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**CACB Call for Visiting Team Members Nominations from ROAC**

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**CALL FOR NOMINATIONS FOR PRACTITIONERS AND INTERNS**

The Canadian Architectural Certification Board (CACB) seeks candidate nominations for its roster of Visiting Team Members, particularly bilingual nominees for its francophone school visits. The CACB strives to achieve gender balance and diversity on all its volunteer rosters.

For the current call for nominations, we are seeking, **at least:**

- **2 (two) practitioners;** and
- **2 (two) interns.**

Nomination submissions must include a maximum 2-page curriculum vitae and a cover letter showing interest in Accreditation.

Required qualifications are outlined below.

**Qualification Criteria for CACB Visiting Team Members****Practitioner**

Prospective Practitioner nominees must:

- be a licensed architect in Canada;
- have a reasonable length and breadth of professional practice experience;
- have a record of acknowledged professional work;
- show involvement within the Profession and/or Provincial/Territorial regulator committees; and
- be interested in academic programs and in architectural education.

**Intern**

Prospective Intern nominees must:

- be enrolled in the Internship Program in Canada within a Provincial/Territorial regulator;
- be fluent in one of the two official languages;
- show involvement within the Profession and/or Provincial/Territorial regulator committees; and
- be familiar with evaluating programs.

**Selection Process**

- Received nominations will be added to the CACB roster of Visiting Team Members.
- Nominees will be invited to take the Association of Accrediting Agencies of Canada (AAAC) training. On their first visit, nominees will be participating as non-voting team members for training purposes. Once a Visiting Team Member has completed one (1) accreditation visit as a non-voting team member, they will be assigned to the core team as a Voting Member.

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### CACB and Architectural Accreditation

The CACB is the sole organization recognized by the architectural profession in Canada to assess the educational qualifications of architecture graduates (Certification Program) and to accredit professional degree programs in architecture that are offered by Canadian universities (Accreditation Program).

The CACB head office is in Ottawa, Ontario. It adheres to the principles of fairness, transparency, clarity, and ethical business practices in all of its activities.

### Accreditation:

- is the process of determining and certifying the achievement and maintenance of reasonable and appropriate national standards of education for professionals.
- is a cyclical review and assessment process whereby educational institutions and/or programs are recognized for quality when reviewed against pre-determined standards or criteria of excellence established and measured by peers.
- signifies that a professional program in Architecture has a satisfactory standard of educational achievement as determined by the evaluation process carried out by the CACB.
- typically requires a self-evaluation on the part of the institution, followed by a site visit and review conducted by a Visiting Team representing the CACB. The decision regarding accreditation is made by the CACB Board.

### Visiting Team Members

Members of Visiting Teams contribute their time but are reimbursed for all travel and meal expenses. Visiting teams are mandated with assessing, before and during the Site Visit, the Program's conformance with the CACB Conditions for Accreditation, and with making a confidential recommendation on a term of accreditation to the CACB Board.

The core Visiting Team consists of five voting members (including the Team Chair). It is comprised of two members representing CCUSA, who are experienced architectural educators; two members representing ROAC, who are broadly experienced practicing architects; and a student representative or an intern.

### The Site Visit Schedule

Visiting Team Members will be expected to review remotely student work 45 days before the Site Visit. Site Visits are typically conducted during the winter/spring term. A typical Site Visit consists of a maximum of three (3) days, starting on Sunday afternoon with Team introductions and orientation, and ends on Tuesday afternoon.

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### Participating in the Site Visit

The Site Visit focus will be on finalizing document and student exhibits review, conducting open-ended interviews, touring the facilities, and identifying concerns that may not have been evident in the submitted *Architecture Program Report (APR)*. Furthermore, the Team Chair customarily provides an opportunity for unscheduled confidential interviews with the Visiting Team at the request of faculty, students or staff, either individually or collectively.

### Accredited Schools of Architecture in Canada

Accredited professional Programs are listed along with their Accreditation Documents at the following link:  
<http://cacb.ca/en/accredited-programs/>

***References:*** The CACB Conditions and Terms for Accreditation and the CACB Procedures for Accreditation:  
<https://cacb.ca/conditions-and-procedures/>