Canadian Architectural Certification Board
Conseil canadien de certification en architecture

CACB CCCA

Guide for Online Application

Academic Certification

Table of Contents

Introduction 2

Certification of Academic credentials 2

Categories of Certification 2

Before you get started 3

Application Process 3

- Step 1: Contact information and education background 4
- Step 2: Academic qualifications : 6
  - Course information form 6
- Step 3: Required documents, declaration and payment 8
  - Required documents 8
  - Declaration 8
  - Payment 8

Enquiries 9

Appendix A 10

- Transcript Entry Worksheet 10

Introduction

In Canada the licensing of professional architects is a provincial responsibility, and each province and territory has an Association of Architects to regulate the profession. The Canadian Architectural Certification Board (CACB) works on the behalf of the Associations to assess and certify that the educational qualifications of individuals holding professional degrees or diplomas in architecture meet the Canadian Educational Standard (CES). Certification is the mandatory first step towards registration and licensure and to obtain the title of Architect. Subsequent steps are the Internship and the Exam.

Certification of Academic credentials

Prior to registration with any of the provincial/territorial associations of architects in Canada, architecture graduates must have their academic qualifications certified by CACB. Following certification, they are required to complete internship, exams, and any other licensing requirements.

The CACB assesses your academic qualifications to ensure that you meet the Canadian Educational Standard. Academic certification is carried out in accordance with the conditions and criteria contained in the Canadian Education Standard (CES) which is established and acclaimed by the Canadian licensing authorities. The CES ensures that competency standards have been achieved and demonstrated through formal education.

The CES judges academic qualifications against six subject areas:

- General education and electives
- History of architecture and human behaviour
- Environment
- Design and graphic communications
- Technical systems
- Knowledge and the profession

A complete description of what is required in each area is found on pages 9 to 12 of the CES and each area's performance standards are on pages 13 to 15. Copies of the CES can be downloaded from the CACB website.

Categories of Certification

There are different categories of certification .You are eligible to apply for CACB certification when you have completed a professional program in architecture that is accepted for registration or licensure in the country where it has been granted.

Each category is listed below. Select the one you will be applying under.

Category 1: A graduate of a professional program accredited by the Canadian Architectural Certification Board

Category 2: A graduate of a United States University in professional program accredited by the National Architectural Accreditation Board (NAAB)

Category 3: A graduate of a Canadian School of Architecture prior to CACB Accreditation

Category 4: A graduate of a professional program from a foreign School of Architecture not accredited by the CACB

Category 5: A graduate of the Royal Architectural Institute of Canada (RAIC) Syllabus

Category 6: A registrant with a Provincial Architectural Association prior to July 1, 1976 or registered with l'Ordre des architectes du Québec prior to January 1, 1992.

For Categories 1 and 2, applicants may be granted CACB certification that their education meets the standards for entry to the profession following graduation from a professional program of architectural education that has been accredited by the CACB, by the National Architectural Accrediting Board (NAAB), or by any other body recognized by the regulators.

For Categories 3 and 4, applicants with a valid degree or diploma in architecture that is a first professional degree or diploma and is accepted as a requirement for registration or licensure in the country of its origin but is not accredited by the CACB or the NAAB may apply for CACB certification. This involves a detailed evaluation of the academic record.

For Category 5, applicants who have received a Graduate Diploma in Architecture from the RAIC Syllabus of Studies may be granted CACB certification following a review of the courses and guided studies.

For Category 6, this application only applies to applicants who were registered with a Provincial Architectural Association prior to adoption of the Canadian Educational Standard.

Before you get started

You will be required to supply a significant amount of information during your online application. In order for you to move smoothly and quickly through the process, you should gather and prepare your documentation in advance.
If you are applying as a graduate of a non-accredited program you may want to organize your course information into the six subject areas described in the section above (Certification of Academic credentials). The worksheet in Appendix A was designed to help you with this.
Before starting your application you should have the following information readily available:

- Transcript of your professional degree in Architecture
- Course Calendar/ syllabus from the university including the description of the courses you have completed
- Course names
- Course numbers or codes
- Course credits or semester hours
- Year courses were taken
- Length of academic semester in terms of weeks

The amount of time required for your application will vary based on the category of your application as well as the number of courses you will have to enter in each of the six subject areas. For categories 1, 2 and 6 you should expect the process to take between 1 and 2 hours. For categories 3, 4 and 5 you should expect the application to take between 5 and 12 hours to complete.

