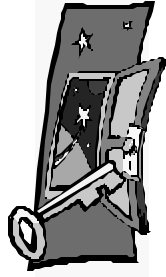


**ARCHDIOCESE OF CINCINNATI
EDUCATIONAL AIDE-STUDENT
MONITOR CERTIFICATION**

- 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 PERMIT**

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

Background Check

- Applicants for **ALL** licenses or permits (**NEW or RENEWAL**) must complete Ohio's Background Check (BCI) as well as the National Background Check (FBI).
- For certification purposes, fingerprints are valid for 1 year.



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.
- Cost: **BCI - \$28** **FBI - \$30**

**CHILD PROTECTION DECREE
ORIENTATION SESSIONS**

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

**APPLICATION FOR
EDUCATIONAL AIDE PERMIT**

- **Download application**
<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=45530>
- **ALL SECTIONS MUST BE COMPLETED**

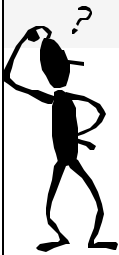
LEGAL QUESTIONS

- 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.

- 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 a one-time fee of \$20.
- 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, 200_**
(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 For Educational Aide Permit
- 2) Official Transcripts, if applicable, for ESEA Qualified Designation
- 3) Check to Treasurer, State of Ohio

MAIL TO:

NO ↓

Certification/Licensure
Columbus, OH 43215 

YES ↓


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

Questions? ? ?

Cathy Bever
Coordinator of Professional Development
Catholic School Office
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Cincinnati, OH 45202
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