
TRAINING POLICY AND PROCEDURE MANUAL

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Accreditation Council as of
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I. TRAINING REQUIREMENTS

- A.** According to the ABET Board of Delegates Rules of Procedure, section 10, ABET Experts are individuals serving in a volunteer capacity as Program Evaluators, Team Chairs or Commissioners, who are professionally accomplished within their disciplines and, through training and evaluation of performance, demonstrate continued competence in evaluating programs against the ABET criteria.

ABET Board of Delegates Rules of Procedure, section 10.A.1.a.-b.:

- 1.** Training is required for all ABET Experts. This training will ensure that all decision makers are knowledgeable about ABET policies, procedures, and Accreditation Criteria.
 - a.** ABET, through the Accreditation Council, will provide training for all Program Evaluators with respect to the general criteria, policies, and procedures. ABET, through the Accreditation Council, will provide guidance on the training process to Lead Societies who provide training for Program Evaluators with respect to program criteria.
 - b.** ABET, through the Accreditation Council, will provide guidance to Commission Executive Committees with respect to the training process for commission members.

II. ABET ADJUNCT TRAINING DIRECTOR

- A.** The Adjunct Training Director reports to the Chief Accreditation Officer.
- B.** In conjunction with the Accreditation Council Training Committee, the Adjunct Training Director oversees all strategic activities related to Program Evaluator, Commissioner, and Team Chair training. This includes overseeing the review and preparation of training and training support materials, development of training schedules, and participation in Program Evaluator and Facilitator training sessions as needed. The Adjunct Training Director will coordinate these activities with the ABET Training Manager to ensure that needed support structures are in place at ABET Headquarters.
- C.** The Adjunct Training Director works with the Training Manager to coordinate and communicate program-specific training and strategic requirements with the operational activities related to training.
- D.** The Adjunct Training Director serves as the staff liaison to the Accreditation Council Training Committee to identify and improve training materials and processes.

III. ABET TRAINING MANAGER

- A.** The Training Manager reports to the Senior Director, Accreditation Operations and coordinates training activities with the Adjunct Training Director.
- B.** The Training Manager oversees all operational activities related to volunteer training. This includes final preparation of training support materials and communications with training participants and society liaisons. The Training Manager is responsible for all operational support aspects of Program Evaluator Candidate, Facilitator Training, and Training Mentor training sessions. This includes interfacing with ABET Headquarters staff in the development and maintenance of training management websites, as well as preparation and delivery of all training materials. The Training Manager will participate in the Accreditation Council Training Committee meetings to support their activities.

IV. ABET TRAINING COORDINATOR

- A.** The Training Coordinator reports to and provides administrative support to the Training Manager. This includes support to the Training Manager in the preparation and implementation of ABET's volunteer trainings.
- B.** The Training Coordinator provides support to new and current volunteers, society liaisons, ABET staff, and the Accreditation Council Training Committee. Additionally, the Training Coordinator provides on-site support during Program Evaluator Candidate Training. The Training Coordinator responds to inquiries and provides customer service specific to ABET's training function.

V. COMMISSION TRAINING COMMITTEE

ABET Board of Delegates Rules of Procedure, section 8.H.3.a.-b.:

- A.** Each commission shall have a Training Committee.
- B.** The Training Committee, coordinating with the Accreditation Council Training Committee, shall be responsible for the preparation of Program Evaluator and Team Chair training materials (exclusive of program-specific content) and carry out other activities as assigned by the Commission Chair.

VI. SOCIETY TRAINING

- A.** The respective Lead Societies shall be responsible for training Program Evaluators on program-specific content only (Program Criteria, prepared in consultation with any Cooperating

Societies) (ABET Board of Delegates Rules of Procedure, section 8.H.3.e.).

- B.** The Adjunct Training Director and the Training Manager will work with the member societies to ensure that the program criteria training is consistent with Program Evaluator Training, General Criteria, and accreditation policies and procedures.

