

Adding an Accrediting Organization to Your Online Profile in the Find a Program Directory Programs that hold an accreditation awarded by an organization recognized by MSDE and that are in good standing with the accrediting organization are acknowledged in the Find a Program Directory on the Maryland EXCELS website.



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

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From your program card, select the **Program Menu (**) icon, then **Accreditation** from the list of options.





Select the **Accreditation** for which you are uploading documentation. Once selected, a dialogue box will automatically open.

Ac	creditations	Work on My Maryland EXCELS Rating
	National Association for Family Child Care (NAFCC)	NOT ACHIEVED
×	Maryland Accreditation	NOT ACHIEVED
	Council on Accreditation / After-School Accreditation (COA/ASA)	NOT ACHIEVED
	Cognia Early Learning Accreditation	NOT ACHIEVED
	Association of Independent Maryland Schools (AIMS)	NOT ACHIEVED
	American Montessori Society (AMS)	NOT ACHIEVED
	Association of Waldorf Schools of North America (AWSNA)	NOT ACHIEVED
	Middle States Association of Colleges and Schools Commission on Elementary and Secon	dary Schools (MSA-CESS)
	National Accreditation Commission (NAC)	NOT ACHIEVED
	National Association for the Education of Young Children (NAEYC)	NOT ACHIEVED
	National Early Childhood Program Accreditation (NECPA)	NOT ACHIEVED
	Association Montessori International / USA (AMI/USA)	NOT ACHIEVED
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Select **Choose File** to upload the required documentation (Letter or certificate of accreditation award).

~	Maryland Accreditation	NOT ACHIEVED
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Locate your Accreditation documentation. Highlight the file then select **Open**.

**Tip:** Save your Accreditation documentation in a digital format where it is easily accessible and identifiable.





Select the **Expiration Date** listed on your letter or certificate of accreditation award.

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	ASSOCIATION OF WAIGOFT SCR	ools of North America (AWSNA)	NOT ACHIEVED			



Select **Submit Accreditation(s) for Approval** to submit the required documentation for review. Multiple accreditations can be uploaded and submitted at once.

**Note:** Accreditation submissions will be reviewed within 30 days of submission.

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0	Council on Accreditation / After-School Accreditation (COA/ASA)	NOT ACHIEVED
	Cognia Early Learning Accreditation	NOT ACHIEVED
	Association of Independent Maryland Schools (AIMS)	NOT ACHIEVED
	American Montessori Society (AMS)	NOT ACHIEVED
	Association of Waldorf Schools of North America (AWSNA)	NOT ACHIEVED
	Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools NOT AGREENED	(MSA-CESS)
	National Accreditation Commission (NAC)	NOT ACHIEVED
	National Association for the Education of Young Children (NAEYC)	NOT ACHIEVED
	National Early Childhood Program Accreditation (NECPA)	NOT ACHIEVED
	Association Montessori International / USA (AMI/USA)	NOT ACHIEVED
S	Submit Accreditation(s) for Approval	



After your submission is approved, your accrediting organization will be recognized in your online profile in the Find a Program Directory.



If you have questions about this process or are having trouble submitting accreditation documentation, please email <u>info@marylandexcels.org</u> or, for 24/7 technology support, please call 443-872-9250.