



## Requesting Technical Assistance

### 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**.

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.

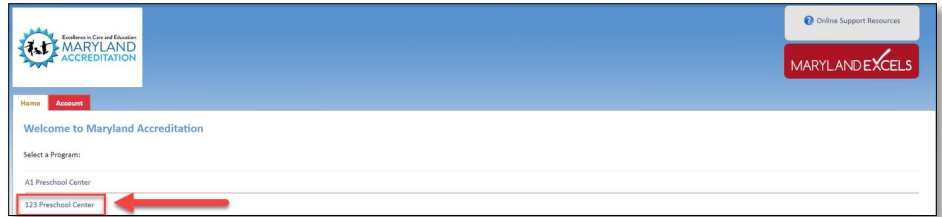
Programs that choose to **request** Technical Assistance follow these steps.

### STEP 2

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

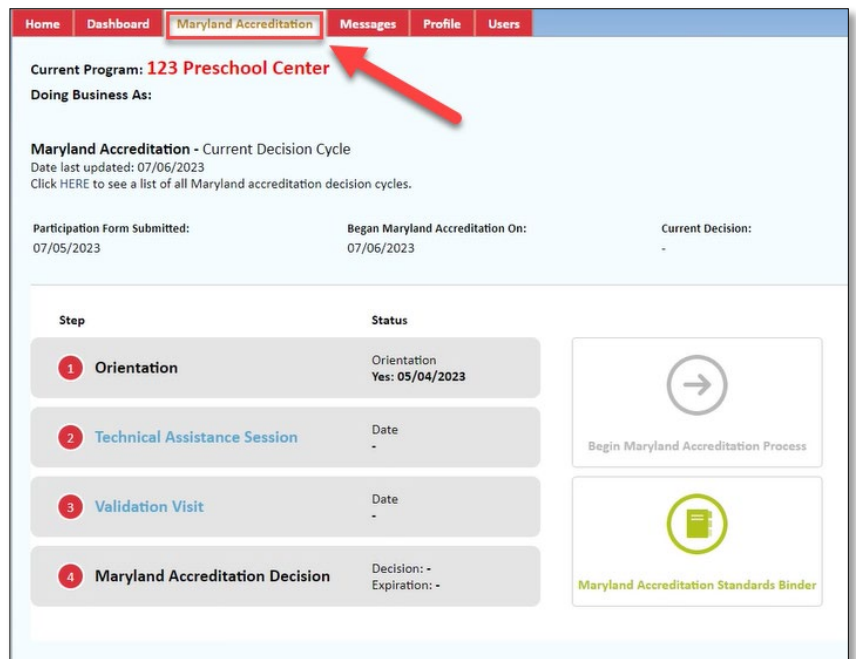
STEP  
3

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



STEP  
4

Select the **Maryland Accreditation** tab.





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 <b>Technical Assistance Session</b>	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
<b>Totals</b>	<b>44</b>	<b>4</b>	<b>4</b>

**Submit and review your schedule >**

## STEP 7

Select the days on the calendar that you are **Not Available** for Technical Assistance. Provide this information for 2-3 months in advance of the date you are submitting this Technical Assistance scheduling request.

**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 Not available: Other
11	12	13	14	15
18	19	20 Not available: Other	21	22
25	26	27	28	29

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



Leave one of the following comments in the text box:

We are requesting Virtual Technical Assistance.

or

We are requesting 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 requesting 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 requesting Onsite Technical Assistance.

**Please Provide the Following Information**

Daily Schedule  No file chosen  
Program Improvement Plan  No file chosen

# STEP 9

For Virtual Technical Assistance requests, you will receive an email acknowledging your request. You will then be asked to complete and return a Technical Assistance Intake form. Once you return the Technical Assistance Intake form, the scheduling process will begin.

When the scheduling is complete, the date and time will appear next to the Technical Assistance Session link on the red **Maryland Accreditation** tab and inside your binder.

**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: --

If you have questions about this process or are having trouble requesting Technical Assistance, please email [accreditation@marylandexcels.org](mailto:accreditation@marylandexcels.org).