



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

Date

Dear {Manager},

I would like to enroll to the Certified Education Leader in Learning Analytics and AI Instructional Design (CELA™) program to strengthen my ability to harness data and AI innovations to enhance teaching effectiveness and learning experiences, and I would like to gain your approval to attend this program. By attending this program, it will deepen my expertise in key areas such as predictive analytics, adaptive learning design, real-time AI-driven feedback, and aligning instructional strategies with measurable learner outcomes. It also offers comprehensive training in ethical data use, learner engagement optimization, and evidence-based frameworks such as Universal Design for Learning (UDL) and Self-Regulated Learning (SRL).

Led by Dr. Kelsey Losenno, a renowned learning scientist and instructional design specialist, this program will provide practical guidance on integrating advanced learning analytics and AI into instructional design strategies. It will equip me with the skills to design adaptive, data-informed learning experiences, implement intelligent feedback systems, and deliver impactful, ethical, and personalized instruction aligned with strategic learning objectives. Some of the key skills this program will provide include:

- Learning Analytics (Descriptive to Prescriptive)
- Adaptive Learning Design & Personalization Strategies
- AI-Enhanced Feedback & Formative Assessment
- Data Collection, Cleaning, and Interpretation (LMS, xAPI, Clickstream)
- Instructional Frameworks: UDL, SRL, Backward Design
- Predictive Analytics for Early Learner Intervention
- Goal-Activity-Alignment (GAA) & Learning KPI Mapping

I believe these skillsets will prove invaluable to my professional growth and you can be assured that after attending this online program, I will be equipped to apply advanced learning analytics, AI technologies, and data-informed instructional strategies to enhance our teaching practices. In addition, this program will allow me to earn the Certified Education Leader in Learning Analytics and AI Instructional Design (CELA™) designation which I believe will not only improve the effectiveness and adaptability of our educational initiatives but also strengthen our institution's credibility and reinforce stakeholder confidence in the quality, relevance, and impact of our programs.

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

Sincerely,
Your Name