Maryland Accreditation: Introduction to Maryland Accreditation and the Online System

This tutorial will Introduce you to the Maryland Accreditation process and online system.

Excellence in Care and Education
MARYLAND ACCREDITATION

Accessing the System

Log into your Maryland EXCELS User Account and select **Take me to Maryland Accreditation.**
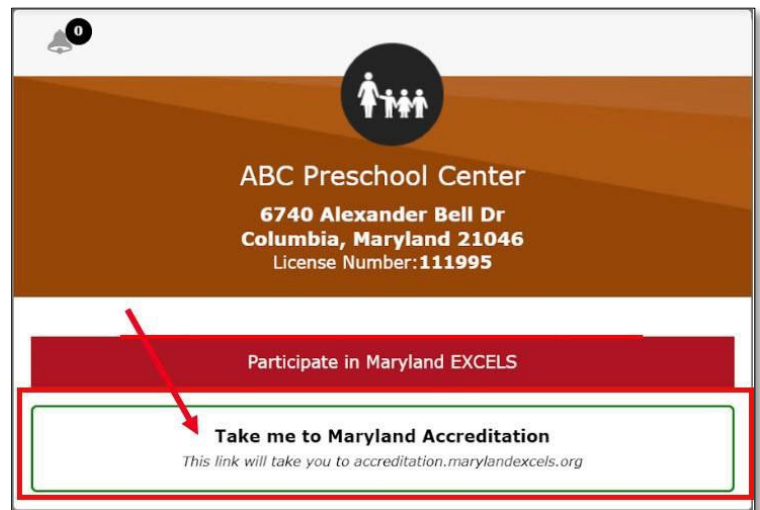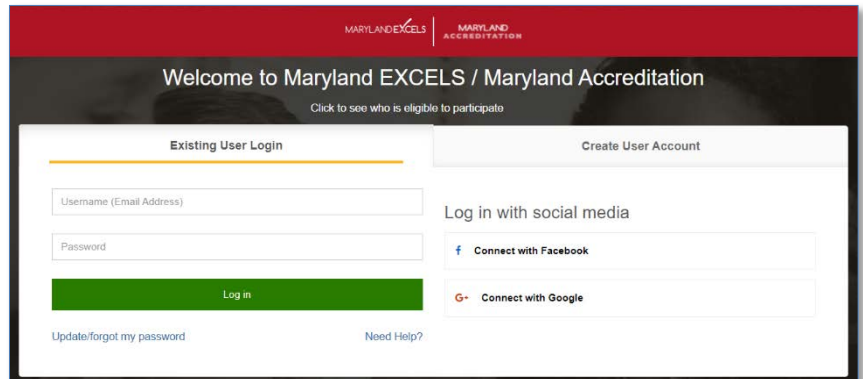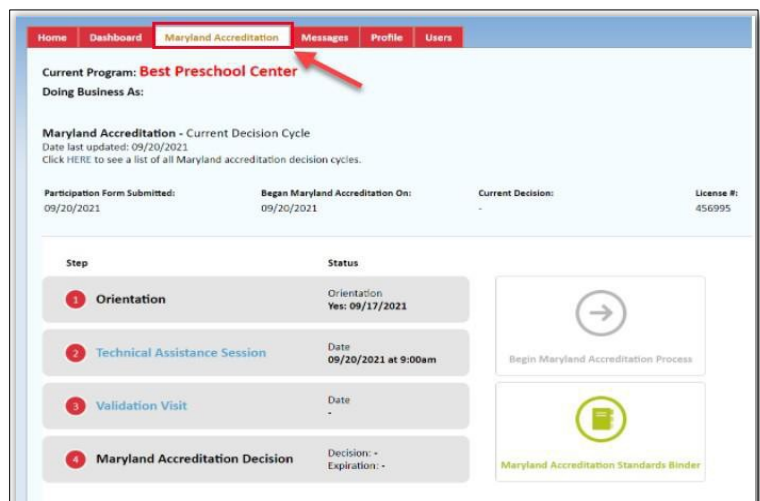

Maryland Accreditation Tab

The Maryland Accreditation Standards Binder can be accessed through the **Maryland Accreditation tab**.

