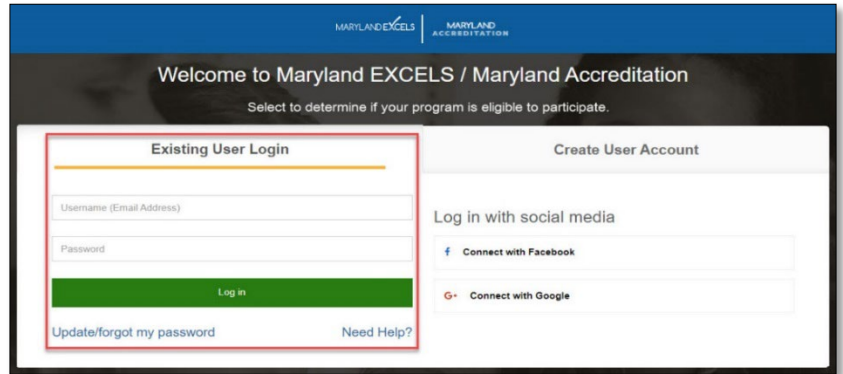


Comments are the primary means of communication between participating programs and their Program Coordinators within the Maryland EXCELS system. Program Coordinators may leave comments relating to specific subcategories and the requirements. Programs participating in Maryland EXCELS may submit a comment with their documentation to clarify uploaded documentation or communicate with their Program Coordinator. To learn how to upload documentation, access the [Uploading Documentation to the Maryland EXCELS System](#) tutorial.

STEP 1

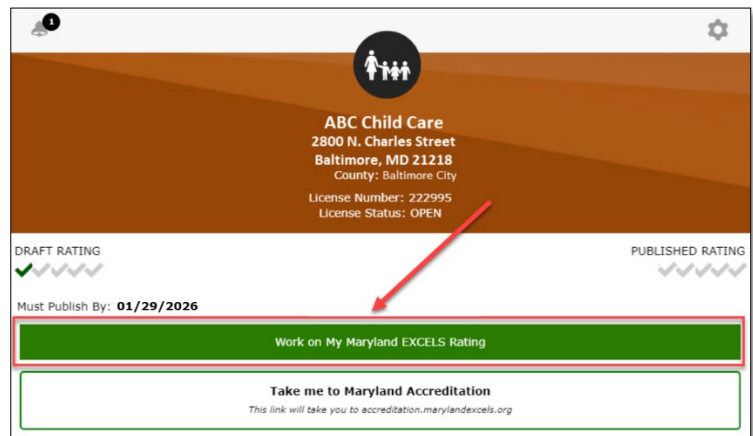
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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



STEP 2

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



STEP
3

Select the Content Area, then select the Subcategory that you wish to work on.

Example:

Content Area = Staff Qualifications & Professional Development

Subcategory =
STF 1: Education/Experience

STEP
4

After the documentation is uploaded, select **Add a Comment**.

File	Label	Description	Upload Date	Actions
Sarah Kemper.pdf	Lead Staff	Credential Level 3 Certificate	01/29/2025 05:15 pm	[Search] [Edit] [Delete]
Michael Nems.pdf	Lead Staff	Credential Level 3 Certificate	01/29/2025 05:18 pm	[Search] [Edit] [Delete]
Makayla Martin.pdf	Lead Staff	Credential Level 2 Certificate	01/29/2025 05:19 pm	[Search] [Edit] [Delete]
Martha.McDonald.pdf	Director	Credential Level 4 Certificate	01/29/2025 05:19 pm	[Search] [Edit] [Delete]

STEP
5

Type your comment into the text box, then select **Save**.

STEP
6

To access comments posted by your Program Coordinator as well as the comments you posted, navigate to the **Comments** section. You have the option to sort all comments by **Most Recent First** or **Oldest First**.

Note: You will receive notifications of new comments on your Program Card. Follow Steps 1 through 6 to access new comments.

Technical Assistance Requests Request Technical Assistance

Comments (8) Add a Comment

Sort by: **Most Recent First** | Oldest First

Thank you for submitting this subcategory for review. Your documentation shows that the director and 50% of your lead staff hold a the equivalent training required for STF 1 at level 2. Therefore STF 1 has been rated Met at level 2.

If you are interested in meeting level 3 requirements, please upload current Maryland Child Care Staff Credentials at Level 3 or higher; or Administrator Credentials at Level 1 or higher; or the equivalent credential training for that level. A list of acceptable forms of equivalent training documentation is available on the Maryland EXCELS website.

For more information, select the Level 1-5 rows at the top of this page for descriptions of this subcategory's requirements at each level. You can also learn about STF requirements in the Maryland EXCELS Toolkit located in the page's header and by accessing the Satisfying Requirements for Staffing and Professional Development (STF) Content Area tutorial. If you need additional support with this subcategory, please contact me at jane.coordinator@marylandexcels.org.

-Jane Coordinator at January 21, 2025

In ABC Child Care, Martha McDonald is the director. Sarah Kemper, Michael Nems, and Makayla Martin are the Lead Staff.

-Martha McDonald at January 20, 2025

MY PROGRAMS

27

Brooke McKenzie
Doing Business As: Think, Play, Learn
664 Hilltop Lane
Crisfield City, Maryland 21817
County: Somerset
License Number: 2356
License Status: OPEN

DRAFT RATING
✓☆☆☆☆

Must Publish By: 12/05/2025

If you have questions about this process or are having trouble submitting or accessing a comment, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.