



*Below are a few tips for you to be successful in your new role as an administrator.
Contact your assigned licensing specialist if you have any questions.*

Licensing

- If you are a new hire, not previously employed by a licensed child care program, create a profile in the [Ohio Professional Registry \(OPR\)](#)
- If you are a new hire at the program, complete a new background check request in the OPR selecting the appropriate child care program
- If you have not been employed in child care for more than 180 days, complete a new background check request in the OPR and submit new FBI and BCI fingerprints

- Post an updated license in a noticeable area
- Ensure your name is on the license
- Submit an administrator amendment in OCLQS if your name is not on the license
- Ensure the rest of the information is correct

- Identify your program's assigned licensing specialist found in your welcome letter. Email addresses are firstname.lastname@jfs.ohio.gov

- Review the child care center licensing rules, Ohio Administrative Code (OAC) [5101:2-12](#)
Sign-up to receive notifications for Job & Family Services OAC updates and clearance - [eNotifications](#)

Ohio Professional Registry (OPR)

- Obtain access to organization dashboard
- Review staff associated with program
- Register for [Administrator Rules Review Training](#)

Ohio Child Licensing and Quality System (OCLQS)

- Obtain program access
- Verify your program's email address
- Review the recent licensing inspection(s)
- Ensure corrective action plans (CAPs) have been submitted
- Ensure all required information in OCLQS is up to date
(At least annually, review your program's rates and update to ensure correct rates are recorded)

Program Specific Information

- Review your program's written policies and procedures
- Review and know your program's written disaster plan
- Verify the annual staff training on the disaster plan is up to date
- Review/create current employee record chart (see OAC [5101:2-12-07](#) for requirements)
- Review staff and child files and ensure all contents are updated appropriately
- Review staffing- substitutes, schedules, health, and safety trained staff coverage
- Become aware of all medication onsite
- Review medication forms
- Review child health care plans
- Sign child health care plans as the new administrator
- Determine if your program serves children eligible for publicly funded child care (PFCC)
- Identify number of classrooms/age groups served
- Determine if transportation is provided

Step Up To Quality (SUTQ)

- Determine if your program is rated
- Log in to OCLQS and click on the program card
 - If the program is rated, a SUTQ card will display next to the licensing card for the program, stars shaded red indicate the program's star rating
 - If your program is not rated, none of the stars will be shaded red in OCLQS

Unrated Program

- If your program participates in PFCC and does not meet an exemption, your program must be rated
- Contact your licensing specialist about eligibility
- Contact your local [Child Care Resource & Referral network \(CCR&R\)](#) for assistance

Rated Program

- Contact your local [CCR&R](#) network
- Ensure you, as the administrator, meet the qualifications for the program's current star rating in accordance with SUTQ standards found in OAC [5101:2-17-01](#)
- Submit documents in the OPR for verification of education and professional development, if not already verified
- Complete the two required SUTQ courses within 30 days of hire, if not already completed
- Determine if your program is accredited
- Review the program standards in the appendix to rule OAC [5101:2-17-01](#)

Resources

[ODJFS Child Care Website \(http://jfs.ohio.gov/cdc/index.stm\)](http://jfs.ohio.gov/cdc/index.stm)

- [Rules](#)
- [Forms](#)
- [Technical Assistance Documents](#)
- [Search for Child Care](#)

ODJFS Child Care Help Desk and other important numbers
(<http://jfs.ohio.gov/cdc/docs/ChildCareinOhioResourceGuide.pdf>)

Ohio Child Care Resource and Referral Association (OCCRA) <https://occrra.org/>

- Ohio Professional Registry (OPR) (<https://registry.occrra.org/user/login>)
- OPR [Organization Dashboard User Guide](#)
- Local CCR&R agency list (<https://occrra.org/member-agencies/>)
- Early Learning Resources Ohio <https://occrra.org/>

OCLQS website(<https://oclqs.my.site.com>)

Bold Beginning (<https://boldbeginning.ohio.gov/>)

- [OCLQS Job Aids](#)
- [Step Up To Quality: A Guide for Child Care Providers](#)
- [SUTQ Ratings Progression](#) documents
- [Standards, Rules, and Forms](#) page
- [Early Learning and Development Standards](#)