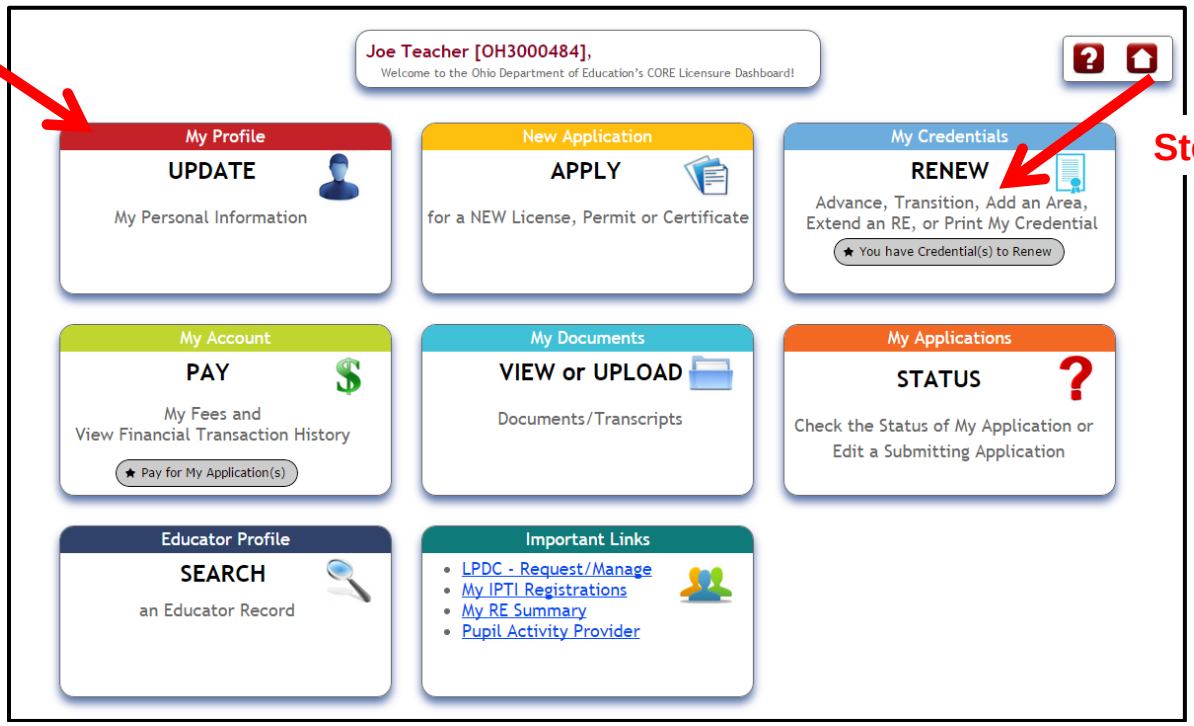


3. On the CORE dashboard, select *UPDATE My Personal Information*. You must have a valid email address in this profile to receive communication regarding your renewal.

4. Return to the CORE dashboard by using the drop-down menu at top right titled *Core Dashboard*. Then click on ***RENEW***.

