



Designation: D8403 – 21

Standard Practice for Certificate Programs within the Cannabis and Hemp Industries¹

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1. Scope

1.1 This practice provides protocols to certificate issuers for developing and administering certificate programs for stakeholders within the cannabis and hemp industries for determining best practices for administering professional or procedural certificate programs within the industries.

1.2 This practice includes requirements for both the certificate issuer and requirements for the specific certificate programs issuing certificates.

1.3 This practice provides the foundation for recognizing or certificate issuers to issue certificates to individuals after completing a certificate program.

1.4 This practice addresses certificate programs for entities seeking certificates and inclusive of individuals, groups, or organizations and is applicable to training-based certificates for personal development and organizational-related certificates to existing standards or guidelines.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 ASTM Standards:²

[D8229 Guide for Corrective Action and Preventive Action](#)

¹ This practice is under the jurisdiction of ASTM Committee [D37](#) on Cannabis and is the direct responsibility of Subcommittee [D37.06](#) on Personnel Training, Assessment, Credentialing.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

[\(CAPA\) for the Cannabis Industry](#)

[D8308 Practice for Cannabis/Hemp Operation Compliance Audits](#)

[D8270 Terminology Relating to Cannabis](#)

[E2659 Practice for Certificate Programs](#)

2.2 Other Standards:

[ANSI/IACET 1-2019 Standard for Continuing Education and Training](#)

[ANSI/ISO/IEC 17024:2017 Conformity Assessment—General Requirements for Bodies Operating Certification of Person](#)

3. Terminology

3.1 *Definitions*—For definitions relating to cannabis, see Terminology [D8270](#).

3.2 Definitions of Terms Specific to This Standard:

3.2.1 *advisory group, n*—a group responsible for advising certificate program management on creating and maintaining a certificate program that is current, relevant, and valued.

3.2.2 *appeal, n*—a written request made to the certificate issuer for reconsideration of an adverse decision made by the certificate issuer related to the certificate program.

3.2.3 *assessment, n*—an instrument or method used to measure learner attainment of intended learning outcomes (including but not limited to oral or written tests, skill demonstrations, portfolios, or work products).

3.2.4 *body of knowledge (BoK), n*—the prescribed aggregation of knowledge in a particular area an individual is expected to have mastered to be considered or certified as a practitioner.

3.2.5 *certificate, n*—a document (letter, card, or other media) awarded to certificate holders designating the successful completion of a certificate program's requisites.

3.2.6 *certificate holder, n*—an individual issued a certificate after successfully meeting a certificate program's requisites.

3.2.7 *certificate issuer, n*—a legal business entity or government agency, or operating unit thereof that has ultimate responsibility for administering a certificate program and issuing certificates to individuals successfully meeting certificate program requisites.

3.2.8 *certificate program, n*—a non-degree-granting education or training program consisting of (1) a learning event or series of events designed to educate or train entities seeking certificates to achieve specified learning outcomes within a defined scope, and (2) a system designed to ensure entities seeking certificates receive the certificate only after verification of successful completion of all program's requisites, including but not limited to an assessment of learner attainment of intended learning outcomes.

3.2.9 *certificate program instructional design plan, n*—a document that outlines the certificate issuer's instructional design model, processes, and implementation plan.

3.2.10 *certificate program management, n*—the individual(s) who establish and review the certificate program activities' management system.

3.2.11 *certificate program process, n*—all activities by which the certificate issuer establishes that a person fulfills specified requisites to earn the certificate, including but not limited to prerequisites (if applicable), completion of learning events, the learner assessment(s), and the certificate decision.

3.2.12 *certificate program requisites, n*—the certificate program's specific requirements that certificate holders shall meet before being issued the certificate, including but not limited to the essential elements of the assessment of learner attainment of intended learning outcomes.

3.2.13 *certificate program scope, n*—the specific range of competencies, procedures, actions, or processes covered by a certificate program.

3.2.14 *certificate term, n*—the length of time for which the issued certificate program's content is considered current and relevant.

3.2.15 *certification, n*—procedure and action by a duly authorized body of determining, verifying, and attesting in writing to the qualifications of individuals, processes, procedures, or items in accordance with applicable requirements.

3.2.16 *complaint, n*—a written request, other than an appeal, made to a certificate issuer for corrective action relating to that issuer's activities.

3.2.17 *confidentiality, n*—the ability to ensure that information is accessible only to those authorized to have access.

3.2.18 *contractor, n*—an individual or entity external to the certificate issuer that assists in carrying out one or more certificate program activities.

3.2.19 *criterion-referenced assessment, n*—an assessment intended to measure a learner's performance through items linked to intended learning outcomes to identify those who do, or do not meet a defined performance standard.

3.2.20 *designation, n*—the title or label that a certificate holder is granted to use.

3.2.21 *designation acronym, n*—abbreviated title; usually the acronym form of the designation, which a certificate holder is granted to use.

3.2.22 *digital badge, n*—the visual representation of a credential displayed online, according to the issuing organization's rules.

3.2.23 *document control, n*—process addressing how documents are created, approved, revised and reapproved, and distributed and how obsolete document use is prevented.

3.2.24 *entities seeking certificates, n*—individuals, groups, or organizations seeking certificates against specific guidances, requirements, or standards.

3.2.25 *formative assessment, n*—assessment of a learner's progress towards attaining the certificate program's intended learning outcomes during the learning event(s).

3.2.26 *intended learning outcomes, n*—a statement of what learners are expected to know or be able to do due to the certificate program's learning event or program (recognizing that actual learning outcomes may or may not be those intended).

3.2.27 *internal audit, n*—first-party review of the certificate issuer's policies and procedures to ensure adherence to this practice's requirements.

3.2.28 *learning event, n*—the combination of learning experiences designed to assess a learner's understanding of content or his/her ability to perform a skill or set of skills that satisfy a set of learning objectives/outcomes.

3.2.28.1 *Discussion*—This event can be accomplished by any media sufficient to achieve the learning outcomes, including but not limited to classroom instruction, distance-learning course, blended-learning activities, conferences, and satellite transmissions.

3.2.29 *learning experience, n*—a single instance of learning obtained during a learning event that demonstrates a specific learning objective or learning outcome. It could include solving a problem, completing a case study, completing a quiz, or applying a skill.

3.2.30 *primary stakeholders, n*—persons, groups, or organizations, or a combination thereof, for which the certificate program is targeted or intended outcomes are directed or both.

3.2.31 *privacy, n*—ability of individuals to control access to themselves or information about themselves and thereby reveal themselves selectively.

3.2.32 *records control, n*—process addressing which and how records are kept, by whom, for how long and how they are disposed.

3.2.33 *stakeholder, n*—any person, group, or organization with interest in or who may be affected by the certificate program.

3.2.34 *summative assessment, n*—an assessment of a learner's attainment of the certificate program's intended learning outcomes after the learning event(s).

3.2.35 *training and education industry generally accepted practices, n*—those practices that can be referenced to existing training and education industry published professional literature or standards, or both.

3.2.35.1 *Discussion*—This standard does not prescribe any specific practices. certificate issuers can be assured their practices are generally accepted if they are referenced in