In order for pre-service courses to be considered an approved pre-service training by the Office of Child Care, the approved pre-service trainer will provide a comprehensive lesson plan that will demonstrate alignment with the established MSDE-OCC Child Development outcomes.

Please submit the following for review all incomplete proposals will be returned. Proposals must include:

- Pre-Service Course Proposal Form
- Completed content specific lesson plan
- Course syllabus
- Copy of the cover and table of contents of the required text books, handouts, and instructional materials

Pre-service proposals with scores below 80 will be returned for revision. Pre-service proposals returned for revisions are considered unapproved, the organization is required to submit revisions and have the proposals reviewed and approved in order to provide pre-service training.