INFORMATION FOR PROGRAMS REQUESTING READINESS REVIEW (REv) for the 2020-21 Review Cycle

ABOUT READINESS REVIEW (REV)

Readiness Review is a non-evaluative screening process intended to determine the programs’ understanding of the accreditation process and its requirements prior to submission of a formal Request for Evaluation (RFE). A formal accreditation review requires commitment of time, resources, funding, and personnel from both ABET and the program’s institution. Therefore, ABET’s Readiness Review is seen as supportive of a program’s accreditation journey. Programs seeking initial accreditation that are housed in an institution without any previously accredited program for a given commission are required to undergo a Readiness Review. Please refer to the most up-to-date ABET Accreditation Policy and Procedure Manual (APPM) section I.C. regarding Eligibility and section I.C.5.b. regarding Readiness Review.

HOW TO PARTICIPATE IN READINESS REVIEW (REV)

Readiness Review (REv) begins October 1, 3 months prior to the Request for Evaluation (RFE) process, and ends in the second half of December. Participation in REv involves 2 steps which can be initiated as early as March well before the October 1 deadline.

STEP 1 of 2 – File an online Request for Readiness Review (RREv):

• March – September – An institution should notify ABET of intent to seek Readiness Review as early as possible by submitting an online Request for Readiness Review (RREv). ABET will review the RREv then provide the institution with the submission link, login credentials, and instructions for the online submission of the required Readiness Review Report and transcript information that is due October 1.

STEP 2 of 2 – Complete the Readiness Review (REv) submission via the ABET provided link:

• March – October 1 – An institution can upload the required Readiness Review Report and transcript information to ABET’s Readiness Review submission web tool and make necessary changes anytime between the receipt of the ABET provided link and October 1. No submission after the October 1 deadline will be considered. No email, data stick, or paper submission will be accepted.

• First week of October – An institution that completes the REv submission by October 1 will receive a confirmation of final acceptance from ABET within one week from October 1.
READINESS REVIEW (REV) TIMELINE

- **October – December** – ABET conducts Readiness Reviews and prepares recommendations.
- **November** – Invoices for Readiness Review fees with payment instructions are issued via payments@abet.org to institutions electronically. Payments should be made within 30 days of receipt.
- **Mid-Late December** – Recommendation letters from the Readiness Review Committee are sent to institutions electronically.
- **2nd Week of January** – Institutions notify ABET of their decision on whether to accept their Readiness Review recommendations.

Requests for Evaluation (RFEs) must be submitted by January 31. RFE submission is not set up automatically. Institutions must first notify ABET of their intent to submit a formal RFE for the upcoming review cycle. Once ABET receives the notification, the institution should be prepared to complete an online Request for Evaluation (RFE) submission by January 31.

READINESS REVIEW (REV) FEES

- US$1,000 per program for a given commission. An invoice with the payment instruction will be issued via payments@abet.org in November after the REV submission is fully accepted.

GUIDELINE ON PREPARING A READINESS REVIEW REPORT

Accreditation Documents:

- **Accreditation Policy and Procedure Manual (APPM):**
  Please use the most up-to-date APPM. However, please note that the document may change prior to your review cycle. The 2020-21 version will be posted by December 1, 2019.

- **Criteria:**
  Please use the most up-to-date applicable Criteria. However, please note that the document may change prior to your review cycle. The 2020-21 version will be posted by December 1, 2019.

For programs requesting ANSAC, EAC, and/or ETAC Readiness Review – Please note that there are proposed changes to some program criteria currently under a one-year review and comment period until June 15, 2019. If the proposed changes are adopted then approved later in 2019, they will become effective in the following 2020-21 review cycle. These proposed program criteria changes for 2020-21 can be found in the back of the currently published 2019-2020 version.

