



# Paraprofessionals Certification Renewal Fact Sheet

## Things You Need to Know

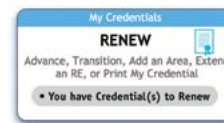
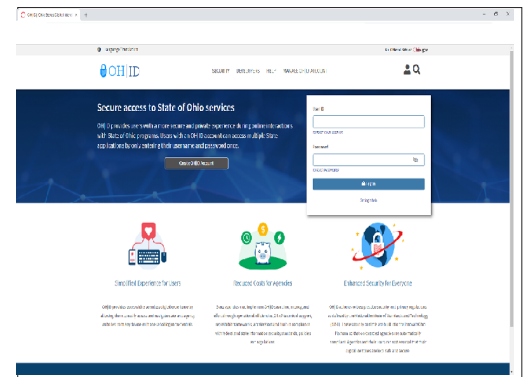


Paraprofessional credentials expire yearly unless you are eligible for and select a multi-year permit. License information can be viewed in your Workday profile by choosing Career, then choosing Certifications. If you do not intend to renew your expiring credentials, send an email to [Licensing@ClevelandMetroSchools.org](mailto:Licensing@ClevelandMetroSchools.org).

## Four Easy Steps to Renew Your Professional License



1. Click the link below to access the Ohio Dept. of Education (ODE).  
<https://ohid.ohio.gov/wps/portal/gov/ohid>
  - Sign in using your existing ODE login information or
  - Select Create OH/ID Account to create an account
2. Select RENEW to open the application and use this Renew Credential code: CMSD IRN 043786
3. Complete all required information on each screen.
4. Pay the fee once you have completed the application process. (Payment by credit card only.)



Ohio law does not require individuals continuously residing in Ohio to do a BCI check, but must obtain an updated FBI check once every five (5) years. Individuals who have not continuously lived in Ohio, since their last background check requires both BCI and FBI background checks. You may look up the date of your most recent background check(s) while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your OH/ID account.

Click the following link for detailed information about background check(s) done through CMSD Safety & Security department. [ClevelandMetroSchools.org/Page/3464](https://www.clevelandmetroschools.org/Page/3464)

## Additional Information



Contact a CMSD at [Licensing@ClevelandMetroSchools.org](mailto:Licensing@ClevelandMetroSchools.org) for assistance.

Ohio Dept of Education Fees for Licensure Applications

[Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications](https://www.education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications)

Ohio Dept. of Education FAQ for the Online License System

[Education.Ohio.Gov/Topics/Teaching/Licensure/Additional-Information/Help-and-FAQs-for-the-Online-License-System](https://www.education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Help-and-FAQs-for-the-Online-License-System)