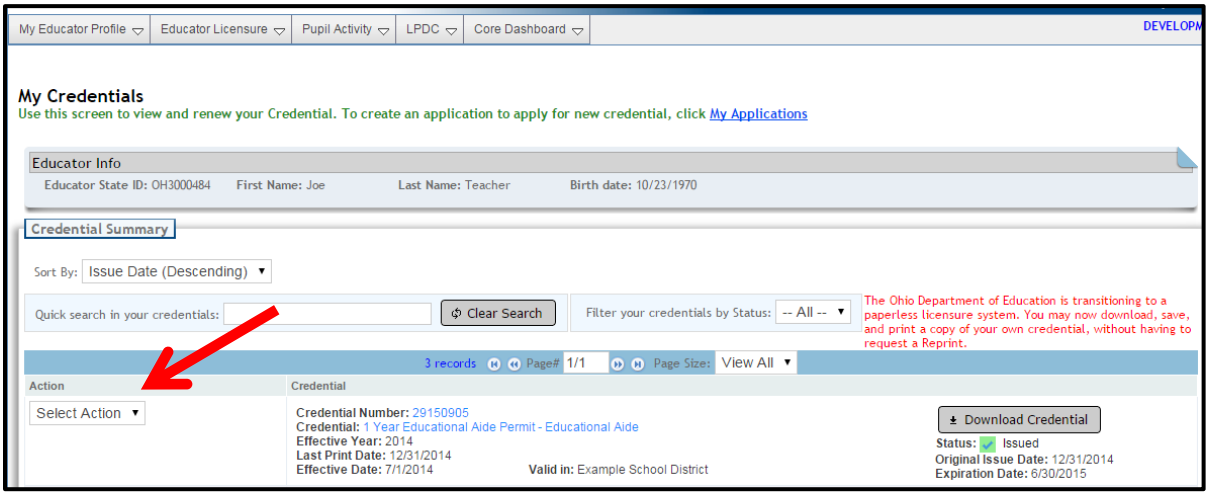
Step 4

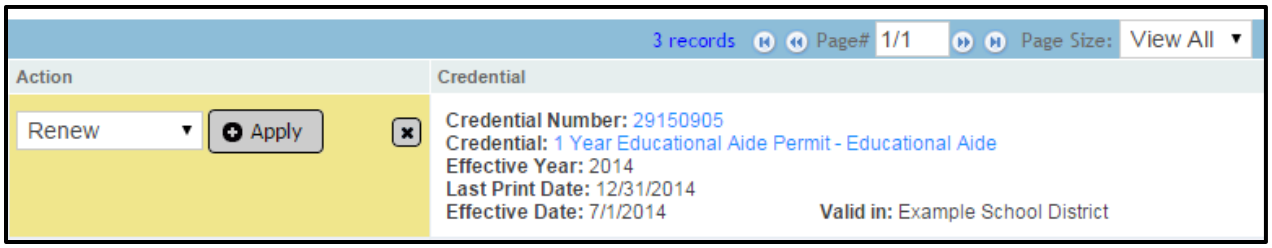
Step 3



Step 4

5. Click on the *Select Action* drop-down menu next to the credential to be renewed. Select "Renew." Then click on the button *Apply*.



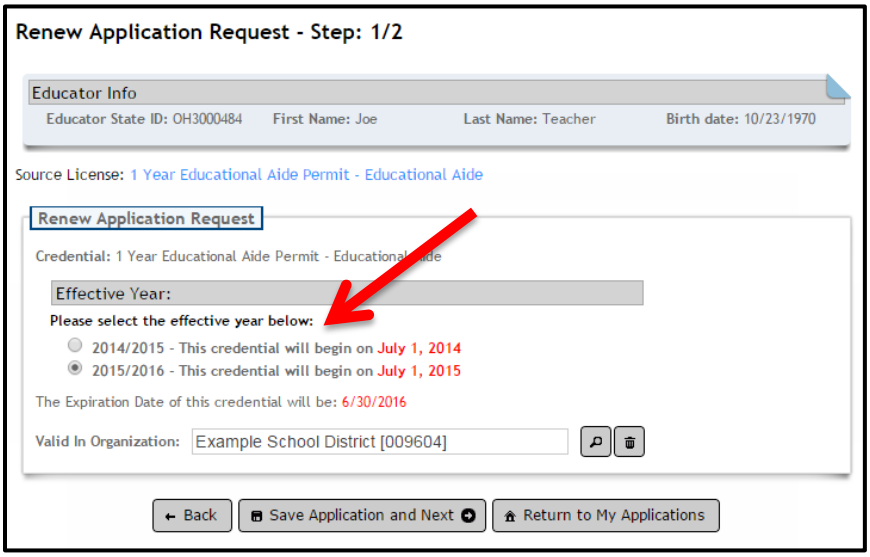


Step One: Select the Term, Effective Year and Organization

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.

