



OCLQS Portal – License Closure Request

Description:

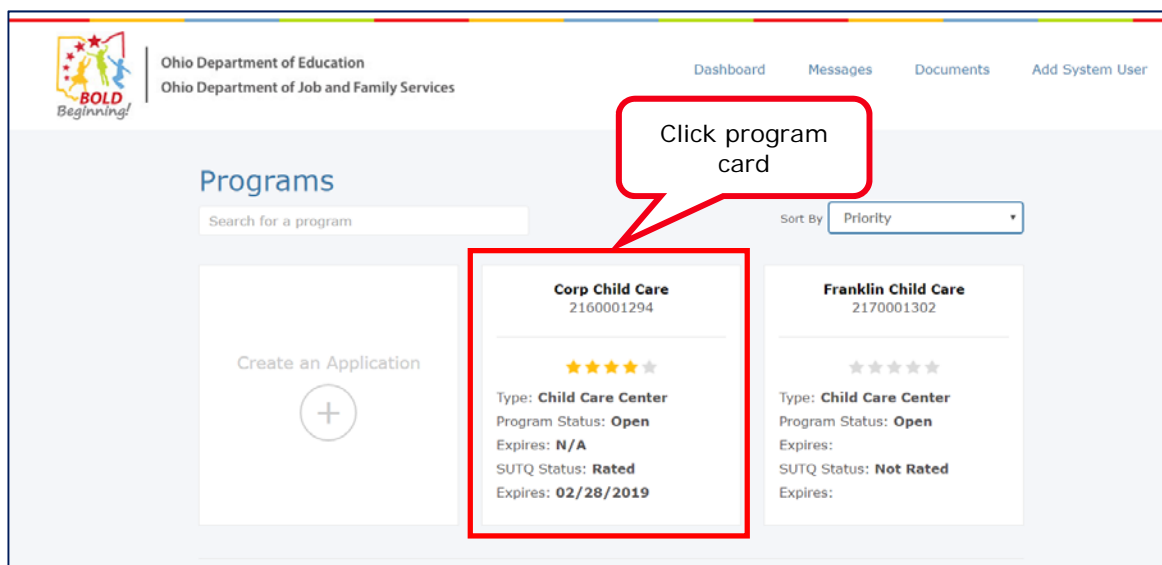
This Job Aid describes the process of submitting a License Closure Request on the OCLQS Portal.

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

step up to quality

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

Request Amendment

Request Closure

Update Program Information

Step Up To Quality Summary

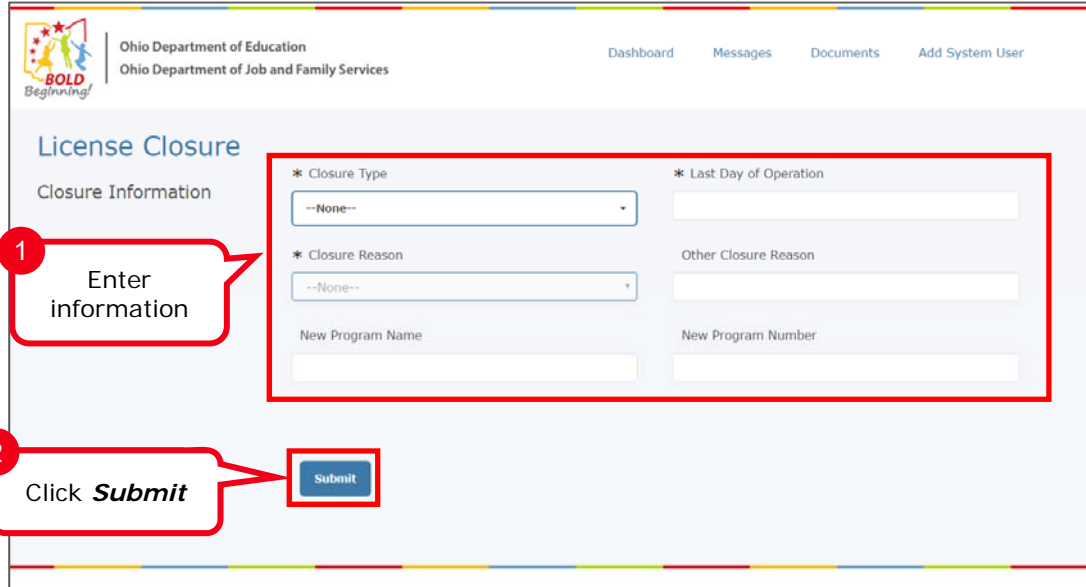
step up to quality

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

Manage SUTQ

Step 4: Enter Closure Information

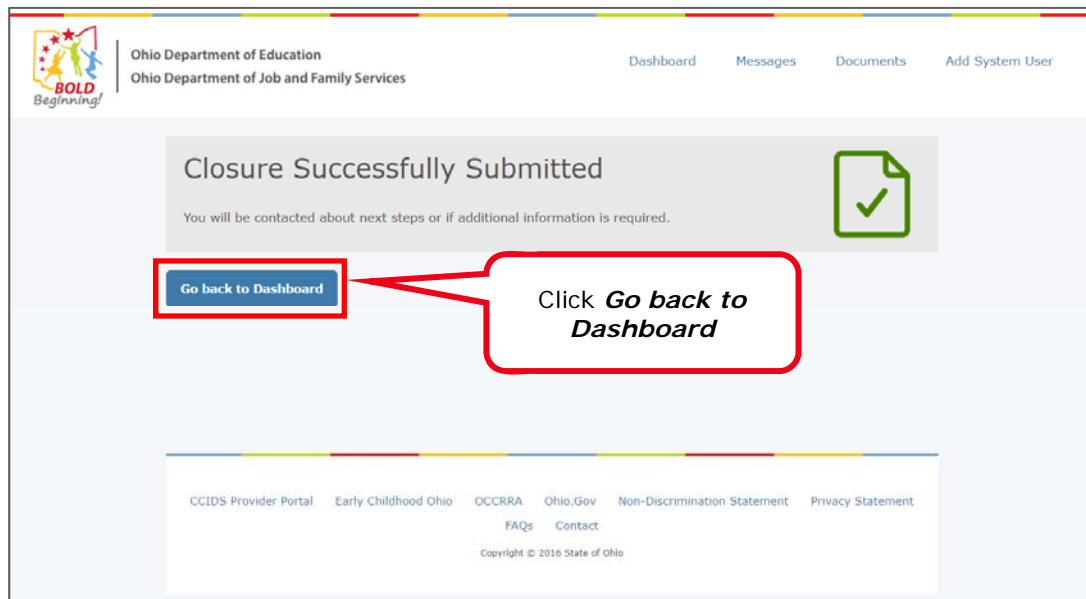
- 1) Enter **Closure Information**
- 2) Click **Submit**



The screenshot shows the "License Closure" form. A red box highlights the "Closure Information" section, which includes fields for "Closure Type", "Closure Reason", "Last Day of Operation", "Other Closure Reason", "New Program Name", and "New Program Number". A red callout with the number "1" points to this section with the text "Enter information". Another red callout with the number "2" points to the "Submit" button with the text "Click **Submit**".

Step 5: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows a confirmation message: "Closure Successfully Submitted". Below the message is a "Go back to Dashboard" button, which is highlighted with a red box. A red callout points to this button with the text "Click **Go back to Dashboard**".

The process of submitting a License Closure Request is complete.