

When your program publishes a quality rating at any level, a Maryland EXCELS Quality Rating certificate becomes available in your Maryland EXCELS online profile. This certificate can be downloaded and/or printed at any time to display in your center or child care family home.

STEP 1

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

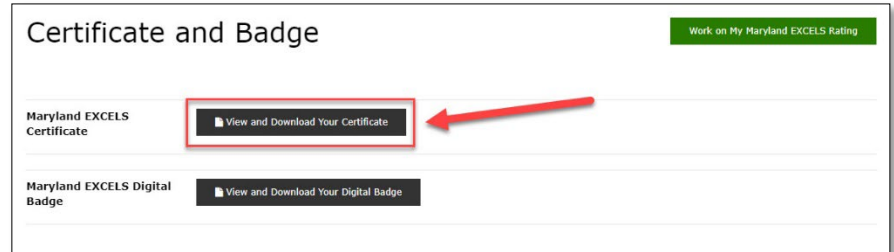
If you have misplaced or forgotten your password, select **Update/forgot my password**.

STEP 2

From your program card, select the **Program Menu** (⚙️) icon, then **Certificate and Badge** from the list of options.

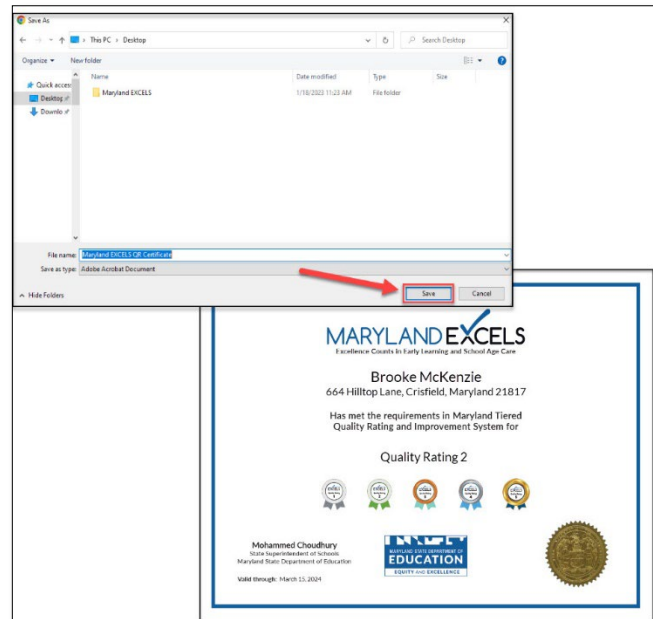
STEP 3

Select **View and Download Your Certificate**.



STEP 4

Depending on your browser, your Maryland EXCELS Quality Rating certificate may automatically be added to your Downloads folder, or you may need to save the certificate on your computer. If you need to manually save the certificate, determine a location on your computer where your certificate is easily accessible and identifiable. Select **Save**.



If you have questions about this process or issues related to accessing and downloading your Maryland EXCELS Quality Rating certificate, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.