District of Columbia
Office of the State Superintendent of Education

CURRICULUM APPROVAL PROCESS

User Guide

December 2023

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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.
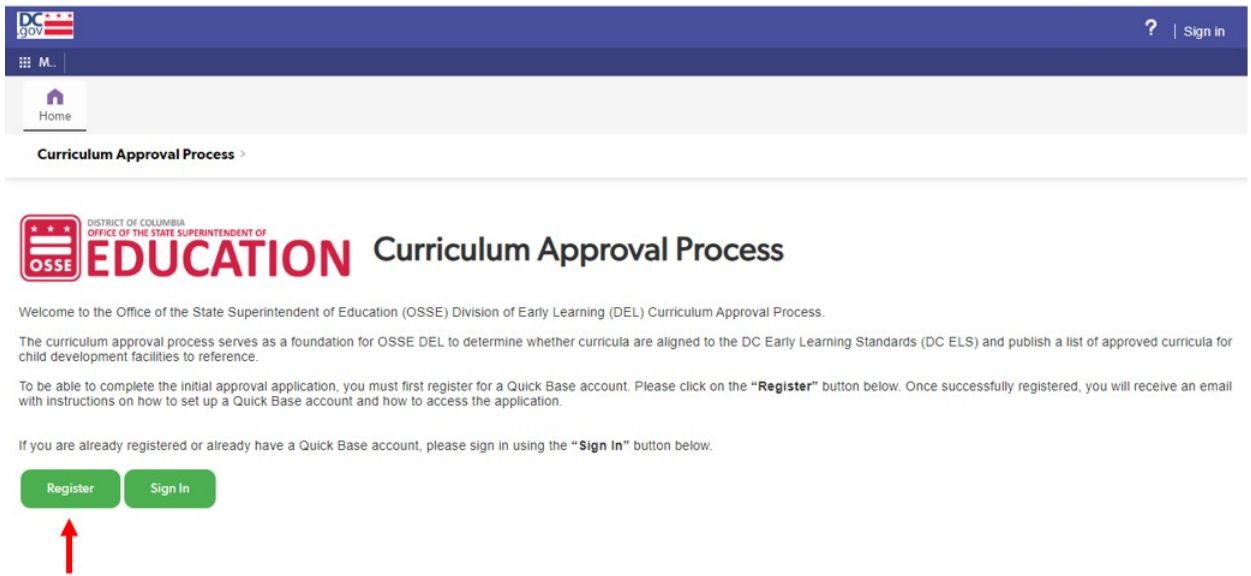
Registration and Sign In

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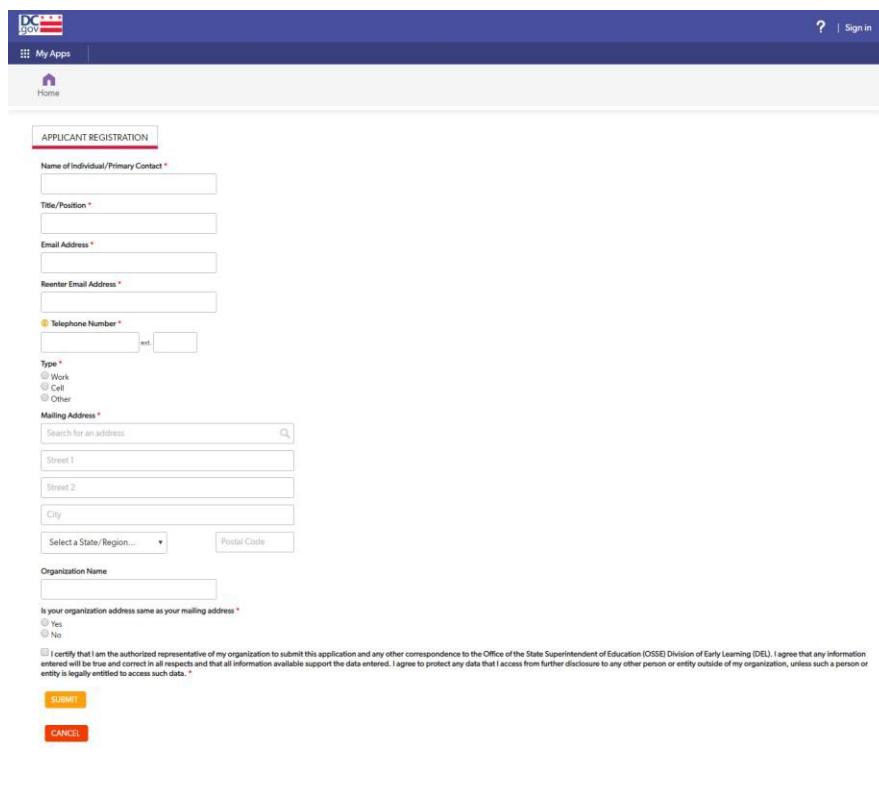
Applicant Registration

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.

