

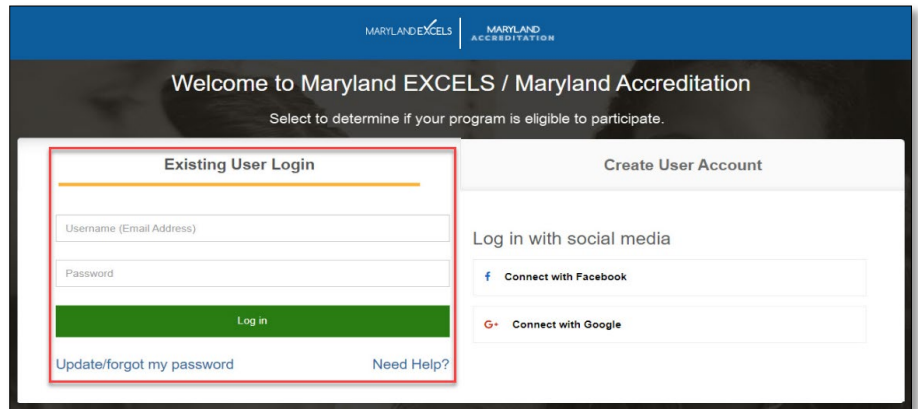
This guide is intended for programs that:

- Have achieved a quality rating and are ready to publish that rating; or
- Are within 60 days of their publication expiration date and need to republish the program's rating

STEP 1

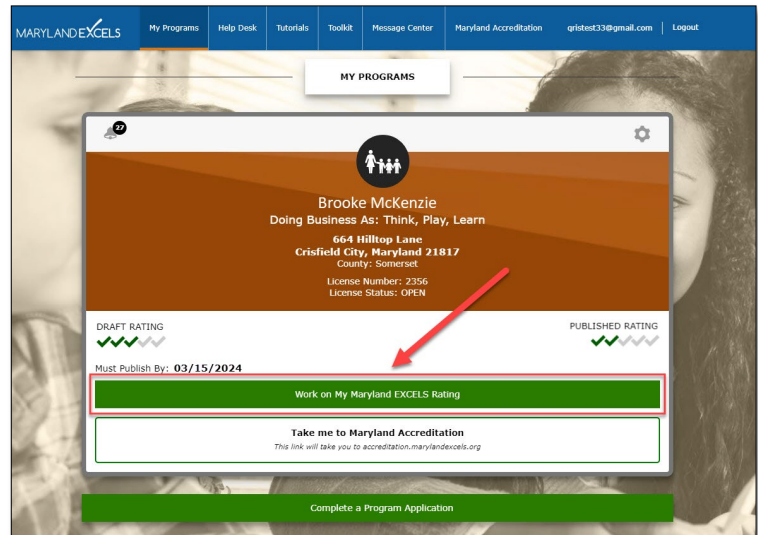
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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 **Request to Publish**.

Once you have selected **Request to Publish**, you will see the message, “You are unable to publish at this time because a publishing request is already in progress.”

Enter Step-By-Step

Content Areas:

- Licensing and Compliance (LIC) ✓✓✓✓
- Staff Qualifications and Professional Development (STF) ✓✓✓✓
- Accreditation and Rating Scales (ACR) ✓✓✓✓
- Developmentally Appropriate Learning and Practice (DAP) ✓✓✓✓
- Administrative Policies and Practices (ADM) ✓✓✓✓

Printable Level 4 Checklist

Draft Rating

Request to Publish

Developmentally Appropriate Learning and Practice (DAP)

Begin Step-By-Step: Level 4

Legend: Required for this Level (Purple), Submitted for Review (Yellow), Complete (Green), Not Required (Grey), Expiring/Expired (Yellow with triangle)

Alternative Pathways (AP)

	1	2	3	4	5	Status	Expiration
DAP 1: Environment							
Documentation required: Daily schedule; Philosophy statement							
DAP 2: Learning Materials							
Documentation required: Statement describing selection and use of learning materials							
DAP 3: Positive Guidance							
Documentation required: Positive behavioral practices policy (discipline policy) shared with parents and/or staff							
DAP 4: Curriculum							
Documentation required: Curriculum statement							

Current Content Area Rating: 3

If you have questions about this process or are having trouble publishing or republishing a quality rating, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.