



# Certificate Accreditation Program

## Make Your Certificate Mean More

*to Potential Students, to Certificate Holders, to Employers, and to Regulators*

Thousands and thousands of certificates are issued to American workers each year in a broad range of disciplines. But with a lack of nationwide regulation, oversight, or monitoring consistently applied to all education and/or training bodies that offer certificates, and no nationally recognized criteria to evaluate the quality of these programs, consumers are unclear about the meaning of certificates.

Specific guidelines are needed to differentiate among certificate programs that have varying levels of rigor, and to determine how they differ from personnel certifications.

ANAB's Certificate Accreditation Program (ANAB-CAP) was launched in 2009 to accredit organizations that issue education and training certificates to the U.S. workforce.

ANAB-CAP provides neutral, third-party attestation that a certificate program meets an American National Standard and provides quality benchmarks for the design of future certificate programs. With this program in place, employers and workers alike can tell that a certificate stands for something of value, helping to boost the overall quality of the American workforce.

### **ANAB-CAP Requirements**

*ASTM E2659-18, Standard Practice for Certificate Programs*, is intended to:

- Provide certificate issuers and program developers guidelines for quality program development and administration.
- Form the foundation for a recognition/accreditation system that enables consumers, employers, government agencies, and others who rely on a skilled workforce to distinguish between qualified workers and those with fraudulent or lesser credentials.
- Assist stakeholders in differentiating between certificate programs from personnel certification.
- Help stakeholders differentiate certificate programs from other programs that confer certificates, including certificates of attendance or participation.

*ISO/IEC 17011, General requirements for accreditation bodies accrediting conformity assessment bodies*, specifies requirements for the competence and reliability of accreditation bodies such as ANAB. It is also appropriate as a requirements document for the peer evaluation process for mutual recognition arrangements between accreditation bodies.

## ANAB-CAP Accreditation Process

Certificate programs are evaluated for potential accreditation against *ASTM E2659, Standard Practice for Certificate Programs*. By demonstrating compliance to this standard, certificate programs further the development of a well-educated and qualified workforce. ANAB-CAP also follows *ISO/IEC 17011, General requirements for accreditation bodies accrediting conformity assessment bodies*. Trained assessors review documents submitted by applicants against defined requirements, conduct on-site assessments of applicants, and make recommendations to the ANAB-CAP Accreditation Committee, which is responsible for making accreditation decisions.

## Competence, Impartiality, Integrity

These principles are the foundation of a system built to provide industry, government, and consumers with confidence that the organizations, products, and services they depend on every day meet a set of defined characteristics. As an independent, third-party accreditation body, ANAB plays a key role in this system — boosting confidence, promoting best practices, and enhancing quality and safety.

ANAB accreditation enhances the credibility and value of education and training certificates by attesting to the impartiality and competence of the assessing



organization's processes, providing a significant distinction from unaccredited competitors.

## Quality Assurance

ANAB-CAP enhances confidence and promotes best practices for organizations offering education and training certificates — a significant step forward in assuring integrity and consistency.

## Broad Acceptance

ANAB's global recognition as the focal point for U.S. conformity assessment activities paves the way for widespread recognition. Certificate programs accredited by ANAB comply with internationally recognized requirements and standards, increasing acceptance.

## Continual Improvement

Through ANAB-CAP accreditation, organizations demonstrate their commitment to continual improvement of their certificate programs, helping to boost the confidence of consumers and employers who rely on education and training certificates nationwide.



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