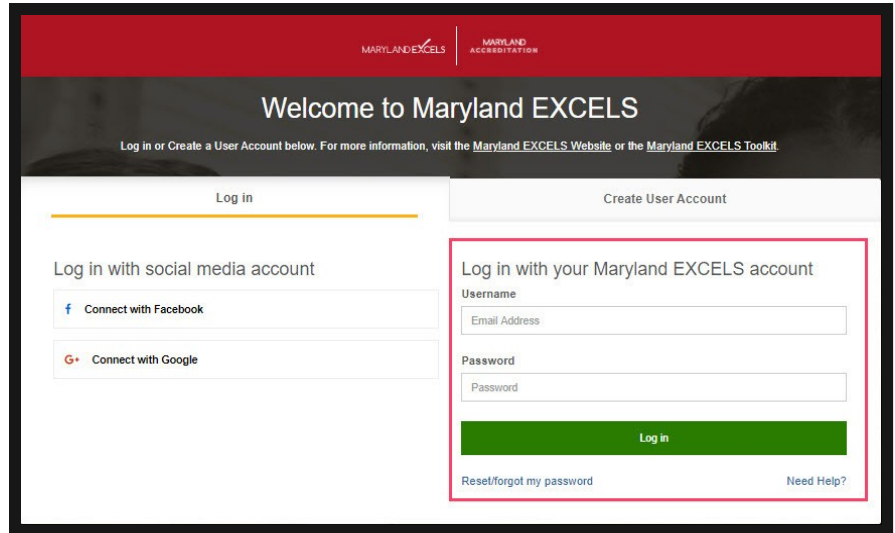


Declining Optional Technical Assistance

STEP 1

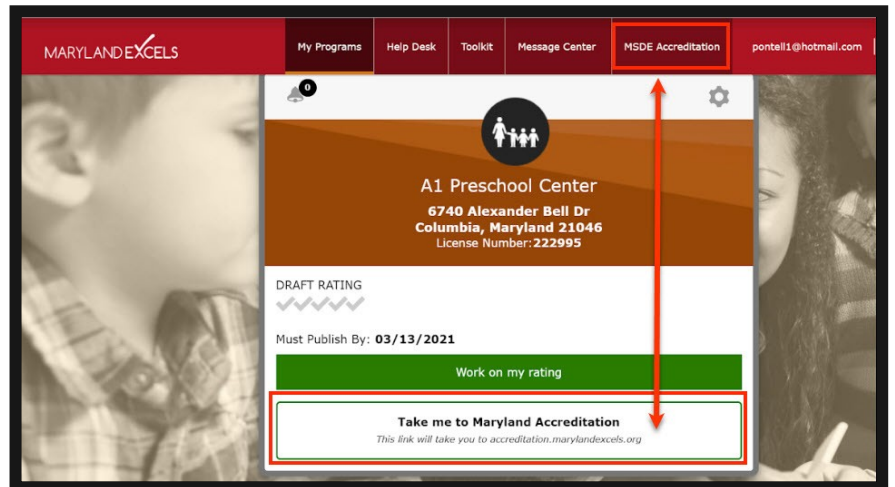
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select "Reset/forgot my password."



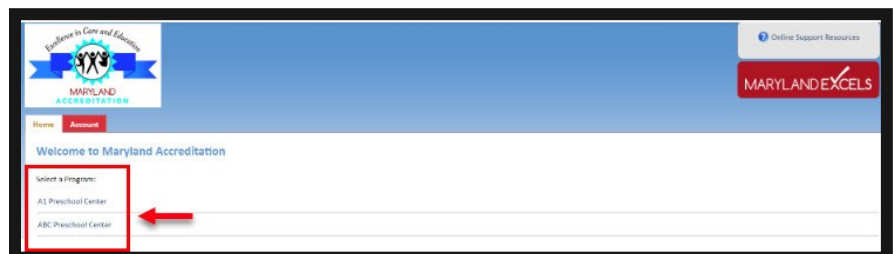
STEP 2

From the top menu bar, select MSDE Accreditation, or from your program card select Take me to Maryland Accreditation.



