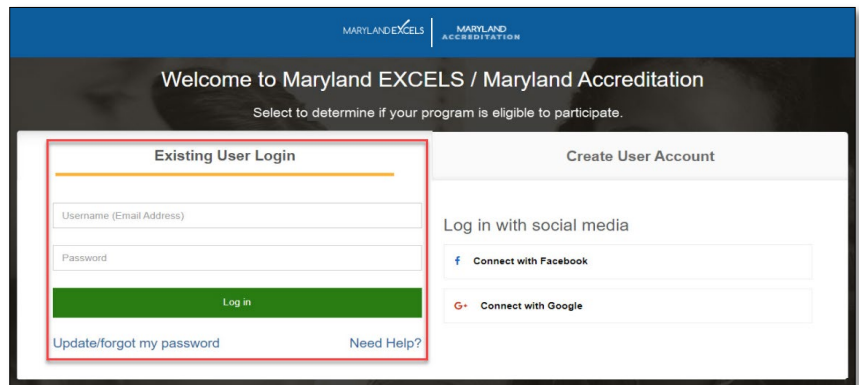


### STEP 1

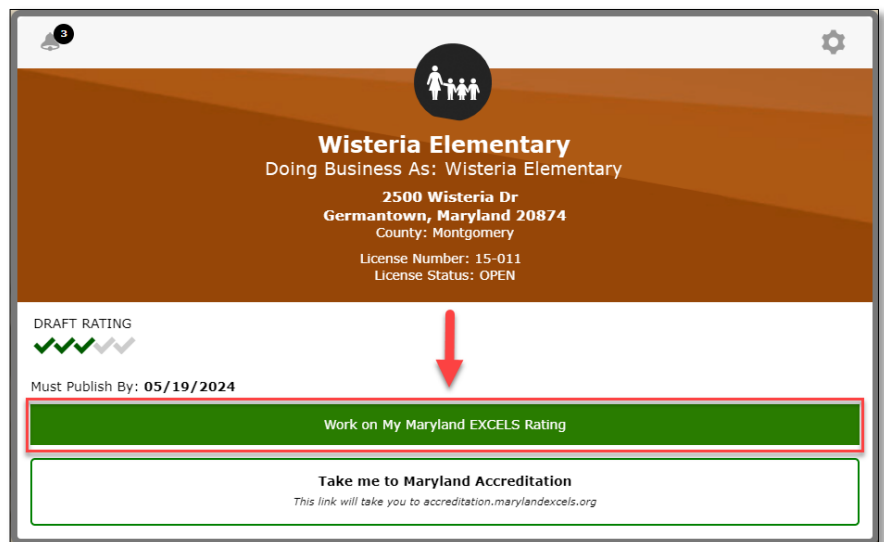
Access the Maryland EXCELS system at [excels.marylandexcels.org](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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



### STEP 2

Select **Work on My Maryland EXCELS Rating**.



STEP  
3

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

**Enter Step-By-Step**

**Content Areas:**

- School Approval (APV) ✓✓✓✓✓
- Teacher Qualifications / Professional Development (TQF) ✓✓✓✓✓
- Accreditation/Validation and Rating Scale (AVR) ✓✓✓✓✓**
- Developmentally Appropriate Learning and Practice / Child Assessment (DAP) ✓✓✓✓✓
- Administrative Policies and Practices (ADM) ✓✓✓✓✓

Printable Level 4 Checklist

**Draft Rating** ✓✓✓✓✓

Request to Publish

**Accreditation/Validation and Rating Scale (AVR)**

Begin Step-By-Step: Level 4

Required for this Level Submitted for Review Complete Not Required Expiring/Expired

Alternative Pathways

PROGRESS GRID	1	2	3	4	5	Status
<b>AVR 1: Validation</b>						
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						
<b>AVR 2: Rating Scale</b>						
Documentation required: CLASS summary report completed by MSDE-approved assessor						
<b>AVR 3: Program Improvement</b>						
Documentation required: Program Improvement Plan (PIP); Statement describing program's process for developing a Program Improvement Plan (PPK)						

STEP  
4

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

**Enter Step-By-Step**

**Content Areas:**

- School Approval (APV) ✓✓✓✓✓
- Teacher Qualifications / Professional Development (TQF) ✓✓✓✓✓
- Accreditation/Validation and Rating Scale (AVR) ✓✓✓✓✓**
- Developmentally Appropriate Learning and Practice / Child Assessment (DAP) ✓✓✓✓✓
- Administrative Policies and Practices (ADM) ✓✓✓✓✓

**Content Area:** Accreditation/Validation and Rating Scale (AVR)

**Subcategory:** AVR 3: Program Improvement

Select ▼ to see the requirements of each level.

- Level 1 Requirements
- Level 2 Requirements
- Level 3 Requirements
- Level 4 Requirements**
- Level 5 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.

Content Area: Accreditation/Validation and Rating Scale (AVR)      Content Area Rating: Level 3  
Subcategory: AVR 3: Program Improvement      Subcategory Rating: Not Yet Rated

Select ▼ to see the requirements of each level.

Resources
<b>Name:</b> Maryland EXCELS Program Improvement Plan Resources
<b>Description:</b> AVR 3.4-3.5
<b>Open</b>
<b>Name:</b> Kindergarten Readiness Assessment Report
<b>Description:</b>

Documentation required: Program Improvement Plan (PIP); Statement describing program's process for developing a Program Improvement Plan (PPK)

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 to the Maryland EXCELS System](#) tutorial for additional instructions.

Save As PDF

This PC > Desktop

Name	Date modified	Type	Size
Maryland EXCELS	1/9/2024 3:46 PM	File folder	

File name: Program Improvement Plan

Save as type: Adobe PDF Files (\*.pdf)

Save      Cancel

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