



## OCLQS Portal – License Closure Request

### Description:

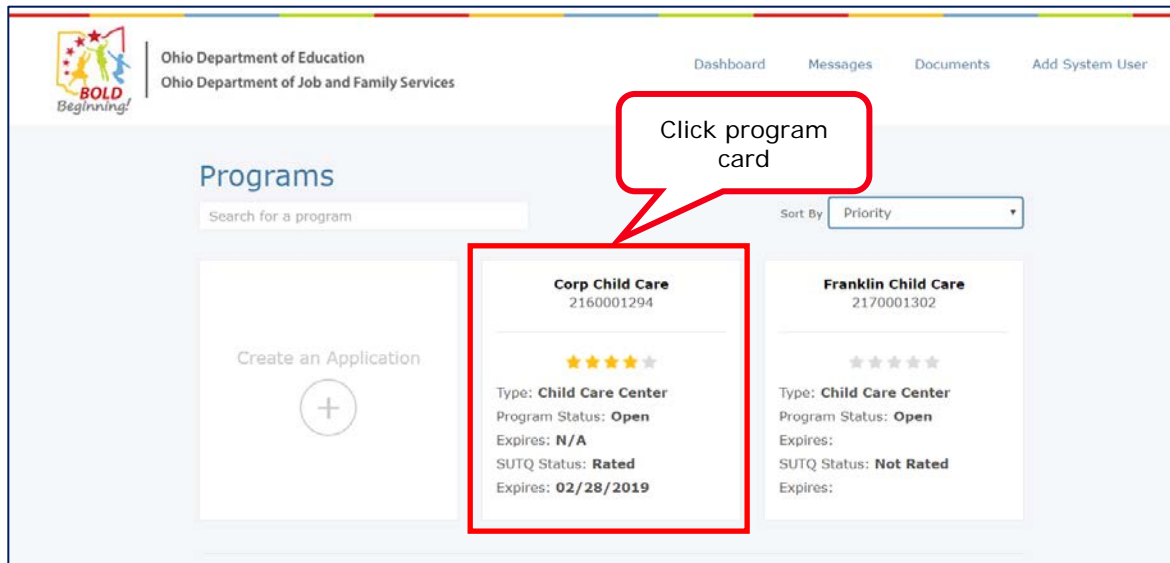
This Job Aid describes the process of submitting a License Closure Request on the OCLQS Portal.

### Related Job Aid(s):

- OCLQS Portal – Account Management

### Step 1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card





## Step 2: Manage Programs

Click **Manage Programs**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

Program Number: 2160001294

#### License

Corp Child Care  
123 Main  
Columbus, OH  
43214

Status: **Licensed** Expires: **N/A**

**Manage Programs**

#### Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**

## Step 3: Request Closure

Click **Request Closure**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

Program Number: 2160001294

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**Request Amendment**

**Request Closure**

**Update Program Information**

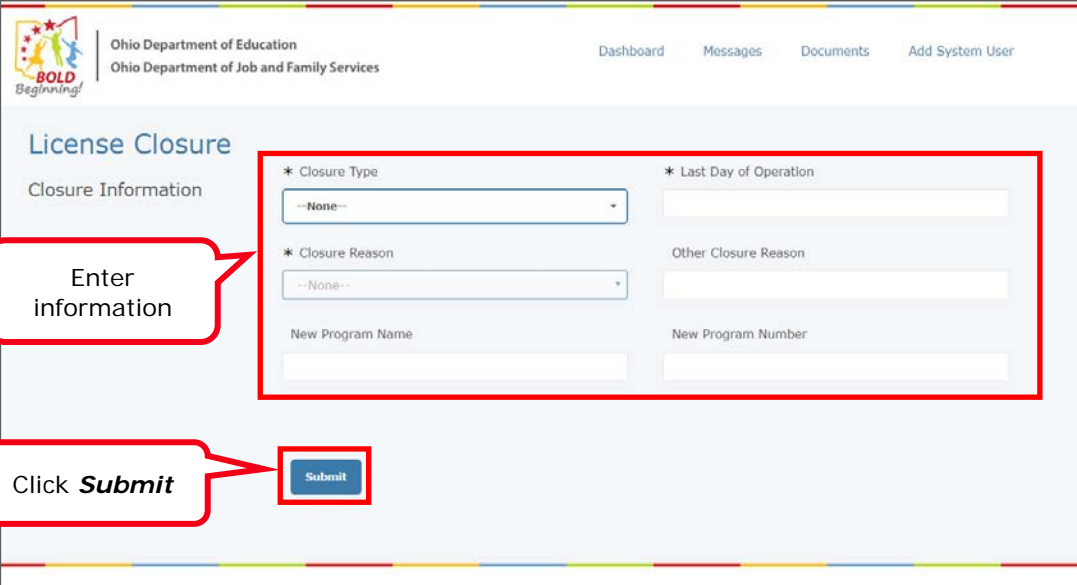
#### Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

