



Dear Maryland Early Childhood Program,

We would like to provide you with information that will be useful for pursuing Maryland Accreditation.

All programs must attend an Orientation before beginning Accreditation or Accreditation Renewal. Orientation is offered at no cost. [Information about upcoming Maryland Accreditation Orientations may be found here.](#)

The following timelines will assist your program in the accreditation process.

- You must begin the Maryland Accreditation process within 12 months of attending an orientation session.
- Your Maryland Accreditation cycle begins when you click the *Begin Accreditation Process* button in the online system.
- From the date you click the *Begin Accreditation Process* button, you will have two years to complete the accreditation process.
- Currently Accredited Programs must complete Accreditation Renewal prior to the program's expiration date. Accreditation Renewal consists of:
 - Attending an Orientation
 - Requesting a Program Improvement Visit
 - Requesting a Validation Visit

Please adhere to the timelines below to ensure that your validation visit occurs prior to your cycle or Accreditation expiring. The Accreditation/Validation Decision Committee meets quarterly. Programs will be informed of the decision through the Accreditation Portal and by an email from MSDE.

If Your Cycle or Accreditation Expires	Your Validation Visit Must Occur	Your Decision Committee Meets
February 1 through April 30	December 16 through March 15	April
May 1 through July 31	March 16 through June 15	July
August 1 through October 31	June 16 through September 15	October
November 1 through January 31	September 16 through December 15	January

Please submit your visit request at least one month in advance of your preferred visit date(s) as it may take up to one month to schedule your visit.

Please remember that you must complete your Initial Self-Appraisal for every indicator before submitting a request for a Program Improvement Visit. Before requesting a Validation Visit, you must complete your Final Self-Appraisal and upload all document evidence.

We hope this guidance helps you understand the Maryland Accreditation process. If you have any questions or concerns please contact accreditation@marylandexcels.org.

Thank you,
The Maryland Accreditation Team