



Submitting an Annual Update

After accreditation is awarded, programs are required to submit an Annual Update for each of the first three years of accreditation. These are submitted in the online system up to 60 days prior to each Annual Update due date.

STEP 1

Access the Maryland EXCELS system at excels.marylandexcels.org. Enter your username (email address) and password, then select **Log in** to access your account.

MARYLANDEXCELS | MARYLAND ACCREDITATION

Welcome to Maryland EXCELS / Maryland Accreditation

Select to determine if your program is eligible to participate.

Existing User Login

Create User Account

Log in with social media

f Connect with Facebook

G+ Connect with Google

Update/forgot my password Need Help?

STEP 2

Access your Accreditation Home Page by selecting the **Maryland Accreditation** tab from the navigation menu or by selecting **Take me to Maryland Accreditation**.

MARYLANDEXCELS My Programs Help Desk Tutorials Toolkit Message Center Maryland Accreditation portell1@hotmail.com Exit Impersonation

MY PROGRAMS

123 Preschool Center
6740 Alexander Bell Dr
Columbia, Maryland 21046
County: Howard
License Number: 123995
License Status: OPEN

DRAFT RATING
~~~~~

Must Publish By: 12/21/2024

Work on My Maryland EXCELS Rating

Take me to Maryland Accreditation  
This link will take you to [accrreditation.marylandexcels.org](https://accrreditation.marylandexcels.org)

### STEP 3

From the Home Page, select a program from the list of **Eligible Programs**. The system will default to the **Program Overview** for the program you choose.

#### Eligible Programs

Below is a list of your programs that are eligible for accreditation. If you don't see one of your programs listed, you may need to apply within the Maryland EXCELS system. [Contact us](#) for assistance.

|                                                                                                       |                                                                                                              |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>DEMO Center07 (Short binder)</b><br>Not Yet Maryland Accredited<br>Baltimore, MD<br>Baltimore City | <b>DEMO Center09 (Short binder)</b><br>Not Yet Maryland Accredited<br>Prince Frederick, MD<br>Calvert County |
| <b>DEMO Daisy Elementary</b><br>Not Yet Maryland Accredited<br>Ridgely, MD<br>Caroline County         | <b>DEMO Goldilocks Bears</b><br>Not Yet Maryland Accredited<br>Cambridge, MD<br>Dorchester County            |

### STEP 4

Select **Annual Updates**.

When a program is accredited, the Annual Updates section will display due dates and when each update is accessible for completion.

A vertical navigation menu with four items: Program Overview, Binder, Messages (with a '0' badge), and Annual Updates. The 'Annual Updates' item is highlighted with a red rectangular box, and a red arrow points to it from the right.

#### Annual Updates

An Annual Update is required during the first three years of your Maryland Accreditation status. Below, you will find the due dates for each Annual Update and when they become accessible to you.

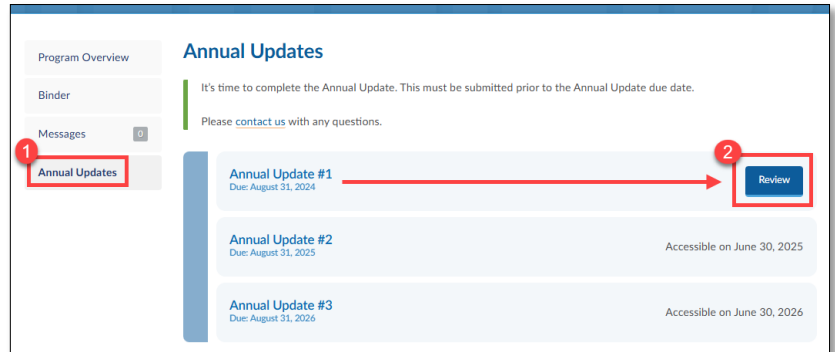
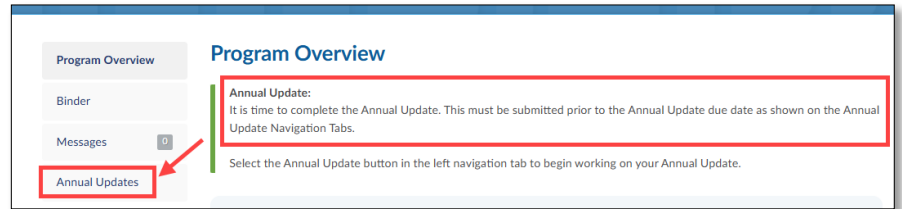
Please [contact us](#) with any questions.

|                                                    |                             |
|----------------------------------------------------|-----------------------------|
| <b>Annual Update #1</b><br>Due: September 30, 2025 | Accessible on July 30, 2025 |
| <b>Annual Update #2</b><br>Due: September 30, 2026 | Accessible on July 30, 2026 |
| <b>Annual Update #3</b><br>Due: September 30, 2027 | Accessible on July 30, 2027 |

## STEP 5

The Program Overview message in your account will change to notify you when it is time to complete your annual update.

To start the process, select **Annual Updates**, then select **Review** for your available Annual Update.



