

EDUCATIONAL AIDE PERMIT

Sections A and B-Complete as directed.

Section C- Indicate desired permit. **A four year educational aide permit can be obtained ONLY upon having the one year educational aide permit for two consecutive years.**

Section D- See “General Directions” to see if you qualify.

Section E- Complete as directed.

Section F- Complete as directed. Your application will not be processed until ODE receives both the FBI and BCI electronic submission.

Section G- Leave blank.

Section H- Leave blank.

Section I- Sign and date application.

Send completed application to:

Melissa Hokanson
Office of Catholic Education
1404 E. 9th St.
Cleveland, OH 44114

Please include two checks with the application.

One Year Permit- Ohio TEC for \$12.00
OCE for \$5.00

Four Year Permit- Ohio TEC for \$48.00
OCE for \$25.00

Office of Catholic Education 11/2007

