

# REQUEST FOR ACKNOWLEDGEMENT<sup>1&2</sup>

RFA Part 1 of an ABET Accreditation Visit and Review

IN THE COUNTRY OF \_\_\_\_\_



**Institution's<sup>1&2</sup> Authorizing Agency**

\_\_\_\_\_

**Institution of the Below-Listed Program(s)<sup>3</sup>**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Chief Executive Officer**

\_\_\_\_\_

**President**

\_\_\_\_\_

**Dean**

\_\_\_\_\_

**Program(s)<sup>3</sup> Requesting Evaluation**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Evidence<sup>4</sup> of Recognition (List or Attach)**

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By signing this form, I acknowledge that the above-listed institution has informed our agency of their request for ABET accreditation review for the aforementioned program(s). We understand that ABET will provide an opportunity for a member of our agency to join ABET's review team as an Observer<sup>5</sup>.

**Signature of the Chief Executive Officer of  
the Institution's Authorizing Agency<sup>1&2</sup>**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**For Electronic Submission:**

# REQUEST FOR ACKNOWLEDGEMENT<sup>1&2</sup>

RFA Part 2

## INSTITUTION'S AUTHORIZING AGENCY CONTACT INFORMATION



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### Agency

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### Mailing Address, Including ZIP & Country

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### Shipping Address (if different from above)

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**Phone**

**URL**

*Official notification will be addressed to the Chief Executive Officer of the agency.*

**Chief Executive Officer Full Name**

**Position**

Title First Middle Last

**Phone**

**Fax**

**Email**

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### Address (if different from above)

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**Observer<sup>5</sup> (if assigned) Full Name**

**Position**

Title First Middle Last

**Phone**

**Fax**

**Email**

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### Address (if different from above)

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Please check this box if you would like to designate an observer<sup>5</sup> but have yet to do so. By checking this box, you assure us that you will provide the name, biographical resume and contact information of the observer<sup>5</sup> to ABET Headquarters at [shersh@abet.org](mailto:shersh@abet.org) or [akarapetyan@abet.org](mailto:akarapetyan@abet.org) no later than August 31. Any questions? Please feel free to contact us.

# REQUEST FOR ACKNOWLEDGEMENT<sup>1&2</sup>

RFA Part 3

## INSTRUCTIONS



**1.** This Request for Acknowledgement (RFA) form applies to programs located outside of the U.S. ABET requires that programs requesting ABET review must be housed in a degree-granting institution which has been approved and recognized by the highest quality assurance agency for higher education or national education authority in the institution's country. Therefore, ABET requires that a RFA come from that agency in conjunction with any request for ABET evaluation. The RFA Parts 1 & 2 must be completed by each applicable national education authority/higher education quality assurance organization/recognition agency/accreditation agency and submitted to ABET by the institution together with a completed Request for Evaluation (RFE) form or shortly following submission of the RFE but **no later than January 31**. A separate form is required for each applicable agency.

**2.** ABET is involved in several international agreements with quality assurance organizations worldwide, such as Washington Accord, Mutual Recognition Agreements and Memoranda of Understanding. Participating organizations for these activities can be found at <http://www.abet.org/global-presence/mutual-recognition-agreements/> and <http://www.abet.org/global-presence/memoranda-of-understanding>.

Programs located in the jurisdiction of any of the participating organizations must obtain an acknowledgement from the organization as well.

*Please be advised that ABET will conduct an accreditation review and on-site visit outside the U.S. only with explicit acknowledgement from all applicable national education authorities, recognition and accreditation agencies in that program's country or region.*

**3.** List the exact program name(s) (not the department name(s)) as the names appeared on your RFE. Program names should be identical to those on student transcripts and in your institution's literature. Programs from the same institution but applied under different ABET Commissions may share one request form for each agency.

**4.** Present at least one piece of evidence (i.e. specify the agency's official webpage or attach a copy of the official letter/certificate) which can verify that your institution/programs are recognized or accredited by the agency which provides this recognition.

**5.** ABET welcomes a member of the agency to participate in the accreditation visit as an observer.

*Please be advised that it is ABET's policy that all participating observers should have no real or perceived conflict of interest with respect to the institution being visited.* Observers must be approved by ABET Headquarters (HQ), the Visit Team Chair and the visit institution. Therefore, we request a biographical resume (bio) with complete contact information from participating individuals **no later than August 31**. Once the observer is accepted by ABET HQ and the Visit Team, the individual's bio will be forwarded to the institution for approval. Lastly, the visit team chair will contact the observer with the visit information when the individual is accepted by the institution. The observer's information can be transmitted to ABET HQ by e-mail at [shersh@abet.org](mailto:shersh@abet.org) or [akarapetyan@abet.org](mailto:akarapetyan@abet.org).

On-site visits typically are held between September and mid-December. We will notify the participating agency between July and August as to the visit dates.