

Maryland State Department of Education Office
of Child Care-Workforce Advancement 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/training organization will provide a comprehensive lesson plan using the appropriate downloadable documents that demonstrates 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 (if applicable)
- PowerPoint Slides
- Handouts
- All instructional materials

Pre-service proposals with scores below 80 will be returned for revision. The trainer or training organization will be required to make the necessary revisions and resubmit the proposal for review and approval.