

DATE: \_\_\_\_\_

TO: Council For Professional Recognition  
2460 16th Street, NW · Washington DC 20009-3575  
Telephone: 800-424-4310 · FAX: 202-265-9090

Dear Sir (Madam),

Please forward a letter directly to Charter Oak State College verifying that I have earned the Child Development Associate Credential (CDA) certification. Their address is listed below; thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Social Security #)

\_\_\_\_\_  
(Signature)

Charter Oak State College  
55 Paul Manafort Drive  
New Britain, CT 06053-2150