

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

Select **Printable Checklist**.

In this example, the program is working to meet the requirements for a draft rating of 3.

Your checklist will reflect the next level that your program is working to achieve.

The screenshot shows the 'Enter Step-By-Step' interface for the 'Developmentally Appropriate Learning and Practice (DAP)' content area. On the left, a list of content areas includes 'Licensing and Compliance (LIC)', 'Staff Qualifications and Professional Development (STF)', 'Accreditation and Rating Scales (ACR)', 'Developmentally Appropriate Learning and Practice (DAP)', and 'Administrative Policies and Practices (ADM)'. The 'DAP' area is selected, and its 'Printable Level 3 Checklist' option is highlighted with a red box. The main area displays the 'PROGRESS GRID' for DAP, showing requirements for 'DAP 1: Environment', 'DAP 2: Learning Materials', and 'DAP 3: Positive Guidance'. A red arrow points to the 'Printable Level 3 Checklist' button.

STEP 4

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

Note: You also have the option to save your document by selecting the **Destination** dropdown 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 next quality rating level.

The screenshot shows the 'Maryland EXCELS Rating Checklist for Level 3'. The checklist is displayed on the left, and a 'Print' sidebar is on the right. The 'Print' sidebar has a 'Destination' dropdown set to 'Save as PDF', 'Pages' set to 'All', and 'Layout' set to 'Portrait'. A red arrow points to the 'Print' button in the sidebar. Another red arrow points to the 'Save' button at the bottom right of the checklist area.

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.