![Learning Aid Ohio logo]

Tutor Application Checklist

Thank you so much for your interest in becoming a tutor for Learning Aid Ohio and for wanting to support learners on Individualized Education Programs (IEPs). Below is the application process for tutoring with Learning Aid Ohio. You will also see what each status means within the process. If you have any questions or need assistance, please contact the Learning Aid Ohio Team at **info@learningaidohio.org**.

Step 1: Set up an account and fill out the application.

- Please have a copy of your ODE License or BCI to upload.
  - A current BCI will be required if the ODE license does not expire.
- In addition, any relevant certifications for tutoring you desire to upload.

  Note: A cell phone number must be provided to receive notifications by text.

Step 2: Once the application is approved, the status will change to Awaiting payroll and contract setup.

- You will receive a notification email with a link to a Formstack form to collect all required information to be set up in Paychex (the payroll platform). You will be required to upload a signed Independent Contractor Agreement.
- Please upload a picture and write your bio so learners and their account managers can select you for interviews.

Step 3: Once approved, enter your availability. Approved learners and their account managers can view approved tutors to schedule interviews and paid sessions.

  Note: Scheduling will begin on this platform on July 11, 2024, when the Summer 2024 Semester begins.

Application Status Key:	
Pending Review	The application is in the queue waiting for a Learning Aid Ohio staff member to review.
Need Additional Information	A notification will be sent specifying what additional information is required.
Awaiting Payroll and Contract Setup	The tutor must submit payroll information and complete the contractor agreement.
Approved	The tutor is visible within the scheduling platform for learners and their account manager to view and schedule interviews and paid sessions.
Denied	The tutor may be denied participation for the following reasons: Learner in the program, Qualifications, Background Check.