

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

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

Questions? Email OELSR.licensing@ohio.education.gov or SUTQ@ohio.education.gov.