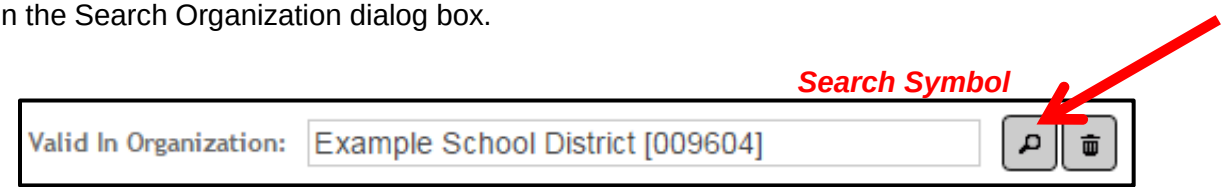
8. Select the *Effective Year*



9. Verify that the name of the district where the credential is valid is still correct. If you have moved to a different district since you applied for the current permit, you may change the district name (next to the words *Valid In Organization*) to that of the organization that will electronically sign your renewal application. There are two ways to enter a new district:

   The best way to ensure that you have the correct district name in this box is to ask your district for its information retrieval number, also called IRN. You also may search for the district's IRN here by entering the district name. Enter the IRN after *Valid In Organization*.

   Another way to complete this step if you do not have the IRN is to click the *Search* symbol at right to open the Search Organization dialog box.



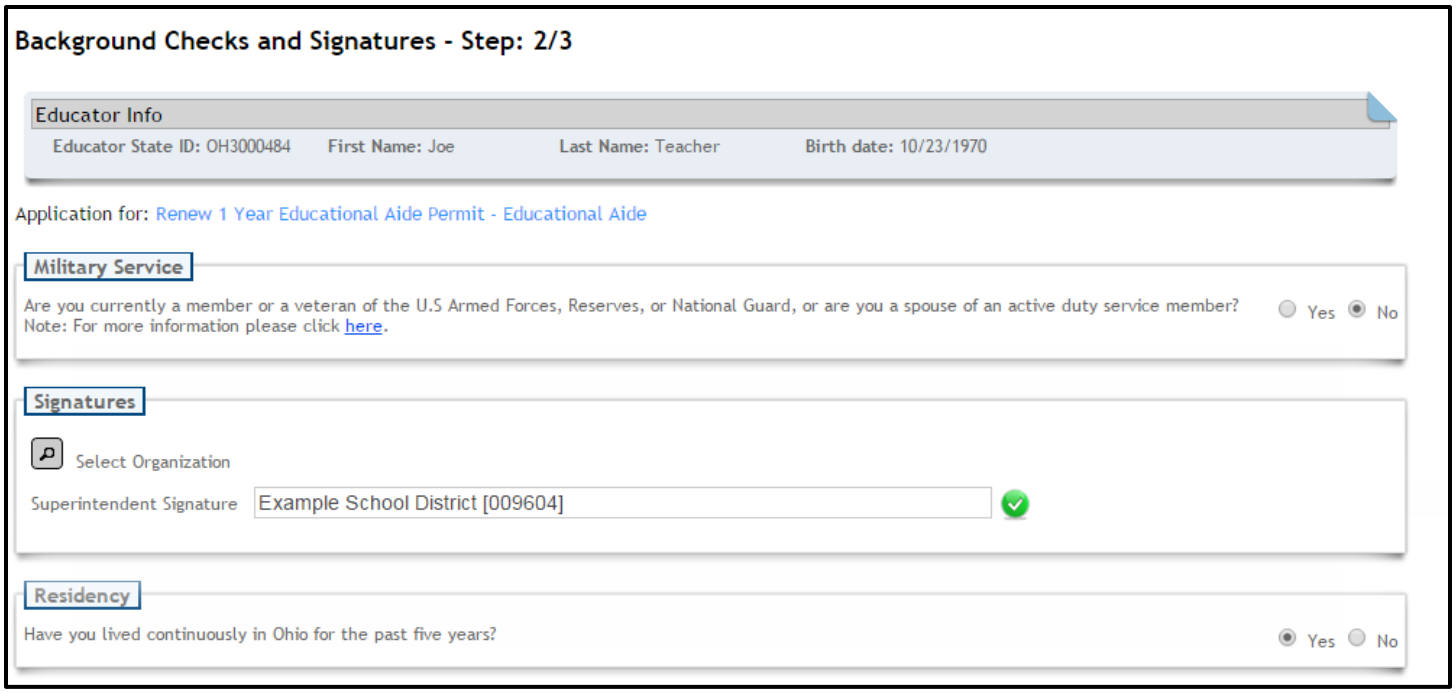
   If you do not have the IRN, entering any part of the name will automatically start a search. A few tips:

   - 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.

