

# CERTIFICATE ISSUERS' ACCREDITATION (ANSI-CAP) WORKSHOP

## Understanding the Requirements of the American National Standard

### ASTM E2659-09, *Standard Practice for Certificate Programs*



#### OVERVIEW OF COURSE

This two-day workshop is designed to introduce interested stakeholders to the American National Standard ASTM E2659-09, *Standard Practice for Certificate Programs*, and the requirements for developing a quality education/training course that has an assessment at the end to determine if the learning outcomes have been achieved. The workshop will cover such areas as: terminology, significance and use of the standard, requirements for certificate issuers, and certificate program and certificate issuance and use.



#### WHO SHOULD ATTEND

Any corporations, organizations, government agencies, and others that are issuing "certificates" based on a training or education course(s), as well as stakeholders (such as HR directors) who are accepting individuals with "certificates" within their organizations, should attend.



#### WHAT YOU WILL LEARN

Through presentations, networking, small group discussions, and exercises, workshop participants will:

- Define terminology and identify documents, best practices, and other resources that can be helpful in building an understanding of ASTM E2659
- Describe the specific requirements of the standard
- Identify what content (including types of documents and data) may be helpful in demonstrating compliance with each requirement and how this content will be reviewed during an accreditation visit
- Describe the ANSI accreditation process based on ISO/IEC 17011, *Conformity Assessment- General requirements for accreditation bodies accrediting conformity assessment bodies*



This workshop will provide participants who are interested in entering the accreditation process for certificate programs the ability to begin a self-assessment process that will identify strengths, as well as possible gaps, in meeting the specific requirements of the **ANSI Certificate Accreditation Program (ANSI-CAP)**.

#### INSTRUCTORS

Workshops will be led by nationally recognized experts in the field of training and education leading to a certificate. Instructors are selected for their knowledge of the subject matter and their demonstrated ability to mentor participants from a broad range of industry sectors to facilitate learning.

#### FEES

\$795 for ANSI members; \$895 for non-members



#### 2010 WORKSHOP SCHEDULE

Thursday, February 11 – Friday, February 12

Thursday, April 29 – Friday, April 30

Thursday, July 8 – Friday, July 9

Thursday, September 23 – Friday, September 24

Wednesday, December 8 – Thursday, December 9

All sessions run from 9:00 a.m. to 5:00 p.m.

#### LOCATION

ANSI Headquarters  
1819 L Street, NW – Sixth Floor  
Washington, DC 20036

#### REGISTRATION

To register, visit [www.ansi.org/education](http://www.ansi.org/education) (follow the link for "Training Schedule").

For a discussion of workshop content, please contact:

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