OCLQS Portal – ODJFS License Application: Child Care Center

Description:
This Job Aid describes the process of submitting an application for child care license as an ODJFS Child Care Center program in the OCLQS Portal.

Appendix: Additional details on entering county information

Related Job Aid(s):
- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

*Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.*
Step 2: Enter Log In Information

1) Enter **Email** address and **Password**
2) Click **Log In**

Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.

Step 3: Create an Application

Click **Create an Application**
Step 4: Continue to Application

Click Continue to Application

Instructions:
Provide the information necessary for the application. You may save and return to complete your application as necessary. Applicants will be required to upload all required documents, as determined by the type of application, prior to submitting the application.

Prior to submitting, the application must be completed in its entirety, including payment of a non-refundable fee if you are applying as a child care center, family child care type A home, family child care type B home or child day camp. There are no fees for Pre-School programs and School-Age programs licensed through the Ohio Department of Education. In addition, Out-of-State programs and In-home Aides registering through the Ohio Department of Job and Family Services will not be required to pay a fee. To pay any required application fee you must have a valid credit card (Visa, MasterCard or Discover). No other method of payment will be accepted.

Click Continue to Application
Step 5: Enter Initial Program Details

Enter **Program Address & Contact Information** and **Mailing Address** information

*Note: Click the search icon to enter the county. See the Appendix at the end of this document for additional details.*
Step 6: Enter Additional Program Details

1) Enter Facility information
   a. Click on the applicable value(s) in the Available column of the Attendance Options field
   b. Click on the ▶ arrow to select the value into the Chosen column
2) Enter information in the remaining fields
3) Click Save and Continue

Note: Only the values that appear in the Chosen column are selected. Repeat Steps 1a and 1b to enter multiple values.
Step 7: Enter Ownership Information

Click **Add Item**

*Note: If the ownership type is Corporation/LLC, then initial ownership questions will be displayed. Click **Add Item** to add authorized representative information.*
Step 8: Enter Owner Details

1) Enter **Owner Information**
2) Click **Save**

Note: To add multiple owners (or authorized representatives) repeat Steps 7 and 8.
Step 9: Enter Answers

1) Answer questions
2) Click **Save Answers**

*Note: The Save Answers button must be clicked in order for the information to be saved.*

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Step 10: Add a Schedule

Click **Add Item** to add a schedule
Step 11: Enter Schedule Information

1) Enter **Schedule Information**
2) Click **Save**

*Note: To add multiple schedules repeat Steps 10 and 11.*

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Step 12: Click Save and Continue

Click **Save and Continue**
**Step 13: Enter Site Information**

Enter **Site Information**

[Image of the Application for Program License form highlighting the site information section]
Step 14: Add Indoor Room/Space Information

Click **Add Item** to add an indoor room/space.

![Image of a form with fields for indoor room/space information]
Step 15: Enter Indoor Room/Space Information

1) Enter **Indoor Room/Space Information**
2) Click **Save**

Note: To add multiple rooms/spaces repeat Steps 14 and 15.
Step 16: Add Outdoor Space Information
Click Add Item to add an outdoor space.
Note: If an outdoor space does not have to be added, then proceed to Step 17.

Step 17: Enter Outdoor Space Information
1) Enter Outdoor Space Information
2) Click Save
Note: To add multiple outdoor spaces repeat Steps 15 and 16.
Step 18: Click Save and Continue

Click **Save and Continue**

Step 19: Add Administrator Information

Click **Add Item** to add administrator information
Step 20: Enter Administrator Information

1) Enter **Administrator Information**
2) Click **Save**

*Note: To add multiple administrators repeat Steps 19 and 20.*

Step 21: Click Save and Continue

Click **Save and Continue**
Step 22: Attach Required Documents

Click on the first document button

Click document button
Step 23: Click Add New Attachment

Click **Add New Attachment**

Step 24: Select Document

1) Select the document to attach
2) Click **Open**

*Note: The view of this step will vary depending on the internet browser you are using.*
Step 25: Save the Attached Document

Click **Save**
Step 26: Attach Other Required Documents

1) Repeat Steps 22 to 25 for all required documents
2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is added, the document name displays to the right of the document button.*
Step 26: Review and Sign

1) Check the **Electronic Signature** box if you agree with statement
2) Enter your full name
3) Click **Submit**
Step 27: Enter Payment Information

1) Enter Payment Information
2) Click Continue

Step 28: Confirm Payment Information

Click Confirm
Step 29: Return to Dashboard

Click *Go back to Dashboard*

The process of submitting an application for child care license as an ODJFS Child Care Center program is complete.
Appendix: Entering County

Description:
Appendix gives additional details for entering the county in the application.

Step A-1: Enter County Name
Click the **County** lookup icon

Step A-2: Select the County
1) Enter the county name in the search bar
2) Click **Go**
3) Click the appropriate county name

The county has been entered- return to Step 5.