

ARCHDIOCESE OF CINCINNATI
EDUCATIONAL AIDE -
STUDENT MONITOR CERTIFICATION

**ARCHDIOCESE OF CINCINNATI
EDUCATIONAL AIDE -
STUDENT MONITOR CERTIFICATION**

- Applicants must be currently employed in an Archdiocesan school.
- Requests must come from the principal, then approved by the Coordinator of Professional Development.



**REQUIREMENTS FOR
EDUCATIONAL AIDE -
STUDENT MONITOR CERTIFICATION**

- Completed Application
- Child Protection Decree Orientation – record of attendance must be on file at the Archdiocese of Cincinnati.
- Background Check - fingerprinting
- Check to Treasurer, State of Ohio

[DOWNLOAD APPLICATION](#)

ALL SECTIONS MUST BE COMPLETED

**CHILD PROTECTION DECREE
ORIENTATION SESSIONS**

<http://www.catholiccincinnati.org/childorient/CPDOrientations.htm>

BACKGROUND CHECK - FINGERPRINTING

See application for information on background checks.

Under the requirements of House Bill 1 passed in 2009, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. The answer to this residency question will determine what background checks (BCI and/or FBI) applicants must complete.

BACKGROUND CHECK - FINGERPRINTING

- To work in Archdiocesan schools, you must be fingerprinted by the Archdiocese of Cincinnati – no other agency. Inked cards or background checks done at police stations or other agencies are not accepted.
- See the list of permanent fingerprinting locations: http://www.catholiccincinnati.org/index.php?option=com_content&task=view&id=420&Itemid=976
- Tell person taking prints that results must be sent electronically to Ohio Dept. of Education - Teacher Certification.

LEGAL QUESTIONS


- You must answer all 5 questions.
- If you answered **yes** to any question, attach explanation in SEALED ENVELOPE for review by the Ohio Department of Education, Office of Certification and Licensure.
- Reviewed by ODE on individual basis; may take up to 6 weeks to process.

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- A 4-year Educational Aide permit may be applied for only if individual has held two prior 1-year Educational Aide permits.
- The ESEA qualified designation is an option that can be added to the aide certificate for an additional one-time fee.
- To have this added to your aide certificate, you must include official transcripts of the college work. Transcripts will not be returned. A permanent electronic copy will be maintained at ODE

- Permit to begin on **July 1, 20__**
(of the current school year)
- **SCHOOL DISTRICT:** Archdiocese of Cincinnati
IRN# : 052514
- Application will be signed by the Archdiocese of Cincinnati Superintendent when submitted to this office.

Educational Aide-Student Monitor Certification
What To Return:




- 1) Completed Application
- 2) Official Transcripts, if applicable, for ESEA Qualified Designation
- 3) Check to Treasurer, State of Ohio


MAIL TO:

NO
↓

YES
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Certification/Licensure
Columbus, OH 43215



Coordinator of
Professional Development
Catholic School Office
100 East 8th Street
Cincinnati, OH 45202

Questions? ? ?

Cathy Bever
Coordinator of Professional Development
Catholic School Office
100 E. 8th Street
Cincinnati, OH 45202
CBever@CatholicCincinnati.org