

**Consider which of the following scenarios applies to your program and use the corresponding guide to meet the requirements of STF.**

Scenario 1:

If documentation previously uploaded to STF accurately reflects your current staff and their current credential levels.

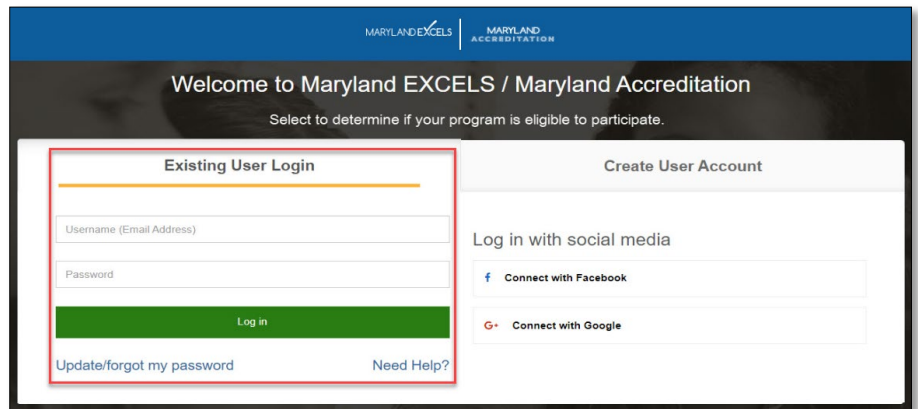
Scenario 2:

If documentation previously uploaded to STF does not accurately reflect your current staff and their current credential levels OR if the requirements of STF have not previously been met at levels 2-5.

**Scenario 1: If documentation previously uploaded to STF accurately reflects your current staff and their current credential levels:**

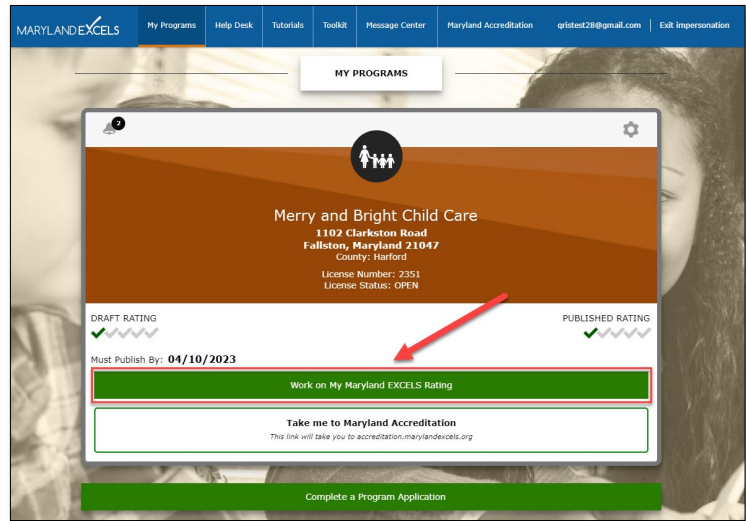


Access the Maryland EXCELS system at [excels.marylandexcels.org](http://excels.marylandexcels.org) and log in using the email address and password created during account setup.