**Manage SUTQ**

## Step 4: Enter Closure Information

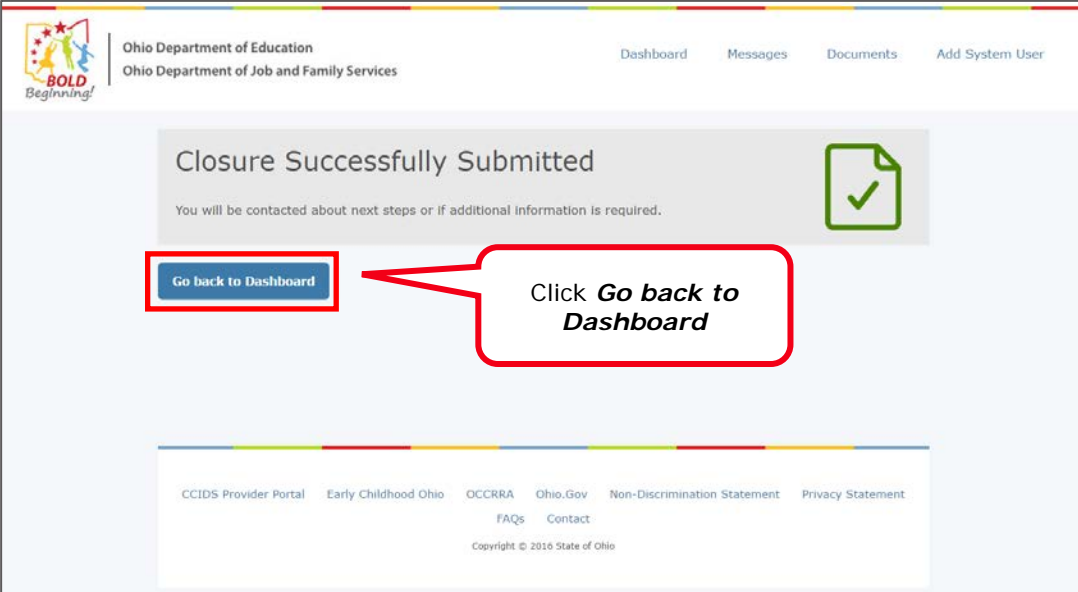
- 1) Enter **Closure Information**
- 2) Click **Submit**



The screenshot shows the "License Closure" form in the OCLQS Portal. The form is titled "License Closure" and "Closure Information". It contains several fields: "Closure Type" (dropdown menu with "--None--"), "Closure Reason" (dropdown menu with "--None--"), "Last Day of Operation" (text input), "Other Closure Reason" (text input), "New Program Name" (text input), and "New Program Number" (text input). A red box highlights the "Closure Type" and "Closure Reason" dropdown menus. A red callout bubble with the number "1" and the text "Enter information" points to these dropdown menus. Below the form, a red box highlights the "Submit" button. A red callout bubble with the number "2" and the text "Click **Submit**" points to the "Submit" button. The top navigation bar includes "Dashboard", "Messages", "Documents", and "Add System User".

## Step 5: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the "Closure Successfully Submitted" confirmation page. The page features a green checkmark icon and the text "You will be contacted about next steps or if additional information is required." A red box highlights the "Go back to Dashboard" button. A red callout bubble with the text "Click **Go back to Dashboard**" points to the button. The top navigation bar includes "Dashboard", "Messages", "Documents", and "Add System User". The footer contains links for "CCIDS Provider Portal", "Early Childhood Ohio", "OCCRRRA", "Ohio.Gov", "Non-Discrimination Statement", "Privacy Statement", "FAQs", and "Contact". The copyright notice is "Copyright © 2016 State of Ohio".

The process of submitting a License Closure Request is complete.