- **Readiness Review Template:**
Highlighted below are topics emphasized during review of a submitted Readiness Review Report:

- Satisfying the program name requirements (APPM I.C.4. & I.C.2.b.)
- Satisfying the first graduate requirement (APPM I.C.5.a.)
- Understanding requirements of Criterion 1 through Criterion 6, and program criteria (if applicable)
- Identifying potential non-compliance issues (refer to “Post Readiness Review” below for available options)
- Being on track to initiate a formal review before the program’s institution invests a significant time, funds, and personnel time on accreditation

OUTCOMES – READINESS REVIEW (REV) RECOMMENDATIONS

As referred to in APPM I.C.5.b., the Readiness Review Committee will arrive at one of the following three non-binding recommendations:

- **Submit**
  This recommendation is provided when the Self-Study shows that (1) the program understands requirements of Criterion 2 through Criterion 6 and program criteria, and (2) the reviewer has **not** found any potential non-compliance issues for the program.

- **Postpone**
  This recommendation is provided when the Self-Study shows that (1) the program understands most of the criteria requirements but (2) there are one or more potential major non-compliance issues that the program may not be able to address sufficiently within the immediate upcoming review cycle.

- **Not Submit**
  This recommendation is provided when the Self-Study shows that (1) the program does not seem to understand most of the criteria requirements and (2) there are apparent major non-compliance issues that the program will most likely need more time to address beyond the immediate upcoming review cycle.

Readiness Review recommendations have no influence on any formal accreditation review and are kept confidential from the ABET Board, ABET Commissions, and any assigned ABET Review Teams. Anyone who is interested in knowing the Readiness Review result must acquire consent and information directly from the reviewed program’s institution.
POST READINESS REVIEW (REV) – OPTIONS FOR PROGRAMS/INSTITUTIONS

Readiness Review is neither a comprehensive review nor a consultation; it is a cursory review solely based on information provided in a program’s Readiness Review Report. Therefore, feedback/recommendation from the Readiness Review Committee is provided “as is”; no further input or discussion is available.

The Readiness Review Committee cannot predict a review team’s findings and the final accreditation result that may be granted by the appropriate commission for a given program. It is up to the institution to take the Readiness Review recommendation into consideration and decide the best path forward for the program’s accreditation review – either initiate the immediate formal accreditation process by completing the RFE requirements within the required timeframe or defer pursuit of ABET accreditation.

A Readiness Review result is good for one year. Typically, programs that have completed the Readiness Review requirement do not need to undergo another Readiness Review regardless of the Readiness Review outcome and can choose to submit a formal RFE for the immediate or following review cycle.

If for unexpected reasons, programs need to postpone the RFE submission beyond one review cycle, please check back with the Readiness Review Committee (preferably well before October 1, 2020) at ReadinessReview@abet.org to see if another Readiness Review is necessary.

In some cases – when Readiness Review Reports are under-prepared – programs may be required to undergo another Readiness Review. In these cases, the Readiness Review Committee would indicate the requirement to resubmit for Readiness Review in the letter to the program’s institution.

Programs that need assistance with preparing for accreditation or need further input regarding the Readiness Review recommendation received may consider the following resources:

- **Informative Events** – ABET offers a variety of events throughout the year (https://www.abet.org/events-and-workshops/). We recommend attendance at Symposium and/or Program Assessment Workshops:

- **Symposium** - This annual event (usually in April) provides comprehensive information on various aspects of ABET accreditation. Visit https://www.abet.org/events-and-workshops/abet-symposium/ for details.

- **Program Assessment Workshop(s)** – Workshops are held concurrently with the Symposium and throughout the year. Visit https://www.abet.org/events-and-workshops/program-assessment-workshops/ for further information.

- **Additional Resources** – Please visit https://www.abet.org/accreditation/get-accredited/additional-resources/.
HELPFUL DOCUMENTS AND LINKS

- **ABET Accreditation Policy and Procedure Manual (APPM)** –
  http://www.abet.org/accreditation-criteria-policies-documents/

- **ABET Criteria** –
  http://www.abet.org/accreditation-criteria-policies-documents/

- **ABET Readiness Review Templates** –

- **ABET Guide for Readiness Reviewers** –

- **What Is Accreditation** –
  https://www.abet.org/accreditation/what-is-accreditation/

- **Accreditation Outside the U.S.** –
  https://www.abet.org/accreditation/get-accredited/accreditation-outside-the-u-s/

- **Accreditation Step-by-Step** –

OTHER QUESTIONS

ReadinessReview@abet.org