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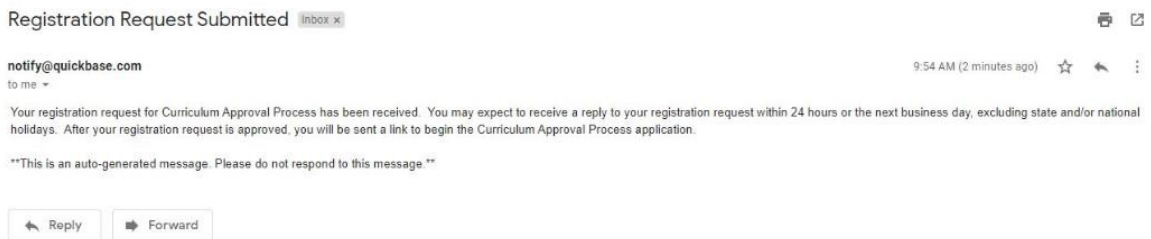
6. Applicant receives second email within 24 hours of their registration with the link to the application which requires user(s) to create their QuickBase account that they can use to sign in to the Curriculum Approval Process QuickBase application.
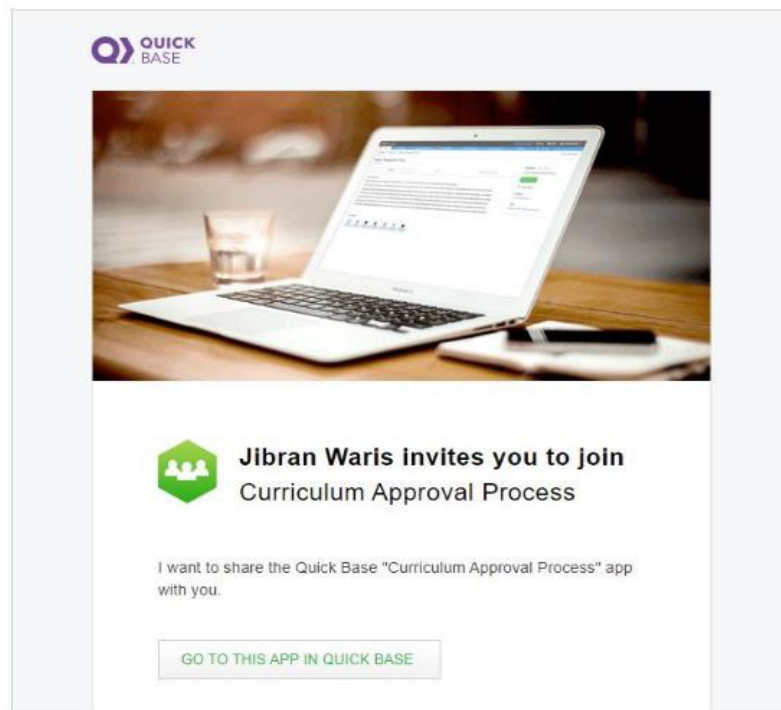
Note:

- 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.
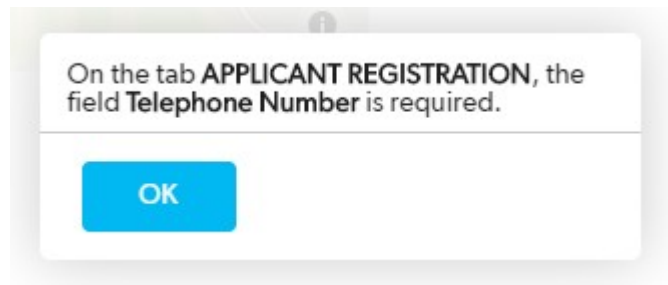
Applicant Sign In

Below are the steps for applicants to sign in:
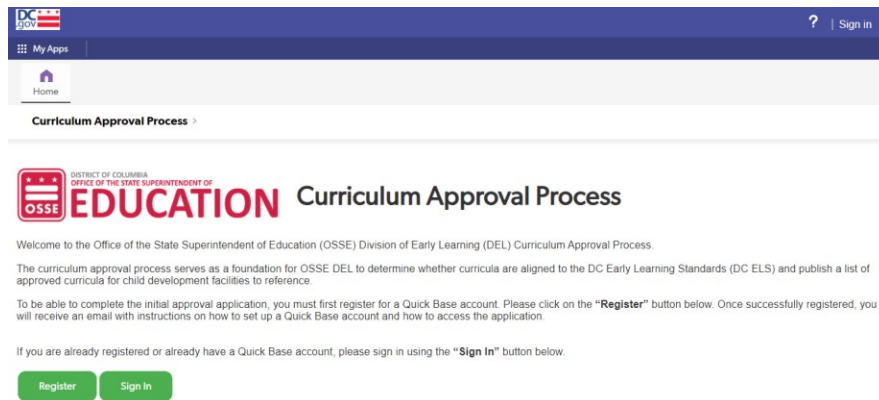
1. Applicant signs in to the Curriculum Approval Process QuickBase application by selecting the "Sign In" tab on the welcome page.

