

# 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	SUTQ JOB AIDS
<ul style="list-style-type: none"><li>⇒ <a href="#">Applying for a program license</a></li><li>⇒ <a href="#">Uploading documentation</a></li><li>⇒ <a href="#">Updating funding sources and schedules</a></li><li>⇒ <a href="#">Adding outdoor space</a></li><li>⇒ <a href="#">Withdrawing an application</a></li><li>⇒ <a href="#">Viewing, updating and saving program information</a></li><li>⇒ <a href="#">Sending Corrective Action Plans</a></li><li>⇒ <a href="#">Closing if a program is no longer operating</a></li><li>⇒ <a href="#">Submitting a change of capacity, including adding or deleting a room/space</a></li><li>⇒ <a href="#">Requesting a change of location</a></li></ul>	<ul style="list-style-type: none"><li>⇒ <a href="#">Registering for SUTQ Initial Application</a></li><li>⇒ <a href="#">Ongoing registration for SUTQ</a></li><li>⇒ <a href="#">Performing account management, including viewing licensing inspections, SUTQ on-sites, and serious incidents</a></li><li>⇒ <a href="#">Submitting SUTQ annual reports</a></li></ul>

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

**Questions? Email [OELSR.licensing@ohio.education.gov](mailto:OELSR.licensing@ohio.education.gov) or [SUTQ@ohio.education.gov](mailto:SUTQ@ohio.education.gov).**