

# CELA—The Center for Expressive Living & Creative Arts



## Student Guide ICAF and ICAT Certification

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## **ICAF and ICAT Certification Programs**

Welcome to the ICAF and ICAT Certification Programs! You are an important part of a diverse community and network of learners, faculty, and supervisors. We are pleased to begin our partnership and look forward to your contributions over the next months.

CELA is committed to equal opportunity for all and does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, veteran status, disability, political belief or affiliations, marital status, gender identity, and/or genetic information in admission to its programs. CELA does not discriminate in its treatment of employees or in its hiring policies. If you should have concerns or questions regarding CELA's non-discrimination policies, please contact CELA at [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

If you have questions about the certification programs, please contact administration. The phone is 857-244-0263 and the email is [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

Remember – we are here to support you during your learning experiences as you work towards the successful completion and your ICAF or ICAT certification.



## **CELA Mission Statement**

CELA - The Center for Expressive Living & Creative Arts offers educational and support services to enhance personal growth, promote healing, and transform lives.

### **Mission Objectives:**

- Provide continuing adult education leading to certification as an Intermodal Creative Arts Facilitator (ICAF) or as an Intermodal Creative Arts Therapist (ICAT);
- Provide education, information, and supportive resources to individuals, groups, and agencies about the arts, the creative arts in therapy, and Intermodal Creative Arts Therapy training and certification;
- Support and advance the role of Expressive/Creative Arts Therapy education;
- Promote and support research in the creative arts, the creative arts in therapy, and intermodal approaches to Creative Arts Therapy that deepens our understanding of their power and potential in personal growth and in creating positive change for individuals, groups, and communities.

## **CELA Academic Calendar**

The CELA school year is divided into 4 ten-week sessions. All times indicated on the CELA academic calendar as well as in CELA certification programs and course information are Eastern Time (ET). All courses begin at 12:00 AM ET on the session's start date. All courses end at 11:59 PM ET on the session's end date. Visit the CELA website ([celaonline.com](http://celaonline.com)) for complete information regarding session start and end dates.

## **Non-Discrimination**

CELA does not discriminate on the basis of race, religion, color, national origin, marital/civil union status, age, gender, gender identity, sexual orientation, veteran or uniformed service status, disability, or other legally protected classification in any of its policies or procedures, the granting of financial assistance, or in its services.

## **Students with Disabilities**

Students with documented disabilities may request reasonable accommodations for their courses and/or fieldwork requirements at: [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art) Any student who feels they may need an accommodation based on a documented disability can contact CELA and request accommodations.

Although students can request accommodations at any time during the course of their studies, accommodations cannot be retroactive. It is important to request accommodations as soon as possible so that they can be implemented in a timely fashion.

Time extensions may be available as a reasonable accommodation for a disability. Students may request this accommodation and submit supporting documentation to: [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art) Time extensions include up to double the allotted time to complete an online quiz, mid-term, and final examination. Time extensions for the submission of student work (for example, reflection papers, essays, reaction papers,) are a maximum of 24 hours.

All requests for time extensions due to disability, and the supporting documentation, must be in writing from the student and received by CELA no later than one week prior to the start of a session. Although students can request accommodations at any time during the course of their studies, accommodations cannot be retroactive. One-time, extended time requests for a specific examination or project can be submitted in writing by the student no later than one week prior to the submission deadline as stated in the course syllabus.

### **Support for Health Issues**

CELA requires students with severe health problems to seek help. A student may be required to seek professional help if physical or psychological health problems place that student's life in potential danger; impairs their ability to maintain an academic program; or when their behavior is a serious disruption to others (e.g., when conducting fieldwork). If a student does not agree to participate in medical or psychological treatment, their ability to continue in CELA programs will be jeopardized.

### **Communication from CELA**

CELA's primary way of communicating with students, as well as providing forms, paperwork, and handouts, is electronic via email. Students are given CELA's email address upon admission into a certification program. Students can also contact CELA using the message boxes on our website at [celaonline.com](http://celaonline.com).

### **Certification Programs**

CELA offers two levels of certification: Intermodal Creative Arts Facilitator (ICAF) and Intermodal Creative Arts Therapist (ICAT).

- ICAF certification prepares candidates to facilitate individual and group sessions whose focus is a particular aspect of an arts area and to use intermodal creative arts approaches to enhance and support their clients' positive personal growth.

- ICAT certification prepares candidates to facilitate individual and group therapy sessions using intermodal creative arts therapy approaches. This certification requires candidates to have independent licensure in their state (e.g., LICSW, LSW, LMHC, Licensed Psychologist, Nurse, MD, MFT, etc.,) prior to admission into the program.

### **Distance Learning**

The required courses for CELA Intermodal Creative Arts Facilitator (ICAF) and Intermodal Creative Arts Therapist (ICAT) Certification Programs are completely online. All assignments and coursework are to be submitted online. Online courses often require more discipline, motivation, and commitment – as well as technology and time management skills – than courses that meet weekly, face-to-face. Online courses are not independent studies. You are expected to keep up with all assignments. Deadlines are critical. All assignments have deadlines and work will be accepted only when submitted within their specified time-frames. If you should have any questions or be in need of clarification, don't put off contacting CELA. We are here to teach, assist, and support your learning.