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.

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

Submit Application

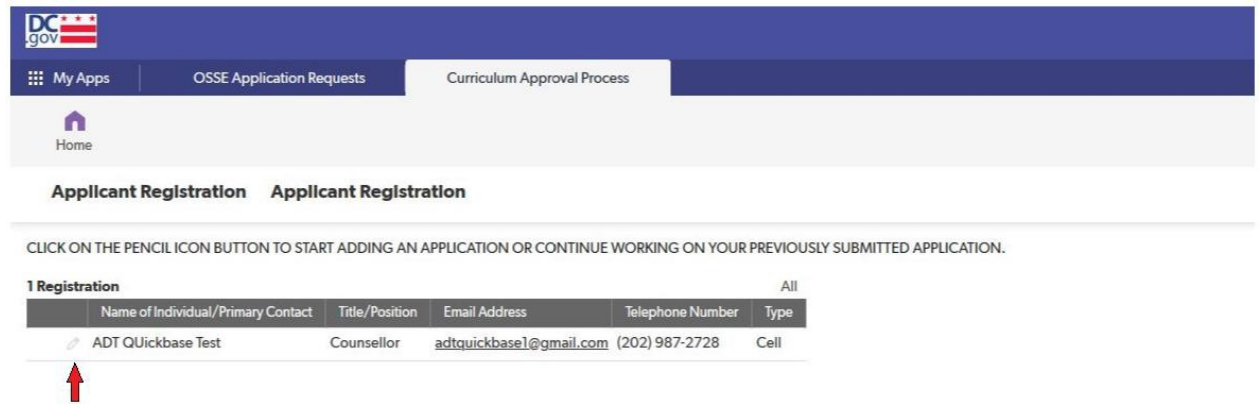This section explains the step-by-step process to submit a curriculum for approval in the Curriculum Approval Process QuickBase application.
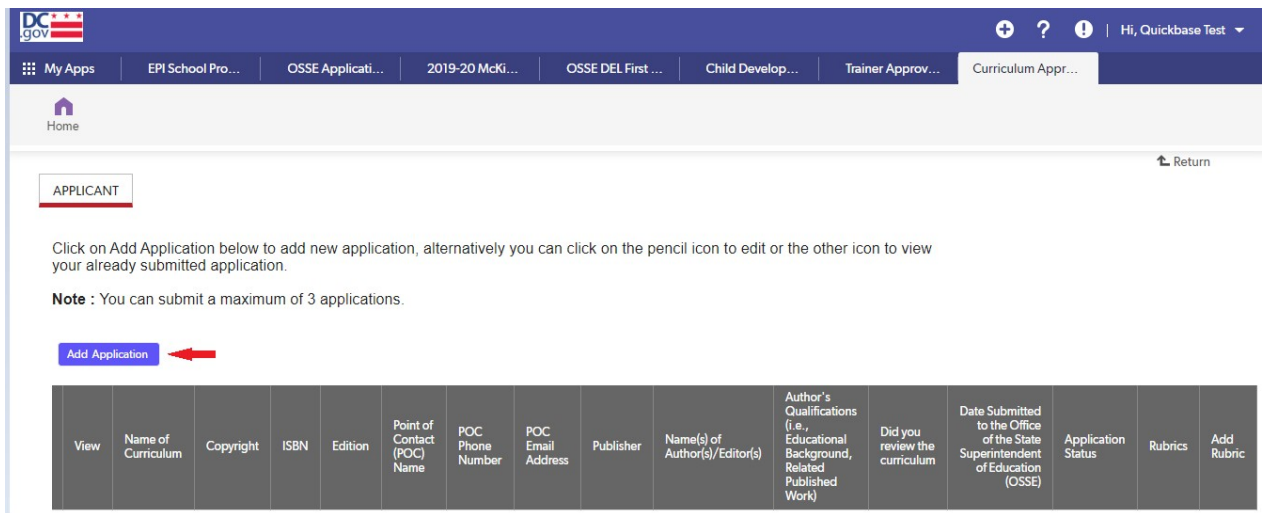
1. Applicant selects the "Submit an Application" on the left side tab in the home page.

