



RHLS D CURRENTLY USES A THIRD-PARTY SYSTEM FOR HIRING ALL SUBSTITUTE TEACHERS. AT THIS TIME, WE DO ALLOW INDIVIDUALS WITH ASSOCIATES DEGREES TO BE SUBSTITUTE TEACHERS. (BOARD APPROVED 2/16/2023 - ADDITIONAL REQUIREMENTS NEEDED) TO INQUIRE ABOUT SUBSTITUTE TEACHING PLEASE CONTACT THE OHIO SUBSTITUTE TEACHER SERVICES ONLINE AT [https://www.escneo.org/substituteteacherservices\\_home.aspx](https://www.escneo.org/substituteteacherservices_home.aspx) OR BY PHONE AT 216-446-6787

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**BCI AND/OR FBI BACKGROUND CHECK NEEDED?**  
 WE CAN TAKE CARE OF THAT AT THE ROLLING HILLS LOCAL SCHOOL DISTRICT CENTRAL OFFICE. PLEASE CALL ALLISON GARNER AT 740-432-5370 EX 2010 TO SCHEDULE AN APPOINTMENT.  
 BCI ONLY \$32.00 FBI ONLY \$36.00 BCI & FBI \$65.00

ALL NEW OR RETURNING AFTER A LAPSE IN EMPLOYMENT INDIVIDUALS (FULL-TIME OR SUBSTITUTE) NEED A BCI AND FBI BACKGROUND CHECK BEFORE BEING HIRED.

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**INTERESTED IN BEING A PARAPROFESSIONAL OR SUBSTITUTE PARAPROFESSIONAL?**  
 PLEASE CONTACT AN EDUCATIONAL SERVICE CENTER FOR ASSISTANCE:

<p><b>MEGAN HISSOM</b>          EAST CENTRAL OHIO ESC          7077 GLENN HIGHWAY          CAMBRIDGE, OH 43725          PH: 330-308-9939 EXT 8620  <a href="mailto:megan.phillips@ecoesc.org">megan.phillips@ecoesc.org</a></p>	<p><b>JESSICA DEAN</b>          OHIO VALLEY ESC          128 E. 8TH STREET          CAMBRIDGE, OH 43725          PH: 740-439-3558  <a href="mailto:jessica.dean@ovesc.org">jessica.dean@ovesc.org</a></p>
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# Educational Aide Application Checklist

This checklist is a resource for candidates to use when applying for an Ohio Educational Aide or Student Monitor Permit. Additional information is available on the Ohio Department of Education's [Educational Aide and Student Monitor Permits webpage](#).

## Step 1

### **CONTACT A SCHOOL, DISTRICT OR EDUCATIONAL SERVICE CENTER.**

Do not apply for this license (new or renewal) through the Department's online system until you have completed the following; otherwise, your application will be declined. You must:

- Complete the employment process at the Ohio school or district for which you are interested in serving as an educational aide or student monitor; and
- Notify the employing organization and request the employer's IRN to use in the online application. The organization's e-signer must approve your license application. Record the IRN for use with the online application here:

## Step 2

### **DETERMINE WHICH PERMIT YOU NEED FOR EMPLOYMENT.**

The employing school or district must advise you of the permit needed for employment from the following options:

- 1-Year Student Monitor Permit
- 1-Year Educational Aide Permit
- 4-Year Educational Aide Permit (work experience under a 1-Year Educational Aide Permit required)
- Elementary and Secondary Education Act (ESEA) endorsement (for educational aide permits only). If this is required, proceed to Step 3. If not, skip to Step 4.

## Step 3

### **PREPARE YOUR UNIVERSITY TRANSCRIPT OR PARAPRO EXAM REPORT IF APPLYING FOR THE ESEA ENDORSEMENT (OTHERWISE, SKIP TO STEP 4).**

Paraprofessionals who provide academic support in a core subject area in programs supported with Title I funds under the ESEA must meet the properly certified paraprofessional requirements. If your employing school or district requires you to have an ESEA endorsement on your educational aide permit, you must meet one of the following requirements:

- Pass the [ParaPro exam](#) (submit your official ParaPro exam score report from Educational Testing Service (ETS) reflecting your passing score with your application); OR
- You must have an associate degree or higher from an [accredited college or university](#); or at least two years of study (defined as 48 semester hours or 72 quarter hours) at an accredited college or university (scan and upload your original, official transcripts per system directions to your OH|ID account or mail them to the Office of Educator Licensure. Please see the Educational Aide and Student Monitor Permits webpage for instructions regarding transcripts).

## Step 4

### **COMPLETE YOUR BACKGROUND CHECKS.**

You must have current background checks on file with the Department. Please see the [Background Check FAQs](#) webpage for more information.

## Step 5

### **COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.**

- Access your [OH|ID account](#) (you will need to [create an OH|ID account](#) if you do not already have one).
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Educational Aide (1-Year or 4-Year) or Student Monitor (1-Year) Permit application from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions.