



BEFA PROGRAM APPEAL PROCESS

Right to appeal

You only have a right to appeal a decision where you are required to take post-interview remedial actions or where you are denied BEFA certification. The appeal is conducted as outlined below.

Process

You have a period of thirty (30) days from receipt of notification to send the CACB a written request to appeal if you wish to appeal a decision rejecting your application for certification or requiring you to take remedial action. In your request, you must state your reasons for appealing the decision.

You will be required to pay the appeal costs (\$1,695 CAN, including HST) if your request to appeal is accepted. The CACB will set up a new assessment panel. You will be called to an interview with this new panel, to be conducted no more than three (3) months after the CACB receives your request to appeal. You will be notified three (3) weeks in advance of the time and place of the interview.

The assessment panel set up for this appeal will render its decision one (1) week after the interview. The CACB will inform you of the decision within four (4) weeks.

Result

Where the appeal is **successful** and the decision is that you have demonstrated competency to practise the profession in Canada, the CACB will issue you a BEFA certificate. The BEFA Certificate recommends recognition of equivalence vis-à-vis the Canadian education, internship and examination standards currently in force in the provincial and territorial associations of architects. This BEFA certificate will enable you to apply to the association of architects in your chosen province or territory to become a registered architect.

If the appeal decision **rejects** your appeal or requires you to take **remedial actions**, you must comply with this decision.

The decision rendered on appeal is final.

Should your appeal for certification be denied, your file will automatically be closed.

You may reapply for BEFA certification twenty-four months (24) after the final decision is issued.