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

3. Applicant clicks on the "Add Application" button.

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.
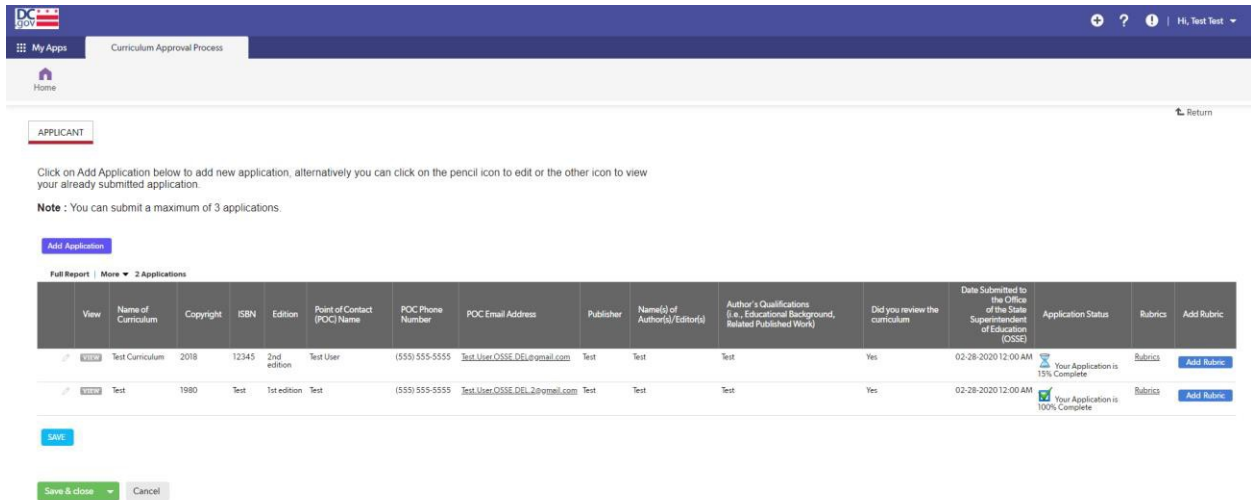
- Applicant is allowed to create a maximum of three applications per user registration. The applicant can create a second user registration using a different email address if the applicant has more than three curriculum submissions.

- 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.

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.

6. System displays the "Add Application" page with the 15 mandatory questions where applicant enters the required information.
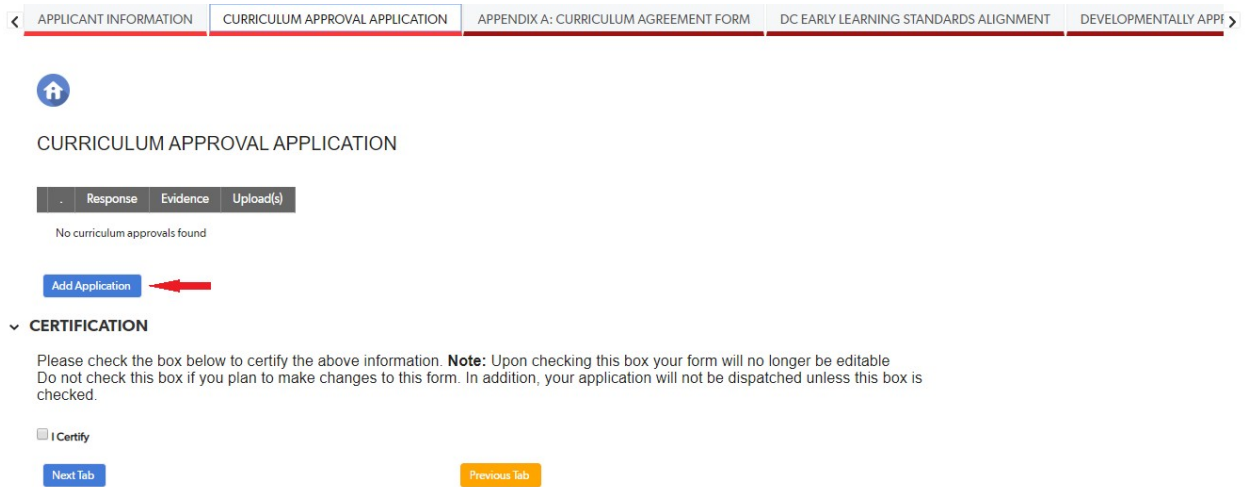
Note:

- 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.
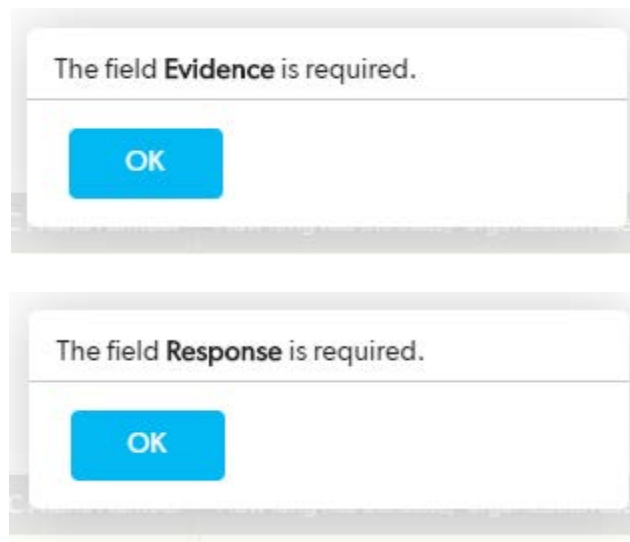
- Click "Ok" on the error message to go back to the mandatory questions screen to enter the information.

- The "Save and Previous" button takes the user back to the previous page.

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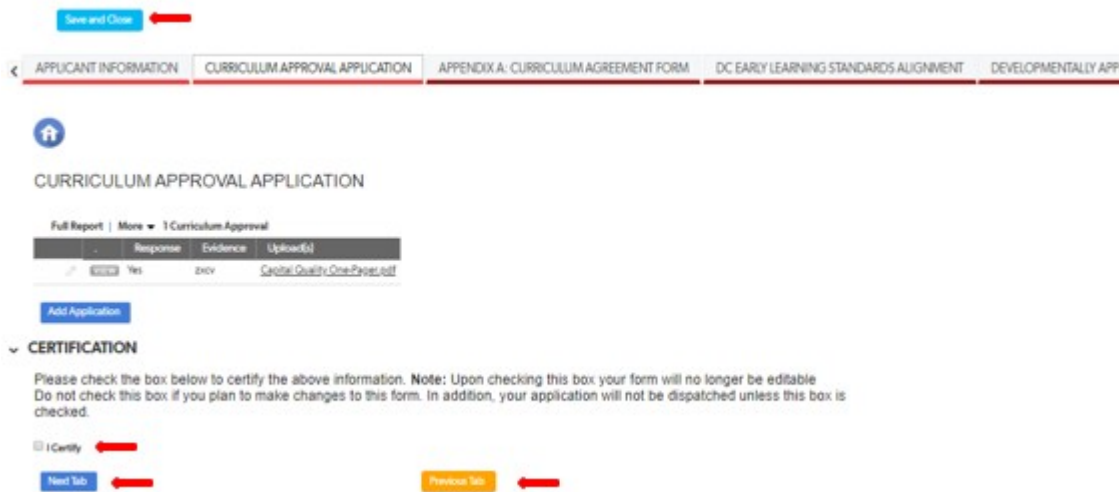
8. "Appendix A: Curriculum Agreement Form" screen is displayed where applicant is able to go back to the previous page with the "Previous Tab" button.

    • 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.

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.

- 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.

- 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.

10. 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.

11. 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:

Add Sample screen:

13. 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:
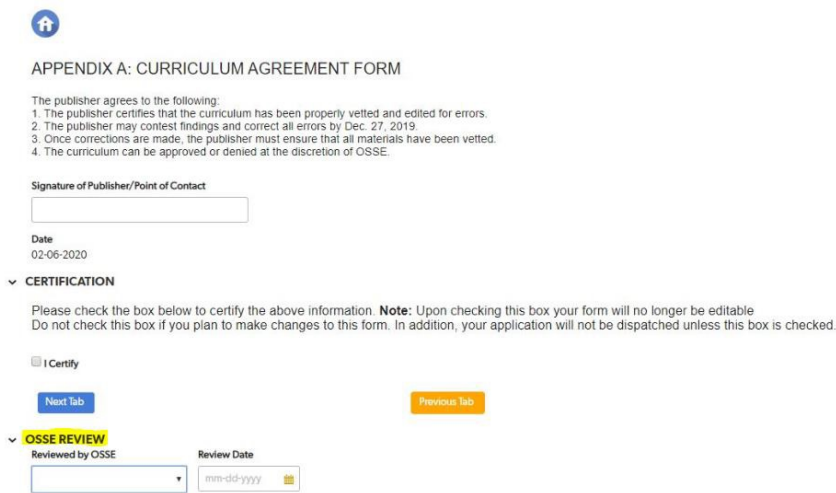
Note:
- Applicant must save the information entered using the "Save and Close" button before reaching out to the OSSE administrator.
- Once the OSSE administrator rejects the application, applicant can then open the current application and select the pencil (edit) icon to make updates where needed, certify 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:

