

To pay for a workshop using the Purchase Order method:

1. Submit a paper registration form to the Continuing Education office, and include the PO number provided by your school (must be faxed, emailed or mailed back).
2. CIA will generate an invoice to be sent to your school, along with a copy of your registration form.
3. Your school will then send a check payable to the Cleveland Institute of Art for the workshop cost. Please send checks to:

Continuing Education
Cleveland Institute of Art
11610 Euclid Ave
Cleveland, OH 44106

4. Your school **MUST** include your name somewhere on the check or in an attached document with their payment so that the credit can be applied to the correct account. Sending a copy of the original registration works well!

If you have questions please contact our office at ce@cia.edu or 216.421.7460.