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

Description:

This Job Aid describes the process of submitting an Ongoing 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: Click Manage SUTQ

Click **Manage SUTQ**

Step 3: Start Ongoing Registration

Click **Start Ongoing Registration**
Step 4: Select Rating

1) Click the Drop Down Arrow to select the rating you would like to register for
2) Click *Continue to Application*
Step 5: 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 6: 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 7: 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.*
Step 8: 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.*

Answer questions
Step 9: 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 10: Save Answers

1) Click **Save Answers**
2) Click **Save and Continue**

*Note: The **Save Answers** button must be clicked in order for the information to be saved.*
Step 11: Attach Required Documents

Click on the first document button

Click document button
Step 12: Add New Attachment

Click *Add New Attachment*

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Step 13: 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 14: Save the Document

Click **Save**
Step 15: Attach Other Required Documents

1) Repeat Steps 11 to 14 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 16: Confirm Your Desired Rating

Click the Drop Down Arrow to Confirm Your Desired Rating

Click to Confirm Your Desired Rating
Step 17: 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

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.

A program may only be awarded a two-star rating once every four years from the end of the two-star rating period. Additionally, if a program cannot be awarded a star rating at the conclusion of the site visit or the verification visit, the program must wait until the next four-year registration. A two-star rated program may be re-rated for the rating between one and two years after the two-star rating's effective date.

For each fifty points, a program may score thirty-five to forty points. For the rating, it shall score fifty-five points. To achieve a four-star rating, it shall score forty-five points or eighty to sixty-four points.
Step 18: Go back to Dashboard

Click *Go back to Dashboard*

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