VII. SOCIETY LIAISONS

- A.** Member society liaisons are responsible for coordinating society components of the Program Evaluator Training process on behalf of the member society. This includes estimation of the number of Program Evaluator Candidates to be trained each year, selection of Program Evaluator Candidates to attend training, nomination of training mentors, assignment of training mentors to Program Evaluator Candidates, and program criteria training.

VIII. ACCREDITATION COUNCIL TRAINING COMMITTEE

ABET Board of Delegates Rules of Procedure, section 7.E.1.a-c.:

- A.** The Accreditation Council shall have a Training Committee that is responsible for the oversight of the training processes for Program Evaluators and Commission Members, as described in Section Ten of the Rules of Procedures.
- B.** The Accreditation Council Training Committee shall consist of the Chair of each Commission's Training Committee and any co-Chair of each Commission's Training Committee, four at-large members, plus the Chair of the Accreditation Council Training Committee. The four at-large members shall be Commissioners, one from each of the commissions. The at-large representative term will usually be two years, however they may serve an additional two-year term, if needed, to ensure continuity in accomplishing Training Committee ongoing tasks. Additional members may be appointed to the Training Committee, if needed to accomplish Committee tasks.
- C.** The Chairs and co-Chairs of the Commission Training Committees shall recommend to the Chair of the Accreditation Council the appointment of the Chair of the Accreditation Council Training Committee. The Chairs and co-Chairs of the Commission Training Committees shall appoint the other members of the Training Committee from their respective Commissions.

ABET Board of Delegates Rules of Procedure, section 10.A.2.a-d.:

- D.** The Accreditation Council Training Committee has responsibility for the preparation of training materials and the development and presentation of training programs to include:
 - 1.** Review of performance metrics and their results,

2. Identification of needed improvements to training,
3. Ongoing identification of the content of training, including modifications in response to changes in criteria and policy, and
4. Selection of Lead and Support Facilitators.

ABET Board of Delegates Rules of Procedure, section 10.A.3.:

- E. ABET Headquarters shall be responsible for those tasks not explicitly assigned to the Accreditation Council Training Committee or Commission Training Committees.

IX. GUIDING DESIGN PRINCIPLES OF PROGRAM EVALUATOR CANDIDATE TRAINING

- A. Program Evaluator Candidate Training is designed to accomplish key learning outcomes for Program Evaluator Candidates. These outcomes are measured throughout the training, and the results are used to improve both the training design and content from year to year.
- B. Program Evaluator Competency Model
 1. Purpose of the Program Evaluator Competency Model
 - a. The Program Evaluator Competency Model, located in ABET Board of Delegates Rules of Procedure, section 9.A., Table 2, serves as a tool for the Accreditation Council Training Committee in its training process for Program Evaluators.
 - b. The Program Evaluator Competency Model, sets expectations for Program Evaluators' success as to what is required, how Program Evaluator Candidates will be evaluated during the training, and how Program Evaluators will be evaluated after the training.
- C. Program Evaluator Candidate Training provides Program Evaluator Candidates multiple opportunities to demonstrate Program Evaluator Competencies in the context of visit preparation and conduct of a site visit.
- D. Program Evaluator Candidate Training is designed to engage the different learning styles of participants.
- E. Program Evaluator Candidates learn by doing: The training design is based on a simulated accreditation visit.
- F. Program Evaluator Candidate Training starts with pre-work. Pre-work eliminates the need for significant content-based training at the face-to-face session and mirrors the type of pre-work that will need to be done prior to a site visit.

- G.** The Program Evaluator Candidate Training provides opportunities for collaborative learning: Program Evaluator Candidates learn from each other.
- H.** The training is designed to prepare Program Evaluator Candidates to evaluate programs against the criteria, policies, and procedures that will be in effect for each commission during the next accreditation cycle.
- I.** The training is harmonized across commissions where possible.
- J.** Program Evaluator Candidate Face-to-Face Training is designed to be 1.5 days in length.
- K.** Training facilitators are promoters of Program Evaluator Candidate learning.
- L.** Both Program Evaluator Candidate and Facilitator Training are organized and coordinated centrally to ensure continuity of process, accuracy of materials, and consistency among commissions and member societies.