Application Process

There are two or three steps to the application process, depending on the category.

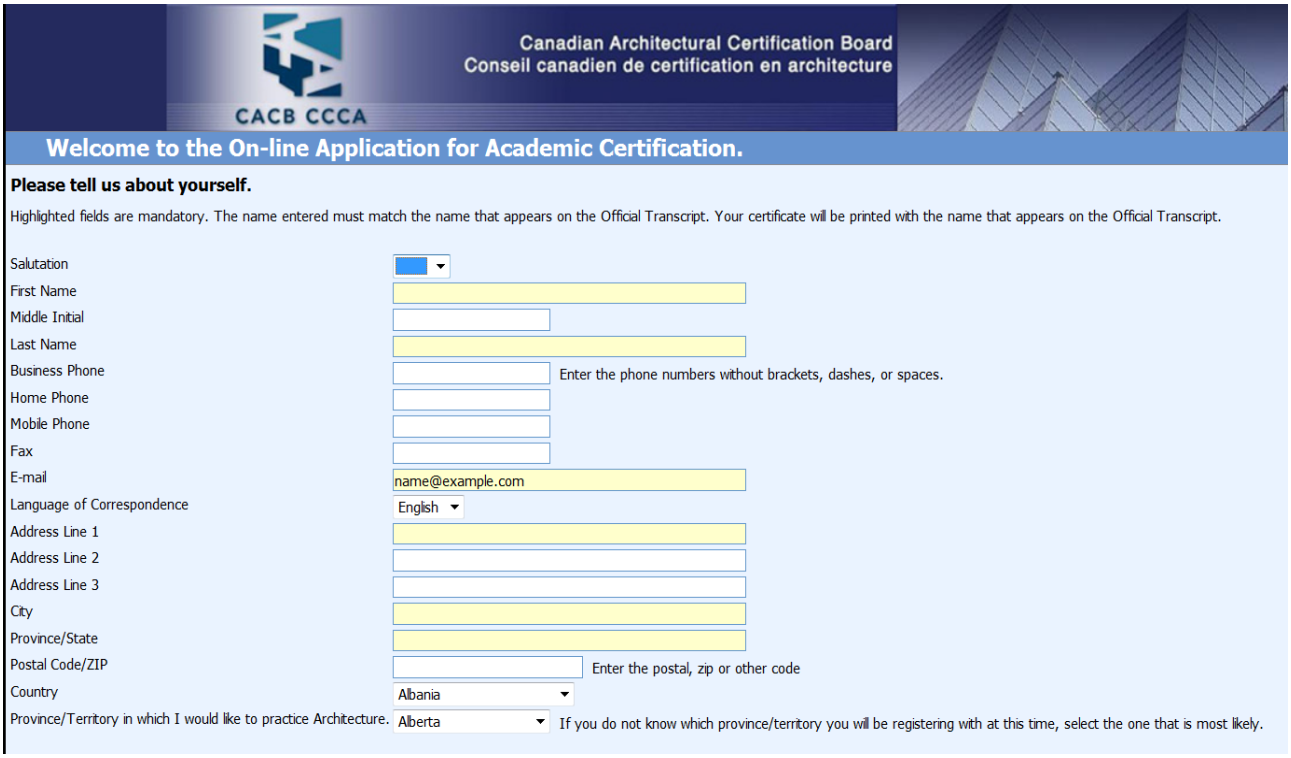
- Step 1 is common to all categories. This step requests contact information, and educational background starting with your first professional degree or diploma followed by up to two other degrees or diplomas.
- Step 2 must be completed by category 3, 4 and 5 applicants only. This step consists of a course-by-course listing of your first professional degree or diploma grouped by the six subject areas as outlined in the CES.
- Step 3 is a declaration that all information provided by you is truthful and represents work completed by you, payment of the certification fee, and information on sending diploma or degree, transcripts, course calendars and other documentation to the CACB for evaluation.

You can stop your application at any time and return to it later by clicking "Save and Exit" at the bottom of the page. Please note that all boxes in yellow are required information. While not all fields are required, you are encouraged to submit the most complete application possible.

