Month XX, 2024

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Maryland State Department of Education (MSDE)

Division of Early Childhood

Attn: Dr. Nakeisha Savage, Director of Early Learning and Instruction  
200 W. Baltimore Street  
Baltimore, MD 21201

Dear Early Learning and Instruction Team,

Please accept this letter as verification of documented experience. Per the guidance, teaching assistants must have documented experience of actively serving in a publicly funded prekindergarten (Pre-K) classroom to qualify for exemption from earning a Child Development Associate (CDA). Publicly funded Pre-K is defined as classrooms or programs funded by the Prekindergarten Expansion Grant, the Maryland State Prekindergarten Grant, or Blueprint formula funding. All other funding streams must be pre-approved and may require additional documentation. The specific requirements for this documented experience are:

* Duration: A minimum of 5 years of experience in a publicly funded Pre-K program as of July 1, 2024
* Hours: At least 20 hours per week or at least 0.5 full-time equivalent (FTE)
* Days: At least 180 days per year

This experience must be verified by the MSDE’s Division of Early Childhood as of **June 30, 2025**. As of July 1, 2024, the below employee(s) actively worked serving in a publicly funded prekindergarten classroom for at least 0.5FTE for at least 180 days per year. (Add rows as needed.)

|  |  |  |
| --- | --- | --- |
| **Name** | **Position/Title** | **Duration/Period of Time** |
| Ex. Jane Doe | Ex. Teacher Assistant | Ex. September 1, 2018 – June 30, 2024 |
| Ex. Jane Doe | Teacher Assistant | September 1, 2018 – June 30, 2024 |

Sincerely,

Name  
Title