

## Educational Aide and Student Monitor Permit Application

This application has two pages to be completed. Please fill in, print and sign.

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### Personal Information



Use this application for

### Educational Aide and Student Monitor Permits

**New  
and  
Renewal**

**Mail application and fee to:**  
Office of Educator Licensure  
25 South Front Street, Mail Stop 105  
Columbus, OH 43215

Educator ID or SSN  -  -

Birthdate

Male       Female

First Name  Middle Initial

Last Name

Address

City  State

Zip Code

Email

Home Phone  Mobile Phone

Other names which may appear on official documents (e.g. maiden)

Amount Enclosed \$

### FINGERPRINTS - BCI and FBI checks are valid for 365 days from the date the check was completed

All applicants for an **initial** certificate, license or permit are required to submit an Ohio BCI civilian background check AND an FBI background check from the Federal Bureau of Investigation.

Applicants who are **renewing** a certificate, license or permit are required to submit an Ohio BCI and an FBI background check from the Federal Bureau of Investigation **only if the credential being renewed is of the longest duration of the certificates, licenses, or permits that the educator holds.**

The Ohio Department of Education **is not able to** accept paper reports. All background check reports must be submitted to this office via **electronic** submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility please ask the person taking the prints to check the box under 'Reason Fingerprinted' to send the results to Teacher Cert per example below:

Reason Fingerprinted

Send to the Ohio Department of Education

Please **do not** use the Department of Education address in the 'mail to' section because the department is not able to utilize paper reports.

For more information on how to complete this electronic process, please visit: [http://www.webcheck.ag.state.oh.us/national\\_webcheck.htm](http://www.webcheck.ag.state.oh.us/national_webcheck.htm).

If the WebCheck you use does not have FBI capability you may request the fingerprint card and instructions from our office at 614/466-3593.

### LEGAL QUESTIONS      Each question MUST be answered by checking the appropriate box.

If you answer **YES** to any question, attach an explanation to this application.  
Please indicate the **year of conviction**, the **nature of the offense**, and the **court where the matter was heard**.

#### HAVE YOU EVER ...

- |                           |                          |  |
|---------------------------|--------------------------|--|
| <input type="radio"/> YES | <input type="radio"/> NO | Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?  |
| <input type="radio"/> YES | <input type="radio"/> NO | Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?                                    |
| <input type="radio"/> YES | <input type="radio"/> NO | Had a criminal conviction sealed or expunged?  |
| <input type="radio"/> YES | <input type="radio"/> NO | Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited or denied? |
| <input type="radio"/> YES | <input type="radio"/> NO | Surrendered ANY certificate, license or permit, other than a driver's license?   |

*I certify under penalty of loss of my right to teach or work in the schools of Ohio that the answers to these five questions are true and correct in every respect.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Educational Aide, Student Monitor, and Aide Technologist**

or to request a DUPLICATE copy of a currently valid permit

**Credential Information** - Indicate Permit Request

New  Renewal

1-Year Educational Aide **\$ 25.00**

One-year educational aide permits, new and renewal, may be issued at the request of an employing school district to individuals who hold a high school diploma or the equivalent.

4-Year Educational Aide **\$ 100.00**

Four-year educational aide permits may be issued to an individual who holds a high school diploma or the equivalent, and who has successfully performed their duties for a minimum of two years under one-year aide permits.

Addition of the ESEA Qualified designation **\$ 20.00**

The term "ESEA Qualified" may be added to the educational aide permit for individuals who have successfully completed one of the following criteria:

1. The **examination** for paraprofessionals prescribed by the State Board of Education (**ParaPro**)

I am applying to the "ESEA Qualified" designation based on having passed the ParaPro, and I have requested the score for this test to be reported directly to the Ohio Department of Education by the Educational Testing Service. (The Ohio Department of Education's reporting code is R7945). We will not accept paper copies.

2. An associate degree (or higher) from an accredited institution of higher education; or at least 2 years of study at an accredited institution of higher education (defined as 48 semester hours or 72 quarter hours).

I am applying for the "ESEA Qualified" designation based on the college coursework or degree, and I have submitted official transcripts (no photocopies) with this application.

1-Year Student Monitor **\$ 25.00**

4-Year Aide Technologist (renewal only) **\$ 100.00**

Duplicate **\$ 20.00**

Correction **\$ 20.00**

Please specify the correction requested (name change etc.) \_\_\_\_\_

**EFFECTIVE YEAR**

The effective year for an Ohio license begins July 1, regardless of the date of issuance. When renewing you may apply after January 1st of the year the permit expires.

Permit to begin on July 1,

**MAIL TO ORGANIZATION** (all permits are mailed to the employing Ohio school/district)

School District

IRN #

**SUPERINTENDENT SIGNATURE**

*I hereby request a permit for the individual named on this application.*

\_\_\_\_\_  
Signature of Ohio School Superintendent

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

**APPLICANT SIGNATURE**

*I certify under penalty of the loss of my right to work in the schools of Ohio that the information provided on this page of the application is true and correct in every respect.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name

**Fees:** Please enclose a money order or personal check payable to "Treasurer, State of Ohio" for each application. **DO NOT SEND CASH.**

(\$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

**Please Note:** The \$20.00 fee to add ESEA Qualified is a one-time fee. Once ESEA is added it will be printed on every renewal without an additional fee.

**CHECKLIST** Have you .....

\_\_\_\_ Received the Superintendent's signature    \_\_\_\_ Completed each section on page 1 and page 2 and **signed page 1 and page 2**    \_\_\_\_ Requested electronic submission of the BCI and FBI

\_\_\_\_ Attached a check or money order    \_\_\_\_ Included official transcripts for ESEA, if applicable    \_\_\_\_ Requested electronic submission of the ParaPro scores, if applicable.