

Applying to Participate in Maryland EXCELS

Family and Large Family Child Care Homes

Registered family child care providers with a Maryland EXCELS user account can submit a program application to participate in Maryland EXCELS. If you do not have a Maryland EXCELS user account, start with the [Creating User Account](#) tutorial, then return here.

Note: If your program participated in Maryland EXCELS with a license/registration number that is now closed *and a new license/registration was issued to the same owner/operator within six months of the previous one closing*, DO NOT complete an application. Instead, contact info@marylandexcels.org and provide your name, previous license/registration number and new license/registration number.

STEP 1

Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the **Existing User Login** tab.

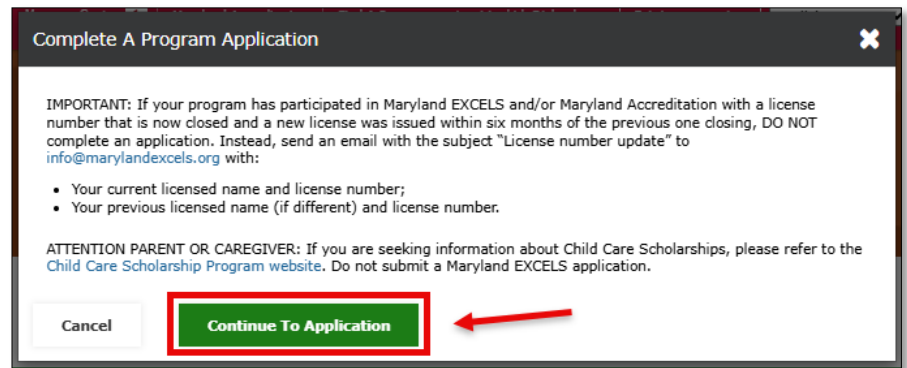
If you have misplaced or forgotten your password, select **Update/Forgot My Password** and follow the on-screen instructions to reset it.

STEP 2

Select **Complete a Program Application**.

STEP
3

Review the on-screen information and select **Continue to Application** when ready.



Complete A Program Application

IMPORTANT: If your program has participated in Maryland EXCELS and/or Maryland Accreditation with a license number that is now closed and a new license was issued within six months of the previous one closing, DO NOT complete an application. Instead, send an email with the subject "License number update" to info@marylandexcels.org with:

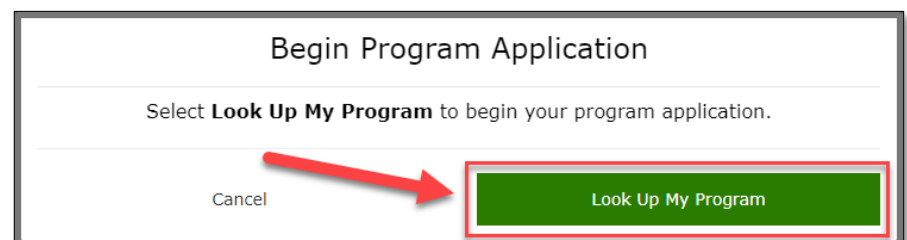
- Your current licensed name and license number;
- Your previous licensed name (if different) and license number.

ATTENTION PARENT OR CAREGIVER: If you are seeking information about Child Care Scholarships, please refer to the [Child Care Scholarship Program website](#). Do not submit a Maryland EXCELS application.

STEP
4

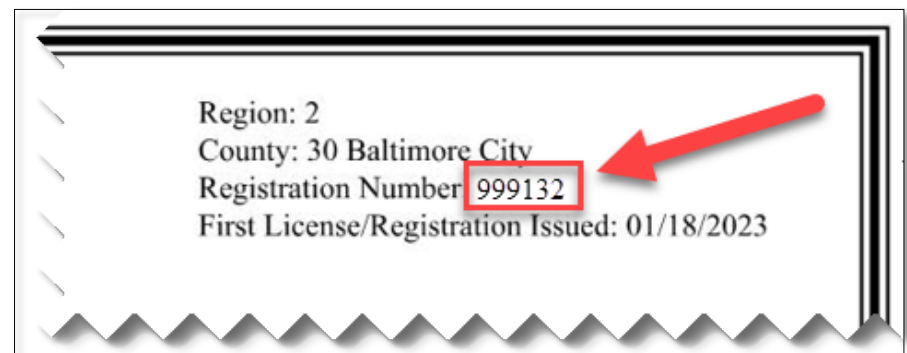
Select **Look Up My Program**. You will need your program's license/registration number to complete the next step.

