INSTRUCTIONS FOR THE PEV WORKBOOK 2024-25 Visits

## OLD VERSIONS OF DOCUMENTS SHOULD NEVER BE USED. ALWAYS MAKE SURE THAT THE CURRENT PEV WORKBOOK IS BEING USED!

NOTE: *Please report any problems to your team chair (TC) and send an email about the problem to* [*etacdocs@abet.org*](mailto:etacdocs@abet.org) *so that your concern can be addressed by the ETAC Documents Committee.* **Note:** Training material is constantly being updated, and the material provided in the Training Folder of this Workbook was the latest at the time. Please log in to <https://www.abet.org> and access the latest training material on the BrightSpace page of the ABET site.

Additional Information on training content for PEVs can be found here: [Accessing Brightspace | ABET](https://www.abet.org/program-evaluators/training/accessing-brightspace/)

1. The T212 workbook for program evaluators contains all the files that a Program Evaluator (PEV) will need for conducting a visit.
2. These instructions assume you have successfully downloaded the T212 ETAC PEV Workbook file to a convenient location on your computer, one that is easily accessible. The folder name can be renamed to better reflect the year or the institution being visited. For example, “PEV Workbook 2024” or “PEV Workbook New U”.
3. The main folder has three subfolders: ***Forms***, ***Manuals and Guidance***, and ***Training***. See Table 1 below for the contents of the PEV Workbook subfolders.
4. The AMS 2.0 Program Audit Tool (PAT) will be used by PEVs for the current cycle. Training and instructions will be provided prior to your visit, and it is recommended that you enter data in the ***AMS 2.0 PAT prior to the visit***and share the data with your TC so any technical issues can be resolved prior to the visit..

The following table shows the files in the folder that was created when you uncompressed the PEV Workbook. If you have any suggestions for improving any of these documents, please let your team chair know and send an email to [etacdocs@abet.org](mailto:etacdocs@abet.org) so that the ETAC Documents Committee can be aware and address the issue accordingly.

**Table 1: Files in the TC WorkbookFolder**

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| Sub-Folder | File Name and Document Number | |
| Forms | T002 ETAC Self Study Questionnaire | |
| T351 PEV Report | |
| T353 Program Self-Evaluation Checklist | |
| Manuals and Guidance | ETAC Criteria | A001 ABET Accreditation Policy and Procedure Manual |
| T001 24-25 ETAC Criteria |
| Statement Style and Editing | T402 GR Draft and Final Statement Template |
| T422 Program Introduction Template (PAT) |
| T111 Statement Style Guide |
| Meeting Scripts | T701 Sample Exit Meeting Outline |
| T702 Sample Orientation Meeting Outline |
| T703 Sample Opening Meeting Outline |
| A701 Common Exit Meeting Script—Simultaneous Visits |
| Reference Materials | ABET Letterhead Template |
| A040 Online-Multi-Site Modality Program Evaluation Guidelines |
| T003 Self Study Guidance for Programs Having AS and BS Programs |
| T121 Interview Guide for Program Evaluators |
| T131 Interview Guide for Team Chairs |
| T141 ETAC Program Audit Tool (PAT) Tips |
| Training | T804 ETAC Pre-Visit Preparation for PEVs | |
| T807 ETAC PEV Training | |
| Zoom Video Conference Overview | |
| ***Remember to go to ABET.ORG for the Latest Training Material*** | |