X. ATTENDING PROGRAM EVALUATOR CANDIDATE TRAINING

- A.** The member societies play an important role in selecting Program Evaluator Candidates against the Program Evaluator Competency Model (ABET Board of Delegates Rules of Procedure, section 9, Table 2). Individuals desiring to serve as Program Evaluators representing a member society must complete an application through the ABET website. The relevant member society then has the responsibility to review the application and either reject or approve the candidate for training. Only candidates approved by member societies may participate in Program Evaluator Candidate Training.
- B.** The Program Evaluator Candidate is required to complete the simulated visit pre-work and submit it three weeks prior to the training session in order to attend Program Evaluator Candidate Face-to-Face Training.
- C.** ABET will support the cost of Program Evaluator Candidate hotel stay for two nights. The hotel room rate and tax will be billed directly to ABET. Program Evaluator Candidates who require overnight accommodations must stay at the hotel arranged by ABET. ABET will also provide breakfast, lunch, and two breaks on the first day of training, and breakfast and a morning break on the second. Provided the pre-work is submitted on time, ABET will reimburse Program Evaluator Candidates the cost of additional allowable travel-related expenses. Refer to the ABET Travel Policy and Procedures Manual for allowable reimbursed expenses.

The following expenses will be covered:

1. Airfare/car mileage (whichever is less),
2. Airport parking/shuttle/etc.,

3. Meals not provided by ABET during the training (up to the maximum allowable amount).

D. Program Evaluator Candidates Approved by More than One Member Society

1. If a Program Evaluator Candidate is approved by two or more member societies to serve the same commission, all member societies involved will be provided with the Program Evaluator Candidate evaluation information.
2. ABET will treat the first member society to approve the Program Evaluator Candidate as the primary member society for training purposes and expect that this member society will identify the commission for which the Program Evaluator Candidate is to be trained.
3. The primary member society will be responsible for mentoring and other activities relative to Program Evaluator Candidate training provided by member societies.

E. Program Evaluator Candidates approved for more than one commission will be required to complete Program Evaluator Candidate Face-to-Face Training for one commission only. After completion of Program Evaluator Candidate Training, if the member society wishes to approve the Program Evaluator Candidate for another commission, the member society should assign a Training Mentor for that commission and require the Program Evaluator Candidate to analyze the simulated visit Self-Study (Upper State University, which is found in the pre-work) for that commission using the appropriate forms for the commission, and to review/discuss it with the Training Mentor prior to the individual being approved as a Program Evaluator for that commission.

F. In addition to completing Program Evaluator Candidate Training, the Program Evaluator Candidate must complete program criteria training, conducted by each society as applicable in order to be approved to evaluate programs in specific discipline areas.

G. In those cases where a member society approves an individual who previously served as a Program Evaluator, the training approach will depend on the specific situation. The member society and Training Manager will jointly determine the appropriate training approach for the individual. Approaches may include:

1. Asking the re-approved Program Evaluator to complete the pre-work and to review/discuss the pre-work with a Training Mentor prior to being approved for visits.
2. Sending the re-approved Program Evaluator to the Program Evaluator Candidate Training as an observer.
3. Sending the re-approved Program Evaluator to the Program Evaluator Candidate Training as a Program Evaluator Candidate.
4. Sending the re-approved Program Evaluator on an Observer Visit.

- H. Program Evaluator Candidates who request to reschedule to a later Program Evaluator Candidate Training session prior to the pre-work due date will be allowed to reschedule, provided space is available in the requested session.
- I. Program Evaluator Candidates who do not meet the deadline for the submission of the pre-work may request to be rescheduled to a later Program Evaluator Candidate Training session date. The request will be considered by the Training Manager, provided the member society approves the request and space is available in the requested session.

