



**PRE-SERVICE COURSE PROPOSAL
DESCRIPTION**

(Submit one proposal for each course)

Date:

Check One:

____ First Application

____ Revision

Pre-Service Training
Approval #

Type your responses:

1. Individual/Organization: _____
2. Contact Information: Phone _____ E-mail _____
3. Exact Course Title that will appear on the certificate: _____
4. Presenter (if online, state that here): _____
5. Select the Course offering. Please indicate only one course per submission.

45 Clock Hour Courses:

	Child Growth and Development (Birth – Age 12)
	Infant/Toddler Methods and Materials
	Preschool Methods and Materials
	School-Age Methods and Materials
	Director (Administration) Course

6. Attach the following information with this completed form for each course:
 - Completed content specific lesson plan
 - Course Syllabus
 - Copy of the cover and table of contents of the required text books if applicable
 - Copy of Handouts/course materials
 - Bibliography – a minimum of three (3) current sources (within past 10 years and/or newest edition textbook).
 - Assessment
 - Copy of Certificate Issued to Participants
7. Send all documents to: Debbie Langer at deborah.langer@maryland.gov and Amy Collins at amy.collins1@maryland.gov.

Incomplete proposals will be returned.