Prior to beginning the accreditation process, your online binder is accessible as read-only.

You are able to read all of the Standards and required evidence.

Once you have selected **Begin Maryland Accreditation Process**, your online binder will be fully accessible.

Maryland Accreditation Standards Binder

Once you have selected **Begin Maryland Accreditation Process**, this button will turn gray. This indicates that your accreditation cycle has begun.
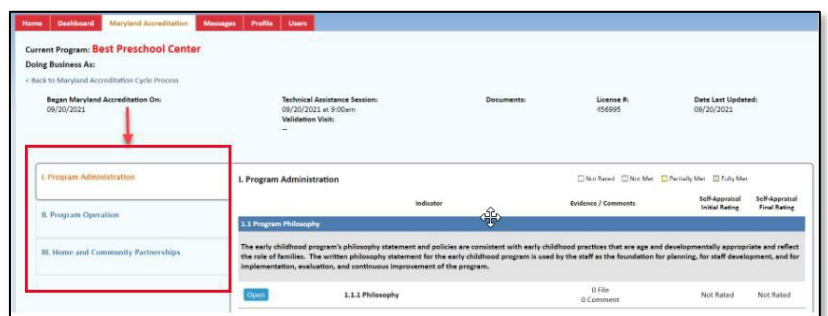
To access your binder, select **Maryland Accreditations Standards Binder**. You may now begin to upload evidence into your binder.
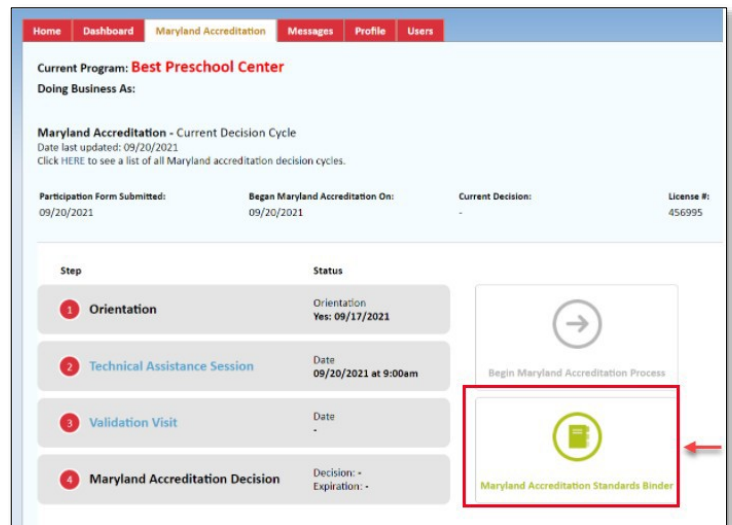
Take a look inside your accreditation binder.

The binder includes three sections:
- Program Administration;
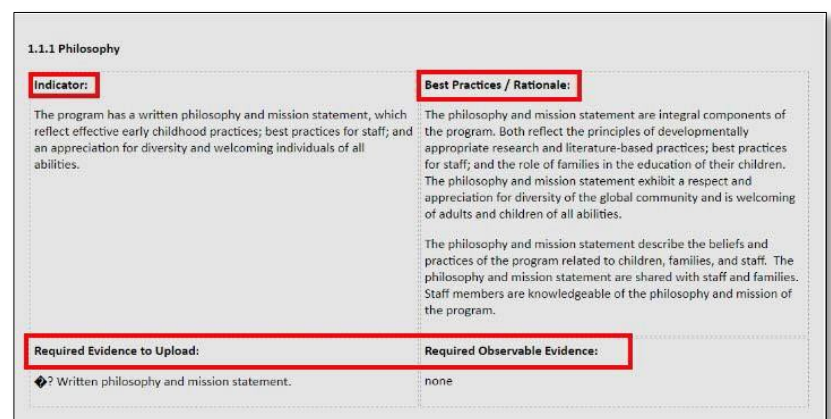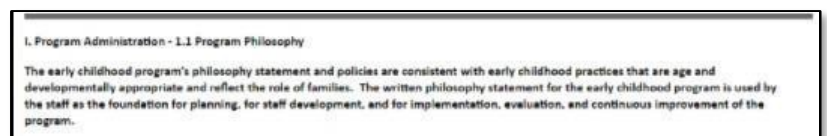- Program Operation; and
- Home and Community Partnerships

Gain an understanding of the Maryland Accreditation Standards.

