

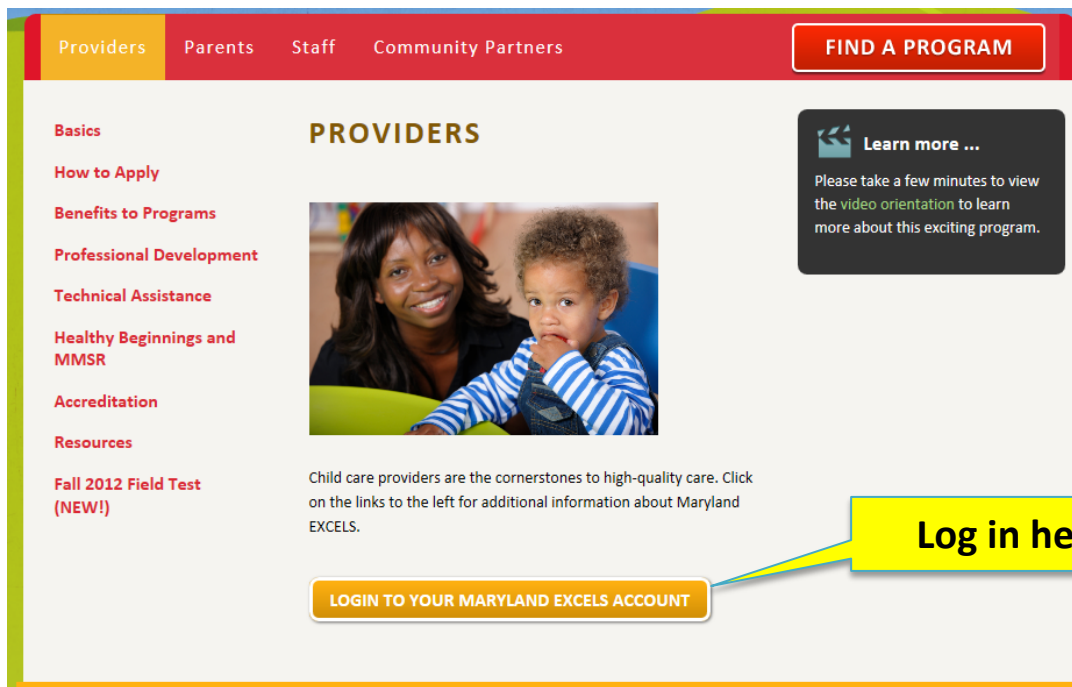


Maryland EXCELS Quick Start Guide: Application and Registration

1. Visit www.marylandexcels.org and click on the Providers tab.



2. Click “Login to Your Maryland EXCELS Account.”



3. Register for Maryland EXCELS.

4. Complete the Registration Page.

Registration

First Name *

Last Name *

Program Name *

Program Type *

- Center Based:** Public or private child care programs that provide care for all or part of the day, which include Head Start, Early Head Start, and nursery schools.
- Family Provider:** A registered child care provider that operates a residence in which care is provided for no more than 8 children.
- School Age:** A public or private program that provides care for children who are school age, typically before and after the school day.
- Large Family Provider:** A registered child care provider that operates a residence in which care is provided for at least 9, but not more than 12 children.
- Public Pre-K:** State-funded prekindergarten programs that are administered by local school systems.

Licence/Registration/LOC # *

Email *

Confirm Email *

Username *

Password *

Confirm Password *

Register

Programs with multiple locations should identify which program is registering. Also, family providers should NOT write "Family Child Care" here; instead, please list the name of the program OR the provider name.

An email may be used once in the Maryland EXCELS system.

Tip: Keep your Username and Password close by. You will need them for Step 5.

5. After registering, this page will prompt you to log in using the username and password selected in step 4.

Login

- You are registered for Maryland EXCELS. Please login to your account.

Username *

Password *

Enter User Name and Password.

Login

[I forgot my username and/or password.](#)

[Register for a Maryland EXCELS Account.](#)

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6. Click “Apply to Participate in MD EXCELS.”

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[Users](#)

[Account](#)

MD EXCELS



MARYLAND
EXCELS
Check for Quality

Maryland EXCELS awards ratings to providers and programs that meet increasingly higher standards of quality in key areas. Maryland EXCELS is a voluntary program designed to recognize early care and school age education programs that provide quality care, encourage providers to increase the level of quality provided in their programs, and to provide parents with information and choices about quality child care.

[Apply to Participate in MD EXCELS](#)

Apply here.

7. Complete the application.

The screenshot shows the 'Apply to Participate in MD EXCELS' form. The form includes sections for Program Type, Enrollment/Staffing Information, and Business Hours. Two yellow callout boxes provide instructions: one pointing to the 'Enrollment/Staffing Information' table and another pointing to the 'Submit Application' button.

Don't forget to complete enrollment information!

Age Range	Number of Children	Number of Classrooms	Number of Staff Members
Birth to 18 months	<input type="text"/>	<input type="text"/>	<input type="text"/>
18-24 months	<input type="text"/>	<input type="text"/>	<input type="text"/>
24-36 months	<input type="text"/>	<input type="text"/>	<input type="text"/>
3-4 years	<input type="text"/>	<input type="text"/>	<input type="text"/>
5-6 years	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0	0	0

Is your program currently accredited? Yes No

Complete all information, review it for accuracy, and then click "Submit Application."

- Once your application has been submitted, a Maryland EXCELS team member will review your application. If you are accepted into Maryland EXCELS, you will be assigned to a program coordinator who will help you navigate the web tool, assist you with locating technical assistance, and rate the documents that you upload.

For more Quick Start Guides or the complete Maryland EXCELS manual, please go to <http://marylandexcels.org/81419>

You can also email support@marylandexcels.org