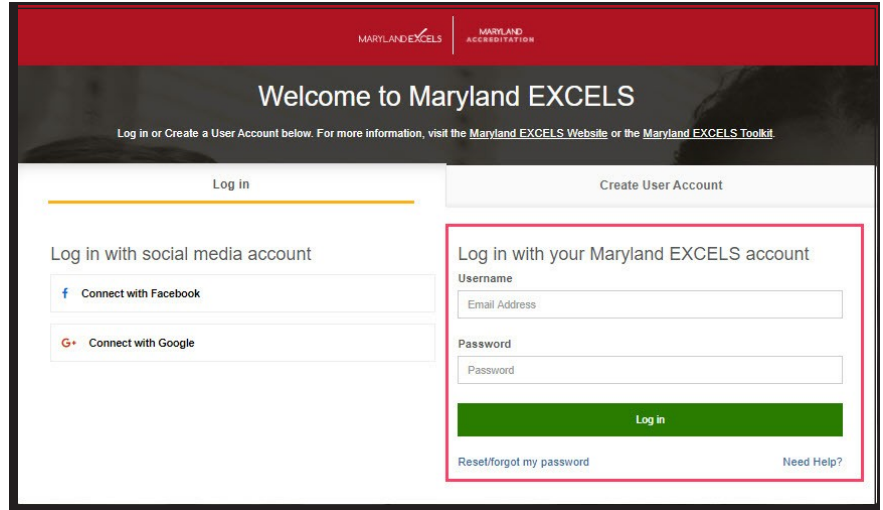


# Requesting Optional Technical Assistance

## STEP 1

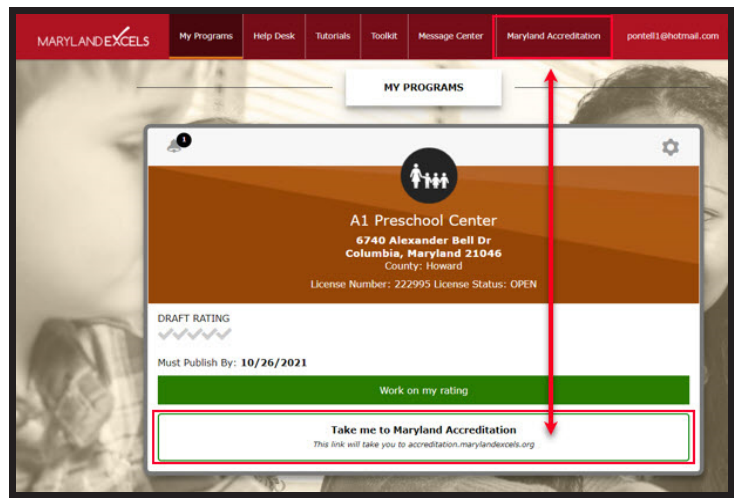
Access the Maryland EXCELS system at [excels.marylandexcels.org](http://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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



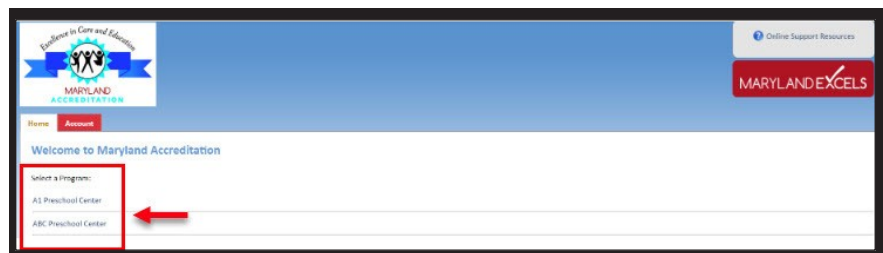
## STEP 2

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



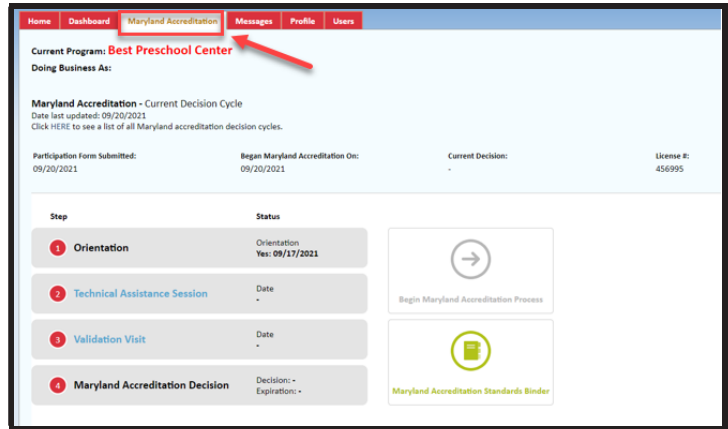
## STEP 3

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



**STEP 4**

Select the red **Maryland Accreditation** tab.