XI. PROGRAM EVALUATOR CANDIDATE TRAINING EVALUATION

- A. Each Program Evaluator Candidate is evaluated at the conclusion of the training by the Support Facilitator at the simulated visit table. The Support Facilitator evaluates the Program Evaluator Candidate against the Program Evaluator Competency Model. The Support Facilitator also evaluates the exit statement and Program Audit Form (PAF) completed by the Program Evaluator Candidate during training.
- B. The evaluations of the Program Evaluator Candidate are posted within 5-7 days of the training session. The Program Evaluator Candidate and the society liaison are notified when these are posted. Copies of the exit statement and PAF completed by the Program Evaluator Candidate during training can be requested by the society.

XII. OBSERVERS TO PROGRAM EVALUATOR CANDIDATE TRAINING

- A. Society representatives and experienced Program Evaluators may attend Program Evaluator Candidate Training as observers provided: 1) the relevant member society approves attendance; 2) seating is available; 3) the individual agrees to attend as a non-participating observer; and 4) the individual or member society agrees to pay all associated expenses not paid by ABET. Observers will be notified of the availability of space at the requested training session no later than three weeks prior to the session.
- B. Commissioners, board members, ABET staff, and representatives of international organizations may attend Program Evaluator Candidate Training as observers provided: 1) the appropriate ABET staff approves attendance; 2) seating is available; and 3) the individual agrees to attend as a non-participating observer. Observers will be notified of the availability of space at the requested training session no later than three weeks prior to the session. ABET will cover all reasonable travel expenses for Commission Executive Committee members to observe the training, other observers will be responsible for associated expenses unless otherwise agreed upon by ABET headquarters leadership.
- C. At the time observers are accepted into the training, ABET staff will communicate expectations for participation. Observers will be expected to:

1. Review and be familiar with the pre-work prior to attending the training.
2. Sit in the back of the training room at a table of fellow observers.
3. Participate in small group exercises among observer table members only.
4. Use listening skills during large group discussions/debriefs. Observers should avoid participation in these discussions and/or activities unless otherwise directed by the Lead Facilitator.

XIII. PROGRAM EVALUATOR CANDIDATE TRAINING MENTORS

- A.** Program Evaluator Candidate Training includes a mentoring component; each Program Evaluator Candidate is assigned a Training Mentor by the member society that approved the individual for Program Evaluator Candidate Training. The member society will assign a Training Mentor to each Program Evaluator Candidate no later than six weeks prior to the Program Evaluator Candidate Training session.
- B.** Minimum qualifications for Training Mentor are:
 1. Must have been out on a visit within the two most recent accreditation cycles.
 2. Must have at least met expectations on all competencies on recent visits.
- C.** Training Mentors are expected to:
 1. Initiate contact with the Program Evaluator Candidate before and after training.
 2. Build rapport with the Program Evaluator Candidate, so that the Program Evaluator Candidate is comfortable sharing concerns and asking questions.
 3. Serve as a communications conduit or liaison between the Program Evaluator Candidate, member society, and training facilitators whenever necessary.
 4. Provide feedback to the Program Evaluator Candidate during the pre-work phase regarding the Program Evaluator Candidate's strengths, potential areas for further development, and how to address those areas.
 5. Communicate with the member society liaison regarding Program Evaluator Candidate preparation for training and readiness for a visit.
- D.** Training Mentors are nominated by the member society each fall/winter. The nominees are notified of their selection for training as a Training Mentor for the upcoming training cycle.

- E. The Training Manager will provide training to the mentors at the beginning of each training cycle. The training will include an overview of expectations, information about the training process and training content, and a demonstration of the training website. The training will be provided in two webinars—one for new mentors and the second for returning mentors. All Training Mentors will be required to complete the training.

XIV. PROGRAM EVALUATOR CANDIDATE TRAINING FACILITATORS

- A. Program Evaluator Candidate (Program Evaluator Candidate) Training involves the use of two types of Training Facilitators: Lead and Support. Lead Facilitators manage the front of the room, promote a successful experience in training and facilitating experiential adult learning, and promote a successful experience in leading other facilitators. Using their experience as Team Chairs, Support Facilitators manage small groups of Program Evaluator Candidates to facilitate learning.

