



District of Columbia  
Office of the State Superintendent of Education

# CURRICULUM APPROVAL PROCESS

User Guide

January 2021



# Table of Contents

Introduction.....	3
Application Modules .....	3
Role Permissions .....	3
Access the Curriculum Approval Process QuickBase Application .....	4
Registration and Sign In.....	4
Applicant Registration .....	4
Applicant Sign In .....	7
Submit Application .....	9
Decision Letters .....	19
Curriculum Reviewers .....	21
Reviewer Registration and Sign In .....	21
Reviewing Submitted Application(s) .....	23
Downloadable Forms .....	26
Contact Us .....	26
Frequently Asked Questions (FAQs).....	27
Glossary of Terms.....	28

# Introduction

The purpose of this guide is to serve as a manual for the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL) Curriculum Approval Process QuickBase application.

The Curriculum Approval Process serves as the foundation for OSSE DEL to determine whether curricula are aligned to the District of Columbia Early Learning Standards (DC ELS) and publish a list of approved curricula for child development facilities to reference. The purpose of this QuickBase application is to facilitate the Curriculum Approval Process and archive data related to the Curriculum Approval Process.

## Application Modules

Below is the list of major QuickBase application functions in the Curriculum Approval Process:

- Registration and sign in;
- Submit application;
- Decision letters;
- Downloadable forms; and
- Contact us.

## Role Permissions

### OSSE Administrator

QuickBase users with OSSE administrator role accessing the Curriculum Approval Process application should be able to:

- View all applications;
- Send notifications;
- Assign user roles;
- Approve new user registrations;
- Check and uncheck the certification box(es); and
- View and edit all forms and tabs.

### Reviewer

QuickBase users with reviewer role accessing the Curriculum Approval Process application should be able to:

- View all applications;
- Complete and edit the curriculum evaluation protocol;

- Complete and edit the curriculum evaluation rubric; and
- Complete the “Contact Us” form but may not view the inquiries sent.

### **Applicant**

QuickBase users with applicant role accessing the Curriculum Approval Process application should be able to:

- View and work on their own application(s) tabs.

### **Viewer**

QuickBase users with viewer role accessing the Curriculum Approval Process application should be able to:

- View the QuickBase application tabs only.

### **Note:**

- For OSSE administrator and reviewer roles, “Applications,” “Curriculum Evaluation Rubric” and “Curriculum Evaluation Protocol” tabs are displayed in the QuickBase application.

## **Access the Curriculum Approval Process QuickBase Application**

1. To register or sign in to the Curriculum Approval Process QuickBase application, the following web address should be used: <https://octo.quickbase.com/db/bpfhj7zx3>.

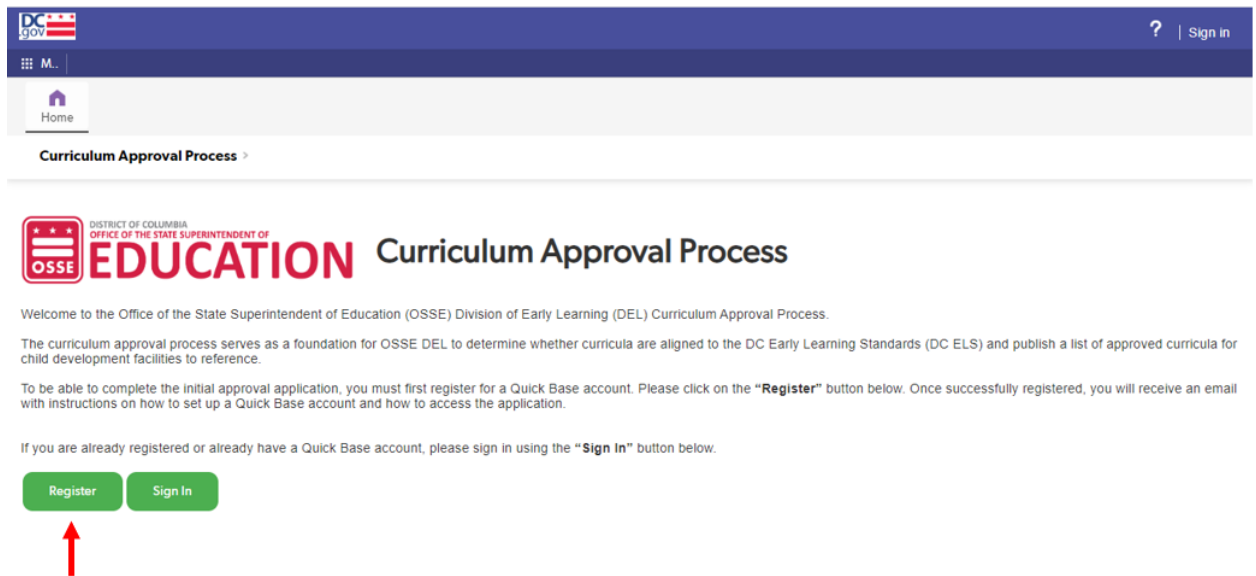
## **Registration and Sign In**

This section explains the step-by-step process for registration and sign in to the Curriculum Approval Process QuickBase application.

### **Applicant Registration**

Below are the steps in sequence for applicants:

1. Applicant clicks the “Register” button to register.



2. Applicant registration page is displayed.


3. Applicant enters all the required information on the “Applicant Registration” page and submits their registration.
4. System displays the user’s applicant registration saved page.

## Curriculum Approval Process - User Guide

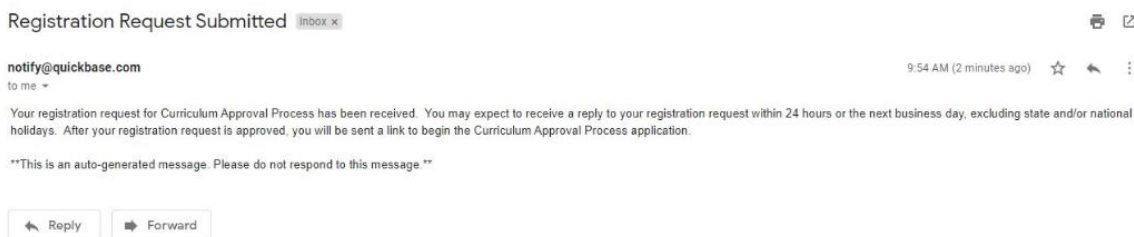
The screenshot shows the 'Applicant Registration' form for 'Christie'. The form is titled 'APPLICANT REGISTRATION' and has a 'Registration saved' status. The form fields include:

- Name of Individual/Primary Contact: Christie
- Title/Position: Test Analyst
- Email Address: ed@quickbase.com
- Re-enter Email Address: ed@quickbase.com
- Telephone Number: (703) 349-1623
- Type: Other
- Mailing Address: 42506 Levenston Dr, Chantilly, Virginia 20152
- Organization Name: TA
- Is your organization address same as your mailing address: Yes
- A checkbox for certifying the information is checked.