Standards: Accreditation Standards support the development and maintenance of quality programs.

Indicators: Accreditation Indicators define and measure the Standards.

Best Practices Rationale: The Best Practices Rationale is research-based practices that describe each indicator in detailed terms that can be documented and/or observed.

Required Evidence: Specific items required to identify program policies and practices that meet the indicators.

I. Program Administration - 1.1 Program Philosophy

The early childhood program's philosophy statement and policies are consistent with early childhood practices that are age and developmentally appropriate and reflect the role of families. The written philosophy statement for the early childhood program is used by the staff as the foundation for planning, for staff development, and for implementation, evaluation, and continuous improvement of the program.

1.1.1 Philosophy

Indicator:

The program has a written philosophy and mission statement, which reflect effective early childhood practices; best practices for staff; and an appreciation for diversity and welcoming individuals of all abilities.

Best Practices / Rationale:

The philosophy and mission statement are integral components of the program. Both reflect the principles of developmentally appropriate research and literature-based practices; best practices for staff; and the role of families in the education of their children. The philosophy and mission statement exhibit a respect and appreciation for diversity of the global community and is welcoming of adults and children of all abilities.

The philosophy and mission statement describe the beliefs and practices of the program related to children, families, and staff. The philosophy and mission statement are shared with staff and families. Staff members are knowledgeable of the philosophy and mission of the program.

Required Evidence to Upload:

�? Written philosophy and mission statement.

Required Observable Evidence:

Self-Appraisal Ratings

You will rate your program twice during the Maryland Accreditation Process using the ratings **Not Met**, **Partially Met**, or **Fully Met**. These ratings will be used for every indicator in all three sections of the binder.

Comments and Uploaded Documentation

In Sections I and III (Program Administration and Home and Community Partnerships), you will upload documents and pictures that demonstrate how your program's policies and procedures meet the accreditation standards.

Section II (Program Operation) contains indicators that will be observed. In addition to the observation, you have the option to add comments and upload documentation, including pictures.

Programs working toward reaccreditation can select **Choose from Previous Uploads** to access documentation uploaded during the previous Accreditation cycle.

For more information, please visit the complete list of available Maryland Accreditation tutorials: https://marylandexcels.org/tutorials/.

Maryland Accreditation Decisions

Please review the COVID-19 Updates.

The Maryland Accreditation Decision Committee meets quarterly.

The Decision Committee reviews all three sections of your binder, and a decision is determined. There are three types of Decisions that can be awarded to a program.

Decision	Meaning
Decision 1	**Program is Accredited**
Decision 2	**Program is neither Accredited _or_ Denied** • There are improvements that need to be made within the program • Program has 1 year to implement necessary improvements and request a Revalidation visit. • After completing a revalidation visit, the program can only receive a Decision 1 or a Decision 3
Decision 3	**The program is Denied Accreditation** • **The program must begin the accreditation process again**

Your program's accreditation decision and expiration date will be displayed in your online binder and your program will receive an email from the MSDE Accreditation Specialist.

Your program can access your accreditation certificate through the **Maryland Accreditation tab**.

For more information, please visit the tutorial titled, Accessing and Downloading Your Maryland Accreditation Certificate.

If your program is participating in Maryland EXCELS, upload your certificate to the Accreditation sub-content area to receive credit and have an alternative pathway applied.

Example of Maryland Accreditation Certificate

A complete list of available Maryland Accreditation tutorials can be found here:

https://marylandexcels.org/tutorials/

If you have questions about the Maryland Accreditation online system, please email accreditation@marylandexcels.org.