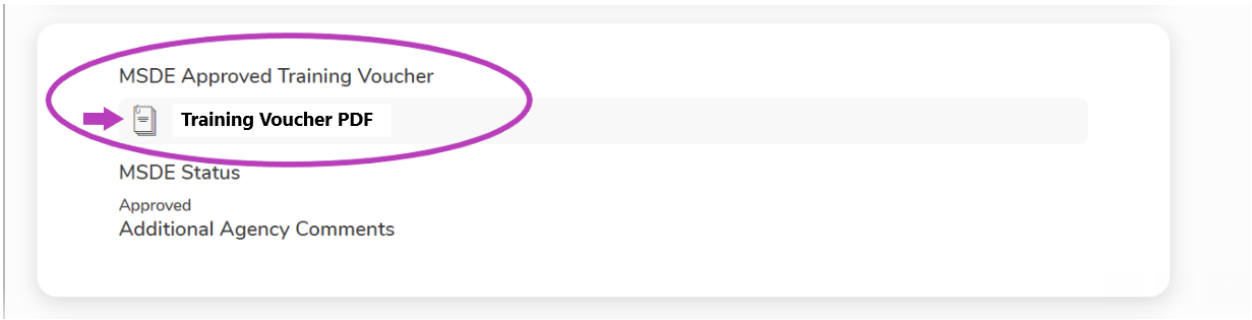
Maryland OneStop

Steps to Download Approved Training Voucher and Upload Certificate of Successful Completion

How to Download your Approved Training Voucher

Applicants will receive a notification of approval/denial via email within 30 days of application submission. If approved, please follow the steps below to download your training voucher**.**

1. Click the **“View Submission”** button within your email and log in to Maryland OneStop
2. Click, **“My Dashboard”**
3. Click into the application submission.
4. Scroll down to the bottom of the application.
5. Refer to the section titled, **"MSDE Approved Training Voucher"**. A PDF of your training voucher is located in this section.



6. Download, sign, and forward your voucher to the Trainer/Training Organization to complete training registration.
7. Once the training has been completed, please return to your Maryland OneStop portal to upload your Certificate of Successful Completion. (See steps below:

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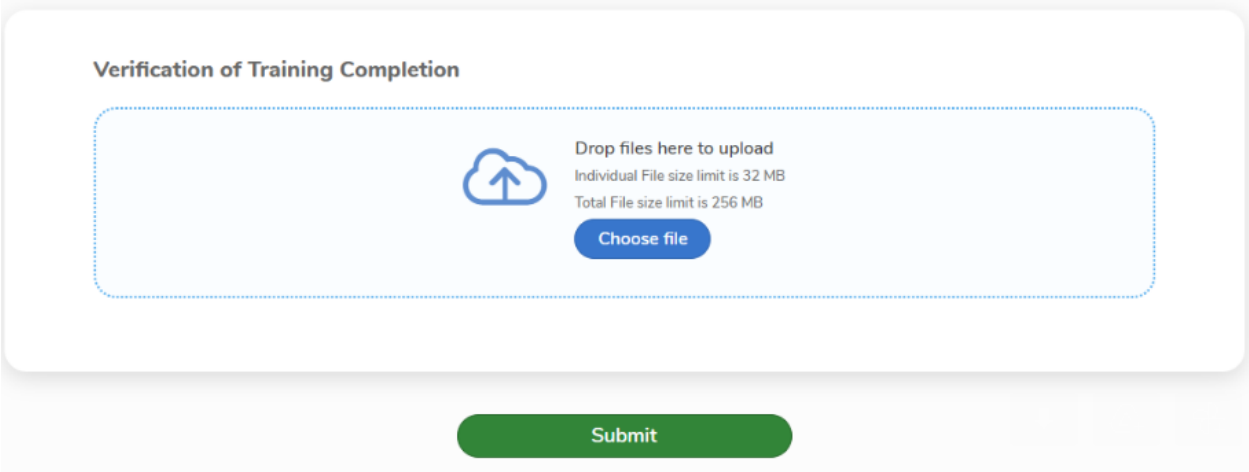
Voucher recipients must submit documentation of successful completion to the Office of Child Care-Workforce Advancement Branch

How to Upload a Certificate of Successful Completion

1. Once you received your certificate of completion, log in to Maryland OneStop
2. Click **“My Dashboard”**
3. Select the application in which you received a training voucher
4. Scroll to the **"Verification of Training Completion”** section located at the bottom of the application
5. Click, **“Choose File”** to upload your certificate of completion



6. Press, **"Submit"**