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.
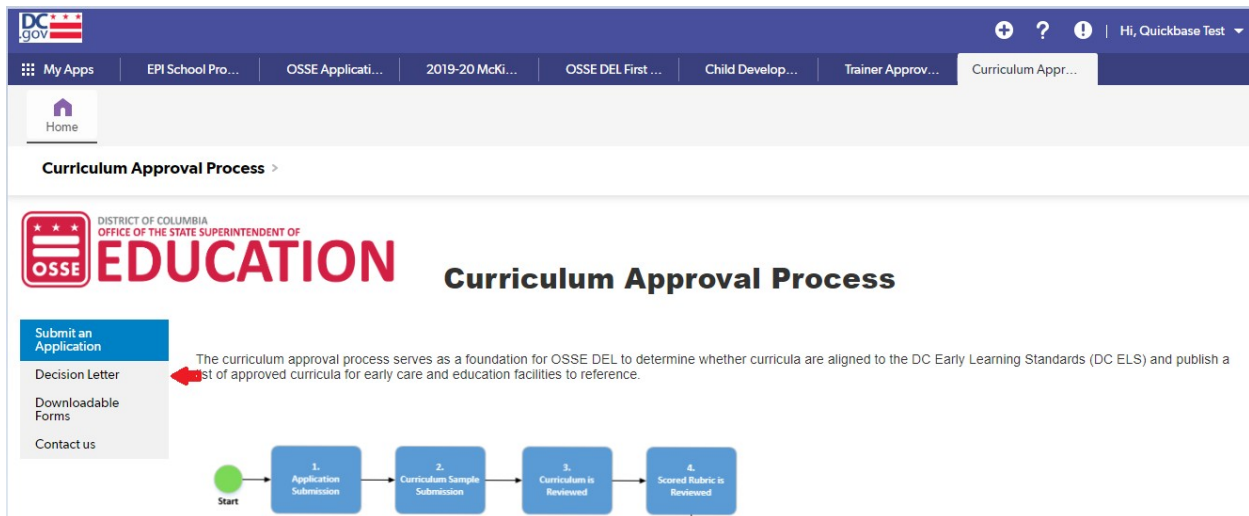
Sample Approval Notification Letter

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 3, 2024 for providers and other stakeholders to view.

If you have questions, please reach out to Jamellah Owens via email at
Jamellah.Owens@dc.gov.

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, 2024.

If you have questions, please reach out to Jamellah Owens via email at
Jamellah.Owens@dc.gov.

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, 2024 for providers and other stakeholders to view.

If you have questions, please reach out to Jamellah Owens via email at
Jamellah.Owens@dc.gov.

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 Jamellah Owens via email at
Jamellah.Owens@dc.gov.

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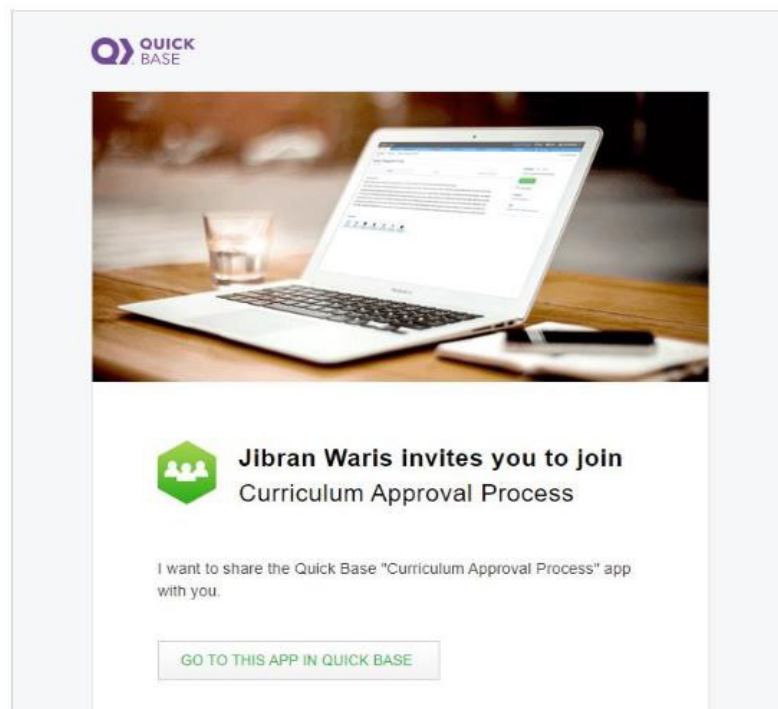
Note:
- Reviewer that already has a QuickBase account needs to enter their username and password and open the Curriculum Approval Process QuickBase application.