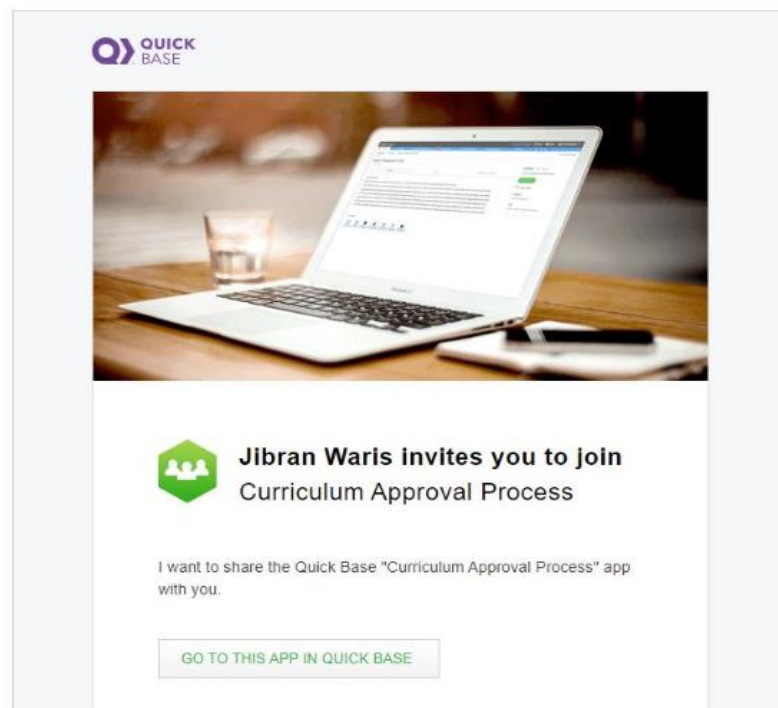
At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons. Below the form, it says 'Created today at 9:54 AM (EST). Owned by Anonymous.'

 **Registration saved**

- Applicant receives first email upon registration.

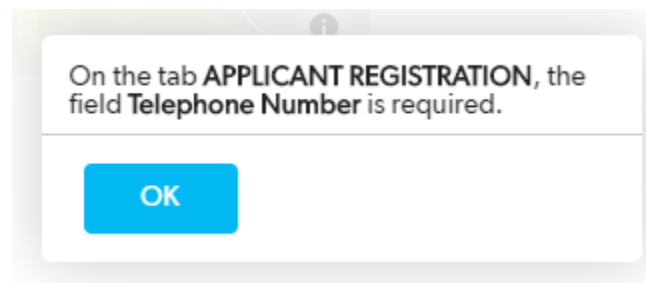


- Applicant receives second email within 24 hours of their registration with the link to the application which requires user(s) to create their QuickBase account that they can use to sign in to the Curriculum Approval Process QuickBase application.



**Note:**

- Applicant is not able to proceed with their application if any of the required fields are left empty. System displays an error message if any of the required fields are not completed on the "Applicant Registration" page.



## Applicant Sign In

Below are the steps for applicants to sign in:

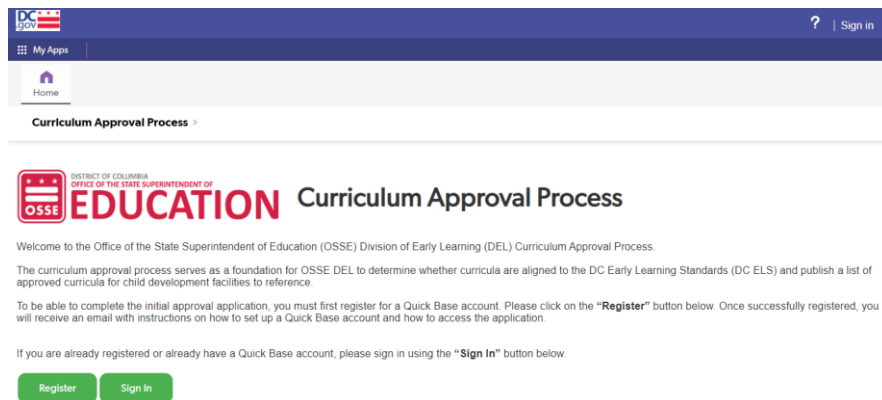
1. Applicant signs in to the Curriculum Approval Process QuickBase application by selecting the "Sign In" tab on the [welcome page](#).

**Note:**

- Applicant is required to enter email that they used during registration.
- Applicant cannot sign in with their QuickBase account if they have one already as the OSSE administrator has to grant access individually for each applicant.



- Applicant has to enter a password in the next screen. Applicant is able to create a new password if they forget their password by clicking the “forgot password” button and following the prompts.



DC OSSE

My Apps

Home

Curriculum Approval Process

**EDUCATION** Curriculum Approval Process

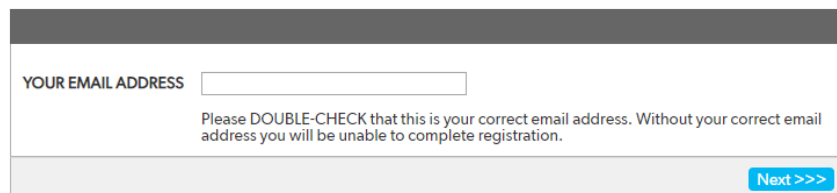
Welcome to the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL) Curriculum Approval Process.

The curriculum approval process serves as a foundation for OSSE DEL to determine whether curricula are aligned to the DC Early Learning Standards (DC ELS) and publish a list of approved curricula for child development facilities to reference.

To be able to complete the initial approval application, you must first register for a Quick Base account. Please click on the “Register” button below. Once successfully registered, you will receive an email with instructions on how to set up a Quick Base account and how to access the application.

If you are already registered or already have a Quick Base account, please sign in using the “Sign In” button below.

Register Sign In



YOUR EMAIL ADDRESS

Please DOUBLE-CHECK that this is your correct email address. Without your correct email address you will be unable to complete registration.

