MARYLAND EXCELS

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.
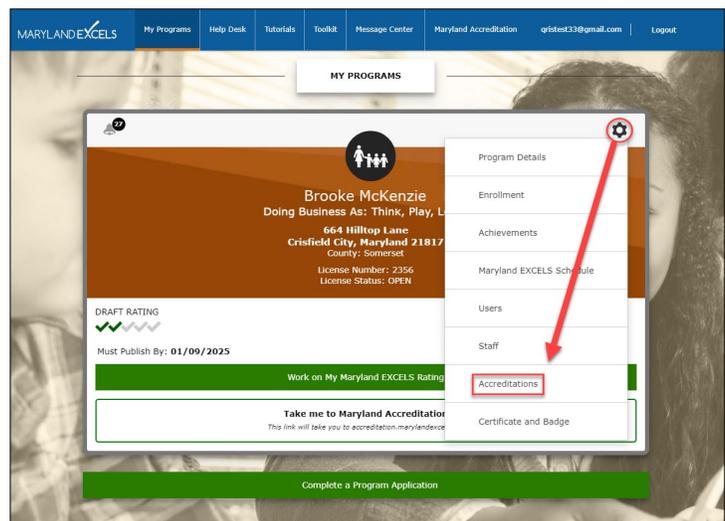
STEP 1

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**.
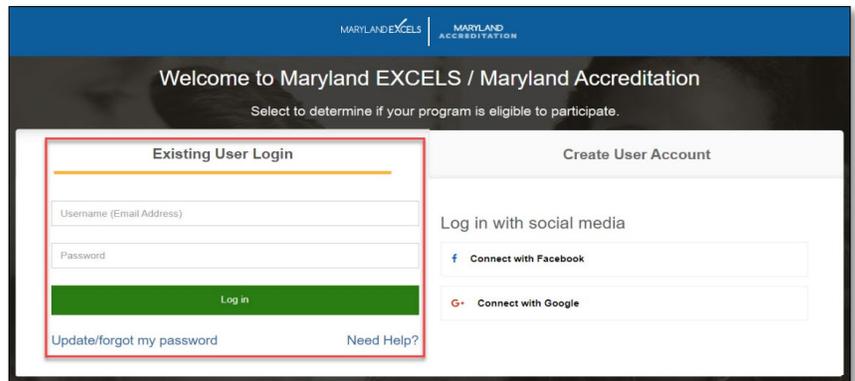
STEP 2

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

STEP 3

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

Accreditations   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 Secondary Schools (MSA-CESS)
   NOT ACHIEVED

☐ 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

Submit Accreditation(s) for Approval

STEP 4

Select **Choose File** to upload the required documentation (Letter or certificate of accreditation award).

☑ Maryland Accreditation   NOT ACHIEVED
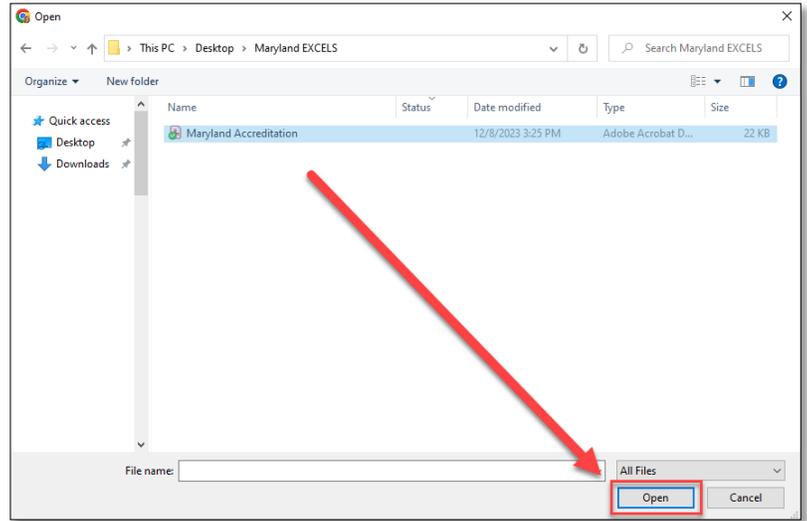
Upload Certificate
No file chosen

📄 Choose file

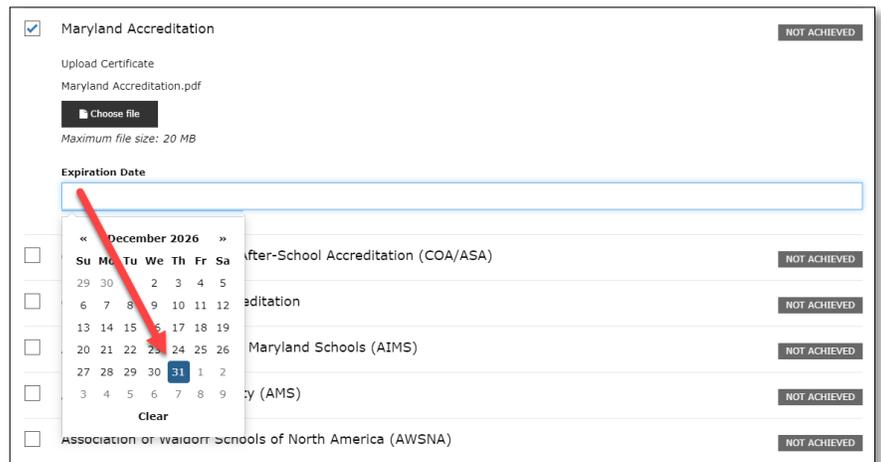*Maximum file size: 20 MB*

Expiration Date

STEP 5

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.

STEP 6

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

STEP 7

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.

STEP 8

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 **info@marylandexcels.org** or, for 24/7 technology support, please call 443-872-9250.

February 2024