



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Canada Environmental Impact Assessment Manager (CEIA™) program to strengthen my expertise in environmental compliance, regulatory assessment, and sustainable project management. I am seeking your approval to attend this program. By participating, I will enhance my ability to manage Environmental Impact Assessments (EIAs) in alignment with the Impact Assessment Act (IAA), as well as provincial and territorial environmental assessment frameworks, ensuring our projects meet all legal, technical, and sustainability requirements.

Led by Heather Feil, an accomplished environmental management expert, this program will equip me with the tools to conduct rigorous impact assessments, integrate Indigenous consultation protocols, prepare defensible Environmental Impact Statements (EIS) and navigate multi-jurisdictional regulatory processes. I will also gain valuable insight into key components such as cumulative effects, climate and GHG assessments, and sustainability criteria. Some of the key skills I will acquire through this program include:

- Federal, Provincial & Territorial EIA Compliance
- Project Designation, Screening & Scoping
- Baseline Study Development (Biophysical, Socioeconomic & Health)
- Indigenous Consultation & Knowledge Integration
- Impact Prediction, Significance Evaluation & Modelling
- Cumulative Effects & Climate Impact Assessment
- Mitigation Planning & Adaptive Management
- Environmental Impact Statement (EIS) Preparation
- Regulatory Coordination with IAAC
- Environmental Management Plan (EMP) Development

These skills will directly support our organization by strengthening compliance assurance, improving project approval outcomes, reducing regulatory risks, and enhancing sustainable project delivery. Completion of the program will also award me the Certified Canada Environmental Impact Assessment Manager (CEIA™) designation, a globally recognized credential that validates advanced proficiency in managing complex EIAs and promoting environmentally responsible practices.

I look forward to gaining your approval to attend this valuable training program.

Sincerely,
Your Name