Next >>>

### Forgot my Password

Don't worry, it happens to everyone. We'll get you back into Quick Base right away.

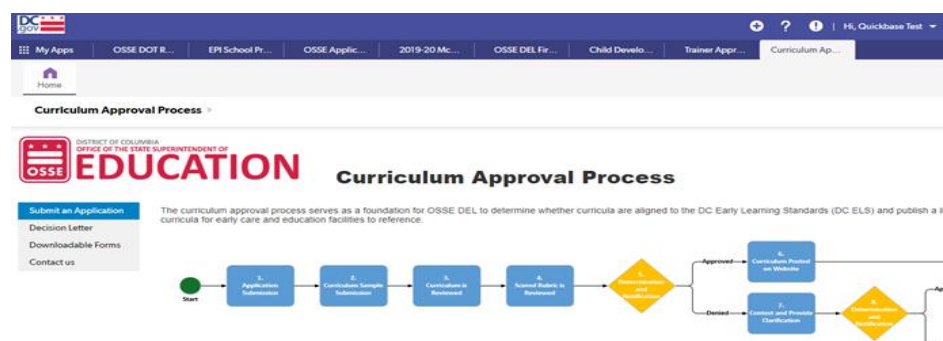
Email or user name

christieossetest@gmail.com

Reset my Password

[Back to Sign In](#)

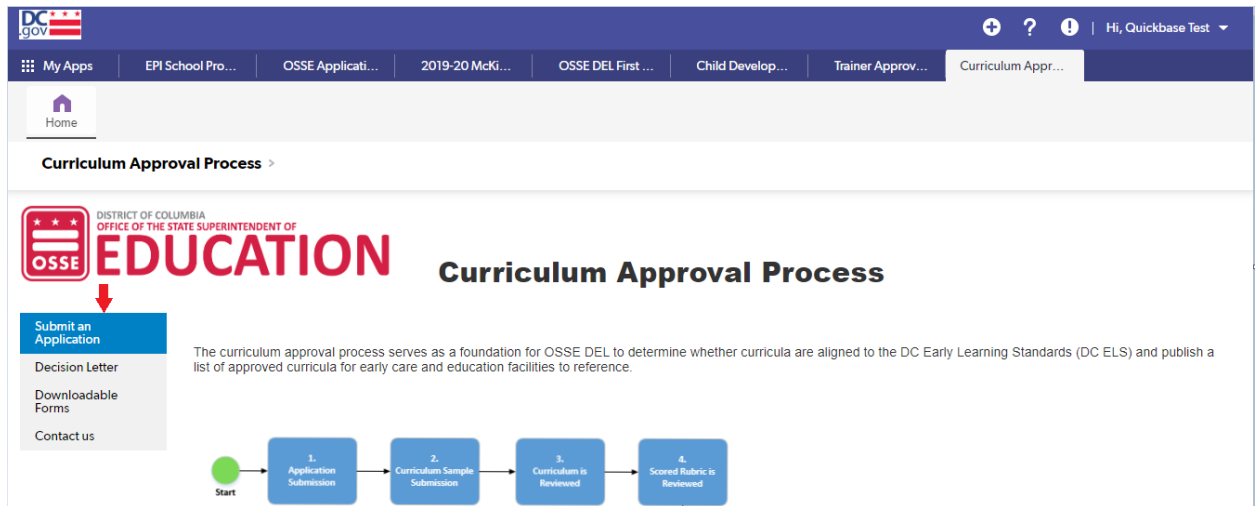
- Applicants sign in to the Curriculum Approval Process QuickBase application. Below is the landing page.



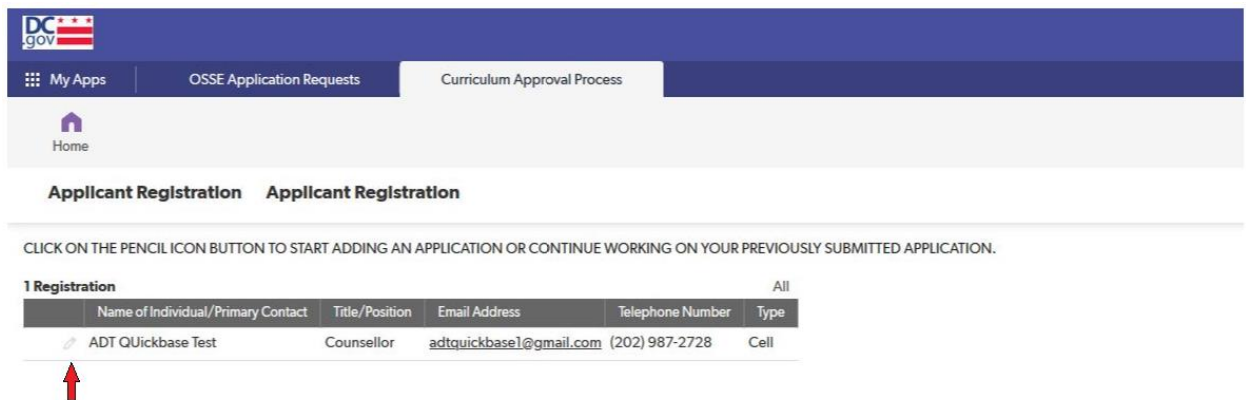
# Submit Application

This section explains the step-by-step process to submit a curriculum for approval in the Curriculum Approval Process QuickBase application.