Username

Password

Sign in

☐ Keep me signed in on this computer

I forgot my password

Not a Quick Base user? Create a log-in.

My apps

Adv

Search apps

⋯

✓

Curriculum Approval Process

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

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

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.

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.
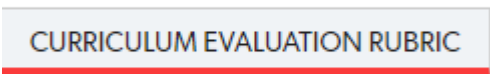
3. Reviewer clicks the "add rubric" button and completes the curriculum evaluation rubric.
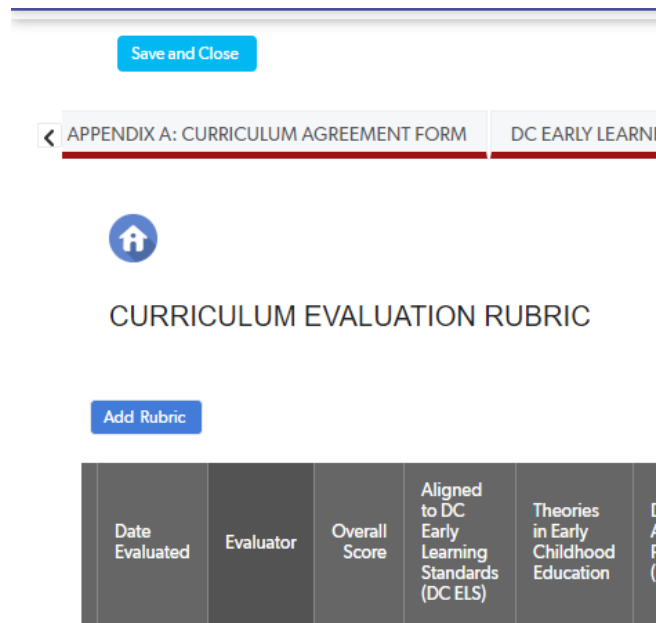
4. Once all the fields are complete, reviewer clicks on the "save and close" button to save the completed fields.
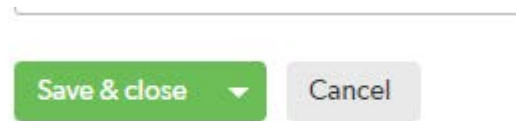
- Reviewer may also download the curriculum evaluation rubric using the "downloadable forms" tab in the home page in order to complete the rubric offline.

5. 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.

6. 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.

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

Save & close ▼   Cancel

Note:

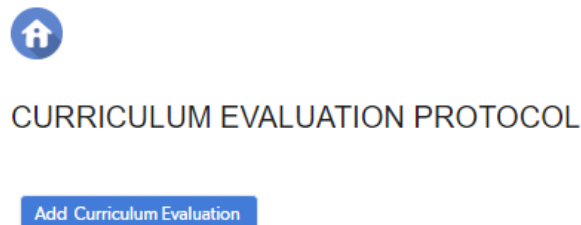- Reviewer may also download the curriculum evaluation protocol using the "downloadable forms" tab in the home page in order to complete the protocol offline.

