

Maryland State Department of Education  
Office of Child Care-Credentialing Branch  
Pre-Service Approval Process

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.**