1. Applicant selects the “Submit an Application” on the left side tab in the home page.

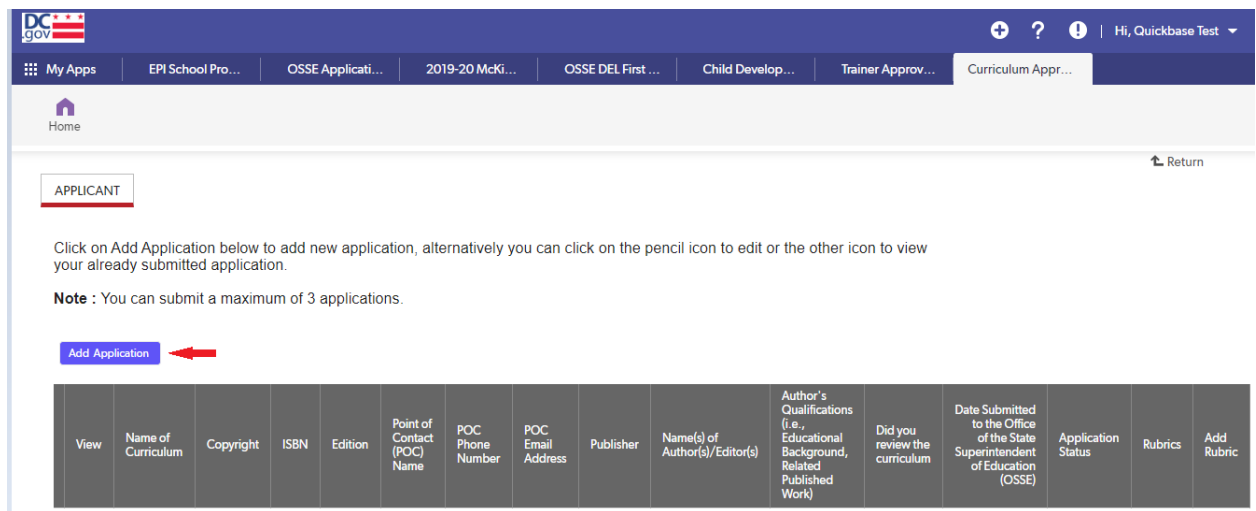


2. Applicant follows the instructions and selects the pencil icon.



3. Applicant clicks on the “Add Application” button.

## Curriculum Approval Process - User Guide



**APPLICANT**

Click on Add Application below to add new application, alternatively you can click on the pencil icon to edit or the other icon to view your already submitted application.

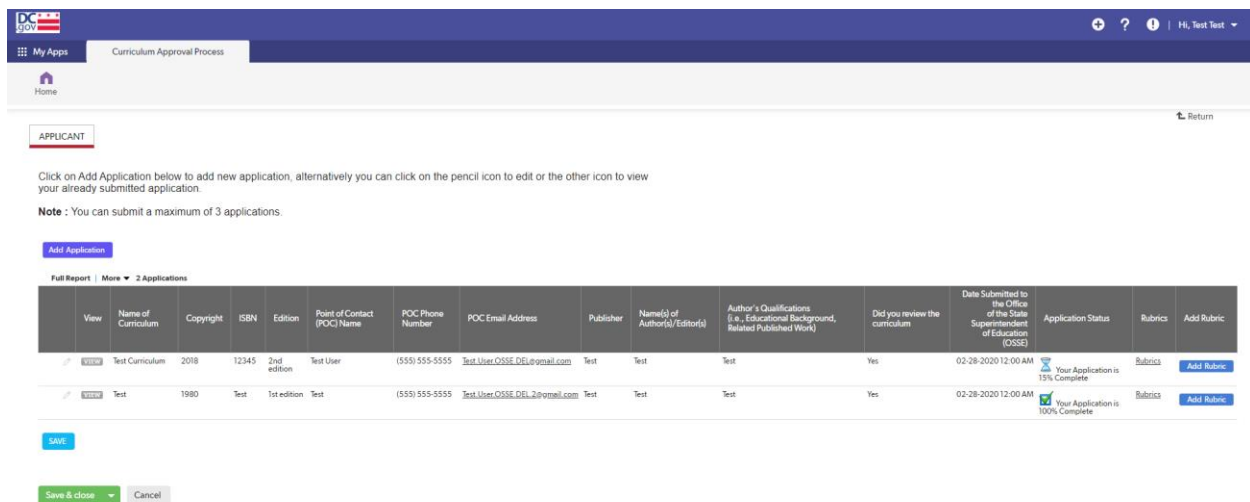
**Note :** You can submit a maximum of 3 applications.

[Add Application](#)

View	Name of Curriculum	Copyright	ISBN	Edition	Point of Contact (POC) Name	POC Phone Number	POC Email Address	Publisher	Name(s) of Author(s)/Editor(s)	Author's Qualifications (i.e., Educational Background, Related Published Work)	Did you review the curriculum	Date Submitted to the Office of the State Superintendent of Education (OSSE)	Application Status	Rubrics	Add Rubric
------	--------------------	-----------	------	---------	-----------------------------	------------------	-------------------	-----------	--------------------------------	--	-------------------------------	--	--------------------	---------	------------

### Note:

- After adding and saving an application, the application will appear in the table on this page. All of the applications the applicant submits will appear in the table.



**APPLICANT**

Click on Add Application below to add new application, alternatively you can click on the pencil icon to edit or the other icon to view your already submitted application.

**Note :** You can submit a maximum of 3 applications.

[Add Application](#)

Full Report | More ▾ | 2 Applications

View	Name of Curriculum	Copyright	ISBN	Edition	Point of Contact (POC) Name	POC Phone Number	POC Email Address	Publisher	Name(s) of Author(s)/Editor(s)	Author's Qualifications (i.e., Educational Background, Related Published Work)	Did you review the curriculum	Date Submitted to the Office of the State Superintendent of Education (OSSE)	Application Status	Rubrics	Add Rubric
	Test Curriculum	2018	12345	2nd edition	Test User	(555) 555-5555	Test User.OSSE.DEL@dc.gov	Test	Test	Test	Yes	02-28-2020 12:00 AM	Your Application is 100% Complete	<a href="#">Rubrics</a>	<a href="#">Add Rubric</a>
	Test	1980	Test	1st edition	Test	(555) 555-5555	Test User.OSSE.DEL@dc.gov	Test	Test	Test	Yes	02-28-2020 12:00 AM	Your Application is 100% Complete	<a href="#">Rubrics</a>	<a href="#">Add Rubric</a>

[Save](#)

[Save & close](#) [Cancel](#)

- Applicant is allowed to create a maximum of three applications per user registration. The applicant can create a second user registration using a different email address if the applicant has more than three curriculum submissions.
  - Applicant must complete all application tabs – Applicant Information, Curriculum Approval Application, Appendix A: Curriculum Agreement Form, Appendix B: DC Early Learning Standards Alignment, Appendix C: Developmentally Appropriate Practice, Curriculum Sample – for each curriculum added.
4. Applicant enters information in the “Applicant Information” page.

## Curriculum Approval Process - User Guide

DC

My Apps

Curriculum Approval Process

Hi, Test Test

Home

Return | Next

Save and Close

APPLICANT INFORMATION

CURRICULUM APPROVAL APPLICATION

APPENDIX A: CURRICULUM AGREEMENT FORM

DC EARLY LEARNING STANDARDS ALIGNMENT

DEVELOPMENTALLY APPROPRIATE PRACTICE

CURRICULUM SAMPLE

CURRICULUM EVALUATION R

APPLICANT INFORMATION

Name of Curriculum \*

Test Curriculum

Copyright \*

2018

ISBN \*

12345

Edition \*

2nd edition

Point of Contact (POC) Name \*

Test User

POC Phone Number \*

(555) 555-5555

POC Email Address \*

Test.User.OSSE.DEL@gmail.com

Publisher \*

Test

Name(s) of Author(s)/Editor(s) \*

Test

Author's Qualifications (i.e., Educational Background, Related Published Work) \*

Test

Did you review the curriculum \*

Yes

Date Submitted to the Office of the State Superintendent of Education (OSSE)

02-25-2020 12:00 AM

CERTIFICATION

Please check the box below to certify the above information. **Note:** Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.