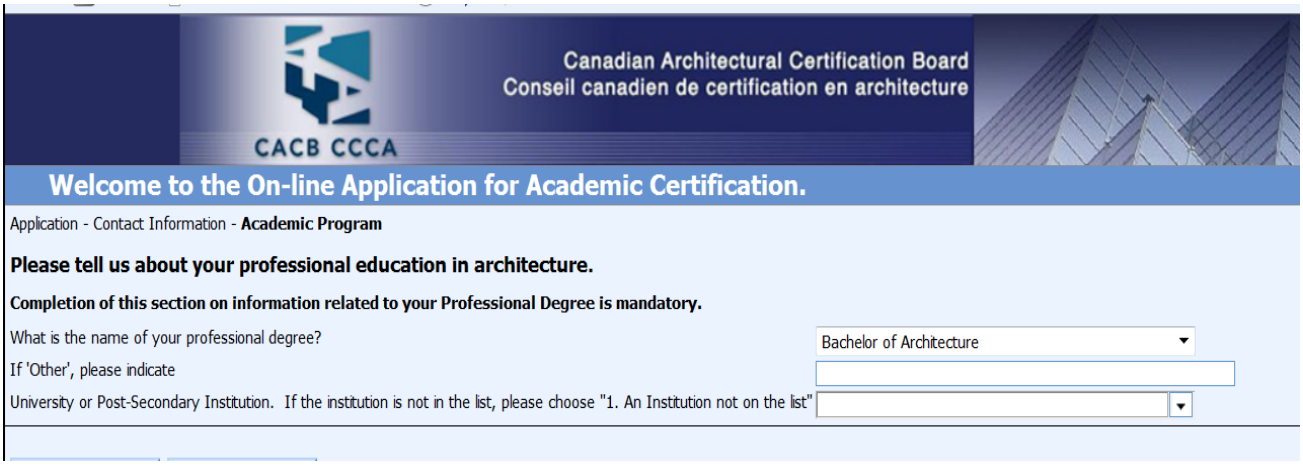
Step 1: Contact information and education background

1- The first step in the application process is selecting what kind of applicant you are; do this by clicking the appropriate circle. You will then be asked to create a username and password for your application.

2- Next you will be asked to enter your contact information. Fill in the form as detailed as possible and ensure that you have entered all your information correctly as you will not be able to go back and revise it later.



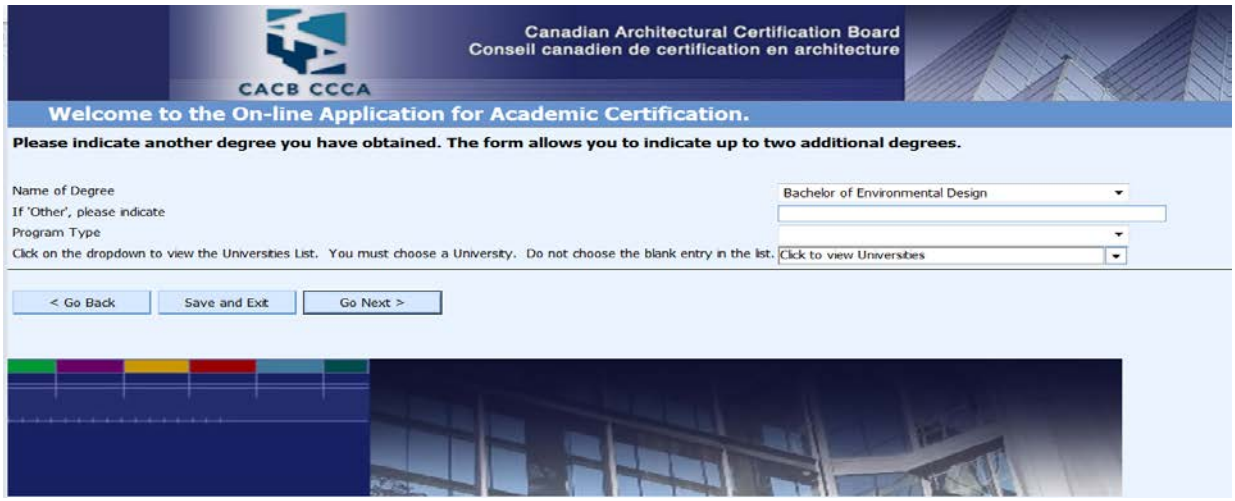
3- The following step requires you to enter information about your educational background. Select your first professional degree that would enable registration or licensure in the jurisdiction where it was granted. If your educational institution is not listed, select the option "1. An Institution not on the list" and you will be able to enter the name of the University in the next screen. On the following page you will need to indicate when you obtained your educational qualifications.



