

# 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](http://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](http://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](http://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](mailto: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](http://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](http://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](mailto: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*.

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
<a href="#">FSL</a>	FSL - Forms and Surveys List
<a href="#">ODE.CORE</a>	Online Licensure System
<a href="#">STARS V2.0</a>	STARS Professional Development and Technical Assistance System
<a href="#">Usability Test Center</a>	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 renewal.
4. Return to the CORE dashboard by using the drop-down menu at top right titled *Core Dashboard*. Then click on **RENEW**.

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

Step 4

Step 3

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](#)

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*.

The screenshot shows the 'My Credentials' page with a navigation bar at the top. Below the navigation bar, there's a section for 'Educator Info' and a 'Credential Summary' section. The 'Credential Summary' section includes a 'Sort By' dropdown set to 'Issue Date (Descending)', a 'Quick search' field, and a 'Filter your credentials by Status' dropdown set to 'All'. A red arrow points to the 'Select Action' dropdown menu in the 'Action' column of the credential list. The credential list shows one credential: 'Credential Number: 29150905', 'Credential: 1 Year Educational Aide Permit - Educational Aide', 'Effective Year: 2014', 'Last Print Date: 12/31/2014', 'Effective Date: 7/1/2014', and 'Valid in: Example School District'. There is also a 'Download Credential' button and a status section showing 'Status: Issued', 'Original Issue Date: 12/31/2014', and 'Expiration Date: 6/30/2015'.

This screenshot shows the 'Renew' action dropdown menu. The 'Action' column has a dropdown menu with 'Renew' selected and an 'Apply' button. The 'Credential' column shows the same credential details as the previous screenshot: 'Credential Number: 29150905', 'Credential: 1 Year Educational Aide Permit - Educational Aide', 'Effective Year: 2014', 'Last Print Date: 12/31/2014', 'Effective Date: 7/1/2014', and 'Valid in: Example School District'.

## 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*


The screenshot shows the 'Renew Application Request - Step: 1/2' form. It includes the 'Educator Info' section and the 'Source License: 1 Year Educational Aide Permit - Educational Aide'. The 'Renew Application Request' section has a 'Credential: 1 Year Educational Aide Permit - Educational Aide' and an 'Effective Year' dropdown menu. A red arrow points to the 'Effective Year' dropdown menu. Below the dropdown, there are two radio button options: '2014/2015 - This credential will begin on July 1, 2014' and '2015/2016 - This credential will begin on July 1, 2015'. The 'Expiration Date' is shown as '6/30/2016'. The 'Valid In Organization' field is 'Example School District [009604]'. At the bottom, there are three buttons: 'Back', 'Save Application and Next', and 'Return to My Applications'.



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.

**Search Symbol**



Valid In Organization:   

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.



**Search Organization for Superintendent Signature** [X]

**Search on:**

IRN:  Name:  (Wildcard "\*" allowed.)

 Find

**Search Result**

No Organization found.

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.

## Background Checks and Signatures - Step: 2/3

**Educator Info**  
Educator State ID: OH3000484    First Name: Joe    Last Name: Teacher    Birth date: 10/23/1970

Application for: [Renew 1 Year Educational Aide Permit - Educational Aide](#)

**Military Service**  
Are you currently a member or a veteran of the U.S Armed Forces, Reserves, or National Guard, or are you a spouse of an active duty service member? ☐ Yes ☒ No  
Note: For more information please click [here](#).

**Signatures**  
 Select Organization  
Superintendent Signature  

**Residency**  
Have you lived continuously in Ohio for the past five years? ☒ Yes ☐ No

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](http://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](http://education.ohio.gov).

- 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*.

- 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.
- 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.

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Educational Aide Permit - Educational Aide	<a href="#">More details</a>	4/20/2015	4/23/2015		
			3/6/2014	3/6/2014		

- 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:

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

Type	Credential	Details	Created Date	Last Updated	Action	Select and Pay
New In State	1 Year Educational Aide Permit - Educational Aide	<a href="#">More details</a>	4/20/2015	4/23/2015		<input checked="" type="checkbox"/>
			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

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.

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 *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.