☐ I Certify

Next Tab

### Note:

- User is able to navigate to the next tab using the “Next Tab” button after entering all the required fields.

5. System displays the “Curriculum Approval Application” page where user clicks the “Add Application” button, certifies and navigates to the next tab.

APPLICANT INFORMATION

CURRICULUM APPROVAL APPLICATION

APPENDIX A: CURRICULUM AGREEMENT FORM

DC EARLY LEARNING STANDARDS ALIGNMENT

DEVELOPMENTALLY APP

CURRICULUM APPROVAL APPLICATION

Response

Evidence

Upload(s)

No curriculum approvals found

Add Application

CERTIFICATION

Please check the box below to certify the above information. **Note:** Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.

☐ I Certify

Next Tab

Previous Tab

- System displays the “Add Application” page with the 15 mandatory questions where applicant enters the required information.

**Note:**

- Applicant is not able to proceed if any of the required fields are left blank. If a required field is left empty, an error message is displayed.

- Click “Ok” on the error message to go back to the mandatory questions screen to enter the information.
- The “Save and Previous” button takes the user back to the previous page.

SAVE AND PREVIOUS

- Applicant is able to save the information entered and continue at a later time with “Save and Close” button.

7. Once the applicant enters all the necessary information and completes all required fields, the “I certify” box needs to be checked off. Once this box is checked off, the applicant will not be able to edit any information in that section. In addition, the application will not be dispatched unless this box is checked.

- Applicant can now select the “Next Tab” button to continue with their application.

The screenshot shows the 'CURRICULUM APPROVAL APPLICATION' tab selected in a multi-tab interface. At the top, there is a 'Save and Close' button. Below the tabs, there is a home icon and the title 'CURRICULUM APPROVAL APPLICATION'. Underneath, there is a 'Full Report | More ▾ 1 Curriculum Approval' link. A table with columns 'Response', 'Evidence', and 'Upload(s)' is displayed, containing one row with 'Yes', 'ZKCV', and 'Carol Quality One-Pager.pdf'. Below the table is an 'Add Application' button. The 'CERTIFICATION' section is expanded, showing a note: 'Please check the box below to certify the above information. Note: Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.' Below the note is an 'I Certify' checkbox, which is checked. At the bottom of the certification section, there are 'Next Tab' and 'Previous Tab' buttons.

8. “Appendix A: Curriculum Agreement Form” screen is displayed where applicant is able to go back to the previous page with the “Previous Tab” button.

- Applicant reads and affixes their name in the signature field.
- Once the applicant enters all the necessary information and completes all required fields, the “I certify” box needs to be checked off. Once this box is checked off, the applicant will not be able to edit any information in that section. In addition, the application will not be dispatched unless this box is checked.
- Applicant can now select the “Next Tab” button to continue with their application.

DC.gov

My Apps Curriculum Approval Process

Home

Return | Next

Save and Close

APPLICANT INFORMATION CURRICULUM APPROVAL APPLICATION APPENDIX A: CURRICULUM AGREEMENT FORM DC EARLY LEARNING STANDARDS ALIGNMENT DEVELOPMENT

APPENDIX A: CURRICULUM AGREEMENT FORM

The publisher agrees to the following:

1. The publisher certifies that the curriculum has been properly vetted and edited for errors.
2. The publisher may contest findings and correct all errors listed on the corrective action plan.
3. Once corrections are made, the publisher must ensure that all materials have been vetted.
4. The curriculum can be approved or denied at the discretion of OSSE.

Signature of Publisher/Point of Contact

Date  
02-25-2020

**CERTIFICATION**

Please check the box below to certify the above information. **Note:** Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.

☐ I Certify

Next Tab Previous Tab

9. In the next section, system displays the “DC Early Learning Standards Alignment” tab. Applicant clicks the tab then clicks the “Add DC Early Learning Standards Alignment” button to start working on this section.

- Applicant clicks the “Add DC Early Learning Standards Alignment” button. Add Appendix B screen is displayed.

## Curriculum Approval Process - User Guide

DC.gov | Hi, Quickbase Test

My Apps

Home

Appendix B : DC ELS Alignment > Add Appendix B

Save & close Cancel

APPENDIX B : DC ELS ALIGNMENT

Curriculum

Percentage Met  
0.00000%

APPROACHES TO LEARNING / LOGIC & REASONING COMMUNICATION AND LANGUAGE LITERACY MATHEMATICS SCIENCE AND ENGINEERING SOCIAL STUDIES THE ARTS

1. Attends and engages with curiosity

Evidence

Upload(s)

Choose File No file chosen

Met Standard

2. Shows persistence

Evidence

Upload(s)

Choose File No file chosen

Met Standard

3. Approaches tasks flexibly

Evidence

Upload(s)

Choose File No file chosen

Met Standard

4. Uses symbols and takes on pretend roles

Evidence

Upload(s)

Choose File No file chosen

Met Standard

Save & close Cancel

- Applicant enters information and proceeds by clicking the “Save & Close” button. The “DC Early Learning Standards Alignment” screen is displayed for the applicant to certify and proceed with their application.

Appendix B : DC ELS Alignment > Add Appendix B

Save & close Cancel Customize this Form

APPENDIX B : DC ELS ALIGNMENT

Curriculum

Percentage Met  
0.00000%

APPROACHES TO LEARNING / LOGIC & REASONING COMMUNICATION AND LANGUAGE LITERACY MATHEMATICS SCIENCE AND ENGINEERING SOCIAL STUDIES THE ARTS SOCIAL AND EMOTIONAL DEVELOPMENT

1. Attends and engages with curiosity

Evidence

Upload(s)

Choose File No file chosen

Met Standard

- When applicant selects the “Cancel” button, an error message is displayed to inform the applicant that the changes may not be saved. When applicant selects the “Leave” button on this error message, the “DC Early Learning Standards Alignment” screen is displayed for the applicant to complete the needed information on this page. Applicant can use the “Cancel” button to stay in the “Add Appendix B” section.