   To move ahead, click on *Save Application and Next*.

Step Two: Background Checks and Signatures

10. Note that if you changed your district in the *Valid In Organization* box in Step 1, your e-signer organization must match this organization name in the *Signature* area of Step Two. Search for your organization and select it as in Step 1.



11. Background Checks – Click on the + sign next to Background Checks to see the date your last background check was completed. 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.

    If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check but must obtain an updated FBI check once every five years. If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both the BCI and FBI background checks will need to be updated.

    Your background checks must be currently valid before the department can issue your credential request. See answers to more questions about background checks here.

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

13. Click on the *Save Application and Next*. Or, if you do not need to upload a document, click *Save Application and Done* button.

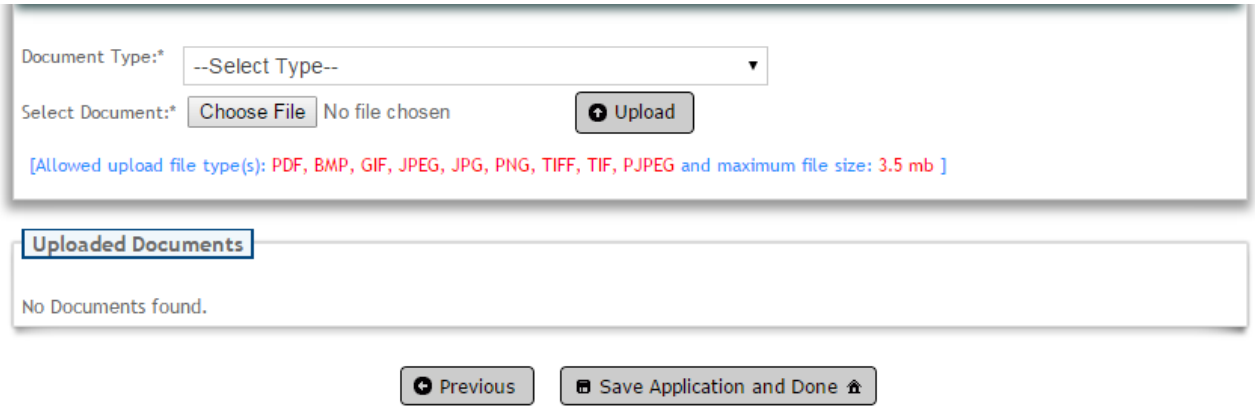
Step Three: Upload Documents, Pay and Submit the Application

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. Upload the necessary documents, including transcripts if applying for the ESEA Qualified endorsement as described on the Educational Aide Web page at education.ohio.gov. Also, if eligible, those who wish to apply for the military fee waiver should upload the required verification documents during this step. More

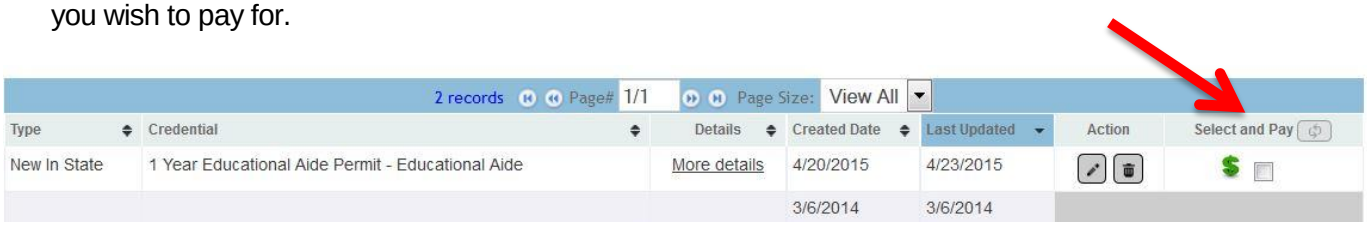
information is available on the License Fees for Military Web page at education.ohio.gov.

