

# Educational Aide Permits

The Ohio Department of Education issues educational aide permits to applicants who meet qualifications and who have been hired by school systems to serve in their districts.

## Preliminary Steps - First-time and Renewal of Permits

**Contact a school or district.** Please **DO NOT** apply for this permit (new or renewal) through ODE's online system until you have completed the two steps below; otherwise, your application may be declined. The steps are:

Complete the employment process at the Ohio school or district where you are interested in serving as an educational aide.

Notify the school or district that you will be selecting them to electronically sign your application.

**Do you have a current background check?** All licensed educators must have a current background check for a license to be issued.

## About Educational Aide Permits

These permits qualify an individual to perform educational assistant duties in a school, including the supervision of students and assistance with instructional tasks.

**Educational Aide Permit – 1-Year** – This permit, new or renewal, may be issued at the request of an employing school or district to an individual who holds a high school diploma or the equivalent.

**Educational Aide Permit – 4-Year** – This permit 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 educational aide permits.

**Addition of the ESEA Qualified Designation** - ESEA stands for the federal Elementary and Secondary Education Act, or No Child Left Behind, which requires educational aides or paraprofessionals working in Title I settings to meet certain qualifications. However, any qualified person may add the designation regardless of their employment setting. To add the term "ESEA Qualified" to an educational aide permit, the individual must have successfully completed one of the following:

- The examination for paraprofessionals prescribed by the State Board of Education (ParaPro). Please request the score for this test to be reported directly to the Ohio Department of Education by the Educational Testing Service.
- An associate degree (or higher) from an accredited institution of higher education; or at least two years of study at an accredited institution of higher education (defined as 48 semester hours or 72 quarter hours). Please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos/photocopies of transcripts or unofficial transcripts.** Before uploading your transcripts, please see the following requirements:
  - Confer date of degree must be visible.
  - Include all pages of transcript (front and back).
  - Registrar's signature and transcript key/guide must be visible.
  - Create one PDF file per transcript (do not upload pages separately).
  - Upload transcripts from multiple universities separately (i.e. each transcript should be one PDF file).

**\*\*NEW for 2018-2019 School Year – ALL Substitute Educational Aides MUST have a permit**