- Applicant certifies information entered in the “DC Early Learning Standards Alignment” section and continues with their application by selecting “Next Tab” which is Appendix C: Developmentally Appropriate Practice (DAP). Once the applicant enters all the necessary information and completes all required fields, the “I certify” box needs to be checked off. Once this box is checked off, the applicant will not be able to edit any information in that section. In addition, the application will not be dispatched unless this box is checked.

- In the next section, the system displays “Appendix C: Developmentally Appropriate Practice (DAP)” screen where applicant reviews the information presented, certifies and selects the “Next tab” button to proceed with their application. Once the applicant enters all the necessary information and completes all required fields, the “I certify” box needs to be checked off. Once this box is checked off, the applicant will not be able to edit any information in that section. In addition, the application will not be dispatched unless this box is checked.

- In the next section, the system displays the “Curriculum Sample” page where applicant enters information by clicking the “Add Sample” tab.


12. Once the applicant enters all the required information, applicant clicks the “Save & Close” button. After clicking the “Save and Close” button, the system will navigate back to the previous page where applicant certifies the section. Once the applicant enters all the necessary information and completes all required fields, the “I certify” box needs to be checked off. Once this box is checked off, the applicant will not be able to edit any information in that section. In addition, the application will not be dispatched unless this box is checked.

Curriculum Sample page:



### CURRICULUM SAMPLE


Submit a curriculum sample by uploading it here or mailing the sample to:  
Office of the State Superintendent of Education (OSSE)  
c/o Buen Abo  
1050 First St. NE, Sixth Floor  
Washington, DC 20002

[Add Sample](#) 

	How is the curriculum sample being submitted?	Upload(s)	Mail Carrier (if applicable; e.g., USPS, FedEx)	Tracking Number (if applicable)
No samples found				

▼ **CERTIFICATION**

Please check the box below to certify the above information. **Note:** Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.

☐ I Certify 


Add Sample screen:

Curriculum Sample > Add Sample

### Curriculum Sample

Submit a curriculum sample by uploading it here or mailing the sample to:  
Office of the State Superintendent of Education (OSSE)  
c/o Buen Abo  
1050 First St. NE, Sixth Floor  
Washington, DC 20002


How is the curriculum sample being submitted?  

  
Select up to 20 choices

Upload(s)  
 No file chosen

Mail Carrier (if applicable; e.g., USPS, FedEx)

Tracking Number (if applicable)



Application Information > Reports & Charts

+ New Application | Grid Edit | Email | More | Customize this Page

Search these applications

9 Applications

View	Name of Curriculum	Copyright	ISBN	Edition	Point of Contact (POC) Name	POC Phone Number	POC Email Address	Date Submitted to the Office of the State Superintendent of Education (OSSE)	Publisher	Name(s) of Author(s)/Editor(s)	Author's Qualifications (i.e., Educational Background, Related Published Work)	Did you review the curriculum
Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text

- Applicant should reach out to the OSSE administrator if any information needs to be updated by creating and sending a message using the “Contact Us” tab in the home page. OSSE administrator will then reject that section of the application so that the applicant can update the information.

OSSE Review section and page navigation options:

APPENDIX A: CURRICULUM AGREEMENT FORM

The publisher agrees to the following:

1. The publisher certifies that the curriculum has been properly vetted and edited for errors.
2. The publisher may contest findings and correct all errors by Dec. 27, 2019.
3. Once corrections are made, the publisher must ensure that all materials have been vetted.
4. The curriculum can be approved or denied at the discretion of OSSE.

Signature of Publisher/Point of Contact

Date

02-06-2020

☒ CERTIFICATION

Please check the box below to certify the above information. **Note:** Upon checking this box your form will no longer be editable. Do not check this box if you plan to make changes to this form. In addition, your application will not be dispatched unless this box is checked.

☐ I Certify

Next Tab | Previous Tab

**OSSE REVIEW**

Reviewed by OSSE

Review Date

mm-dd-yyyy

Note:

- Applicant must save the information entered using the “Save and Close” button before reaching out to the OSSE administrator.
- Once the OSSE administrator rejects the application, applicant can then open the current application and select the pencil (edit) icon to make updates where needed, certify and proceed. Applicant can only edit the pages which OSSE administrator has rejected.
- When the OSSE administrator rejects a section, the “I Certify” box becomes unchecked allowing the applicant to edit or update.
- OSSE Review section is displayed only for the OSSE administrator(s) view.

Save and close message screen:



View	Name of Curriculum	Copyright	ISBN	Edition	Point of Contact (POC) Name	POC Phone Number	POC Email Address	Date Submitted to the Office of the State Superintendent of Education (OSSE)	Publisher	Name(s) of Author(s)/Editor(s)	Author's Qualifications (i.e., Educational Background, Related Published Work)	Did you review the curriculum
Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text

## Decision Letters

Once the OSSE administrator reviews the curriculum application, they can either approve or deny the application based on which decision letter is generated from the below:

- Approval Notification Letter;
- Denial Notification Letter;
- Contest Approval Notification Letter; or
- Contest Denial Notification Letter.

Applicant can view any/all decision letters for their application(s) under the “Decision Letters” tab in the home page.



**Curriculum Approval Process**

The curriculum approval process serves as a foundation for OSSE DEL to determine whether curricula are aligned to the DC Early Learning Standards (DC ELS) and publish a list of approved curricula for early care and education facilities to reference.

**Curriculum Approval Process Flowchart:**

1. Application Submission
2. Curriculum Sample Submission
3. Curriculum is Reviewed
4. Scored Rubric is Reviewed

## Sample Approval Notification Letter

We would like to thank you for your interest in seeking approval from the Office of the State Superintendent of Education (OSSE) for your curriculum. Your curriculum has been approved and established alignment with DC Early Learning Standards. Your curriculum information will be accessible on the [OSSE website](#) by June 1, 2021 for providers and other stakeholders to view.

If you have questions, please reach out to Buen Abo via email at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) or via phone at (202) 724-7876.

Thank you,  
Office of the State Superintendent of Education  
Division of Early Learning

### **Sample Denial Notification Letter**

We would like to thank you for your interest in seeking approval from the Office of the State Superintendent of Education (OSSE) for your curriculum. Your curriculum has not been approved. Please complete the attached corrective action plan and submit the needed information on or before May 31, 2021.

If you have questions, please reach out to Buen Abo via email at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) or via phone at (202) 724-7876.

