

Directions for adding the ESEA Endorsement to the Educational Aide Permit

1. Login to your OHID account
2. Go to My credentials
3. Locate your permit that expires 6/30/2021
4. Click on action
5. Add Area

The screenshot displays the OHID portal interface. A modal dialog box titled "Start Credential Application Process" is centered on the screen. The dialog box contains the following elements:

- Credential:** A dropdown menu with "1 Year Educational Aide Educational Aide Permit" selected.
- You chose to:** A dropdown menu with "Add Area" selected.
- Effective:** A date selector set to "07/01/2020".
- Will Expire:** A date selector set to "06/30/2021".
- Buttons:** "Start Application Process" (red) and "Close".

The background shows the "My Credentials" page with the following table:

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
1 Year Educational Aide Educational Aide Permit	Issued	2020	06/30/2021	21845522	Action Print
1 Year Educational Aide Educational Aide Permit	Issued	2019	11/30/2020	21692060	Action Print

Below the table, it says "Total credentials: 2". To the right, there is a "Submitted Applications" section with a table:

SUBMITTED DATE	CREDENTIAL	STATUS	ACTION
05/06/2020	1 Year Educational Aide Educational Aide Permit / Renew	Issued	View Details

Below this, it says "Total applications: 1" and "Applications Not Yet Submitted: No applications to display." At the bottom of the page, there are several navigation buttons: "My Background Checks", "My Resident Educator Summary", "My Account", and "Assessment Data", each with a "Click to View" button.

- 6.
7. Start application process

Requested Credential(s)

1 Year Educational Aide Educational Aide Permit

Credential:	Action:	Effective:	Will Expire:
1 Year Educational Aide Educational Aide Permit	<input type="button" value="Add Area"/>	07/01/2020 ▾	06/30/2021

Teaching Fields:
There are no teaching fields specified for this credential.

Endorsements:

ESEA qualified [888301]

i 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. "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)
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).

- 8.
9. Click on ESEA qualified (888301)
10. Answer the questions

11. Documents: Upload your transcripts or Parapro exam scores

The screenshot shows a web application interface with a modal window titled "Upload Document for Application". The modal contains the following text:

Upload Document for Application

i If a transcript is required to process your application, please scan and upload your **original, official** transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts:

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

Document Type:

Transcript

Browse

i Only pdf files with a maximum file size of 3.5mb may be uploaded.

The background of the screenshot shows a form with questions like "Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?" and "Has disciplinary action ever been taken re... state or place?". There are "Yes" and "No" buttons for these questions. Below the modal, there is a "Documents" section with a "Please click here to determine if do..." link and a list of document types: "Transcript" and "Verification of Military Service". There is also an "Application Documents" section that says "No documents to display."

12. Superintendent Signature (IRN 043802)

- Click on the find button, type Columbus, scroll down until you see Columbus City School District, click select

13. Pay and submit Application