

STEP 1

Access the Maryland EXCELS/Maryland Accreditation system at 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.

Maryland EXCELS and Maryland Accreditation use nationally recognized quality standards and best practices to promote quality program improvement in Maryland's Child Care Centers, School-Age Child Care Programs, Family Child Care Homes and Public Prekindergartens.

Maryland EXCELS

- All licensed Child Care Centers (including school-age only and Letter of Compliance programs) and registered Family Child Care Homes that are open and operating are eligible to participate in Maryland EXCELS. Programs are eligible for Child Care Scholarship (Subsidy) reimbursement when the application has been submitted.
- Head start programs licensed as Child Care Centers or operating under a school approval number are eligible to participate in Maryland EXCELS.
- Public Prekindergarten programs operating under a school approval number are eligible to participate in Maryland EXCELS.

Maryland Accreditation

- All licensed Child Care Centers (including school-age only and Letter of Compliance programs) that are open and operating are eligible to participate in Maryland Accreditation.
- Head start programs licensed as Child Care Centers or operating under a school approval number are eligible to participate in Maryland Accreditation.
- Public Prekindergarten programs operating under a school approval number are eligible to participate in Maryland Accreditation.

Learn how to become a licensed child care program by contacting your Regional Licensing Office.

To complete a program application to participate in Maryland EXCELS or Maryland Accreditation:
If you already have a user account, select **Cancel**, log into your account, and select **Add a New Program**.
If you do not have a user account, select **Create User Account**.

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.

WELCOME TO MARYLAND EXCELS / MARYLAND ACCREDITATION

Click to see who is eligible to participate.

Existing User Login | **Create User Account**

First Name *

Last Name *

Email *

Primary Phone *

Primary Phone Type *

Secondary Phone

Secondary Phone Type

Create a Password *

Retype Password *

By creating a user account, you accept the Maryland EXCELS Terms and Conditions and Privacy Policy.

Passwords must:

- be at least 8 characters long
- contain at least 1 uppercase letter
- contain at least 1 lowercase letter
- contain at least 1 number
- password and confirm password fields match

Cancel | **Create User Account**

If you need assistance completing this form, contact info@marylandexcels.org

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 and select the **Existing User Login** tab.

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

WELCOME TO MARYLAND EXCELS / MARYLAND ACCREDITATION

Select to determine if your program is eligible to participate.

Existing User Login | Create User Account

Username (Email Address)

Password

Log in

Log in with social media

Connect with Facebook

Connect with Google

Update/forgot my password | Need Help?

WELCOME TO MARYLAND EXCELS / MARYLAND ACCREDITATION

Select to determine if your program is eligible to participate.

Existing User Login | Create User Account

Username (Email Address)

Password

Log in

Update/forgot my password | Need Help?

Log in with social media

Connect with Facebook

Connect with Google

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:

Merry and Bright Child Care
1102 Clarkston Road
Fallston, Maryland 21047
County: Harford
License Number: 2351
License Status: OPEN

DRAFT RATING: ✓✓✓✓✓
PUBLISHED RATING: ✓✓✓✓✓
Must Publish By: 04/10/2023

Buttons: Work on My Maryland EXCELS Rating, **Take me to Maryland Accreditation** (highlighted), Complete a Program Application

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

ABC Elementary
608 Chestnut Avenue
Baltimore, Maryland 21211
County: Baltimore City
License Number: 30-00
License Status: OPEN

DRAFT RATING: ✓✓✓✓✓
PUBLISHED RATING: ✓✓✓✓✓
Must Publish By: 04/10/2023

Buttons: **Participate in Maryland EXCELS** (highlighted), Take me to Maryland Accreditation

STEP 6

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**.

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 one closing, DO NOT complete an application. Instead, send an email with the subject "License number update" to info@marylandexcels.org with:

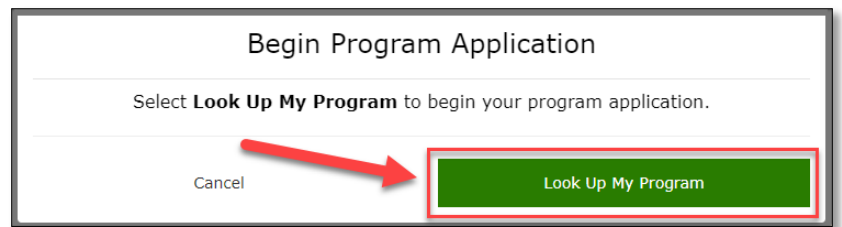
- Your current licensed name and license number;
- Your previous licensed name (if different) and license number.

Buttons: Cancel, **Continue To Application** (highlighted)

STEP 7

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.