8. After completing the curriculum evaluation rubric and protocol, reviewer notifies the OSSE administrator by contacting Jamellah Owens at Jamellah.Owens@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.
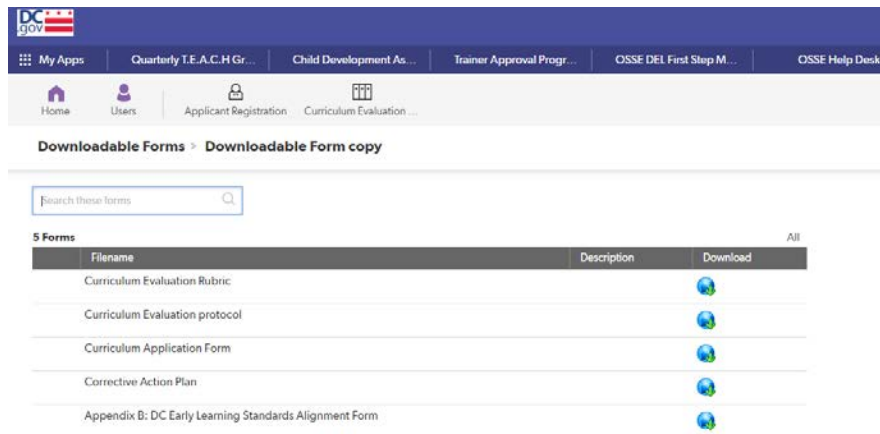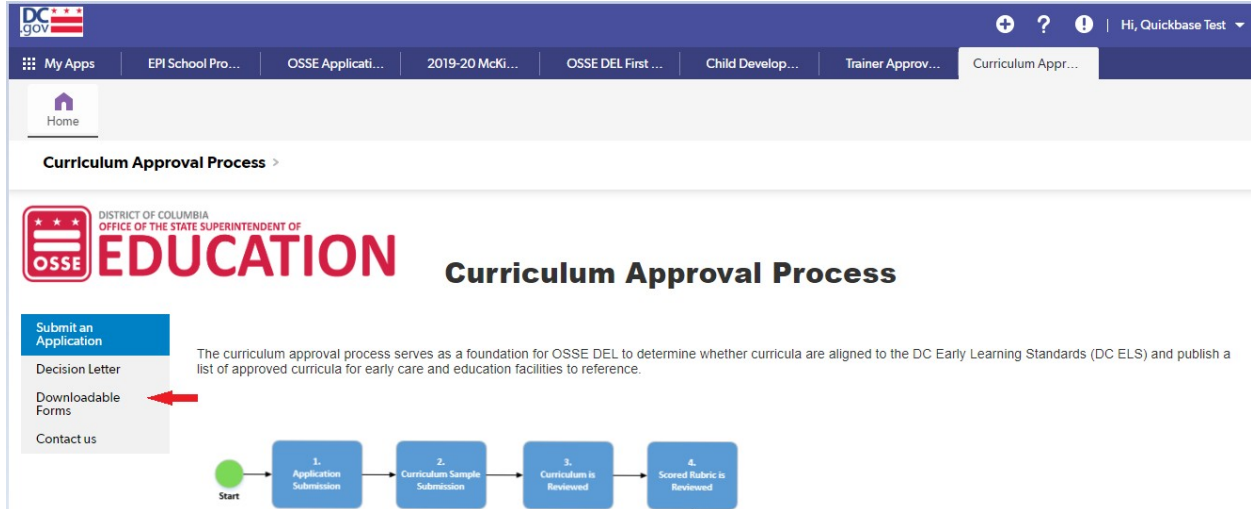
Note:
- OSSE will evaluate applications that are completed using the QuickBase application only. Curriculum application(s) submitted after the application period will not be evaluated.

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).

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.
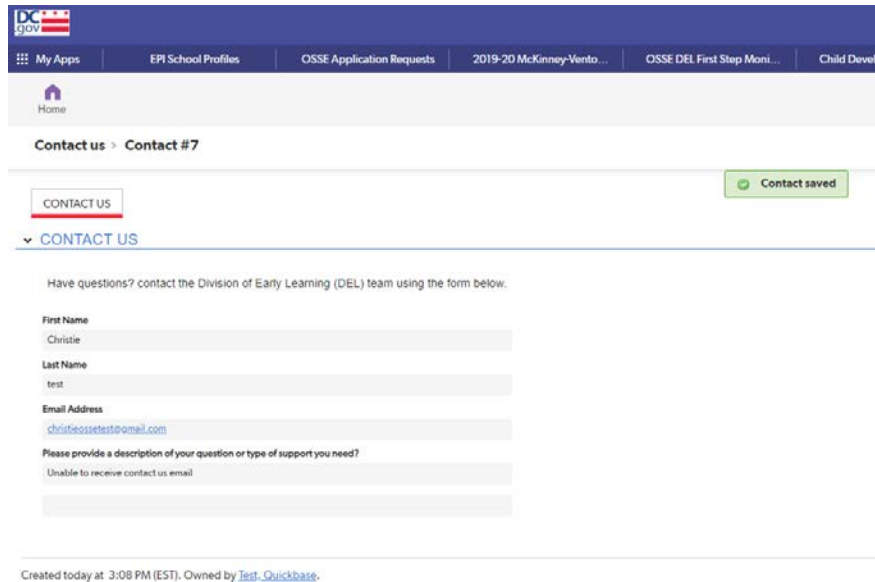
2. How will I know if my curriculum application is approved?
   - Below is the Curriculum Approval Process timeline:
   - **March 1-April 30:** Application Period
   - **May 1-15:** Curriculum Review Period
   - **May 16:** Notifications are released
   - **May 16-31:** Contest Denial Period
   - **June 3:** Approved curricula are posted on the OSSE website
   - **June 1-14:** Contest Curriculum Review Period
   - **June 14:** 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 Jamellah Owens via email at Jamellah.Owens@dc.gov 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 section defines developmentally appropriate practice and enumerates the core considerations of DAP according to the National Association for the Education of Young Children (2009).