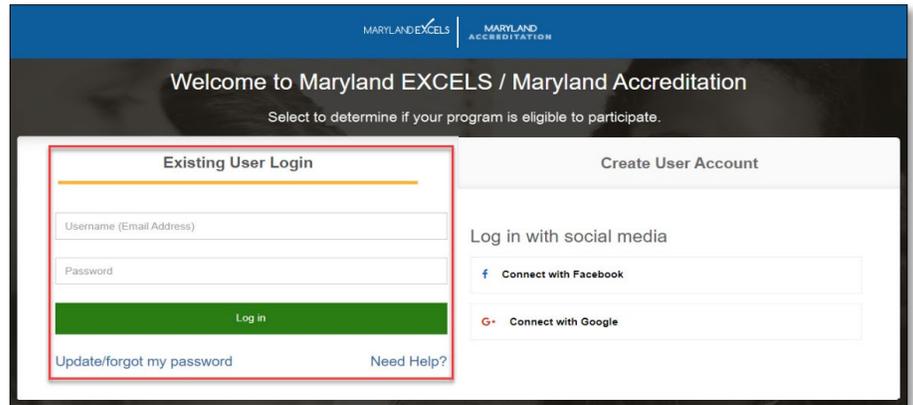


Maryland EXCELS programs upload a certificate or letter of accreditation award to receive credit for requirements already demonstrated to Maryland Accreditation and/or a Maryland State Department of Education (MSDE) recognized accrediting organization.

STEP 1

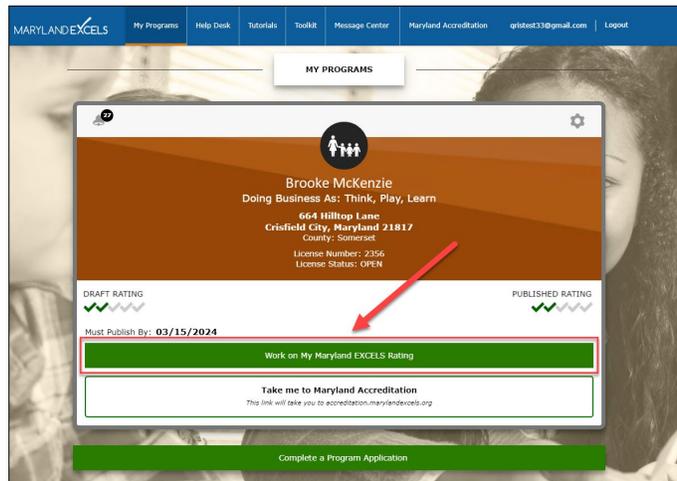
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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 **Accreditation and Rating Scales (ACR)** from Content Areas, then select **ACR 1: Accreditation**.

Enter Step-By-Step | **Accreditation and Rating Scales (ACR)** | **Current Content Area Rating 2**

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 3 Checklist

Draft Rating: ✓✓✓✓✓

Request to Publish

Begin Step-By-Step: Level 3

Legend: Required for this Level (Purple), Submitted for Review (Yellow), Complete (Green), Not Required (Grey), Expiring/Expired (Red Triangle), Alternative Pathways (AP)

PROGRESS GRID	1	2	3	4	5	Status	Expiration
ACR 1: Accreditation			Complete	Required	Required		
Documentation required: Accreditation Reflection Form; Accreditation Interview Verification Form; Documentation from accrediting organization showing program actively pursuing accreditation and within time allowed; Letter or certificate of accreditation award; Documentation from accrediting organization showing required interim updates completed			Complete	Required	Required		
ACR 2: Family Child Care Program Assessment				Required	Required		
Documentation required: Summary Score Sheet(s) (FCC)				Required	Required		
ACR 3: Program Improvement Plan				Required	Required		
Documentation required: Program Improvement Plan (PIP); Statement describing program's process for developing a Program Improvement Plan				Required	Required		

STEP
4

Select **Add a New File**, then select **Add file**.

