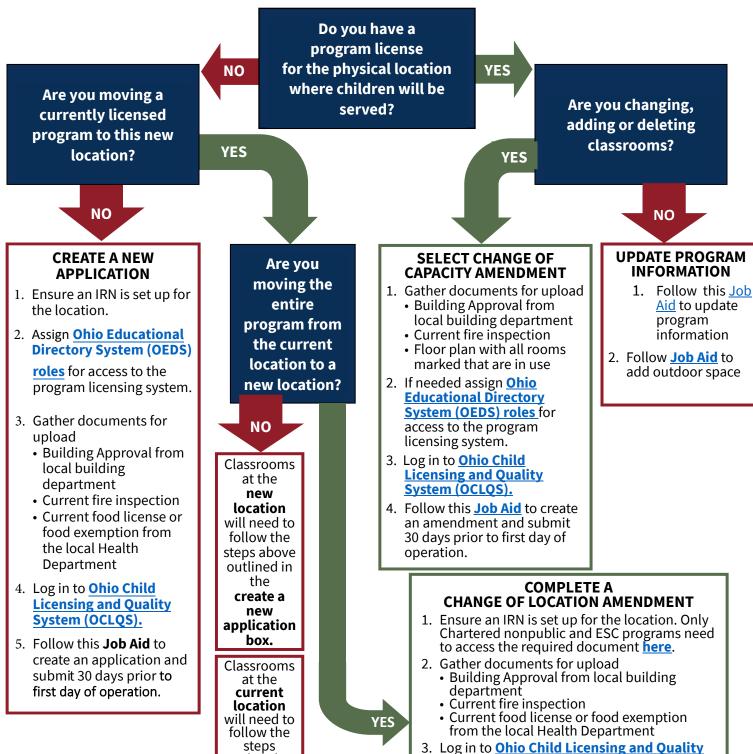
LICENSING TRANSACTIONS FOR PROGRAMS OPERATED BY SCHOOL DISTRICTS AND CHARTERED NON-PUBLIC SCHOOLS





System (OCLQS).

roles in OEDS

4. Follow Job Aid to create amendment and

5. Only individuals with an OCLQS Owner role

can submit. How to assign OCLQS access

submit 30 days prior to first day of operation.

outlined in

the

select

change of

capacity

amendment

box.

New Application Process

Program submits a **new application** in OCLQS at least 30 days prior to beginning with children

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
at least 30 days prior to
beginning with children

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
at least 30 days prior to
beginning with children

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