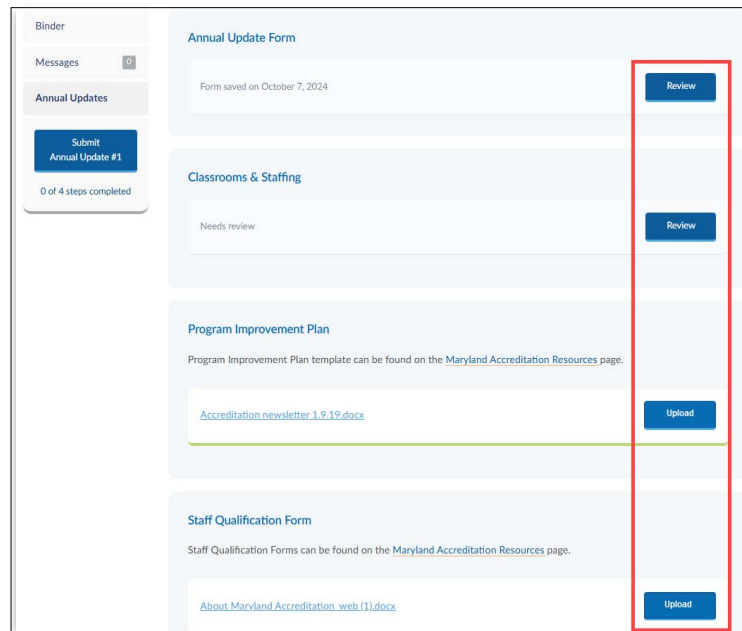
## STEP 6

An Annual Update consists of four steps:

- Annual Update Form
- Classrooms & Staffing
- Program Improvement Plan
- Staff Qualification Form

These steps can be completed in any order.

Select **Review** or **Upload File** to complete each step.



## STEP 7

When all steps have been completed, select **Submit Annual Update**.

A counter of steps completed will allow you to track your progress.

The screenshot shows the 'Annual Update #1' interface. On the left, a sidebar contains menu items: Program Overview, Binder, Messages (with a '0' counter), and Annual Updates. The 'Annual Updates' item is highlighted with a red box, and within it, the 'Submit Annual Update #1' button is also highlighted with a red box. Below this button, it says '4 of 4 steps completed' with a green checkmark. The main content area on the right is titled 'Annual Update #1' and shows a green confirmation message: 'Form saved.' Below that, it says 'Annual Update Form' and 'Form saved on October 30, 2024'. At the bottom, there is a 'Classrooms & Staffing' section. A red arrow points from the 'Submit Annual Update #1' button to the 'Form saved on October 30, 2024' text.

## STEP 8

Review the confirmation message, then select **Submit**.

**NOTE:** Changes can be made to any step of the Annual Update prior to submission. Once submitted, details of the update are available for viewing only.

The screenshot shows a confirmation dialog box titled 'Submit Annual Update'. The text inside reads: 'Thank you for completing your annual update documents. Remember: Once your documents have been submitted, they cannot be changed. Are you sure you want to continue?'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red box, and a red arrow points down to it.

Once you have submitted an Annual Update, the Program Overview message will update confirming that it has been received and is under review by the Maryland Accreditation Team.

The screenshot shows the 'Annual Update #1' interface after submission. The 'Annual Updates' section in the sidebar now displays the message: 'All documents have been submitted.' This message is highlighted with a red box. The main content area on the right shows 'Annual Update Form' and 'Form saved on October 2, 2024'. The 'Classrooms & Staffing' section is visible at the bottom.

The screenshot shows the 'Program Overview' message. The text reads: 'Annual Update: Thank you for submitting your Annual Update. It is currently under review, which can take up to 30 days. While being reviewed, the Maryland Accreditation Team may send you messages through the online system if they have questions or need more information.' The entire message is enclosed in a red box.

## STEP 9

To view the status of an Annual Update that has been submitted, select **View Annual Updates** in the **Latest Cycle** information in **Program Overview**.

**Latest Cycle**

Cycle Status: Ended    Orientation: October 19, 2023    Participation Form: Completed

Began Accreditation: November 6, 2023    Self-Appraisal Ratings: Initial and Final completed

Onsite Technical Assistance: Program Declined on 10/1/2024

Virtual Technical Assistance: Completed on 11/8/2023

Validation Visit: Completed on 10/1/2024

[View Annual Updates](#)    [View previous Decision Cycles](#)

| Update # | Due Date | Submitted Date | Reviewed Date | Status        |
|----------|----------|----------------|---------------|---------------|
| 1        | 9/1/2024 | 10/2/2024      | N/A           | Pending       |
| 2        | 9/1/2025 | N/A            | N/A           | Not submitted |
| 3        | 9/1/2026 | N/A            | N/A           | Not submitted |

3 records found < 1 >

Close

If you have questions about this process or are having trouble submitting your Maryland Accreditation Annual Update, please email [accreditation@marylandexcels.org](mailto:accreditation@marylandexcels.org).