

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 (follow the link for "Training Schedule").

For a discussion of workshop content, please contact:

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