Note: A photograph of your current certificate or letter of accreditation award is acceptable as long as all required information (accrediting organization, program name, and expiration date) is legible.

Enter Step-By-Step | **Content Area: Accreditation and Rating Scales (ACR)** | **Content Area Rating: Level 2**

Subcategory: **ACR 1: Accreditation** | **Subcategory Rating: Level 2**

Select ▼ to see the requirements of each level.

- Level 1 Requirements
- Level 2 Requirements
- Level 3 Requirements
- Level 4 Requirements
- Level 5 Requirements

Documentation required: Accreditation Form; Documentation from accrediting accreditation and within time allowed; Documentation from accrediting organ

All documentation must reflect your program's cu

Request to Publish

Add a New File | Link Existing File

Add a New File Dialog:

Files: *

ADD FILE

➔ Add file

Maximum file size: 20MB

Label:

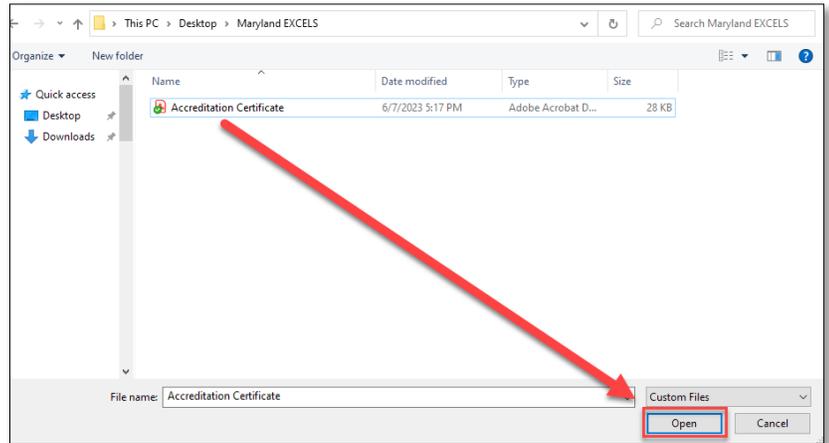
File Description (Optional):

Cancel | Save

STEP
5

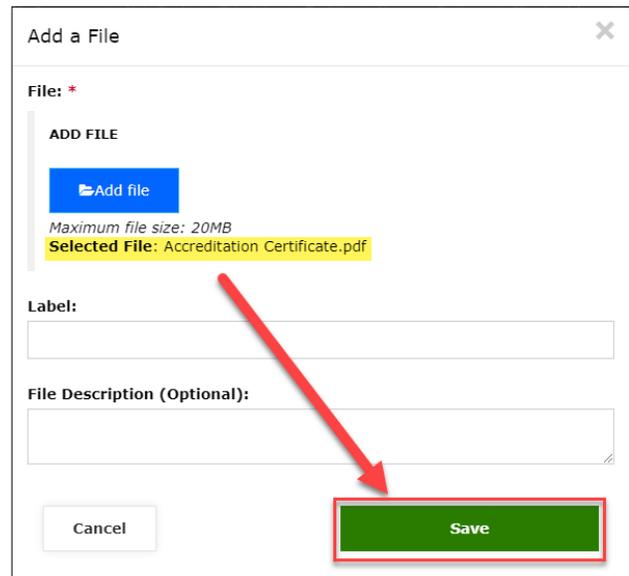
Locate your certificate or letter of accreditation award on your computer. Highlight the file, then select **Open**.

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



STEP
6

Select **Save**.



STEP
7

When you see your file listed, select **Submit for review**. This will alert your Program Coordinator that the documentation is ready for review.

Documentation required: Documentation from accrediting organization showing Validation Visit has been requested; Letter or certificate of accreditation award; Documentation from accrediting organization that annual or other required report has been received

File	Label	Description	Upload Date	Actions
<input type="checkbox"/>	Accreditation Certificate.pdf		06/07/2023 09:26 pm	 

All documentation must reflect your program's current policies and practices.



If you have questions about this process or issues related to uploading your certificate or letter of accreditation award, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.