4- The CACB keeps on file course calendars from previous applicants, and the translation of the course calendar into English or French if required. In the next step you will determine whether or not there is a course calendar on file for the years of your professional program. Select the calendar from the drop down menu by clicking the arrow to the right of the box. If your course calendar is available for the years you studied you will <u>not</u> be required to submit a copy of the calendar as part of your application, but be ready to provide the CACB with any additional information/clarifications if needed.

If no course calendars are shown or none are correct for the time of your degree, select the option "Click to view available calendars/No course calendars available", and click "Go Next". You <u>will</u> be required to submit the applicable university calendar/syllabus as part of the documents package for your application.

5- In the next step you will have the opportunity to indicate up to two additional degrees or diplomas you have obtained. Select your degree from the drop down menu and select the institution that issued your degree. You will also need to indicate the years of study for this degree.



Step 2: Academic qualifications

IMPORTANT: Before beginning this part of the application, take the time to categorize the courses from your transcript to the appropriate CES subject areas using the worksheet in Appendix A. If you are not sure which subject area would be best for the course, choose the most likely area, or add it to the ''Other section'' of the worksheet.

The worksheet in Appendix A shows the number of courses that can be entered in each subject area. If you have too many courses to fit in a particular area, add them to the ''Other section'' of the application.

Taking the time to do this before tackling the data entry will make the process go faster, and eliminate any missed courses.

Applicants in Categories 1, 2 and 6 move directly to Step 3.
Applicant in Categories 3, 4 and 5 must fill in this section to collect information related to your academic qualifications, more specifically the courses you took during your first professional degree. The academic qualifications of each applicant must meet the requirements of the Canadian Educational Standard (CES) for admission to the provincial architectural associations. Qualifications are divided into six subject areas:

- Area 1 - General Education and Electives
- Area 2 - History of Architecture and Human Behaviour
- Area 3 - Environment
- Area 4 - Design and Graphic Communication
- Area 5 - Technical Systems
- Area 6 - Knowledge of the Profession

You should categorize and enter all courses indicated on your transcript. If you have taken a course that does not belong to any of the areas, there is an opportunity to enter that course at the end of the process. Within each subject area you can click "Go Back" to move back through the courses you have entered to make corrections. Once a subject area is complete a summary of the semester hours will be displayed. Once you have completed an area and move to the next one, you will not be able to return and make corrections. However, you will be able to add the corrected course information in the last section ''Other Courses'', and include a comment in the remarks field.

Course information form

You will be asked if you have courses to enter into the subject area. Click "Yes" if you have courses to enter or click "No" if you do not. All yellow fields are required information; you are encouraged to enter as much information about your courses as possible.

If you have more courses in this area to fill in, ensure that "Yes" is selected for the final question "Do you wish to add another course?" When you have completed the form click "Go Next" to enter information about your next course.

If you have no other courses to enter in the subject, select "No" and you will be brought to the next subject area. Before you select "No", ensure that you have entered the information for each of your courses correctly. Once you click "Go Next" and move to the next subject area, you will not be able to make modifications to the course information you entered in this subject area. If you would like to review your course information, click "Go Back" to review your information and make any corrections. When you are satisfied, select "No" for "Do you wish to add another course?" and then click "Go Next".

When you finish entering all of your courses you will be given a summary of the semester hours of credits you entered based on lecture and lab hours in your courses' duration. You will then be able to proceed to the next area module.
You will follow the same steps for each subject area until you have completed your application.

Below you will find the number of courses you can enter in each subject area. Full descriptions of each subject area and courses associated with them are provided in the online application.

