



Tutor Application Checklist

Thank you for your interest in becoming a tutor for Learning Aid Ohio and supporting learners on Individualized Education Programs (IEPs). 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.

Note: If you would like to receive a notification by text, please provide a cell phone number.

- Apply at learningaidohio.org/become-a-tutor/
- You are required to get a BCI specifically for Learning Aid Ohio.
 - Use the following code when submitting your BCI: **5123 081 – “Employment with DoDD, County Board of DD or contracting agency.”**
 - Please have the background check sent to directly to our office:

Learning Aid Ohio

510 E North Broadway, Ste 401

Columbus, OH 43214

- In addition, please upload any relevant documents, licenses, or certifications related to tutoring.

Step 2: Once your application has been reviewed, it will move to the next stage: awaiting payroll and contract setup.

- You will receive a notification email with a link to provide information and sign your independent contractor agreement.
- You will get another email from Paychex to complete your payroll account.
- Please be sure to upload a photo and write your bio so Account Managers can select you for interviews.

Step 3: Once approved, set your availability. Approved learners and their account managers will then be able to view your profile to schedule interviews and paid sessions.

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 Set Up	The tutor must complete the independent contractor agreement.
Approved	The tutor has met all eligibility and compliance requirements and can now set their availability and complete their bio to begin being booked for sessions.
Denied	The tutor may be denied participation for the following reasons: Learner in the program, qualifications, background check.