

Application Instructions

- 1. The Application & Application Fee:** The application fee is payable online through our website at celaonline.com. Payment (cash, debit, credit, check) are accepted using PayPal. Allow 3 – 10 business days for application fees to process. The application review cannot be completed until all application documents, materials, and the application fee payment have been received and successfully processed.
- 2. Resume:** Include a copy of your most current resume or curriculum vitae.
- 3. Personal Statement:** The Personal Statement is an essay. It must be a minimum of 650 words and a maximum of 1,000 words. Personal Statements can be written directly into the text box on the online form or can be cut and pasted into the online form. Personal Statements are to be drafted using 11 point or 12 point font size only if cutting/highlighting and pasting. In the Personal Statement, describe your background, experiences and any training you may have had that relates in some way to the program into which you are applying. Discuss your experiences and the different populations with whom you may have worked. Share why you are interested in the CELA program and why you are applying to CELA. Include information about any certifications, credentials, special awards, or other related information you may have.
- 4. Arts Statement:** The Arts Statement is an essay. It must be a minimum of 500 words and a maximum of 700 words. Arts Statements are to be double-spaced and written using Times New Roman font, 12 point, and with standard margins. In the Arts Statement, describe your background in the creative arts and any training you may have had in the arts. Discuss your primary and two secondary arts area choices for ICAF/ICAT certification and the influence the arts have had in your life and in your work.
- 5. Official Transcripts:** CELA requires Official transcripts in sealed envelopes with an official signature across the sealed flap to be sent directly from your school(s) to CELA if you intend to apply to CELA for transfer credit.
- 6. Transfer Credit:** Transfer credit for prior completion of course(s) requires the submission of an Official transcript from a CELA-approved community college/college/university with a passing grade of B- or higher. Does not apply to all ICAF/ICAT certification course requirements. Official Transcripts are required for any course for which you are applying to receive credit.
- 7. Course Credit for Work/Life Experience:** Please review our Work/Life Experience course credit information on our website. Does not apply to all ICAF/ICAT course requirements.
- 8. CLEP Exams:** Please review our CLEP course credit information on our website. Does not apply to all ICAF/ICAT course requirements.
- 9. Recommendations:** Three letters of recommendation are required when applying to the ICAF and the ICAT certificate programs. Letters of recommendation should be from individuals who are familiar with your work and your professional development. Letters of recommendation can be from work supervisors, teachers, school advisors/mentors, colleagues. Letters of recommendation should not be from friends. Letters of recommendation should be mailed to CELA directly from the person writing the recommendation. We ask that they sign the back of the envelope across the seal before mailing.

Please contact CELA if you have any questions: admissions@celaonline.com