Thank you,  
Office of the State Superintendent of Education  
Division of Early Learning

### **Sample Contest Approval Notification Letter**

We would like to thank you for your interest in seeking approval from the Office of the State Superintendent of Education (OSSE) for your curriculum. Your curriculum has been approved and established alignment with DC Early Learning Standards. Your curriculum information will be accessible on the [OSSE website](#) by July 1, 2021 for providers and other stakeholders to view.

If you have questions, please reach out to Buen Abo via email at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) or via phone at (202) 724-7876.

Thank you,  
Office of the State Superintendent of Education  
Division of Early Learning

### **Sample Contest Denial Notification Letter**

We would like to thank you for your interest in seeking approval from the Office of the State Superintendent of Education (OSSE) for your curriculum. At this point, we are unable to approve your application. The corrective action plan did not fully establish alignment with DC Early Learning Standards. You may submit your curriculum again once the process reopens next year.

If you have questions, please reach out to Buen Abo via email at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) or via phone at (202) 724-7876.

Thank you,  
Office of the State Superintendent of Education  
Division of Early Learning

**Note:**

- Applicant receives a notification email with any change in their application status.

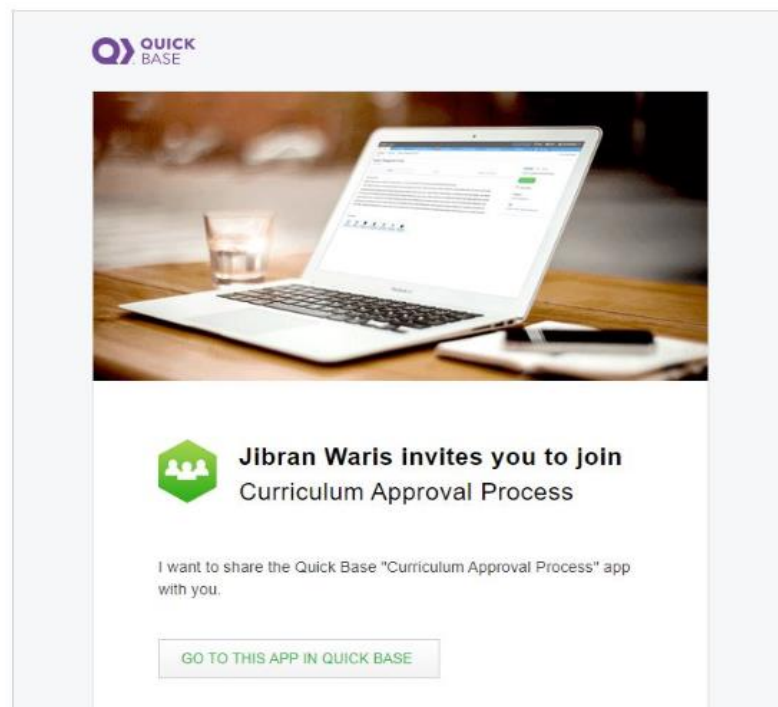
## Curriculum Reviewers

This section is for curriculum reviewers.

## Reviewer Registration and Sign In

This section explains the step-by-step process for registration and sign in to the Curriculum Approval Process QuickBase application. Below are the steps in sequence for reviewers:

1. Reviewer receives an email with the link to the application which requires user(s) to create their QuickBase account that they can use to sign in to the Curriculum Approval Process QuickBase application.



**Note:**

- Reviewer that already has a QuickBase account needs to enter their username and password and open the Curriculum Approval Process QuickBase application.

The screenshot shows the login interface for the 'Curriculum Approval Process' application. On the left, there are input fields for 'Username' and 'Password', followed by a blue 'Sign in' button. Below the button are links for 'Keep me signed in on this computer', 'I forgot my password', and 'Not a Quick Base user? Create a log-in.' On the right, under the heading 'My apps', there is a search bar and a card for the 'Curriculum Approval Process' app, which includes a checkmark icon and the name 'PriyaKajia'.

- Reviewer is able to create a new password if they forget their password by clicking the “forgot password” button and following the prompts.

This screenshot displays the email verification step of the password reset process. It features a label 'YOUR EMAIL ADDRESS' next to an empty input field. Below the field, a message states: 'Please DOUBLE-CHECK that this is your correct email address. Without your correct email address you will be unable to complete registration.' A blue 'Next >>>' button is located at the bottom right of the form.

### Forgot my Password

Don't worry, it happens to everyone. We'll get you back into Quick Base right away.

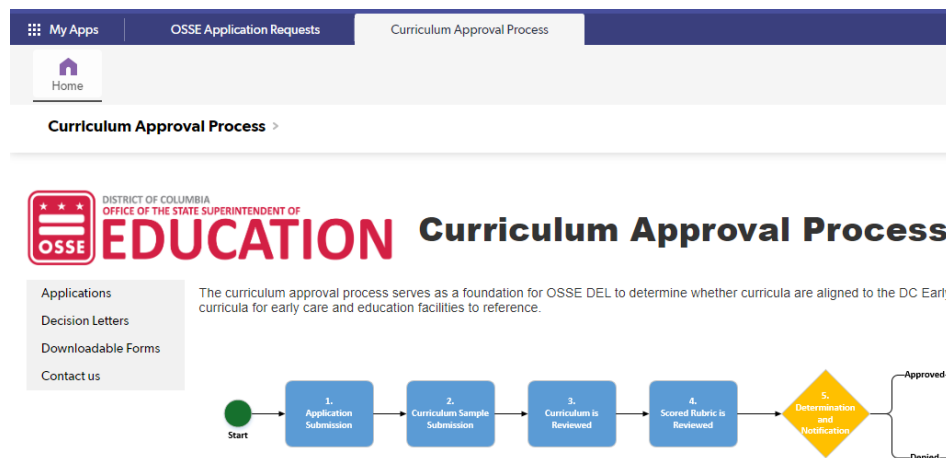
Email or user name

christieossetest@gmail.com

Reset my Password

[Back to Sign In](#)

2. Reviewer signs in to the Curriculum Approval Process QuickBase application. Below is the landing page.



## Reviewing Submitted Application(s)

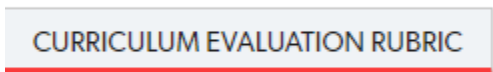
This section explains the process to evaluate the curriculum/curricula assigned to a reviewer using the Curriculum Approval Process QuickBase application.

