

Coordinating Service Center Tutor Registration Application Checklist

Use this checklist when applying for an **Ohio 1-Year Coordinating Service Center Tutor Registration**.
See the [Tutor Ohio Kids webpage](#) for additional information.

Step 1

MEET EDUCATION REQUIREMENTS FOR THE COORDINATING SERVICE CENTER TUTOR REGISTRATION

You must meet the requirements of the Educational Service Center of Central Ohio for this registration. Please see the [Tutor Ohio Kids webpage](#) for information.

Step 2

CONTACT THE EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

Do not apply for this registration through the Department's online system until you have completed the following or your application will be declined. You must:

- [Complete the application profile and any additional requirements](#) through the Educational Service Center of Central Ohio to serve as a tutor; **and**
- Notify the Educational Service Center of Central Ohio before applying. The organization's e-signer must approve the tutor registration application.

Step 3

COMPLETE BACKGROUND CHECKS

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

Step 4

COMPLETE AND SUBMIT THE 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 application from your CORE Dashboard:
 - Click **Tutor** under **Apply for a New Credential**.
 - Select **Coordinating Service Center – 1 Year** to complete the **Tutor Registration** application.
- See the [CORE User Manual](#) for complete instructions.