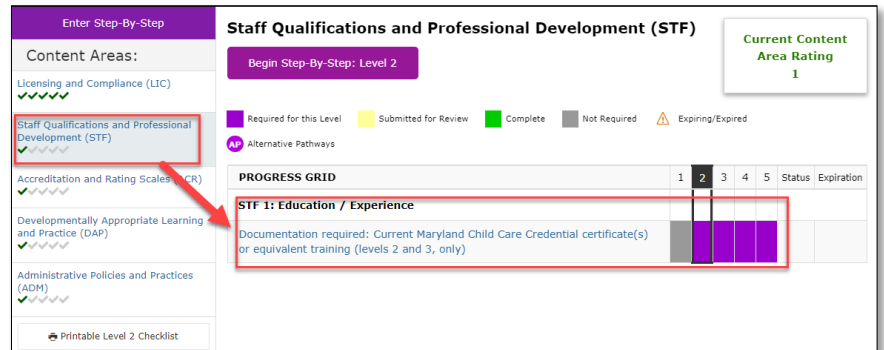
STEP  
2

Select **Work on my rating.**



STEP  
3

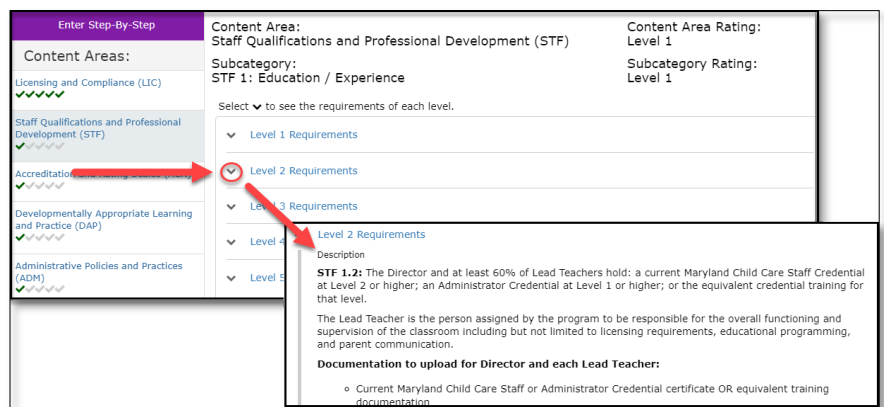
Select **Staff Qualifications and Professional Development (STF)** from **Content Areas**, then select **Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only).**



STEP  
4

Select ▼ to see the requirements for each level (i.e. Level 2).

After reviewing the description, select ▲ to close the requirements.



STEP  
5

Select **Add a Comment**.

Child Care Centers and School-Age Only programs: Add a comment identifying the Director and list the names of all Lead Staff.\*

Family Child Care and Large Family Child Care Homes: Add a comment identifying the provider and co-provider (if applicable) and list all Lead Staff\* (if applicable).

Select **Save**.

Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)

File	Label	Description	Upload Date	Actions
No files uploaded. Click "Add a New File" to upload.				
Add a New File		Link Existing File		
All documentation must reflect your program's current policies and practices.				Submit for review
Technical Assistance Requests				Request Technical Assistance
Comments (0)				Add a Comment

Add a Comment

1 Regina Moore - Director  
Nancy Hall - Lead Staff  
Sally Good - Lead Staff

2 Save

Cancel

STEP  
6

Select **Submit for review**.

Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)

File	Label	Description	Upload Date	Actions
No files uploaded. Click "Add a New File" to upload.				
Add a New File		Link Existing File		
All documentation must reflect your program's current policies and practices.				Submit for review

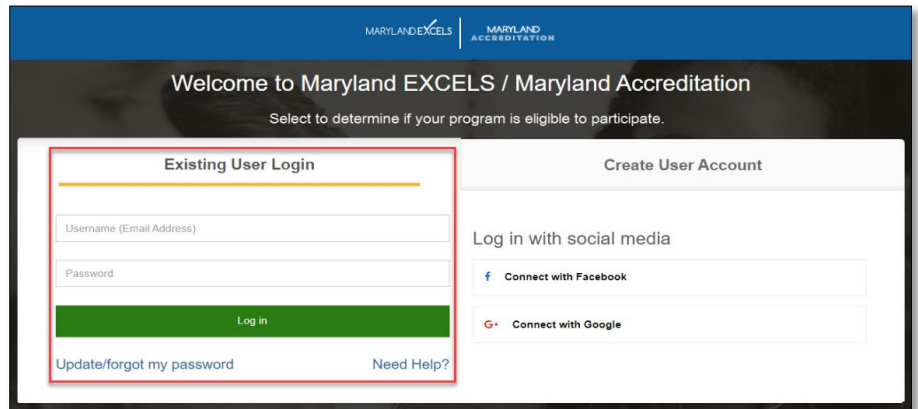
\* Lead Staff are the Child Care Teachers approved by the Office of Child Care Licensing Branch to be responsible for the overall function and supervision of a classroom/group including but not limited to licensing requirements, educational programming, and parent communication.

Scenario 2: If documentation previously uploaded to STF does not accurately reflect your current staff and their current credential levels OR if the requirements of STF have not previously been met at levels 2-5:

STEP  
1

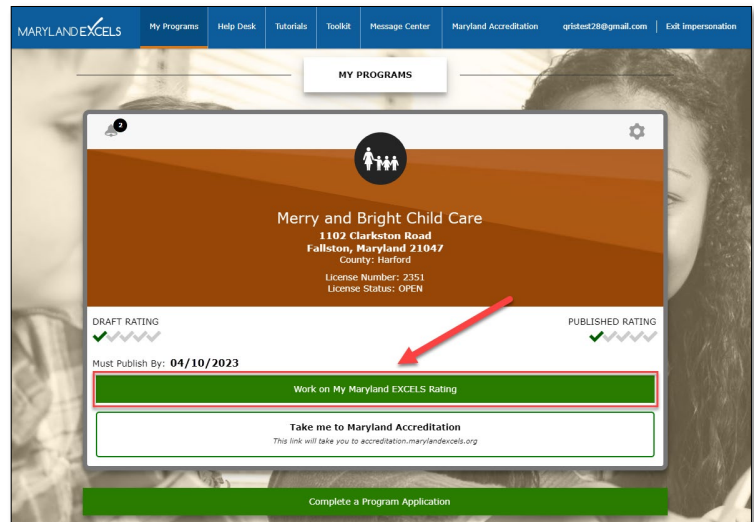
Access the Maryland EXCELS system at [excels.marylandexcels.org](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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



STEP  
2

Select **Work on my rating**.



