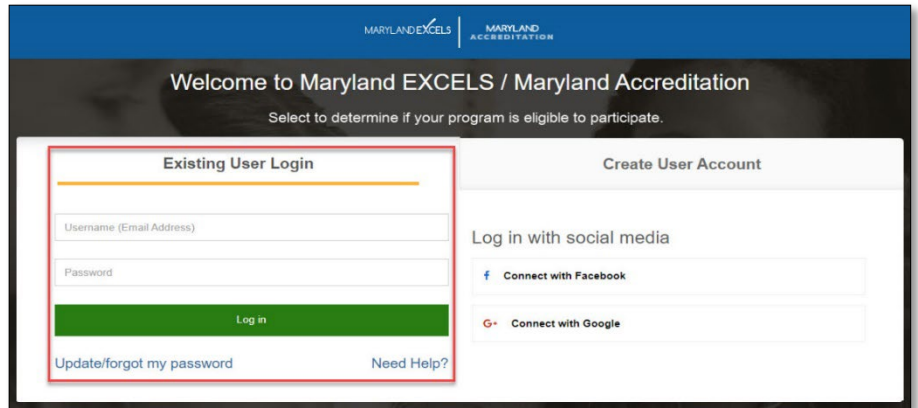


The Maryland EXCELS system includes printable checklists unique to your program's progress. The checklist automatically updates and will help you to quickly identify where you are and what is still needed to meet the requirements for all quality rating levels.

STEP 1

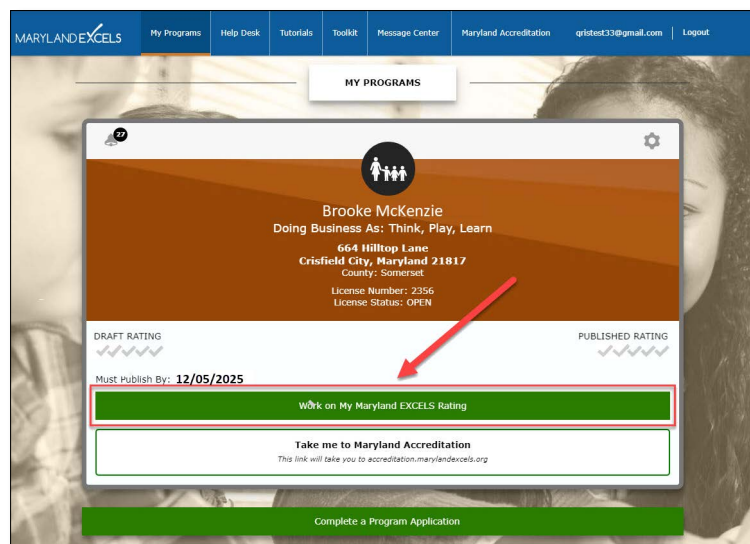
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Update/forgot my password**.



STEP 2

Select **Work on My Maryland EXCELS Rating**.



STEP
3

Use the **Printable Checklist Quality Rating** drop-down menu to choose the level that your program is working to achieve.

Enter Step-By-Step

Developmentally Appropriate Learning and Practice (DAP)

Begin Step-By-Step: Level 1

Content Areas:

- Licensing and Compliance (LIC)
- Staff Qualifications and Professional Development (STF)
- Accreditation and Rating Scales (ACR)
- Developmentally Appropriate Learning and Practice (DAP)
- Administrative Policies and Practices (ADM)

Printable Checklist Quality Rating: 1

Draft Rating: 1

Request to Publish

Current Content Area Rating: Not Yet Rated

Required for this Level Submitted for Review Complete Not Required Expiring/Expired

Alternative Pathways

PROGRESS GRID	1	2	3	4	5	Status	Expiration
DAP 1: Environment	1						
Documentation required: Daily schedule; Philosophy statement							
DAP 2: Learning Materials	1						
Documentation required: Statement describing selection and use of learning materials							
DAP 3: Positive Guidance	1						
Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff							
DAP 4: Curriculum							

STEP
4

Select **Printable Checklist Quality Rating**.

Enter Step-By-Step

Developmentally Appropriate Learning and Practice (DAP)

Begin Step-By-Step: Level 1

Content Areas:

- Licensing and Compliance (LIC)
- Staff Qualifications and Professional Development (STF)
- Accreditation and Rating Scales (ACR)
- Developmentally Appropriate Learning and Practice (DAP)
- Administrative Policies and Practices (ADM)

Printable Checklist Quality Rating: 2

Draft Rating: 2

Request to Publish

Current Content Area Rating: Not Yet Rated

Required for this Level Submitted for Review Complete Not Required Expiring/Expired

Alternative Pathways

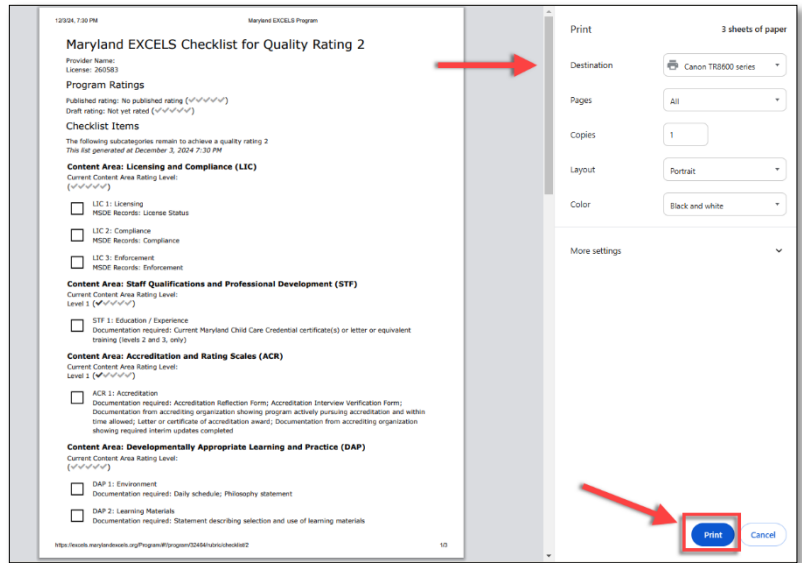
PROGRESS GRID	1	2	3	4	5	Status	Expiration
DAP 1: Environment		2					
Documentation required: Daily schedule; Philosophy statement							
DAP 2: Learning Materials		2					
Documentation required: Statement describing selection and use of learning materials							

STEP
5

When your checklist appears on your screen, select **Print**.

Note: You also have the option to save your document by selecting the **Destination** drop-down menu and choosing **Save as PDF**.

The checklist will be your guide to help you identify what is still needed to meet the requirements for the quality rating levels.



If you have questions about this process or are having trouble accessing or printing your Maryland EXCELS printable checklist, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.