Tip: Your license/registration number is located at the top-right corner of your license/registration certificate.



Begin Program Application

Select **Look Up My Program** to begin your program application.



Region: 2
County: 30 Baltimore City
Registration Number 999132
First License/Registration Issued: 01/18/2023

STEP 5

Enter your program's **license/registration number** in the search area. When the full number is entered, the program information (name, address, and license/registration number) will automatically populate below the search field.

Note: If your program's information does not automatically populate, check to be sure you've entered the correct number. If you have, select the **My Program Is Not Listed** link and follow the on-screen instructions.

Program Application: Look Up My Program

To participate, your program must be licensed / registered by the state of Maryland as a child care program or be a Public Prekindergarten program operating under a school approval number.

Begin by entering your **License Number**, **Registration Number**, or **School ID** in the Search bar.

- If your program name is a hyperlink, select it to continue to the program application.
- If your program name is not a hyperlink, this means that a program profile already exists or that an application has already been submitted. (The existence of a program profile does not signify participation status.) Contact info@marylandexcels.org for assistance.
- If your program is not listed after entering the number, submit [My Program Is Not Listed](#) form. You will receive a response within two business days.

Example: 123456 for licensed/registered program OR 01-2345 for a Public PreK

Cancel

STEP 6

To move forward with the application, select your program name.

Note: If the program's name appears and is not hyperlinked, this means that an application for this program has previously been submitted. Contact info@marylandexcels.org for assistance.

Program Application: Look Up My Program

To participate, your program must be licensed / registered by the state of Maryland as a child care program or be a Public Prekindergarten program operating under a school approval number.

Begin by entering your **License Number**, **Registration Number**, or **School ID** in the Search bar.

- If your program name is a hyperlink, select it to continue to the program application.
- If your program name is not a hyperlink, this means that a program profile already exists or that an application has already been submitted. (The existence of a program profile does not signify participation status.) Contact info@marylandexcels.org for assistance.
- If your program is not listed after entering the number, submit [My Program Is Not Listed](#) form. You will receive a response within two business days.

9991

Annie Johnson
1101 North Point Blvd
Baltimore, MD 21224

License Number, Registration, or School ID: 99913455

Cancel

STEP
7

Select **OK** to confirm if you are associated program staff and will serve as the program's Maryland EXCELS lead contact.

Please confirm

By completing and submitting this form, you will be designated as the program Lead Contact and will receive all communications from Maryland EXCELS and/or Maryland Accreditation (as applicable). After the application has been accepted, additional program users can be added and the Lead Contact can be changed. Additional program users can access and work in the program's online profile/binder.

If there are corrections needed to any of the fields that are not editable, contact your Licensing Specialist.

Cancel
OK

STEP
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Complete the **Program Details** on the application. Fields with program information already entered are not editable. Select **Submit Program Application** when finished.

Note: If there are corrections needed to any of the non-editable fields, contact your Licensing Specialist.

Program Application: Program Details

* Fields with an asterisk must be completed.

Registered/Licensed Name: Annie Johnson

Doing Business As (DBA):

Registration/License Number: 123456

Business Phone Number: 123-456-7890

Address: 1101 North Point Boulevard

City: Baltimore

State: MD

Zip code: 21108

Website URL: http://

Participation * ☒ Maryland EXCELS

How did you hear about Maryland EXCELS? (Select all that apply) *

☐ Training or Conference
☐ Other

Business Hours

Open: 12:00 AM

Closed: 12:00 AM

Program Type: Family Child Care

The Maryland EXCELS Standards that apply to this program are: *

☐ School-Age Only Standards

- For licensed child care centers, family child care homes or large family child care homes offering only a before- and after-care program.

