



SUBSTITUTE EDUCATIONAL AIDE APPLICATION CHECKLIST

This checklist is a resource for candidates to use when applying to become a substitute educational aide for Licking Valley Local Schools.

BACKGROUND CHECK

- Contact our office to schedule your background check.

COMPLETE AND SUBMIT YOUR ONLINE APPLICATION

- [Access your OH|ID](#) (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 Permit application from your CORE Dashboard.
- Licking Valley's e-signer must approve your license application. Our IRN is 048017.

QUESTIONS

Contact our office if you have questions.

Licking Valley District Office
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