Ohio | Department of Education

Licensing Transactions

Do you have a program license for the physical location where children will be served?

No → Are you moving a currently licensed program to this new location?

- **No** → **Create a new application**
- **Yes** → Are you moving the entire program from the current location to a new location?
  - **No** → Classrooms at the new location will need to follow the steps above outlined in the **create a new application**
  - **Yes** → Classrooms at the current location will need to follow the steps to the right outlined in the **select change of capacity amendment**

Yes → Are you changing, adding or deleting classrooms?

- **Yes** → **Select change of capacity amendment**
- **No** → **Update program information**

Create a new application

1. Ensure an IRN is set up for the location. Only Chartered nonpublic and ESC programs need to access the required document here
2. Ohio Educational Directory System (OEDS) roles are assigned for the program.
3. Gather documents for upload
   - Building Approval from local building department
   - Current fire inspection
   - Current food license or food exemption from the local Health Department
4. Log in to Ohio Child Licensing and Quality System (OCLQS)
5. Follow Job Aid to create application and submit 30 days prior to first day of operation

Select change of capacity amendment

1. Gather documents for upload
   - Building Approval from local building department
   - Current fire inspection
   - Floor plan with all rooms marked that are in use
2. Correct Ohio Educational Directory System (OEDS) roles assigned
3. Log in to Ohio Child Licensing and Quality System (OCLQS)
4. Follow Job Aid to create amendment and submit 30 days prior to first day of operation

Update program information

1. Follow Job Aid to update program information
2. Follow Job Aid to add outdoor space

Complete a change of location amendment

1. Ensure an IRN is set up for the location. Only Chartered nonpublic and ESC programs need to access the required document here.
2. Gather documents for upload
   - Building Approval from local building department
   - Current fire inspection
   - Current food license or food exemption from the local Health Department
3. Correct Ohio Educational Directory System (OEDS) roles assigned. Only OCLQS Owner can submit
4. Log in to Ohio Child Licensing and Quality System (OCLQS)
5. Follow Job Aid to create amendment and submit 30 days prior to first day of operation

New Application Process

Program submits a **new application** in OCLQS

Specialist contacts program for a scheduled visit prior to students attending and documents are approved

Program enters "provisional" license status for one year with a new license number after any corrective action is approved, if necessary

Program will receive a second, unannounced, visit during the school year

After any corrective action is approved, program will be recommended for continuous license

Change of Location Process

Program submits a **change of location amendment** in OCLQS

Specialist contacts program for a scheduled visit prior to students attending

Program license number remains the same and the program maintains status at time of the amendment

Program will receive a second, unannounced, visit during the school year

Change of Capacity Process

Program submits a **change of capacity amendment** in OCLQS

In some instances, a licensing specialist may contact the program to schedule a visit prior to students attending

After the scheduled visit or if no visit is required, program license number remains the same and the program maintains status at the time of the amendment

Program will receive an annual unannounced visit during the school year