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

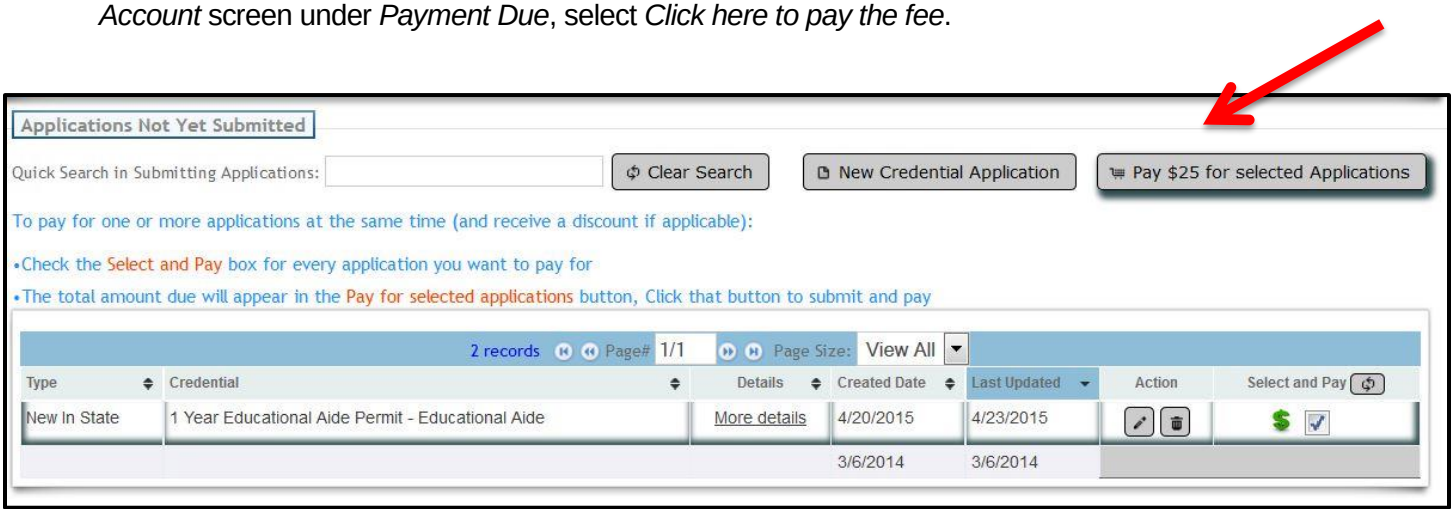


16. Click on *Save Application and Done* to submit the application. Any errors in the application will appear in red at the top of the screen. These must be corrected for a successful submission.

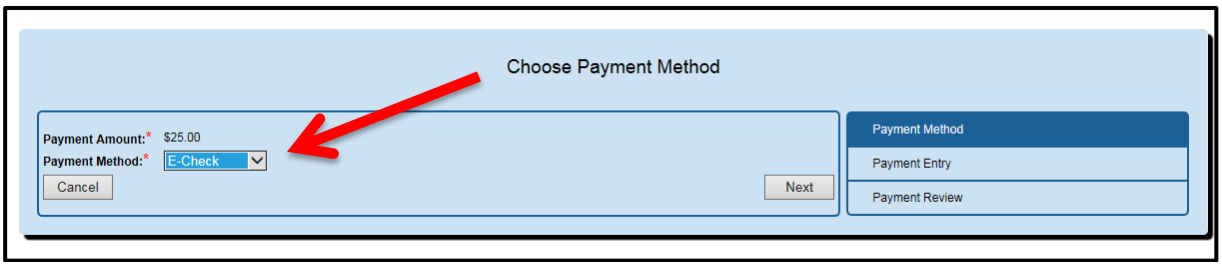
17. If the application was submitted successfully, the *My Applications* screen will be displayed for payment. Under *Applications Not Yet Submitted*, click on *Select and Pay* in the far right column for the application(s) you wish to pay for.



18. 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*.



19. Please select the method of payment in the drop-down menu. Then click on *Submit Selected Application(s)*. Click on the *Next* prompts to enter your payment information and submit the application.



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 *Applications Not Yet Submitted* heading. Under the *Action* heading at right, click on the ***pencil icon*** 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 application 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 individual 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.