



OCLQS Portal – ODJFS Print License and SUTQ Certificate

Description:

This Job Aid describes the process of downloading a License Face Certificate or a SUTQ Face Certificate on the OCLQS Portal.

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.

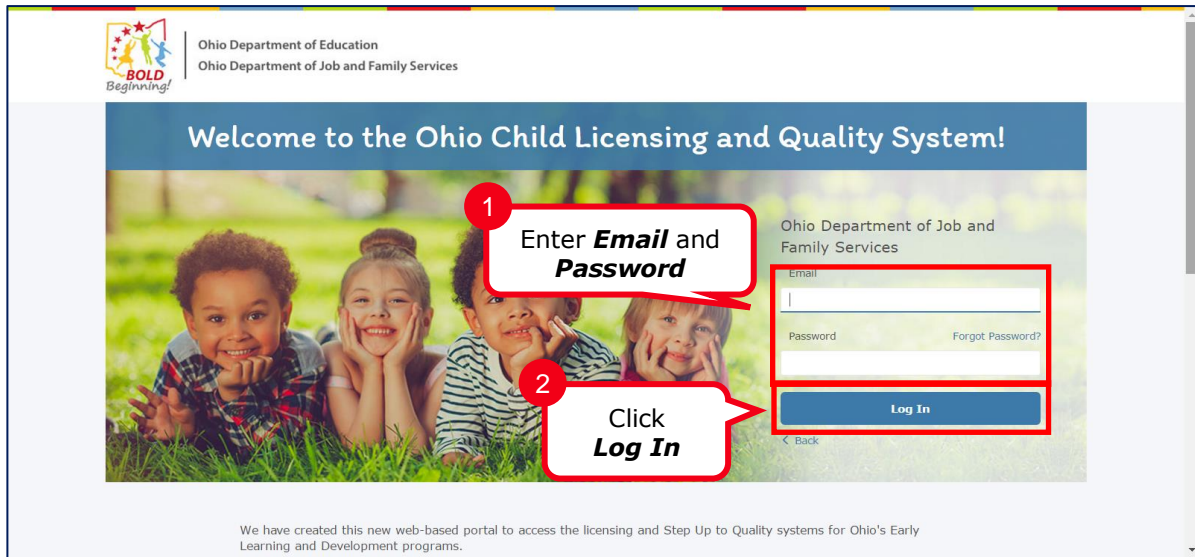




Step 2: Enter Log In Information

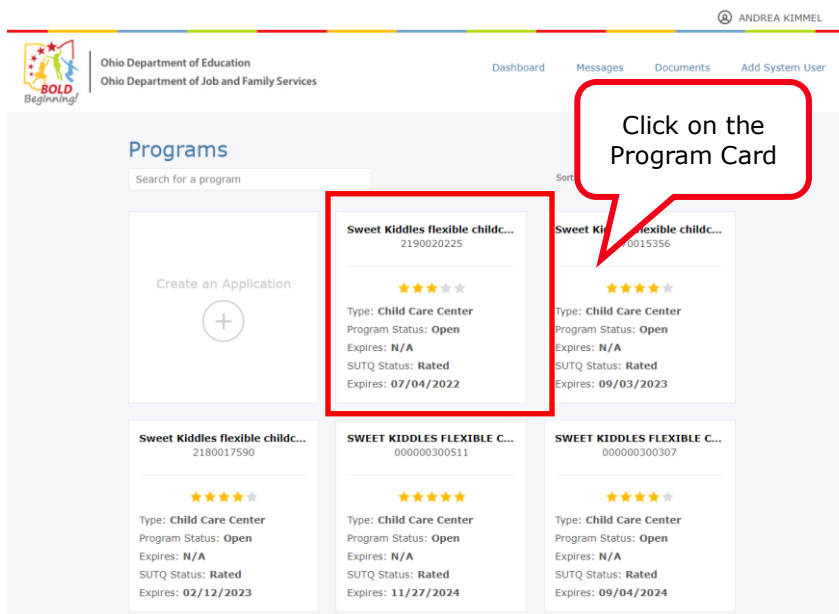
- 1) Enter **Email address** and **Password**
- 2) Click **Log In**