General Education

Courses include the following areas of study:

- English and French Composition: (enter up to 3 courses)
- Humanities: (enter up to 4 courses)
- Social Sciences: (enter up to 6 courses)
- Mathematics: (enter up to 4 courses)
- Natural Sciences: (enter up to 3 courses)
- Electives: (enter up to 10 courses)

History of Architecture and Human Behaviour

Courses include the following areas of study:

- History of Architecture: (enter up to 6 courses)
- Human Behaviour: (enter up to 4 courses)

Environment

Courses include the following areas of study:

- Environment: (enter up to 5 courses)

Design and Graphic Communication

Courses include the following areas of study:

- Design Level I: (enter up to 6 courses)
- Design Level II to IV: (enter up to 12 courses)

Technical Systems

Courses include the following areas of study:

- Structural Systems: (enter up to 4 courses)
- Environmental Control Systems: (enter up to 5 courses)
- Construction Materials and Assemblies: (enter up to 6 courses)

Knowledge of the Profession

Courses include the following areas of study:

- Knowledge of the Profession: (enter up to 6 courses)

Other Courses

This final section allows you to record courses that you did not enter in the previous sections. These could be courses that you are not sure which subject area they belong, or courses that you forgot to enter in an earlier subject area.

To enter additional courses select "Yes". If you have no other courses please see the instructions below on how to complete your application.

Once you have entered all courses and do not have any additional courses, select "No" in the Other Courses area.

Please note that this section is your last opportunity to enter courses relevant to your academic qualifications. If you forgot to enter a course earlier or if you have additional relevant courses to enter, do so in the Other Courses section. Once you have entered all your courses and have answered "No" to additional courses you will be provided a summary of the semester hours you entered in each subject area based on lecture and lab hours of each of your courses. At this point you can click "Go Back" to add additional Other Courses if you have missed any. If you have entered all of your courses, click "Go Next" and you will be brought to the final portion of your application.

Step 3: Required documents, declaration and payment

Required documents

In order to process your application, the CACB needs to receive the following documents:

- Official Transcript or certified true copies of the official transcripts
- Certified true copies of all degree(s)
- University calendar (if applicable)
- Certified translation of all documents if not in either of the two official languages. Or Certified true copies of the certified translations if the transcripts, degrees, and university calendar(s) if the original documents are not in French or English
- List of the academic design projects completed throughout the programme in architecture with brief descriptions in your own words (maximum of 4 pages)
- Portfolio of academic design if available

Full descriptions and requirements of each document are provided in the online application. Ensure that your CACB file number appears on all documents you submit and in all communication with CACB.

Important: Please note that your application will not be processed without the proper supporting documentation.

Declaration

Applicants will be required to read CACB's disclaimer regarding submitting an application. You will need to read and check the box to indicate your agreement and compliance with a declaration.

Payment

The last next step is to pay the application fee. The application fee is based on your application category, a listing of application fees are available online on CACB's website. Your application will not be processed until all supporting documentation is received and the application fee is received by CACB. Payments must be in Canadian funds and are non-refundable. They can be paid by credit card, bank draft or money order.

If you are paying by credit card you will be taken to a secure payment site. Once your transaction is complete, your application is complete.

If you are paying by bank draft or money order the total cost of your application and the address to send your payment will be provided.

Applicants should allow up to 3 months to be informed of the result after submission of their completed application form and all required documents.

Enquiries

To enquire about your application, contact the CACB at:

One Nicholas Street, Suite 710
Ottawa, ON
Canada, K1N 7B7
Telephone: (613) 241-8399
Fax: (613) 241-7991
Email: info@cacb.ca

Appendix A

Transcript Entry Worksheet

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 1 – GENERAL EDUCATION					
English and French Composition					
Humanities					
Social Sciences					
Mathematics					

Natural Sciences					
Electives					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 2 – HISTORY OF ARCHITECTURE, HUMAN BEHAVIOUR					
History of Architecture					

Human Behaviour					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 3 - ENVIRONMENT					
Environment					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 4 – Graphic Communications and Design					
Graphic Communications					

Design					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 5 – TECHNICAL SYSTEMS					
Structural Systems					
Environmental Systems					

Construction Materials					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
AREA 6 – KNOWLEDGE OF THE PROFESSION					
Knowledge of the Profession					

Course No.	Description	Year Taken	Pass/Fail	Lecture Hours	Lab/studio Hours
OTHER COURSES					
Other Courses I					

Other Courses II					