

Ohio Child Licensing and Quality System Job Aids



ALL preschool and school-age child care licensing and Step Up To Quality functions must be done in the Ohio Child Licensing and Quality System (OCLQS)

1. Click [here](#) to navigate to OCLQS online
2. Then, click “Log in as an ODE User”
 - For help, see [How to Log In](#) to OCLQS as an ODE User.

LICENSING JOB AIDS

- [New application for program license](#)
- [Document management-view, upload, revise, download report](#)
- [Updating funding sources and schedules](#)
- [Adding outdoor space](#)
- [Withdrawing an application](#)
- [Account management, including logging in/out, viewing messages, documents and inspections](#)
- [Sending Corrective Action Plans](#)
- [Close a program license](#)
- [Change of capacity amendment, including adding or deleting rooms](#)
- [Change of location amendment, moving physical location](#)

SUTQ JOB AIDS

- [Registering for SUTQ Initial Application](#)
- [Ongoing registration for SUTQ](#)
- [Account management, including viewing on site summary and serious incidents](#)
- [Submitting SUTQ annual reports](#)

Find more at: [OCLQS Job Aids on Early Childhood Ohio](#) Use [Chrome browser](#) for OCLQS

Questions? Emails: OELSR.licensing@education.ohio.gov OR SUTQ@education.ohio.gov