

Instructional Assistant Permit Application Checklist

Candidates can use this checklist when applying for an Ohio Instructional Assistant Permit – Autism Scholarship. This permit is for individuals who provide services to children under the Autism Scholarship Program only. Additional information is available on the Ohio Department of [Education's Instructional Assistant Permit – Autism Scholarship webpage](#).

Step 1

MEET EDUCATION REQUIREMENTS FOR THE INSTRUCTIONAL ASSISTANT PERMIT.

You must have an associate degree or higher or at least two years of study (defined as 48 semester hours or 72 quarter hours) from [an accredited college or university](#).

Step 2

CONTACT AN OHIO AUTISM SCHOLARSHIP PROGRAM PROVIDER.

Do not apply for this license (new or renewal) through the Department's online system until you have completed the following; otherwise, the application will be declined. You must:

- Complete the employment process with the Ohio Autism Scholarship Program provider for which you are interested in serving as an instructional assistant; **and**
- Notify the employing program provider and request the employer's IRN to use in the online application. The organization's e-signer must approve your license application. Record the IRN for use with the online application here:

Step 3

COMPLETE BACKGROUND CHECKS.

You must have current background checks on file with the Department. Please see the [Background Check FAQs webpage](#) for more information.

Step 4

PREPARE YOUR UNIVERSITY TRANSCRIPTS.

You may scan and upload your original, official transcripts per system directions to your OH|ID account or mail them to the Office of Educator Licensure. Please see the [Instructional Assistant Permit – Autism Scholarship webpage](#) for instructions regarding transcripts.

Step 5

COMPLETE AND SUBMIT YOUR ONLINE APPLICATION.

- Access your [OH|ID account](#) (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 Instructional Assistant Permit application under the *Nonpublic School Teachers and Administrators* category from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions.