B. Facilitator Competency Model

- 1. Facilitator Competency Model, located in the ABET Board of Delegates Rules of Procedure, Section 10.B., Table 3.

ABET Board of Delegates Rules of Procedure, section 10.B.3.a.i-ii:

- a. Purposes of the Training Facilitator Competency Model:
 - i. Serves as a tool for the Accreditation Council Training Committee in its appointment of and training process for Training Facilitators.
 - ii. The Facilitator Competency Model, sets expectation for Training Facilitators as to what is required and how they will be evaluated during and after the training.

C. Facilitator Selection

- 1. Support Facilitator Candidates are identified by the applicable commission.
- 2. A Support Facilitator Candidate must:
 - a. Be a current, experienced Team Chair with at least two years of Team Chair service.
 - b. Be current with accreditation criteria, policies, and procedures.

- c. Receive consistently high Team Chair performance evaluations.
 - d. Be well-qualified in each of the Program Evaluator Candidate Training Facilitator competencies.
 - e. Be available to facilitate at least one Program Evaluator Candidate Training session per training cycle (March- June) as needed.
3. Support Facilitators are appointed by the Accreditation Council Training Committee. Selection is based on a combination of how a nominee meets the competencies, the number of openings and training sessions, representation across societies and commissions, and diversity.
 4. Lead Facilitator Candidates must have previously served as a Support Facilitator (ABET Board of Delegates Rules of Procedure, section 10.c.i.a)). Candidates are identified from the pool of Support Facilitators by existing Lead Facilitators.
 5. Lead Facilitator Candidates must have served as Co-Lead with a Lead Facilitator and successfully demonstrated the Lead Facilitator competencies (ABET Board of Delegates Rules of Procedure, section 10.c.i.b)).
 6. A Lead Facilitator Candidate should demonstrate not only the Facilitator Competency Model but the following additional Lead Facilitator competencies while serving as a Support Facilitator:
 - a. Manages the front of the room – has an engaging presentation style and platform skills,
 - b. Promotes a successful experience in training and facilitating experiential adult learning, and
 - c. Promotes a successful experience in leading other facilitators.
 7. Additional considerations, such as the number of Lead Facilitators needed by each commission, society representation, and diversity, may be used to select from multiple candidates.
 8. Lead Facilitators are appointed by the Accreditation Council Training Committee and trained to facilitate a Program Evaluator Candidate Face-to-Face Training session.

D. Facilitator Training

1. Those interested in being a training facilitator for the Program Evaluator training must first attend the Train-the-Trainer program and then observe a face-to-face Program Evaluator Candidate Training session (ABET Board of Delegates Rules of Procedure, section

10.b.3.e.i.). The Support Facilitator Candidate will return to Program Evaluator Candidate Training as a trained Support Facilitator in one of the remaining Program Evaluator Candidate Training sessions during the same cycle. ABET will pay travel costs associated with observing the Program Evaluator Candidate Training and attending the facilitator training session.

2. Attendance in the Train-the-Trainer program will be finalized by the Training Committee based on the number of openings and trainings required, desired diversity and representation across societies to deliver training, how well the participants fulfill the competencies, etc. (ABET Board of Delegates Rules of Procedure, section 10.b.3.e.ii.).
3. Facilitator candidates will be given feedback by their peers and Lead Facilitators during and after training on how well they demonstrate the competencies to model what will be expected of them as trainers in working with Program Evaluators during Program Evaluator training (ABET Board of Delegates Rules of Procedure, section 10.b.3.e.iii.).

