OCLQS Portal – Step Up To Quality (SUTQ) Initial Registration

Description:
This Job Aid describes the process of submitting an Initial Registration for Step Up To Quality (SUTQ) 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: Register for Step Up To Quality

Click Register for Step Up To Quality

Step 3: Select Rating

1) Click the Drop Down Arrow to select the rating you would like to register for

2) Click Continue to Application
Step 4: Answer Learning & Development Questions

Answer questions in the **Learning & Development** section

*Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.*
Step 5: Answer Administrative & Leadership Practices Questions

Continue to the Administrative & Leadership Practices section and answer the questions.

Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.

Answer questions
Step 6: Answer Qualifications & Professional Development Questions

Continue to the Staff Qualifications & Professional Development section and answer the questions.

**Note:** Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.

Answer questions

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Step 7: Answer Family & Community Partners Questions

Continue to the **Family & Community Partnerships** section and answer the questions. **Note:** Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.
Step 8: Answer Remaining Questions

Continue to the **Accreditation** and **Ratio & Group Size** sections and answer the questions.

*Note: These sections will only appear for programs submitting a registration for 4 or 5 stars. Programs submitting a registration for 1, 2, or 3 stars should proceed to the next step.*
Step 9: Save Answers

1) Click Save Answers
2) Click Save and Continue
Step 10: Attach Required Documents

Click on the first document button

Click document button
Step 11: Add New Attachment

Click **Add New Attachment**

Step 12: Choose the 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 13: Save the Document

Click **Save**
Step 14: Attach Other Required Documents

1) Repeat Steps 10 to 13 for all required documents
2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is attached, the document name displays to the right of the document button.*
Step 15: Confirm Your Desired Rating

Click the Drop Down Arrow to **Confirm Your Desired Rating**

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**Step Up to Quality: Registration**

**Estimated Star Rating**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam lobortis, neque et posuere, neque a sollicitudin neque, neque ut malesuada neque, quis ultrices risus duis et ex. Cras maximus accumsan neque, nec facilisis dui egestas a.

**1-5 Star Rating Calculation**

<table>
<thead>
<tr>
<th>Domain</th>
<th>Base Star Rating</th>
<th>Additional Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning &amp; Development</td>
<td>★★★★</td>
<td>21</td>
</tr>
<tr>
<td>Administrative &amp; Leadership Practices</td>
<td>★★★</td>
<td>18</td>
</tr>
<tr>
<td>Staff Qualifications &amp; Professional Development</td>
<td>★★★★</td>
<td>17</td>
</tr>
<tr>
<td>Family &amp; Community Partnerships</td>
<td>★★★</td>
<td>8</td>
</tr>
<tr>
<td>Accreditation</td>
<td>★★★★</td>
<td>5</td>
</tr>
<tr>
<td>Ratio &amp; Group Size</td>
<td>★★★</td>
<td>10</td>
</tr>
</tbody>
</table>

**Verify Submit**

The Overall Estimated Star Rating is based on your answers to the registration items and your submitted documents. This estimate will be used to determine if your program is eligible for the next step in the rating process. A rating will not be determined from the submission. You will be notified by email of the next steps in the rating process.

Click to **Confirm Your Desired Rating**

Additionally, if a program cannot be awarded a star rating at the conclusion of the process before the program is able to be months or years to complete, or if a new rating is less than the previous rating, it will score one to seven points for a program that cannot achieve a five-star rating.
Step 16: Submit Registration

1) Check the box if you agree to the statement
2) Enter your full name
3) Enter any applicable Comments
4) Click Submit

1. Check the box
2. Enter full name
3. Enter Comments
4. Click Submit
Step 17: Go back to Dashboard

Click *Go back to Dashboard*

The process of submitting an Initial Registration for Step Up To Quality (SUTQ) is complete.