

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
⇒ Applying for a program license	⇒ Registering for SUTQ Initial Application
⇒ Uploading documentation	⇒ Ongoing registration for SUTQ
⇒ Updating funding sources and schedules	⇒ Performing account management, including viewing licensing inspections, SUTQ on-sites, and serious incidents
⇒ Adding outdoor space	⇒ Submitting SUTQ annual reports
⇒ 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	

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.