The Maryland Accreditation process includes optional Technical Assistance, which replaces Program Improvement Visits in your accreditation cycle. Technical Assistance is remotely conducted by Maryland EXCELS Quality Assurance Specialists, and focuses on answering questions that the program identifies.

Programs that choose to decline Technical Assistance should follow these steps. Your program should continue to work toward preparing for a validation visit.

**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.

**STEP 5**

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**Reminder:** Program Improvement Visits have been replaced by optional, remote Technical Assistance.

**STEP 6**

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

Leave the following comment in the text box:

We are declining Technical Assistance.

Select Submit Request.

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Reminder: Program Improvement Visits have been replaced by optional, remote Technical Assistance.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