☐ Child Care Center Standards

- For licensed child care centers or Head Start programs providing a preschool program for children under the age of 5.
- For licensed child care centers or Head Start programs providing a preschool program for children under the age of 5 and a before- and after-care program.

☐ Family Child Care Standards

- For licensed family child care homes or large family child care homes providing a preschool program for children under the age of 5.
- For licensed family child care homes or large family child care homes providing a preschool program for children under the age of 5 and a before- and after-care program.

☐ Public Prekindergarten Standards

- For Public Prekindergarten programs or Head Start programs operating under a Local Education Agency school approval number.

Program Details *

Does the owner/operator of this program own or operate other child care programs in Maryland? For your convenience, we will try to make sure all associated programs are assigned to the same Program Coordinator.

☐ Yes

☐ No

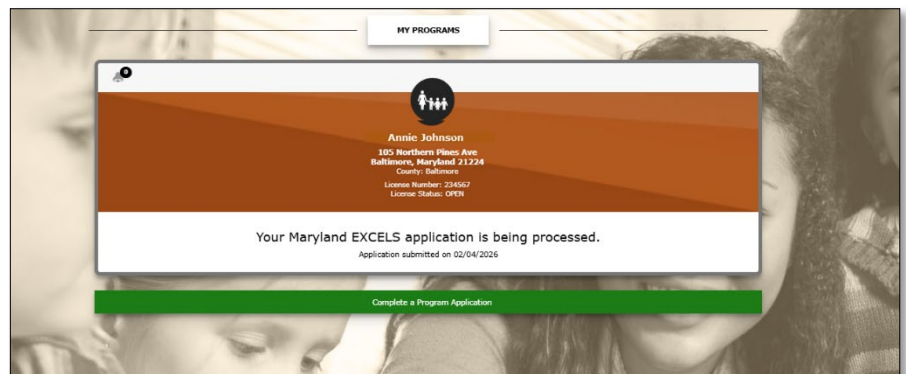
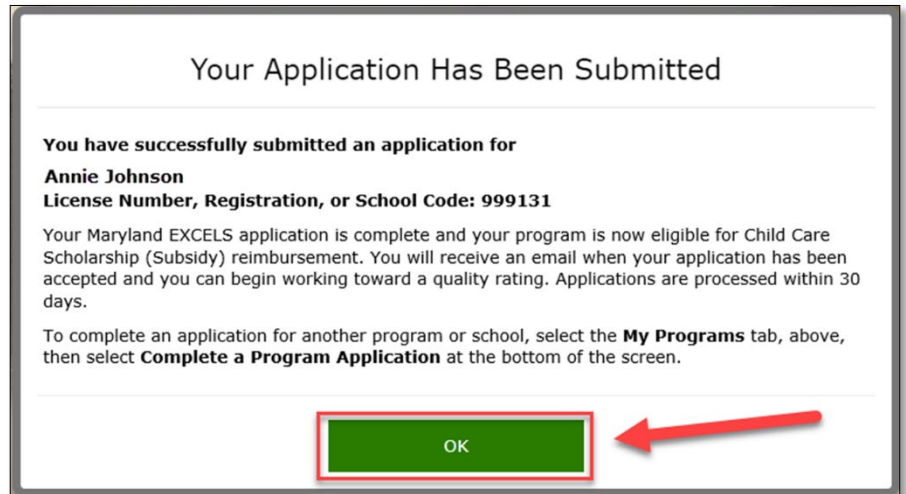
☐ I confirm that I am authorized to submit this application on behalf of the program.

Cancel
Submit Program Application

STEP
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Review the application submission information and select **OK** to close the window and return to your user account home page. Your program card will indicate that the application has been submitted.

Note: Maryland EXCELS applications are reviewed within 30 days of submission and you will be notified upon acceptance.



If you have questions about this process or are having trouble submitting an application, please email info@marylandexcels.org. For 24/7 Technology Support, please call (443) 872-9250