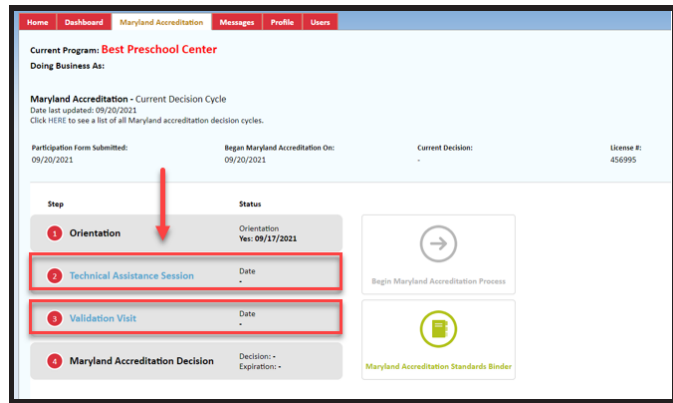


**STEP 5**

Selecting **Technical Assistance Session** enables you to schedule a **Technical Assistance session**.

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Reminder: Program Improvement Visits have been replaced by optional, remote **Technical Assistance**.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

**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
<b>Totals</b>	<b>164</b>	<b>14</b>	<b>28</b>

**Submit and review your schedule >**

**STEP 7**

Select the days on the calendar that you are **Not Available** for Technical Assistance. Provide this information 2-3 months in advance of the date you are submitting this Technical Assistance scheduling request.

Leave comments in the comment text box with special requests that you have regarding the time of visit.

New Technical Assistance Session Request

Select the days on the calendar that you are **Not Available** for the Technical Assistance Session. MSDE will select a date and time for your Technical Assistance Session based on the availability you indicate below.

September 2021

Mon	Tue	Wed	Thu	Fri
30	31	1	2	
6	7	8	9	
13	14	15	16	
20	21	22	23	
27	28	29	30	

Please Note: If you make a mistake, you can select the day again to clear it.

Please use this text box to indicate any other comments or special requests you have concerning this visit request. (e.g.; mornings are preferred)

**Enter comments and special requests here**

Please Provide the Following Information

Daily Schedule  No file chosen

Program Improvement Plan  No file chosen

**STEP 8**

Select Submit Request.

Please use this text box to indicate any other comments or special requests you have concerning this visit request. (e.g.; mornings are preferred)

Please Provide the Following Information

Daily Schedule  No file chosen

Program Improvement Plan  No file chosen

**STEP 9**

You will receive an email acknowledging your request. You will then be asked to complete and return a Technical Assistance Intake form.

Once you return the Technical Assistance Intake form, a Quality Assurance Specialist will contact you to schedule the Technical Assistance session.

When the scheduling is complete, the date and time will appear next to the Technical Assistance Session link on the red **Maryland** Accreditation tab and inside your binder.

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

Home Dashboard Maryland Accreditation Messages Profile Users

Current Program: **Best Preschool Center**

Doing Business As:

Maryland Accreditation - Current Decision Cycle

Date last updated: 09/20/2021

Click [HERE](#) to see a list of all Maryland accreditation decision cycles.

Participation Form Submitted: 09/20/2021

Began Maryland Accreditation On: 09/20/2021

Current Decision: -

License #: 456995

Step	Status
1 Orientation	Orientation Yes: 09/17/2021
2 <b>Technical Assistance Session</b>	Date <b>09/20/2021 at 9:00am</b>
3 Validation Visit	Date -
4 Maryland Accreditation Decision	Decision: - Expiration: -

Maryland Accreditation Process

Maryland Accreditation Standards Binder

Home Dashboard Maryland Accreditation Messages Profile Users

Current Program: **Best Preschool Center**

Doing Business As:

< Back to Maryland Accreditation Cycle Process

Began Maryland Accreditation On: 09/20/2021

**Technical Assistance Session: 09/20/2021 at 9:00am**

Validation Visit: