A Program Improvement Plan (PIP) provides programs with an individualized guide for continuous quality improvement. Programs participating in Maryland EXCELS submit the PIP and a statement describing their program improvement process to meet the requirements of Accreditation/Validation and Rating Scales (AVR) levels 4 and 5.
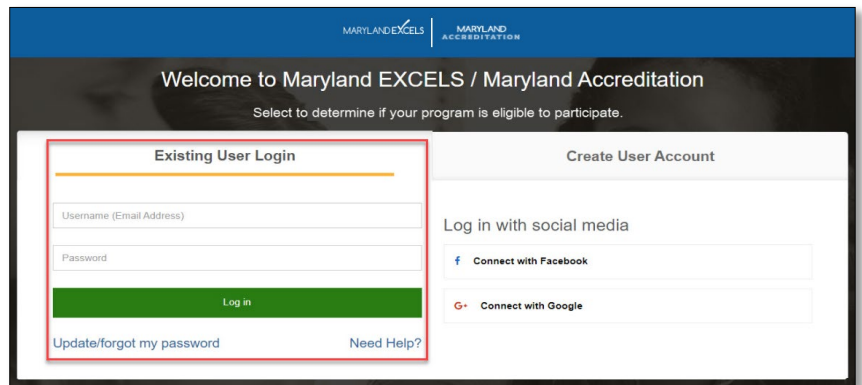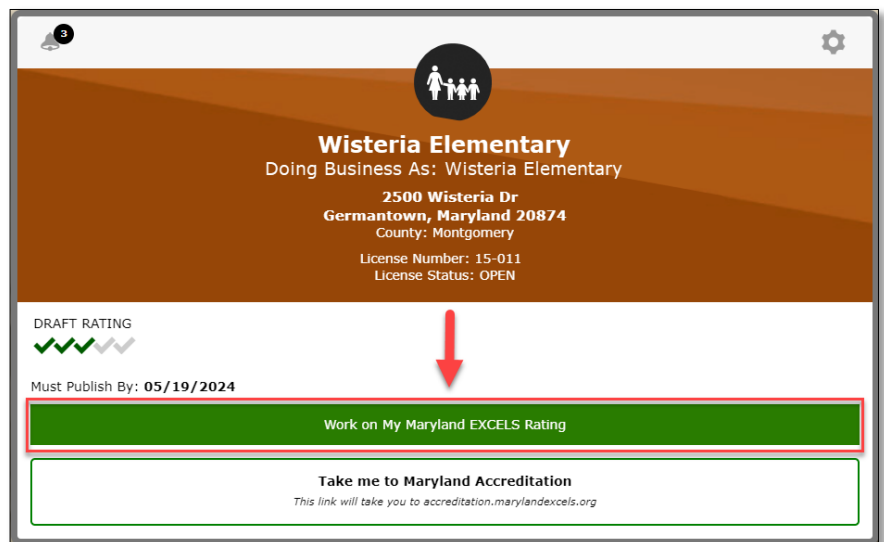
STEP 1

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/Validation and Rating Scales (AVR)** from the Content Areas, then select **AVR 3: Program Improvement Plan**.

STEP 4

Select ✔ to view the **Level 4 Requirements.**

STEP 5

Under **Maryland EXCELS Program Improvement Plan Resources,** select **Open** to access the Program Improvement Plan (PIP) resources and to download the PIP form**.**

STEP 6

Save the Program Improvement Plan form on your computer in a location where your form is easily accessible and identifiable. Select **Save**.

When completed, the Program Improvement Plan form and statement on the process of program improvement is uploaded into AVR 3. See the Uploading Documentation and Submitting a Comment tutorial for additional instructions.

If you have questions about this process, or are having trouble accessing the Program Improvement Plan resources, please email **info@marylandexcels.org** or, for 24/7 technology support, please call 443-872-9250.

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