E. Facilitator Expectations

1. Once selected and trained, a Support Facilitator is expected to:
 - a. Facilitate at least one Program Evaluator Candidate Training session per training cycle (March-June) as needed.
 - b. Prepare appropriately before each assigned training session (two weeks prior to training):
 - i. Re-read the pre-work, study the Facilitator Guide; clarify questions with the Lead Facilitator, etc.
 - ii. Participate in a pre-training planning conference call.
 - iii. Volunteer for one or more of the role-plays and read the script.
 - iv. Review the pre-work turned in by the Program Evaluator Candidates assigned to table.
 - b. Arrive at the training site no later than one hour prior to the scheduled facilitator meeting on the day prior to the training session.
 - i. Participate in pre-training meeting(s) prior to the training session.
 - ii. Help set up the training room.
 - c. Facilitate the training session:

- a. Arrive in training room no later than one hour before each day's session (earlier if needed to set-up the room).
 - b. Establish a welcoming learning environment for participants.
 - c. Manage the flow and timing of the training.
4. Wrap-up after training session:
 - a. Lead session evaluation with Support Facilitators.

F. Facilitator Length of Service

1. Support Facilitators are expected to serve five consecutive years, provided currency is maintained. Support Facilitators may be asked to serve one, to a maximum of two, additional five-year consecutive terms based on demand and performance evaluation results, provided currency is maintained.
2. Lead Facilitators are expected to serve five consecutive years beyond their service as Support Facilitators, provided currency is maintained. They may be asked to serve one, to a maximum of two, additional five-year consecutive terms based on demand and performance evaluation results, provided currency is maintained.
3. Currency is maintained during the time of appointment or reappointment by: (1) membership as a commissioner in the relevant ABET Commission; (2) membership on a commission's pool of previous commissioners, who continue to serve as Team Chairs with strong evaluations; and/or (3) having served as a Team Chair within the last two cycles. Exceptions to the currency requirement may be granted by the Accreditation Council Training Committee for experts actively serving the relevant commission in other leadership roles.
4. No facilitator will serve longer than 15 cumulative years of service as both a Support and Lead Facilitator, subject to extension granted by the Accreditation Council Training Committee under extraordinary circumstances. No extension will be granted for more than two years.
5. Facilitators will be evaluated by each Program Evaluator Candidate at the conclusion of the training session. The evaluations will be analyzed and shared with each individual facilitator at the end of the training cycle. Additional observations by the Adjunct Training Director may also be provided.
6. The Training Adjunct will bring any issues regarding facilitator performance to the Accreditation Council Training Committee.

G. Facilitator Remediation

1. If a facilitator receives poor ratings from the Program Evaluator Candidates on their simulated visit team(s), the Accreditation Council Training Committee may require the facilitator to receive coaching/mentoring from an experienced Lead or Support Facilitator prior to serving again as a facilitator. If the facilitator continues to receive poor ratings, the Accreditation Council Training committee will thank the facilitator for their service and remove the facilitator from the active facilitator pool.

H. Facilitator Removal

1. If a facilitator is not available for two consecutive years, excluding lack of demand or failure to be assigned, the Accreditation Council Training Committee will thank the facilitator for their service and remove the facilitator from the active facilitator pool.
2. If a facilitator currently serving on one of the commissions is removed by the Commission ExCom or a commission's pool of previous commissioners due to poor performance, the Accreditation Council Training Committee will thank the facilitator for their service and remove the facilitator from the active facilitator pool.

XV. PROGRAM EVALUATOR CANDIDATE TRAINING LOGISTICS

- A.** Program Evaluator Candidate Training is designed to produce interaction among Program Evaluator Candidates in a simulated visit environment. Program Evaluator Candidates will be assigned to a table based on commission. Each table will be facilitated by a Support Facilitator with recent Team Chair experience in that commission. In order to create an environment for maximum learning, a table will normally have at most five Program Evaluator Candidates. At least three Program Evaluator Candidates per table is desirable. In the situation where only one Program Evaluator Candidate for a commission is registered for a session, all attempts will be made to accommodate the Program Evaluator Candidate in another session in which there are multiple Program Evaluator Candidates registered for that commission.
- B.** The training was designed for a maximum of five Program Evaluator Candidates at a table and a maximum of 25 Program Evaluator Candidates per room. This facilitates interaction among Program Evaluator Candidates at the simulated visit table and keeps the noise level manageable during table activities. It also makes large group discussions more manageable. Every attempt will be made to adhere to the original design to maintain an environment conducive to learning.
- C.** Program Evaluator Candidate Training will be evaluated using several forms of evaluation. The evaluation data will be analyzed by the Training Manager and reviewed by the Adjunct Training Director and Accreditation Council Training Committee at the end of each training cycle. Results will be used for action planning for the next cycle. The evaluations may include:

