



EDUCATIONAL AIDE PERMIT APPLICATION PROCESS

ODE Website: education.ohio.gov

Create a S.A.F.E. account (see top section of home page for link)

(or)

Sign into your S.A.F.E. account and

Choose ODE CORE Online Licensure System

APPLY for a NEW License, Permit or Certificate

(or)

RENEW a License, Permit or Certificate

Coaches, Aides, Student Monitors and Adult Educational Instructors

Educational Aide/Student Monitor Permit – 1 and 4 Year

Select Term: 1 Year (usually) Professional Classification: Educational Aide

Effective year: Be cautious on this selection. ALL Certificates begin July 1 and end June 30

Make sure you are picking the correct School Calendar Year

Cloverleaf IRN # 048488

Follow the application form prompts.

School District to select:

Cloverleaf Local Schools

8525 Friendsville Road

Lodi, OH 44254

IRN: 048488

Cost is \$25.00/year paid online to Ohio Department of Education

***IGNORE ANY SECTION THAT REQUESTS YOU TO ATTACH DOUCMENTS.**

An original transcript or your original high school diploma must be brought into the Superintendent's Office as a final step for an Educational Aide Certificate to be issued.

IF...applicant has an associate's degree or higher, that applicant qualifies for the Highly Qualified designation. An official transcript must be submitted to Superintendent for this designation.