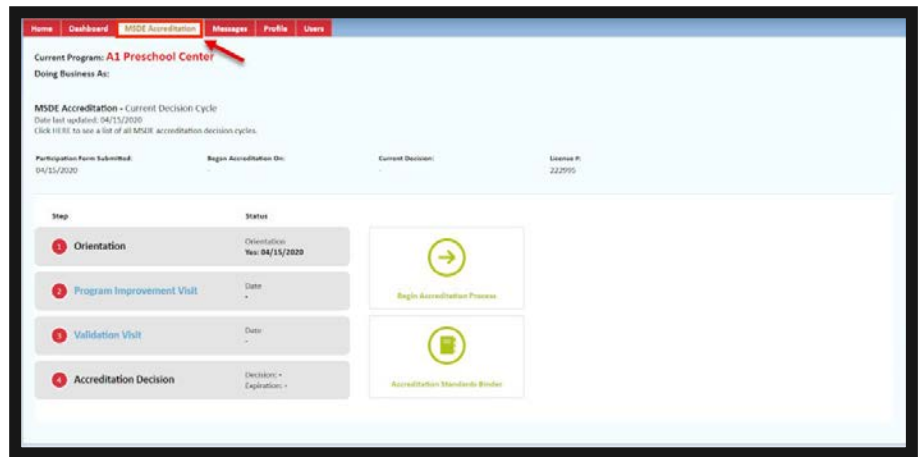
STEP 3

Select the program for which you wish to decline Technical Assistance.





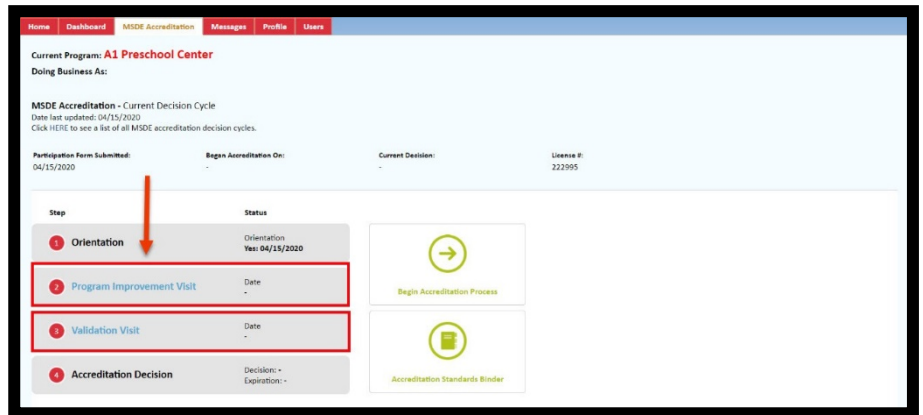
Select the red MSDE Accreditation tab.



At this time, selecting Program Improvement Visit enables you to decline a Technical Assistance session.

Select Program Improvement Visit, then select Submit a New Visit Request.

Reminder: Program Improvement Visits have been replaced by optional, remote Technical Assistance.



Complete all required fields (*), then select Submit and review your schedule.

New Program Improvement Visit Request

Please review and update the following information for accuracy.

Established Since *
2020

Business Hours
From: *
To: *

Are you a Head Start program? *
 Yes No

Are you an Early Head Start program? *
 Yes No

Are you a Montessori program? *
 Yes No

Are you a Judy Center? *
 Yes No

List of individuals involved in the validation process

Name	Position	Age/Grade Level
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Center Based