1. On the home page, reviewer clicks on the “applications” tab and locates the curriculum that needs to be reviewed.

The screenshot shows the 'Application Information > Application' page. It includes a search bar labeled 'Search these applications' and a table listing 12 applications. The table has the following columns:

View	Name of Curriculum	Copyright	ISBN	Edition	Point of Contact (POC) Name	POC Phone Number	POC Email Address	Date Submitted to the Office of the State Superintendent of Education (OSSE)	Publisher	Name(s) of Author(s)/Editor(s)	Author's Qualifications (i.e., Educational Background, Related Published Work)

1. Reviewer clicks the pencil icon next to the name of curriculum to view the curriculum being reviewed.
2. Reviewer scrolls to the right using the cursor and clicks the “Curriculum Evaluation Rubric” tab.



3. Reviewer clicks the “add rubric” button and completes the curriculum evaluation rubric.



Save and Close

APPENDIX A: CURRICULUM AGREEMENT FORM DC EARLY LEARNI

CURRICULUM EVALUATION RUBRIC

Add Rubric

Date Evaluated	Evaluator	Overall Score	Aligned to DC Early Learning Standards (DC ELS)	Theories in Early Childhood Education
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- Once all the fields are complete, reviewer clicks on the “save and close” button to save the completed fields.

Save & close Cancel

**Note:**

- Reviewer may also download the curriculum evaluation rubric using the “downloadable forms” tab in the home page in order to complete the rubric offline.
- Reviewer is now ready to complete the curriculum evaluation protocol. After clicking the “save and close” button from the curriculum evaluation rubric, reviewer clicks the next tab, curriculum evaluation protocol.

CURRICULUM EVALUATION RUBRIC CURRICULUM EVALUATION PROTOCOL

- Reviewer clicks the “add curriculum evaluation” button and completes the curriculum evaluation protocol. Reviewing scores given using the curriculum evaluation rubric will be helpful in completing this section.

CURRICULUM EVALUATION PROTOCOL

Add Curriculum Evaluation

7. Once all the fields are complete, reviewer clicks on the “save and close” button to save the completed fields.



Note:

- Reviewer may also download the curriculum evaluation protocol using the “downloadable forms” tab in the home page in order to complete the protocol offline.
8. After completing the curriculum evaluation rubric and protocol, reviewer notifies the OSSE administrator by contacting Buen Abo at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) via email.

# Downloadable Forms

User(s) can open, view and download forms from the “Downloadable Forms” tab so that they can complete the forms offline.

**Curriculum Approval Process**

The curriculum approval process serves as a foundation for OSSE DEL to determine whether curricula are aligned to the DC Early Learning Standards (DC ELS) and publish a list of approved curricula for early care and education facilities to reference.

**Curriculum Approval Process**

1. Application Submission
2. Curriculum Sample Submission
3. Curriculum is Reviewed
4. Scored Rubric is Reviewed

**Downloadable Forms**

Search these forms

Filename	Description	Download
Curriculum Evaluation Rubric		
Curriculum Evaluation protocol		
Curriculum Application Form		
Corrective Action Plan		
Appendix B: DC Early Learning Standards Alignment Form		

## Note:

- OSSE will evaluate applications that are completed using the QuickBase application only. Curriculum application(s) submitted after the application period will not be evaluated.

# Contact Us

Users are able to contact the OSSE administrator with questions related to this process using the “Contact Us” tab. The OSSE administrator will receive a notification email with the information entered by the user(s).

The screenshot shows the DC.gov website interface for the Curriculum Approval Process. The top navigation bar includes links for 'My Apps', 'EPI School Profiles', 'OSSE Application Requests', '2019-20 McKinney-Vento...', 'OSSE DEL First Step Moni...', and 'Child Develop...'. Below the navigation bar is a 'Home' button. The main content area is titled 'Contact us > Contact #7'. It features a 'CONTACT US' button and a 'Contact saved' confirmation message. A dropdown menu is open, showing 'CONTACT US'. Below the dropdown, there is a form with the following fields: 'First Name' (Christie), 'Last Name' (test), 'Email Address' (christieossetest@gmail.com), and a text area for 'Please provide a description of your question or type of support you need?'. The form is titled 'Have questions? contact the Division of Early Learning (DEL) team using the form below.' and is created today at 3:08 PM (EST) by Test, Quickbase.

## Frequently Asked Questions (FAQs)

1. What is the curriculum approval process?
  - The Curriculum Approval Process serves as the foundation for OSSE DEL to determine whether curricula are aligned to the District of Columbia Early Learning Standards (DC ELS) and publish a list of approved curricula for child development facilities to reference.
2. How will I know if my curriculum application is approved?
  - Below is the Curriculum Approval Process timeline:
  - **March 1-April 30:** Application Period
  - **May 1-15:** Curriculum Review Period
  - **May 15:** Notifications are released
  - **May 15-31:** Contest Denial Period
  - **June 1:** Approved curricula are posted on the OSSE website
  - **June 1-15:** Contest Curriculum Review Period
  - **June 15:** Notifications for Contest Denial are released
  - **July 1:** Approved curricula are posted on the OSSE website
  - All applicants who submitted an application(s) will receive a notification letter via email and via the “Decision Letter” tab in the Curriculum Approval Process QuickBase application.
3. Once my curriculum is approved, where will it be posted?
  - All OSSE approved curricula will be posted on the OSSE website under this link:  
<https://osse.dc.gov/publication/research-based-curricula>
4. What happens if my curriculum is not approved?
  - Curriculum applications that are not approved will receive a denial notification. Applicants may either:
    - Return the corrective action plan to the OSSE administrator; or
    - Reapply with an updated curriculum aligned with DC ELS the following year.

**Note:**

- If the applicant completes the contest form, the OSSE administrator will review the additional information provided and issue an approval or denial decision to the contest.
- If the contest is denied, the applicant may reapply the following year.

5. Who should I contact if I have additional questions related to the curriculum approval process?
  - All questions related to the curriculum approval process should be sent to Buen Abo at [Buen.Abo@dc.gov](mailto:Buen.Abo@dc.gov) via email or by completing the required fields under the “Contact Us” tab of the Curriculum Approval Process QuickBase application.

## Glossary of Terms

Appendix A: Curriculum Agreement Form – This section lists actions that the publisher needs to agree upon and affixes their name.

Appendix B: District of Columbia Early Learning Standards (DC ELS) Alignment Form – This section captures the curriculum’s alignment with DC ELS by providing evidence(s) and upload attachment (if any).

Appendix C: Developmentally Appropriate Practice (DAP) – This sections defines developmentally appropriate practice and enumerates the core considerations of DAP according to the National Association for the Education of Young Children (2009).