

## Maryland Accreditation Five-Year Status Frequently Asked Questions

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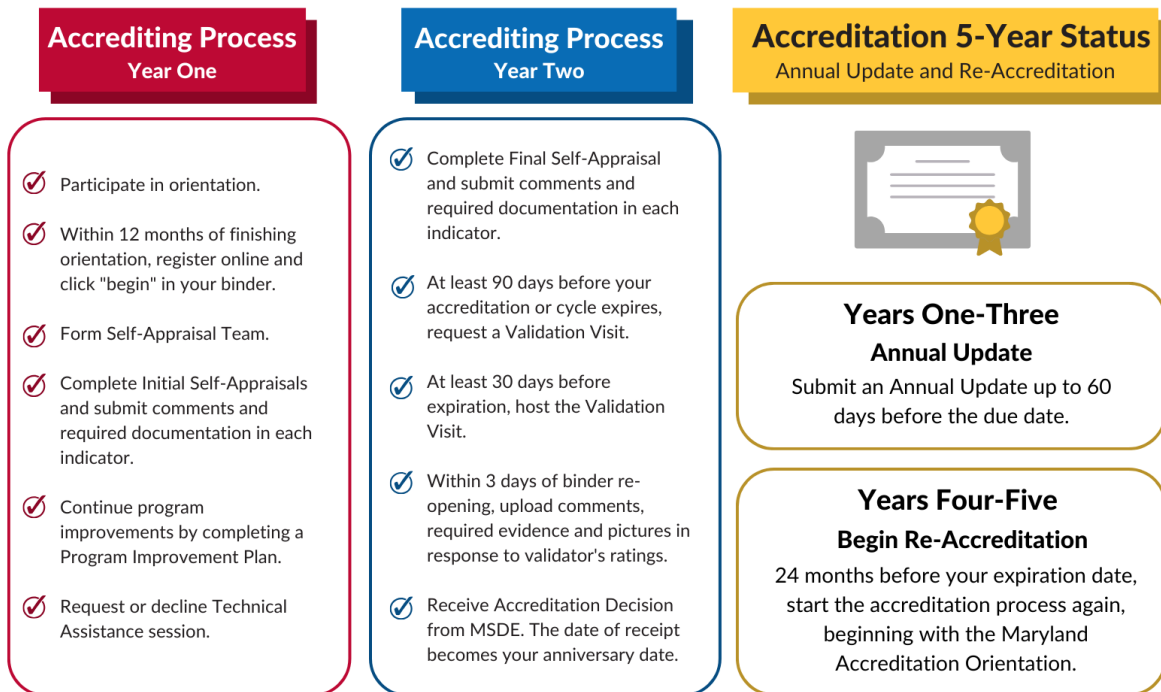
**Q: How does the accreditation cycle work now?**

**A:** The process to become Maryland Accredited is the same. During the 24-month accreditation process, your program will complete steps, submit documentation, and host a Validation Visit to become accredited.

After accreditation is awarded for five years, you are required to submit Annual Updates for the first 3 years of your accreditation. These may be submitted up to 60 days before your Annual Update due date.

During years four and five of your accreditation cycle, you will not submit an Annual Update. Your program should be focused on re-accreditation during this time.

### Maryland Accreditation Timeline



[\[View Maryland Accreditation Timeline PDF\]](#)



**Q: My program is on track to achieve Maryland Accreditation on or after May 1, 2024. Will we receive a five-year status?**

A: Yes, your program will be awarded Maryland Accreditation for five years.

**Q: My program is currently Maryland Accredited. Will we receive an extension?**

A: Programs that were awarded Maryland Accreditation beginning January 1, 2022 through April 30, 2024 will receive an accreditation extension that will equal five years from the date of award.

Here is a chart to help you understand your extension and the new accreditation cycle.

Current Expiration Year	New Expiration Year
2025	2027
2026	2028
2027	2029

**Q: How do I determine my Annual Update due date?**

A: Your due dates are determined by your Maryland Accreditation expiration date.

Below is an example of how Annual Update due dates will be determined.

Example	
Achieved accreditation	May 1, 2024
Accreditation expiration date	May 31, 2029
Year 1 window for submission	March 1-April 30 2025
Year 2 window for submission	March 1-April 30, 2026
Year 3 window for submission	March 1-April 30, 2027

**Q: Where will I submit my Annual Update?**

A: You will submit it in the online system up to 60 days before your Annual Update due date.

**Q: What will be included in the Annual Update?**

A: The following information and documents will be required:

- Updated program information and license status
- Program Improvement Plan
- Staff Qualification Form

**Q: What should be included in the updated Program Improvement Plan?**

A: The [Maryland Accreditation Program Improvement Plan template](#) may be used. It should list all of the indicators that were **not** rated as Fully Met on the most recent validation visit. These are areas of improvement to focus on while currently accredited.

**Q: What should be included in the Staff Qualification Form?**

A: The Maryland Accreditation Staff Qualification Form template for [centers and Head Start](#) or [public Pre-K](#) may be used. It should reflect your current staff.



**Q: When can my program begin the re-accreditation process?**

A: In the online system, you will see the option to begin re-accreditation 24 months before your expiration date. A new binder will be available to you when you complete the [self-paced Maryland Accreditation Orientation](#) and select *Begin Maryland Accreditation*.

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For more information, please visit our website at  
[tinyurl.com/maryland-accreditation](http://tinyurl.com/maryland-accreditation).

For further questions, contact us at [accreditation@marylandexcels.org](mailto:accreditation@marylandexcels.org).