### **Earning ICAF or ICAT Certification**

CELA currently offers two levels of certification: Intermodal Creative Arts Facilitator (ICAF) and Intermodal Creative Arts Therapist (ICAT). Each program has specific requirements. The required coursework for both programs is offered completely online. The CELA academic year consists of four 10-week sessions. All CELA online courses are 30 hours.

Although CELA does not set a formal time-limit within which students must complete their certification training, it is our expectation that the training will be completed within five years of a student's acceptance date. Should a student's training extend beyond this five-year time period, CELA will work with the student to aid and support them in successful completion of their program.

### **Admissions**

Registration information and details for application submissions are available through CELA's website at [celaonline.com](http://celaonline.com). Candidates are to follow all online instructions for admission and registration. For more information contact CELA: [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

### **Curriculum**

The ICAF and the ICAT certification programs require completion of General Education classes, Arts Area classes, Required Reading titles, and a fieldwork component. The most

current classes, course descriptions, and fieldwork requirements can be found on the website at [celaonline.com](http://celaonline.com)

Every ICAF and ICAT candidate is required to select a primary arts area and two secondary arts areas within which they will focus their fieldwork. Intermodal Creative Arts Therapy involves moving among different arts areas when working with clients, both individuals and groups, and/or presenting workshops.

ICAF and ICAT certification requires that the arts area course work be in classes whose primary focus is in an arts area and not in arts-in-therapy. CELA currently offers online courses in the creative arts areas of visual arts, music, and creative writing and is actively creating online courses in additional arts areas (for example, photography, culinary arts, horticulture arts.)

Visit CELA's website—[celaonline.com](http://celaonline.com)—for complete General Education coursework, Arts Area coursework, and fieldwork information and requirements for ICAF and ICAT certification.

### **Awarding of Credit**

CELA grants credit only upon successful completion of individual courses not by session completion. Satisfactory completion of the work of a course means that the student: has successfully met (with a final course grade of B- or higher) the coursework requirements of courses taken according to their Individualized Study Plan (ISP); has fulfilled the goals of their ISP; has shown significant and demonstrable progress during the sessions; study materials and coursework were received by instructors and supervisors in a timely manner consistent with course syllabi and as agreed upon in the student's ISP; the student has submitted all required documentation and forms through the specified means of submission for all fieldwork experience work as well as any additional documents required by CELA, CELA courses, and/or CELA course instructors and fieldwork supervisors. All CELA courses are Pass/Fail.

### **Transfer Credit Policy**

CELA accepts transfer credits for coursework already completed. Transfer credit for prior completion of course(s) requires submission of a transcript from a college/community college/university with a passing grade of B- or higher. This does not apply to all CELA course requirements. Transfer of credit is determined on an individual basis after reviewing each applicant's submitted information and documentation. Transfer credit requests can be submitted online through the website at [celaonline.com](http://celaonline.com)

CELA recognizes and may accept relevant work and life experiences towards ICAF or ICAT certification course requirements to qualifying candidates. Work/life experience credits do not apply to all course requirements. Determinations are made individually on

a case-by-case basis. Work/Life experience course credit can be requested in writing to [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art) with the subject line: Work/Life

### **Academic Integrity**

Lying, cheating, or stealing in any form is not tolerated. Plagiarism—the misrepresenting of authorship—is a form of stealing and of lying. Any time you use material or information from an already published work you must reference that work through the use of quotation marks and the careful citation of sources. Any time you put thoughts, ideas, or information into a paper you are writing, and the thoughts, ideas, or information are not your own, you must use quotation marks when appropriate and cite the source of the information using proper APA format.

### **Extenuating Circumstances Session Extension**

Coursework extensions are granted only for students whose studies have been disrupted by documented extenuating circumstances or by the impact(s) of a documented disability. Any student who encounters an unforeseen serious medical, psychological, or family problem that makes completion of the work of a session may apply, in writing, to the CELA Program Director for an extenuating circumstances session extension. The session extension must be requested before the last day of a disrupted session. Email requests to the Program Director at [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

### **Withdrawals**

Once a session is underway, enrolled students may decide that they are unable to complete their studies and choose to withdraw from the session. Students may do so up to the third week of the session. Students wishing to enroll for the session following the withdrawal may do so by indicating their intent to enroll in the session and by doing so by the appropriate deadline.

Contact CELA for more information: [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

### **Financial Aid**

CELA offers financial aid services to help candidates meet their education, training, and certification goals. All CELA financial assistance is in the form of tuition remission. CELA does not accept federal financial aid at this time. Contact CELA for more information: [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)

### **Refund Policy**

No refund of any tuition, fees, or other charges will be made in the event that a student withdraws from a CELA program at any time after enrollment except as herein specified.