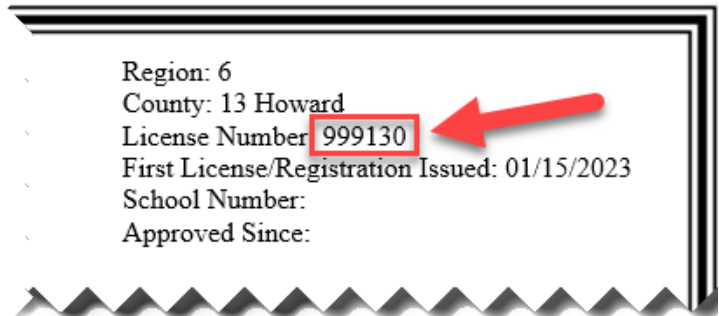


Begin Program Application

Select **Look Up My Program** to begin your program application.

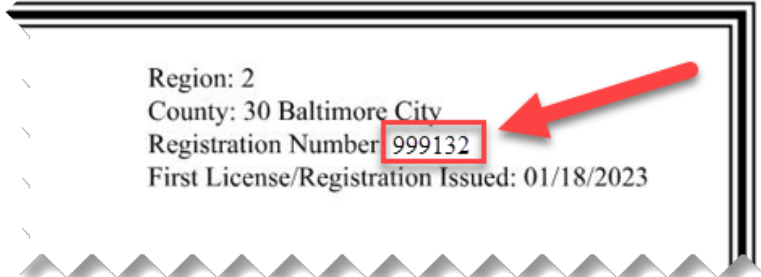
Cancel **Look Up My Program**

Center



Region: 6
County: 13 Howard
License Number: **999130**
First License/Registration Issued: 01/15/2023
School Number:
Approved Since:

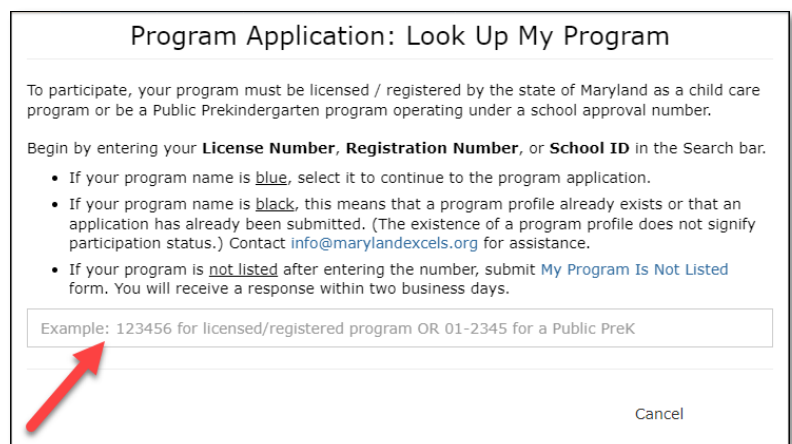
Family Child Care Home License:



Region: 2
County: 30 Baltimore City
Registration Number: **999132**
First License/Registration Issued: 01/18/2023

STEP 8

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.



Program Application: Look Up My Program

To participate, your program must be licensed / registered by the state of Maryland as a child care program or be a Public Prekindergarten program operating under a school approval number.

Begin by entering your **License Number, Registration Number, or School ID** in the Search bar.

- If your program name is **blue**, select it to continue to the program application.
- If your program name is **black**, this means that a program profile already exists or that an application has already been submitted. (The existence of a program profile does not signify participation status.) Contact info@marylandexcels.org for assistance.
- If your program is **not listed** after entering the number, submit **My Program Is Not Listed** form. You will receive a response within two business days.

Example: 123456 for licensed/registered program OR 01-2345 for a Public PreK

Cancel

STEP 9

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.

Program Application: Look Up My Program

To participate, your program must be licensed / registered by the state of Maryland as a child care program or be a Public Prekindergarten program operating under a school approval number.

Begin by entering your **License Number**, **Registration Number**, or **School ID** in the Search bar.

- If your program name is **blue**, select it to continue to the program application.
- If your program name is **black**, this means that a program profile already exists or that an application has already been submitted. (The existence of a program profile does not signify participation status.) Contact info@marylandexcels.org for assistance.
- If your program is **not listed** after entering the number, submit **My Program Is Not Listed** form. You will receive a response within two business days.

ABC Child Care

336 Sand Dune Court

Cambridge City, Maryland 21613

License Number, Registration, or School Code: 999131

Cancel

STEP 10

Select **OK** to confirm that you are the program's Lead Contact.

Please confirm

By completing and submitting this form, you will be designated as the program Lead Contact and will receive all communications from Maryland EXCELS and/or Maryland Accreditation (as applicable). After the application has been accepted, additional program users can be added and the Lead Contact can be changed. Additional program users can access and work in the program's online profile/binder.

If there are corrections needed to any of the fields that are not editable, contact your Licensing Specialist.

Cancel

OK

STEP 11

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.

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 or accreditation@marylandexcels.org for Maryland Accreditation. For 24/7 technology support, please call 443-872-9250.