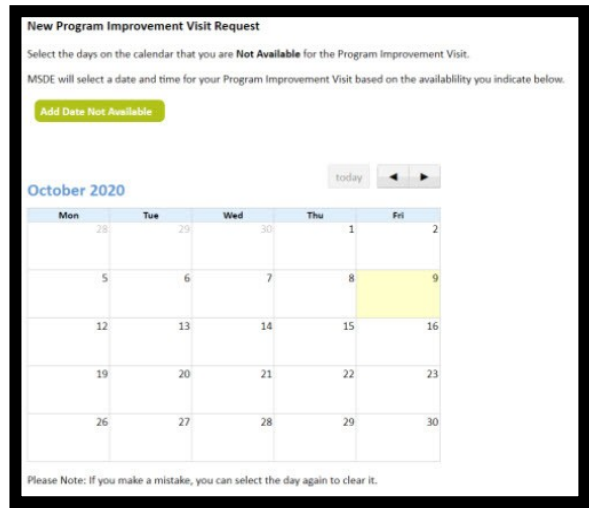
Enrollment/Staffing Information

Age Range	Number of Children	Number of Classrooms	Number of Staff Members
Birth to 18 months *	18	3	6
18-24 months *	18	3	6
24-36 months *	48	4	8
3-4 years *	80	4	8
5-6 years *	0	0	0
5-16 years (In school) *	0	0	0
Totals	164	14	28

Submit and review your schedule >

STEP 7

Leave this calendar **blank**.

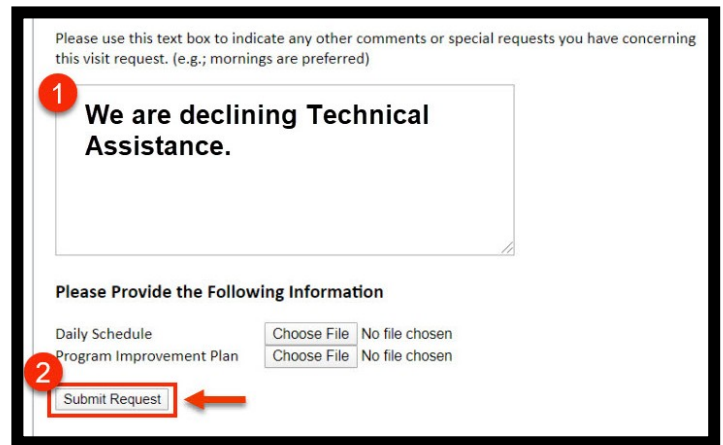


STEP 8

Leave the following comment in the text box:

We are declining Technical Assistance.

Select Submit Request.



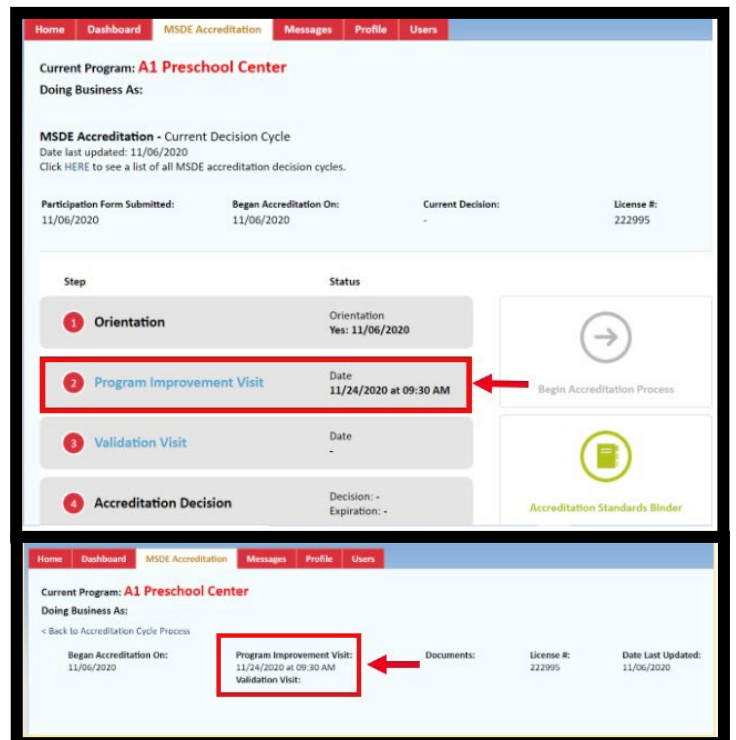
STEP 9

You will receive an email acknowledging that your program has declined Technical Assistance.

Once you have declined Technical Assistance:

A date and time will appear next to the Program Improvement Visit link and inside your binder. However, a Technical Assistance session has not been scheduled for your program.

Reminder: Program Improvement Visits have been replaced by optional, remote Technical Assistance.



If you have questions about this process, please email accreditation@marylandexcels.org.