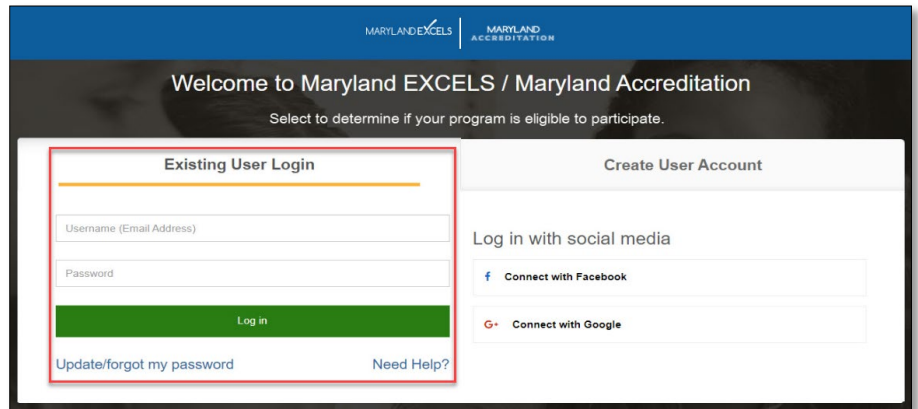


Maryland EXCELS recognizes child care and Public Prekindergarten programs that provide services above and beyond those outlined in the standards. Programs that earn Additional Achievements will be acknowledged in the Find a Program directory on the Maryland EXCELS website.

STEP 1

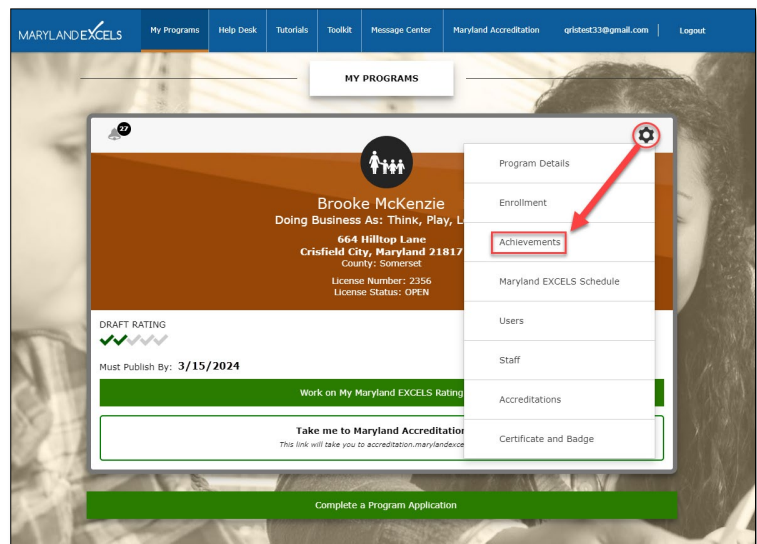
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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



STEP 2

From your program card, select the **Program Menu** (gear icon), then **Achievements** from the list of options.



STEP
3

Select the **Achievement** for which you are uploading documentation. Once selected, a new dialogue box will automatically open.

Achievement	Status
<input type="checkbox"/> Accredited Program	NOT ACHIEVED
<input type="checkbox"/> Cultural and Linguistic Competency	NOT ACHIEVED
<input type="checkbox"/> Health and Wellness	NOT ACHIEVED
<input type="checkbox"/> Quality Business Practices	NOT ACHIEVED
<input checked="" type="checkbox"/> Eco-Friendly Program	NOT ACHIEVED
<input type="checkbox"/> Asthma & Allergy Friendly	NOT ACHIEVED

Submit Achievements for Approval

STEP
4

Select **Choose File** to upload the required documentation.

Tip: Review [Additional Achievements](#) for information on achievement requirements.

Eco-Friendly Program NOT ACHIEVED

Upload Certificate
No file chosen

Expiration Date

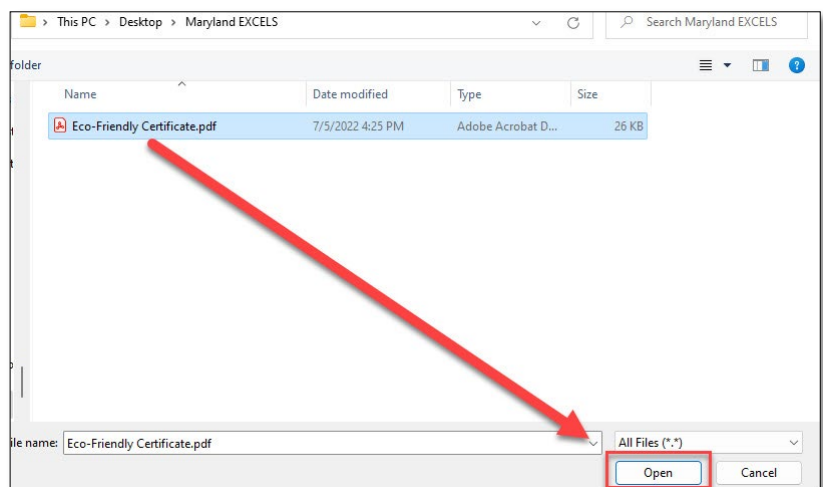
Asthma & Allergy Friendly NOT ACHIEVED

Submit Achievements for Approval

STEP
5

Locate your Additional Achievement documentation. Highlight the file then select **Open**.

Tip: Save your Additional Achievement documentation in a digital format where it is easily accessible and identifiable.



STEP
6

If your Additional Achievement documentation expires, select the **Expiration Date**.

The screenshot shows a form for the 'Eco-Friendly Program'. It includes a checked checkbox, an 'Upload Certificate' section with a file named 'Eco-Friendly Certificate.pdf' and a 'Choose file' button, and an 'Expiration Date' field. A calendar dropdown menu is open, showing the month of December 2023. The date 15 is highlighted in blue, and a red arrow points to it from the 'Expiration Date' field.

STEP
7

Select **Submit Achievements for Approval** to submit the required documentation for review.

Note: Additional Achievements will be reviewed within 30 days of submission.

The screenshot shows the same form as in Step 6. The 'Expiration Date' field now contains the date '12/15/2023'. Below the form, there is a checkbox for 'Asthma & Allergy Friendly' and a green button labeled 'Submit Achievements for Approval'. A red box highlights the button, and a red arrow points to it from the right.

If you have questions about this process or issues related to uploading an Additional Achievement, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.