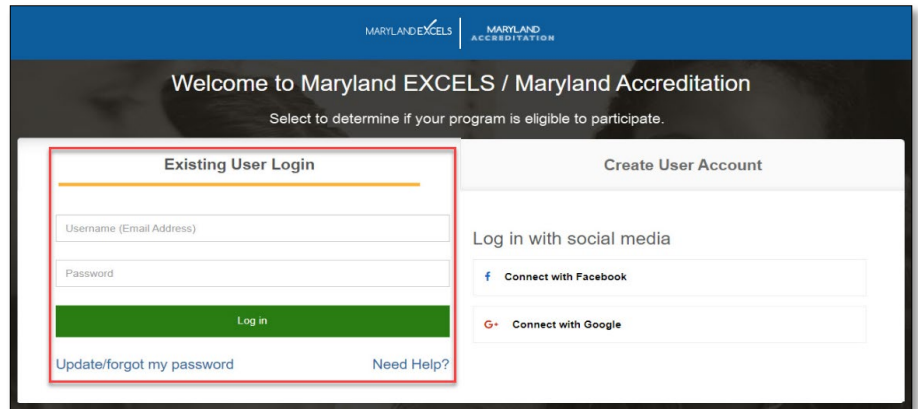


Maryland EXCELS programs upload a certificate or letter of accreditation award to receive credit for requirements already demonstrated to Maryland Accreditation and/or a Maryland State Department of Education (MSDE) recognized accrediting organization.

STEP 1

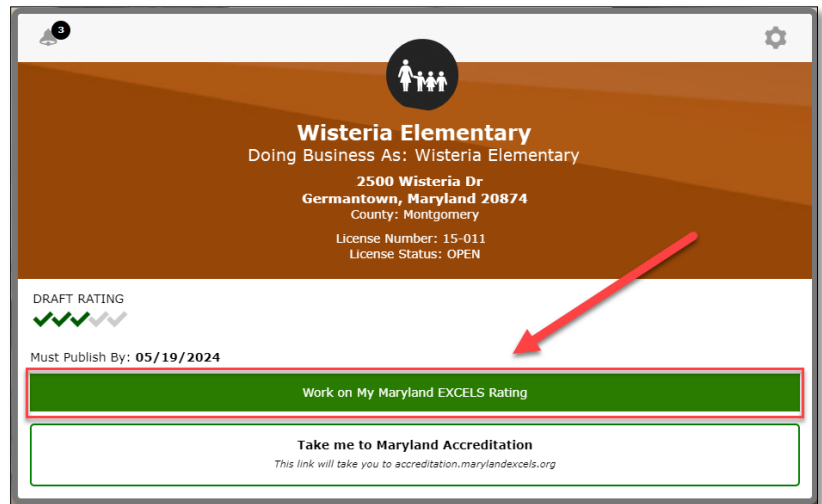
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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 (AVR)** from Content Areas, then select **AVR 1: Accreditation**.

STEP
4

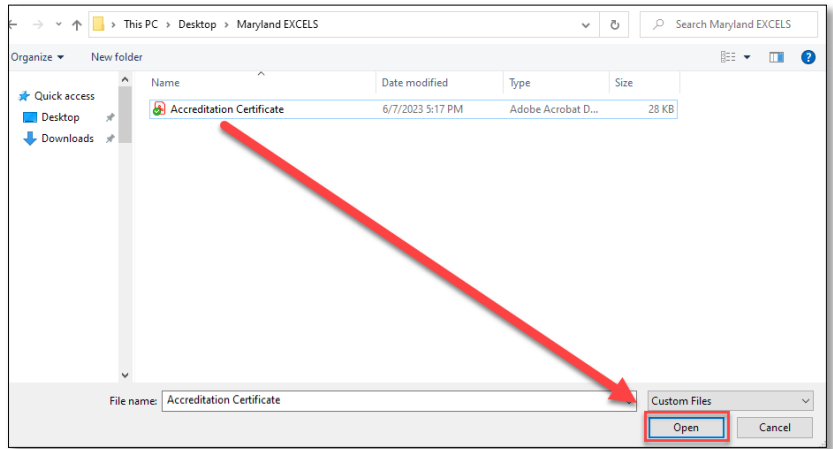
Select **Add a New File**, then select **Add file**.

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.

STEP
5

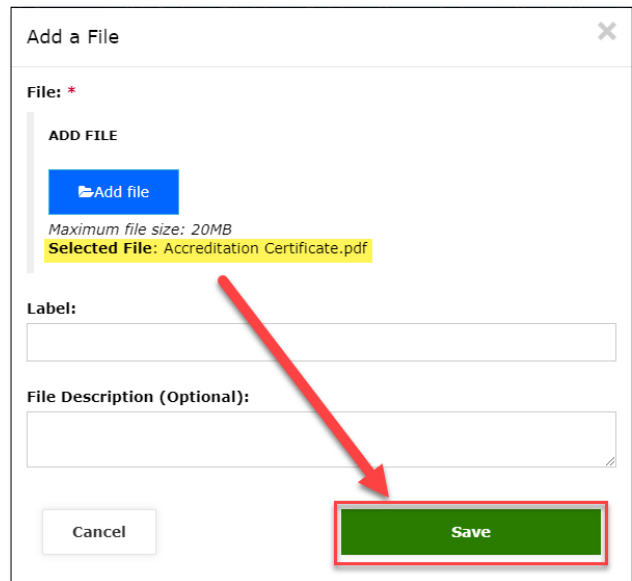
Locate your certificate or letter of accreditation award on your computer. Highlight the file, then select **Open**.

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.