



## ZANE TRACE LOCAL SCHOOL DISTRICT

946 State Route 180 • Chillicothe, Ohio 45601 • 740-775-1355

### Memo: All Current Employed and Substitute Aides

If you want to work as an aide, attendant, interpreter, caregiver or notetaker with the Ross County Schools you **MUST** have a **CURRENT AIDE PERMIT**. If you do not have a current aide permit you will not be able to work at any of the Ross County Schools. The law states that non-teaching employees shall not serve as educational assistants without first obtaining an appropriate educational aide permit or educational paraprofessional license from the state board of education. No person shall receive compensation from a board of education for services rendered as an education assistant in violation of this provision.

The Ohio Department of Education has instituted an electronic license application system. Please follow the link provided below to begin the application process. The first step in the application process is to create an ODE Safe Account; you will create a Safe Account from the link <https://safe.ode.state.oh.us/portal>

#### IMPORTANT:

**YOU MUST HAVE AN EMAIL ACCOUNT AND A CREDIT CARD TO ELECTRONICALLY APPLY FOR YOUR LICENSE.**

You will need a background check (fingerprinted) for the BCI and FBI with the initial permit. The cost is \$60.00. You can have your background completed at Zane Trace in the Superintendent's office; Monday-Thursday, from 8:00 am-11:00 am and 1:00 pm-3:00 pm.

Requirements needed: College with at least 48 semester hours or 72 quarter hours or take the **paraprofessional test** which they offer at the Ross-Pike Educational Service District, 475 Western Avenue, Suite E, Chillicothe, Ohio 45601. **Phone number is 740-702-3120** and the cost is \$60.00.