



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

Date

Dear {Manager},

I would like to enroll in the Certified AI and Learning Analytics Education Leader (CLA™) program to further strengthen my capabilities in leading AI-enabled educational transformation and would like to seek your approval to attend this program. By attending this program, I will enhance my ability to leverage artificial intelligence, learning analytics, and data-driven strategies to improve educational outcomes and institutional performance. The knowledge gained will help me contribute more effectively to our organization's digital transformation initiatives, learner success objectives, and innovation goals.

Led by Dr. Glashie Qudsia, a recognized expert in Artificial Intelligence education and digital transformation, this program will strengthen my capabilities in AI governance, learning analytics, and educational technology leadership. I will gain practical skills in interpreting educational data, developing performance dashboards, and applying predictive analytics to support student success and retention. The program also explores responsible AI implementation and change leadership, enabling me to support sustainable AI adoption across our organization. Some of the key skills and knowledge this program will bring include:

- Artificial Intelligence Strategy and Governance
- Learning Analytics and Predictive Modelling
- Data Driven Decision Making
- AI Enabled Learning Ecosystems
- AI Assessment and Academic Integrity Management
- Faculty Capability and Change Leadership
- Institutional AI Implementation and Transformation

I believe these skillsets will be highly valuable, and you can be assured that after completing this program, I will contribute more effectively to our organization's educational innovation, digital transformation, and strategic decision-making initiatives. The knowledge gained will help strengthen learner outcomes and support the responsible adoption of AI technologies across our educational environment. In addition, I will earn the Certified AI and Learning Analytics Education Leader (CLA™) designation, a globally recognized credential that validates expertise in AI strategy, learning analytics, and educational transformation.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name