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: Select the Program

Click anywhere on the program card




Step 4: Generate Program Report

- 1) Choose either the **License Face Certificate** or **SUTQ Face Certificate** to download
- 2) Click download icon  for the corresponding certificate to be downloaded



The screenshot shows the 'Sweet Kiddles flexible childcare center' program page. At the top, the program number is 2190020225. There are two main panels: 'License' and 'Step Up To Quality Summary'. The 'License' panel shows the center's name, address (1999 Circle Drive, Cleveland, OH 44106), and status 'Licensed Expires: N/A'. The 'Step Up To Quality Summary' panel shows the 'step up to quality' logo, status 'Rated', and expiration date '07/04/2022'. Below these panels is a 'Program Reports' section with a table. The table has columns for 'Name of the Face Certificate' and 'Report'. Two rows are visible: 'License Face Certificate' and 'SUTQ Face Certificate', each with a download icon in the 'Report' column. Red callout boxes with numbers 1 and 2 highlight the 'License' panel and the download icons, respectively.

Name of the Face Certificate	Report
License Face Certificate	
SUTQ Face Certificate	



Step 5: Download Program Report

Click ***License Face Certificate.pdf*** or ***SUTQ Certificate.pdf*** to download the certificate

Program Reports	Report
Name of the Face Certificate License Face Certificate	License Face Certificate.pdf Ready to Download
SUTQ Face Certificate	SUTQ Certificate.pdf Ready to Download

Click *License Face Certificate.pdf*

Click *SUTQ Certificate.pdf*



Step 6: Open Downloaded Certificate

Click the downloaded certificate

Note: The display for the downloaded certificate will vary depending upon the browser being used

The screenshot shows a web interface with a sidebar on the left containing a 'Program Reports' section with a 'License Face Certificate' entry. The main content area shows a 'Manage Programs' button and a 'Ready to Download' status. A download menu is open, displaying options for 'SUTQ Certificate (.pdf)' and 'License Face Certif...'. A red callout box points to the 'SUTQ Certificate (.pdf)' entry with the text 'Click the downloaded pdf'.



Step 7: View the Certificate(s)

View the downloaded certificate(s)

Note: The display of the certificate will vary based on the browser

Ohio | Department of Job and Family Services

Sweet Kiddles flexible childcare center has been issued a license to operate a child care center located at 1999 Circle Drive, Cleveland, OH, 44106, in accordance with Chapter 5104. of the Ohio Revised Code and 5101:2-12 of the Ohio Administrative Code.

This program is licensed to serve a total capacity of 205 children; of this, 93 children may be under 2 1/2 years of age. Within the license capacity, staff/child ratios must be maintained at all times.

License Number: 2190020225

Owner: ON-DEMAND CHILDCARE LLC

Date License Issued: 01/08/2020

Administrator: Whitney Gemuenden

This license has been issued in accordance with requirements of the Ohio Revised Code, and is subject to revocation for cause, and is nontransferable.

For licensing information or complaints, call 1(877) 302-2347, option 4.

If you believe that your license was delayed or denied because of your race, color, national origin, sex, age, religion or disability, you can contact the Ohio Department of Job and Family Services, Bureau of Civil Rights, with questions or to file a complaint. The Bureau of Civil Rights can be reached at (614) 644-2703, TTY (614) 995-9961, toll-free at 1-866-221-6700, by fax at (614) 752-6381 or online at <http://jfs.ohio.gov/civilrights/Index.stm>.

JFS 01256 (rev. 12/2016)



Step 7: View the Certificate(s)


Ohio's Tiered Quality Rating & Improvement System

Congratulations on Your 3 - Star Award!

Program Number: 2190020225
Program Type: Child Care Center
Star Rating Begin Date : 07/05/2020
Star Rating Expiration Date : Continuous

Sweet Kiddles flexible childcare center
1999 Circle Drive
Cleveland
OH - 44106

The State of Ohio has awarded this program a 3 Star Rating for meeting the quality standards established by the Ohio Department of Job and Family Services and the Ohio Department of Education. Step Up To Quality is a Five-Star Tiered Quality Rating and Improvement System created to recognize and promote early learning and development programs that meet quality standards over and above the health and safety licensing requirements.

Issued: 03/30/2022



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The process of downloading a License Face Certificate or a SUTQ Face Certificate is complete.