No refund is made in cases of suspension or expulsion. The application deposit is not refundable under any circumstances.

A student's withdrawal date is: the date the student begins CELA's withdrawal process and officially notifies CELA of their intent to withdraw; or the midpoint of the session for the student who leaves without notifying CELA; or at CELA's discretion the student's last date of attendance at a documented academically-related activity (which includes but is not limited to academic counseling, turning in assignments, or attending a study event that is assigned by CELA.)

If the withdrawal is official before the first day of the session, a full refund of all charges less the non-refundable application fee is given. If the official withdrawal occurs on or after the first day of the session, CELA will use the following scale for determination of refund:

| <b>Time of Withdrawal</b>                       | <b>Percent of Payment Refunded</b> |
|---|------------------------------------|
| • Prior to the 1 <sup>st</sup> day of a session | 100%                               |
| • 1 <sup>st</sup> week of a session             | 75%                                |
| • 2 <sup>nd</sup> week of a session             | 50%                                |
| • After the 2 <sup>nd</sup> week of a session   | 0%                                 |

### **Graduation Policy**

Students are charged a graduation fee that covers the administrative and processing costs. Graduation fee payments are due when the student submits all required documentation for certification at the conclusion of their coursework and fieldwork experiences. Current fees are posted on the CELA website at [celaonline.com](http://celaonline.com)

### **Transcripts**

A transcript is issued by CELA at the written request of the student. Students may request a transcript be prepared at any time. Preparation of the transcript may take up to fifteen business days. There is a fee for each transcript requested. For completed transcript request information, go to the CELA website at [www.celaonline.com](http://www.celaonline.com).

A student's transcript may be withheld if the student has outstanding debt to CELA (which includes but is not limited to tuition bills, graduation fee, previous transcript request fees) and/or outstanding paperwork. The student must have all required paperwork with appropriate approvals on file in CELA's system before a certification or transcript will be issued.

### **Student Rights**

CELA's fundamental responsibility to students is to provide the student with the best possible resources for pursuing certification from CELA in a progressive educational

context. If a student believes they are being disserved rather than served, they have the right and the responsibility to make this concern known to their instructor and then to the CELA Program Director, and if that doesn't resolve the issue, finally to the CELA Executive Director.

Other student rights include:

- Appropriate and necessary access to CELA instructors and administrators
- Individual consideration of concerns and problems, including financial
- The right to appeal decisions or grieve actions adversely affecting the student

### **Resolution of Student Learning Difficulties**

Resolution of student learning difficulties should first be initiated by the student and negotiated with the course instructor. The student should assume responsibility with the course instructor in initiating and negotiating a resolution of the learning difficulty.

If the student feels that resolution of the learning difficulty appears improbable, then the student should contact CELA at [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art).

It is the intention of these guidelines that most student learning difficulties can be resolved at the course instructor level. However, if the student feels that the resolution of a learning difficulty is unsatisfactory, the student should then consult with the CELA administrator.

### **Grievance**

A grievance must be presented in writing and include the following:

1. A description of the decision or action that is being grieved and the circumstances involved;
2. A detailed rationale of how the decision or action fits within the stated grounds for a grievance;
3. Available evidence in support of the grievance; and
4. The student's suggested resolution to the grievance

### **Grievance Timeline**

Grievances must be submitted within ten business days of the decision or action being appealed. The grievance will be responded to within ten business days. In order to carefully consider an appeal, additional materials may be requested of all parties involved including the student. Timely submission of supporting materials expedites the review process. If additional time is necessary to respond appropriately, the review period will be extended by a reasonable period of time appropriate to the circumstances. The student will be notified of the additional time.

## **Grievance Decisions**

The decision of the person responding to the appeal is final.

No Retaliation: Any student who invokes the right to grieve or participate in grievance procedures will not be retaliated against during or after the grievance process.

## **Harassment Policy**

Harassment on the basis of race, religion, color, national origin, marital/civil union status, gender, gender identity and expression, sexual orientation, veteran/ uniformed service status, disability, or other legally protected classification subverts the educational mission of CELA and threatens the well-being of students, faculty, and staff. It is a form of discrimination that is illegal under state and federal law. Such conduct, whether intentional or unintentional, will not be tolerated. This policy applies to CELA in its entirety and to the conduct of students, faculty, administrators, and staff members alike. Contact CELA at [celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art) for more information or to file a complaint.

## **CELA Expectations**

We are here to teach, assist, and support your learning. The most important expectation we have is your success!

## **Complete Program Information**

Complete program information for CELA's Intermodal Creative Arts Facilitator (ICAF) and Intermodal Creative Arts Therapist (ICAT) certification programs can be found on the CELA website at [celaonline.com](http://celaonline.com)

**Contact CELA for additional information or with any questions you may have:  
[celaonline@creative-expressive.art](mailto:celaonline@creative-expressive.art)**



**The Center for Expressive Living & Creative Arts**

*Supporting Dreams – Transforming Lives*