# 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.



## 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.**

## 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.

**DEMO Center07 (Short binder)**

Not Yet Maryland Accredited
Baltimore, MD
Baltimore City

**DEMO Center09 (Short binder)**

Not Yet Maryland Accredited
Prince Frederick, MD
Calvert County

**DEMO Daisy Elementary**

Not Yet Maryland Accredited
Ridgely, MD
Caroline County

**DEMO Goldilocks Bears**

Not Yet Maryland Accredited
Cambridge, MD
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.

**Program Overview**

**Binder**

**Messages** 0

**Annual Updates**

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Program Overview

Binder

Messages 0

**Annual Updates**

**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.

**Annual Update #1**
Due: September 30, 2025

Accessible on July 30, 2025

**Annual Update #2**
Due: September 30, 2026

Accessible on July 30, 2026

**Annual Update #3**
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.
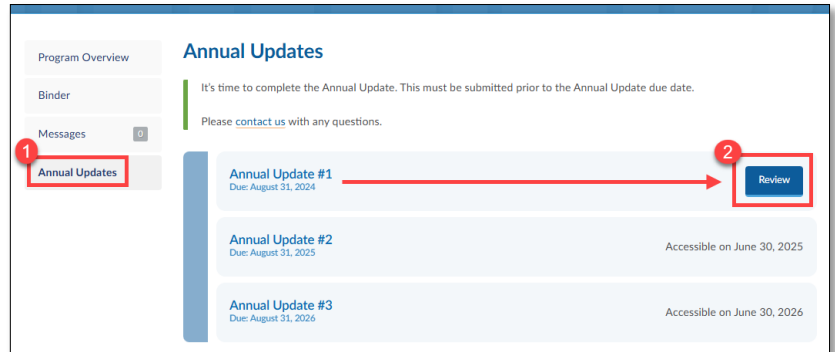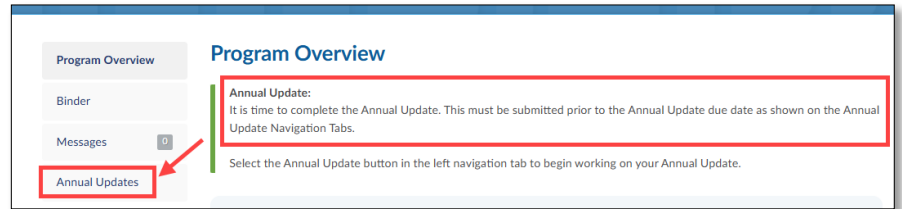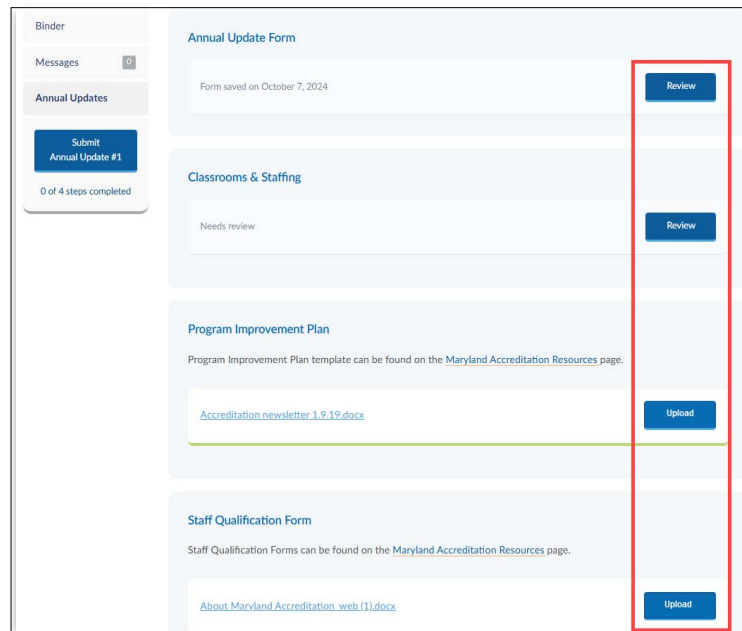




## STEP 6

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.

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

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

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.

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.

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

**Annual Updates**    ×

| 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.

October 2024