STEP  
3

Select **Staff Qualifications and Professional Development (STF)** from **Content Areas**, then select **Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)**.

STEP  
4

Select ▼ to see the requirements for each level (i.e. Level 2).

After reviewing the description, select ▲ to close the requirements.

Content Area: Staff Qualifications and Professional Development (STF)      Content Area Rating: Level 1

Subcategory: STF 1: Education / Experience      Subcategory Rating: Level 1

Select ▼ to see the requirements of each level.

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

Description

**STF 1.2:** The Director and at least 60% of Lead Teachers hold: a current Maryland Child Care Staff Credential at Level 2 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.

The Lead Teacher is the person assigned by the program to be responsible for the overall functioning and supervision of the classroom including but not limited to licensing requirements, educational programming, and parent communication.

**Documentation to upload for Director and each Lead Teacher:**

- Current Maryland Child Care Staff or Administrator Credential certificate OR equivalent training documentation

STEP  
5

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

Enter Step-By-Step

Content Area: Staff Qualifications and Professional Development (STF)  
Subcategory: STF 1: Education / Experience

Content Area Rating: Level 1  
Subcategory Rating: Level 1

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 2 Checklist

Draft Rating

Request to Publish

Level 2 Requirements

Description

**STF 1.2:** The Director and at least 60% of Lead Teachers hold: a current Maryland Child Care Staff Credential at Level 2 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.

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Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)

File	Label	Description	Upload Date	Actions
No files uploaded. Click "Add a New File" to upload.				

Add a New File | Link Existing File

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

Submit for review

Add a File

File: \*

ADD FILE

Add file

Maximum file size: 20MB

Label:

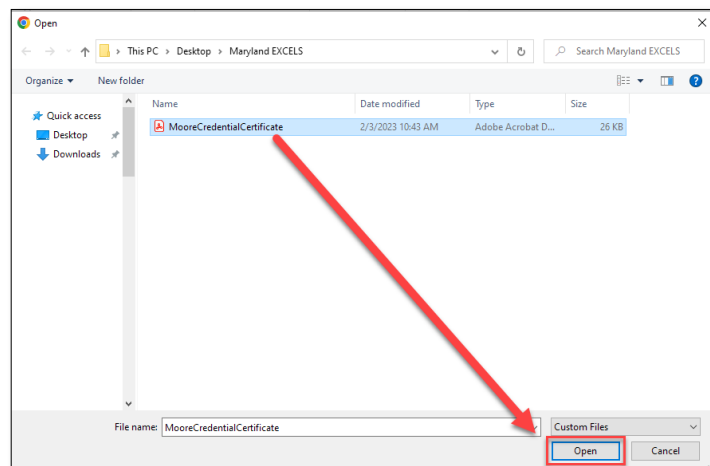
File Description (Optional):

Cancel | Save

STEP  
6

Locate the appropriate file(s) on your computer, highlight the file(s), then select **Open**.

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



STEP  
7

Select **Save**.

File: \*

ADD FILE

Add file

Maximum file size: 20MB

Selected File: MooreCredentialCertificate.pdf

Label:

File Description (Optional):

Cancel Save

STEP  
8

Select **Add a Comment**.

Child Care Centers and School-Age Only programs: Add a comment identifying the Director and list the names of all Lead Staff.\*

Family Child Care and Large Family Child Care Homes: Add a comment identifying the provider and co-provider (if applicable) and list all Lead Staff\* (if applicable).

Select **Save**.

Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)

File	Label	Description	Upload Date	Actions
MooreCredentialCertificate.pdf			02/03/2023 04:06 pm	

Add a New File Link Existing File

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

Technical Assistance Requests Request Technical Assistance

Comments (0) Add a Comment

Add a Comment

1 Regina Moore - Director  
Nancy Hall - Lead Staff  
Sally Good - Lead Staff

Cancel Save

2



Select **Submit for review**.

Documentation required: Current Maryland Child Care Credential certificate(s) or equivalent training (levels 2 and 3, only)

File	Label	Description	Upload Date	Actions
<input type="checkbox"/>	MooreCredentialCertificate.pdf		02/03/2023 04:06 pm	

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

Technical Assistance Requests

Comments (0)

\* Lead Staff are the Child Care Teachers approved by the Office of Child Care Licensing Branch to be responsible for the overall function and supervision of a classroom/group including but not limited to licensing requirements, educational programming, and parent communication.

If you have questions about this process, or are having trouble with the Staffing Qualifications and Professional Development content area, please email [info@marylandexcels.org](mailto:info@marylandexcels.org) or, for 24/7 technology support, please call 443-872-9250.