1. Just-in-Time evaluation of each face-to-face module by each Program Evaluator Candidate,
2. Overall training evaluation by each Program Evaluator Candidate,
3. Issue Bins containing questions and suggested improvements by commission,
4. Plus/Delta Session feedback from Lead and Support Facilitators, and
5. Feedback from Lead Facilitator debrief.

XVI. TRAINING FOR EXPERIENCED PROGRAM EVALUATORS

A. Four types of training will be provided to experienced Program Evaluators: Pre-Visit Preparation Training, Recertification Training, Training for Accreditation Visits Outside of the United States, and Preparing for a Visit with Online Components. Other voluntary training offerings may be offered as needed.

B. Pre-Visit Preparation Training

1. Once assigned to a visit for a given accreditation cycle, an experienced Program Evaluator will be required to complete Pre-Visit Preparation Training. The training will be provided on-line and include updates from the previous cycle, as well as reminders concerning the ABET Code of Conduct, Conflict of Interest Policy, and Confidentiality Policy. It will also include a proficiency assessment.
2. Completion of the proficiency assessment will serve as notification that the Program Evaluator has completed the training.
3. Program Evaluators will be asked to complete the Pre-Visit Preparation Training at least three weeks prior to their assigned visit.

C. Recertification Training

1. Experienced Program Evaluators will be required to complete Recertification Training every five years prior to being assigned to a visit for the next cycle.
2. Experienced Program Evaluators with a lapse in service of two or more cycles without serving on an evaluation visit team will also be required to complete the Recertification Training prior to being assigned to a visit for the next cycle.
3. Recertification Training will be provided on-line and include one or more proficiency assessment(s).

4. Completion of the proficiency assessment(s) will serve as notification that the Program Evaluator has completed the training.

D. Training for Accreditation Visits Outside of the United States

1. Team Chairs and Program Evaluators assigned to visits outside of the United States are required to complete Training for Accreditation Visits Outside of the United States.
2. Training for Accreditation Visits Outside of the United States will be provided on-line and include one or more proficiency assessment(s).
3. This training must be completed at least three weeks prior to the visit date.

E. Preparing for a Visit with Online Components

1. Team Chairs and Program Evaluators assigned to programs with online, hybrid, or multi-site visits should meet the guidelines as outlined in Program Review Guidelines, Supplemental Characteristics for Team Chairs/Program Evaluators, Online, Hybrid, or Multi-Site Visit.
2. Team Chairs and Program Evaluators assigned to a visit that is $\geq 50\%$ online will be asked to complete the online training at least three weeks prior to the visit date.

XVII. TEAM CHAIR TRAINING

- A.** All new Team Chairs will be required to complete New Team Chair Training. The training will be on-line and include information on the roles and responsibilities of Team Chairs, preparation for the visit, team management, and statement writing. It will also include proficiency assessments and a draft statement editing exercise.
1. Completion of the proficiency assessments will serve as notification that the new Team Chair has completed the training.
 2. The statement writing exercise will be evaluated by an experienced Team Chair and feedback will be provided.
 3. New Team Chairs will be asked to complete New Team Chair Training six weeks prior to the July Commission Meeting. Notification will be sent to the Commission Chair if incomplete.
- B.** Returning Team Chairs will receive refresher training during the July Commission Meeting. The Commission Training Committee is responsible for developing and delivering this training in consultation with the Accreditation Council Training Committee.

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