Applying to Participate in Maryland EXCELS and/or Maryland Accreditation

To participate in Maryland EXCELS and/or Maryland Accreditation, eligible programs create a user account and submit an application.

Note: Child Care Centers, Public Pre-Kindergarten Programs, and School-Age Only Programs are eligible to participate in Maryland Accreditation.

**STEP 1**

Access the Maryland EXCELS/Maryland Accreditation system at [excels.marylandexcels.org](http://excels.marylandexcels.org) and select the Create User Account tab.

If you already have a user account, log into your account, and skip to Step 5.

**STEP 2**

Select Create User Account to set up a user account and password.
**STEP 3**

Complete all required information (*) on the form and select **Create User Account**.

**Note:** To finalize your user account, select the verification link sent to your email address. Check your spam folder if you do not receive an email from Maryland EXCELS.

**STEP 4**

Once your user account has been finalized via the email verification link, access the Maryland EXCELS/Maryland Accreditation system at [excels.marylandexcels.org](http://excels.marylandexcels.org) and select the **Existing User Login** tab.

If you have misplaced or forgotten your password, select **Update/forgot my password**.
STEP 5

Select **Complete a Program Application**.

For current Maryland EXCELS participants who wish to apply for Maryland Accreditation: Do not submit a new application. Select the **Take me to Maryland Accreditation** on your program card and then select **Participate in Maryland Accreditation**.

For current Maryland Accreditation participants who wish to participate in Maryland EXCELS: Do not submit a new application. Select **Participate in Maryland EXCELS** on your program card.

CURRENT MARYLAND EXCELS PARTICIPANTS APPLYING TO MARYLAND ACCREDITATION:

- If your program has participated in Maryland EXCELS or Maryland Accreditation with a license number that is now closed and a new license was issued within six months of the previous closing, DO NOT complete an application. Otherwise, select **Continue to Application**.

Current Maryland EXCELS Participants Applying to Maryland Accreditation:

```
Merry and Bright Child Care
1302 Clarkston Road
Fallston, Maryland 21047
Quality: Excellent
License Number: 0096
License Status: OPEN

DRAFT RATING

Published Rating

Due Publish By: 04/10/2023

Work on My Maryland EXCELS Rating

Take me to Maryland Accreditation

This link will take you to accreditation.marylandexels.org

Complete a Program Application
```

Current Maryland Accreditation Participants Who Wish to Participate in Maryland EXCELS:

```
ABC Elementary
608 Chestnut Avenue
Baltimore, Maryland 21211
Quality: Excellent
License Number: 30-00
License Status: OPEN

Take me to Maryland EXCELS

This link will take you to accreditation.marylandexels.org

Complete a Program Application
```

Complete A Program Application

**IMPORTANT:** If your program has participated in Maryland EXCELS and/or Maryland Accreditation with a license number that is now closed and a new license was issued within six months of the previous closing, DO NOT complete an application. Instead, send an email with the subject “License number update” to info@marylandexels.org with:

- Your current licensed name and license number.
- Your previous licensed name (if different) and license number.

Cancel Continue to Application
To begin an application, select **Look Up My Program**. You will need your program’s License Number, Registration Number or School ID to complete the next step.

**Tip:** Your License or Registration Number is located at the top-right corner of your license certificate. Public Prekindergarten staff should contact your school administrator to determine your School ID.

Enter your program’s **License Number, Registration Number or School ID** in the search area. After the correct information is entered, the field will automatically populate with your program’s name, mailing address and license number, registration number or school ID.
Select the program’s name (in blue) to start the application.

**Note:** If your program’s information does not automatically populate, select the **My Program Is Not Listed** link and follow the on-screen instructions.

Select **OK** to confirm that you are the program’s Lead Contact.
Complete the **Program Details** on the application. Select if you are participating in Maryland EXCELS, Maryland Accreditation or both Maryland EXCELS and Maryland Accreditation and confirm that you are authorized to submit the application on behalf of your program. Select **Submit Program Application** when complete.

**Note:** If there are corrections needed to any fields that are not editable, contact your Licensing Specialist.

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**STEP 12**

Select **OK** to complete the application process.

**Note:** Maryland EXCELS applications will be reviewed within 30 days of submission. Programs registering for Maryland Accreditation can begin working towards achieving accreditation by selecting the Maryland Accreditation tab at the top of your screen.

If you have questions about this process or are having trouble submitting an application for Maryland EXCELS, please email [info@marylandexcels.org](mailto:info@marylandexcels.org) or [accreditation@marylandexcels.org](mailto:accreditation@marylandexcels.org) for Maryland Accreditation. For 24/7 technology support, please call 443-872-9250.

May 2023