



Declining Technical Assistance

The Maryland Accreditation process includes optional Technical Assistance, which replaces Program Improvement Visits in your accreditation cycle.

There are two types of Technical Assistance options available to you during the accreditation cycle:

- Virtual Technical Assistance is a phone call based on the program's identified Maryland Accreditation Standard questions for indicators in Section 1, Program Administration and Section 3, Home and Community Partnerships.
- Onsite Technical Assistance is an observation visit in which one validator observes the indoor and outdoor environments for all indicators in Section 2, Program Operation.

Programs that choose to **decline** either of these Technical Assistance options follow these steps. Your program should continue to work toward preparing for a validation visit.

STEP 1

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

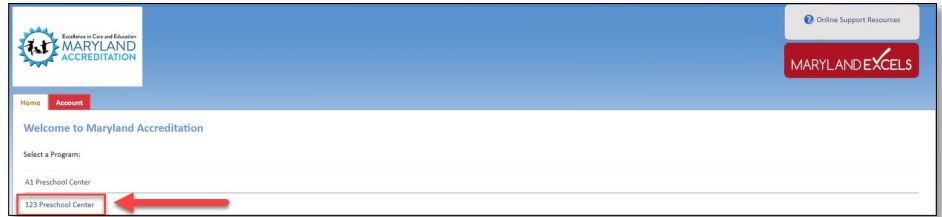
If you have misplaced or forgotten your password, select **Update/forgot my password**.

STEP 2

From the top menu bar, select **Maryland Accreditation** or from your program card, select **Take me to Maryland Accreditation**.

STEP 3

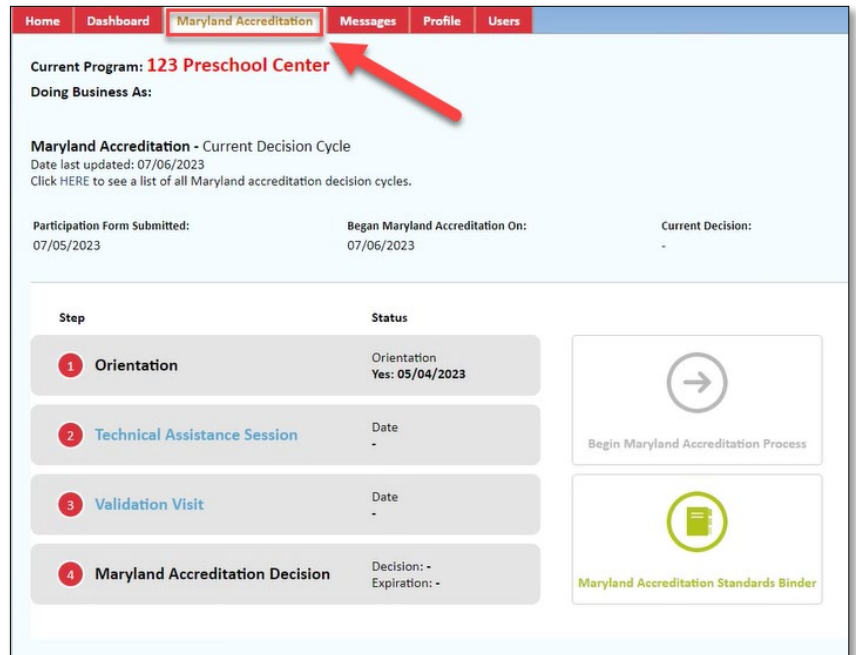
Select the program for which you wish to decline Technical Assistance.



The screenshot shows the Maryland Accreditation website. At the top, there is a navigation bar with 'Home' and 'Account' tabs. Below the navigation bar, there is a 'Welcome to Maryland Accreditation' message. Underneath, there is a 'Select a Program:' dropdown menu. The dropdown menu is open, showing two options: 'A1 Preschool Center' and '123 Preschool Center'. The '123 Preschool Center' option is highlighted with a red box, and a red arrow points to it.

STEP 4

Select the **Maryland Accreditation** tab.



The screenshot shows the Maryland Accreditation website. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Maryland Accreditation', 'Messages', 'Profile', and 'Users' tabs. The 'Maryland Accreditation' tab is highlighted with a red box, and a red arrow points to it. Below the navigation bar, there is a 'Current Program: 123 Preschool Center' message. Underneath, there is a 'Doing Business As:' section. Below that, there is a 'Maryland Accreditation - Current Decision Cycle' section. This section includes a table with the following information:

Step	Status
1 Orientation	Orientation Yes: 05/04/2023
2 Technical Assistance Session	Date -
3 Validation Visit	Date -
4 Maryland Accreditation Decision	Decision: - Expiration: -

Below the table, there are two buttons: 'Begin Maryland Accreditation Process' and 'Maryland Accreditation Standards Binder'.



Select **Technical Assistance Session**,
then select **Submit a New Visit
Request**.

Home Dashboard **Maryland Accreditation** Messages Profile Users

Current Program: **123 Preschool Center**
Doing Business As:

Maryland Accreditation - Current Decision Cycle
Date last updated: 07/06/2023
Click [HERE](#) to see a list of all Maryland accreditation decision cycles.

Participation Form Submitted: 07/05/2023 Began Maryland Accreditation On: 07/06/2023 Current Decision: -

Step	Status
1 Orientation	Orientation Yes: 05/04/2023
2 Technical Assistance Session	Date -
3 Validation Visit	Date -
4 Maryland Accreditation Decision	Decision: - Expiration: -

Begin Maryland Accreditation Process

Maryland Accreditation Standards Binder

Current Program: **123 Preschool Center**
Doing Business As:

< Back to Maryland Accreditation Cycle Process

Technical Assistance Session Status **+ Submit a New Visit Request**

You have not requested a Technical Assistance Session.

STEP 6

Complete all required fields (*), then select **Submit and review your schedule.**

Current Program: **123 Preschool Center**

Doing Business As:

< Back to Maryland Accreditation Cycle Process

New Technical Assistance Session Request

Please review and update the following information for accuracy.

Established Since *
2022

Business Hours

From: *

To: *

Are you a Head Start program? *
☐ Yes ☒ No

Are you an Early Head Start program? *
☐ Yes ☒ No

Are you a Montessori program? *
☐ Yes ☒ No

Are you a Judy Center? *
☐ Yes ☒ No

List of individuals involved in the validation process + Add Individual

Center Based

Enrollment/Staffing Information

Age Range	Number of Children	Number of Classrooms	Number of Staff Members
Birth to 18 months *	6	1	1
18-24 months *	6	1	1
24-36 months *	12	1	1
3-4 years *	20	1	1
5-6 years *	0	0	0
5-16 years (in school) *	0	0	0
Totals	44	4	4

Submit and review your schedule >

STEP 7

Leave this calendar blank.

Current Program: **123 Preschool Center**

Doing Business As:

< Back to Maryland Accreditation Cycle Process

New Technical Assistance Session Request

Select the days on the calendar that you are **Not Available** for the Technical Assistance Session.

MSDE will select a date and time for your Technical Assistance Session based on the availability you indicate below.

Add Date Not Available

December 2023

Mon	Tue	Wed	Thu	Fri
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Please Note: If you make a mistake, you can select the day again to clear it.

STEP
8

Leave one of the following comments in the text box:

We are declining Virtual Technical Assistance.

or

We are declining Onsite Technical Assistance.

Select **Submit Request**.

Please use this text box to indicate any other comments or special requests you have concerning this visit request. (e.g.; mornings are preferred)

We are declining Virtual Technical Assistance.

Please Provide the Following Information

Daily Schedule No file chosen
Program Improvement Plan No file chosen

OR

Please use this text box to indicate any other comments or special requests you have concerning this visit request. (e.g.; mornings are preferred)

We are declining Onsite Technical Assistance.

Please Provide the Following Information

Daily Schedule No file chosen
Program Improvement Plan No file chosen

STEP 9

You will receive an email acknowledging that your program has declined Technical Assistance.

Once you have declined Technical Assistance:

A date and time will appear next to the Technical Assistance Session link and inside your binder. However, a Technical Assistance session has not been scheduled for your program.

Current Program: 123 Preschool Center

Doing Business As:

Maryland Accreditation - Current Decision Cycle
Date last updated: 07/06/2023
Click [HERE](#) to see a list of all Maryland accreditation decision cycles.

Participation Form Submitted: 07/05/2023 Began Maryland Accreditation On: 07/06/2023 Current Decision: -

Step	Status
1 Orientation	Orientation Yes: 05/04/2023
2 Technical Assistance Session	Date 12/20/2023 at 10:00 AM
3 Validation Visit	Date -
4 Maryland Accreditation Decision	Decision: - Expiration: -

Begin Maryland Accreditation Process

Maryland Accreditation Standards Binder

Home **Dashboard** **Maryland Accreditation** **Messages** **Profile** **Users**

Current Program: 123 Preschool Center

Doing Business As:

< Back to Maryland Accreditation Cycle Process

Began Maryland Accreditation On: 07/06/2023

Technical Assistance Session:
12/20/2023 at 10:00 AM
Validation Visit:
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If you have questions about this process or are having trouble declining Technical Assistance, please email accreditation@marylandexcels.org.