



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

Date

Dear {Manager},

I would like to enroll in the Certified Blended and Hybrid Learning Education Leader (CEDU™) program to further strengthen my expertise in blended learning, digital pedagogy, and educational transformation, and I would like to seek your approval to attend this program. This program will strengthen my ability to design effective learning experiences, integrate digital and AI-enabled approaches responsibly, and support high-quality teaching and learning across physical and virtual environments.

Led by Dr. Michael Keppell, an internationally experienced higher education leader and blended learning expert, this program focuses on practical approaches that can be applied directly within our institution. It will strengthen my ability to develop outcome-based curricula, align teaching and assessment, use learning analytics and AI responsibly, build faculty capability, and strengthen educational quality assurance and governance. Some of the key skills this program will provide include:

- Blended and Hybrid Learning Design
- Outcome-Based Education and Constructive Alignment
- Curriculum and Learning Experience Design
- Authentic and Student-Centred Learning
- Formative and Summative Assessment Design
- Rubric Design and Effective Feedback
- Learning Management Systems and Learning Analytics
- AI-Enabled Learning and Digital Pedagogy
- Faculty Development and Educational Change Management

The institutional value is practical and directly applicable. I will use the learning to improve curriculum design, strengthen assessment consistency, and enhance blended learning delivery. I will also support faculty in applying AI, digital tools, and evidence-based teaching practices more effectively. Relevant frameworks and a concise post-program action summary will be shared with colleagues. This can help the institution establish more consistent teaching practices, stronger digital learning standards, and clearer guidance for responsible AI adoption.

I would be grateful for your approval to attend this online program and apply these capabilities to our current and future education initiatives.

Sincerely,
Your Name