

**INSTRUCTIONS FOR THE ETAC PEV WORKBOOK 2022-23 REVIEWS**  
**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 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.

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 and opened it. The upper-level folder name can be renamed to better reflect the year, or the institution being visited. For example, “PEV Workbook 2022” 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 PEV Workbook Folder**

Sub-Folder	File Name (New Number)	
Forms	T002 ETAC Self Study Questionnaire	
	T351 PEV Report	
	T213 Program Introduction Template (alternate version is T422)	
	T353 Program Self-Evaluation Checklist	
Manuals and Guidance	ETAC Criteria	A001 ABET Accreditation Policy and Procedure Manual
		T001 22-23 ETAC Criteria
		T001 21-22 ETAC Criteria (For Interim Reviews)
		T001 19-20 ETAC Criteria (For Second Interim Reviews)
	Statement Style and Editing	T402 GR Draft and Final Statement Template T111 Statement Style Guide T422 Program Introduction Template (PAT)
	Meeting Scripts	T701 Sample Exit Meeting Outline
		T702 Sample Orientation Meeting Outline
		T703 Sample Opening Meeting Outline
		A701 Common Exit Meeting Script
	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
		T141 ETAC Program Audit Tool (PAT) Tips
Training	T804 ETAC Pre-Visit Preparation for PEVs	
	T807 ETAC PEV Training	
	Zoom Video Conference Overview	