CACB
CCCA

CANADIAN ARCHITECTURAL CERTIFICATION BOARD

CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

ANNUAL REPORTING (AR)

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

Visiting Team Chairs are selected by the CACB Board.

Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

Architecture Program Report (APR) Submission

A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

A decision regarding the term of accreditation by the CACB will be sent to the Program following the spring Board meeting.

Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

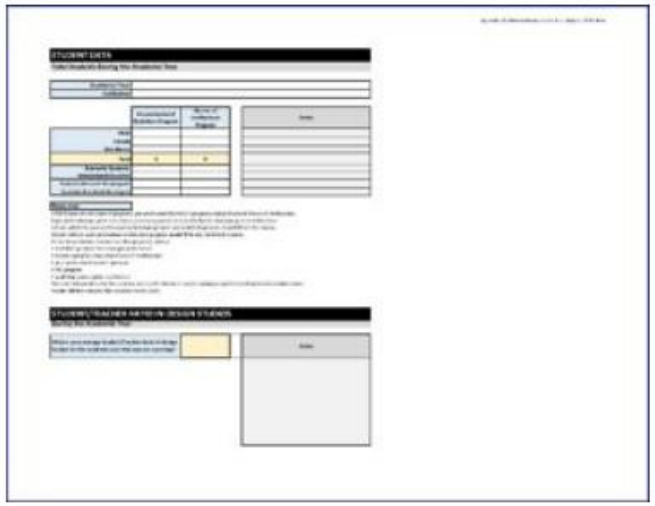
3.2.1 Annual Reports (AR)

All Programs must submit ARs every year to maintain their accreditation status. Submission of the Annual Report are due on **June 30 of each year**. These include a response to each cause of concern and each "not-met" condition, any major curriculum or structural changes to the program, a Human Resources Statistics Report (refer to Appendix A-8 on the CACB Accreditation Resources page), and any other additional information that the CACB specifically requests.

Programs must submit the AR with the following component(s):

- **Statistical Report only** is required if:
  - A site visit has just been completed;
  - An Architecture Program Report (APR) is scheduled for submission in the coming September; or
  - First year in their term of accreditation.

- **Full Report—which includes both narrative and statistical components—**is required in all other years of the accreditation term.



ANNUAL REPORT:
STATISTICAL SECTION (A8)

Download

ANNUAL REPORT:
NARRATIVE SECTION (TEMPLATE)

Download

Please refer to the Forms and Templates section on the CACB website to download the template: https://cacb.ca/resources/

The Annual Report (AR) *must include*:

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A response, in the order listed, to each CACB condition identified as "not met" and to each cause of concern listed in the Team Findings section of the VTR. The AR narrative may also address any new changes or areas of specific expertise;

If applicable, demonstration of compliance with revised or new *CACB Conditions and Terms for Accreditation* and *the Procedures for Accreditation*, or a plan and schedule for achieving compliance;

Clearly written documentation of any major curriculum or structural changes to any part of the architectural program or programs; The AR narrative should describe how these changes directly affect the Program's compliance with the CACB conditions so that the CACB is kept aware of evolving curricula;

A Human Resources Statistics Report (refer to **Appendix A-8**);

A program academic calendar for the current year; and

Any other additional information that the CACB specifically requests.

AR Submission

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The following options are accepted to submit the Annual Report (AR):

Email the AR to the Accreditation Program Coordinator at accreditation@cacb.ca

Upload the AR to the CACB Shared Site (Nextcloud) in the Program Repository folder.

If you have forgotten your login information, please contact the Accreditation Coordinator for assistance.

AR Late Submission

The Annual Report is due on **June 30 each year**, regardless of whether the date falls on a weekend or weekday.

Should the *AR* not be received by the June 30 due date, the CACB will send a letter to the Program Head, with a copy to the appropriate senior university administration, emphasizing the importance of the report for continuing accreditation.

A fine of **$500.00 per business day** will be imposed for the late submission, accruing daily **after the June 30 deadline**

Process and Decision

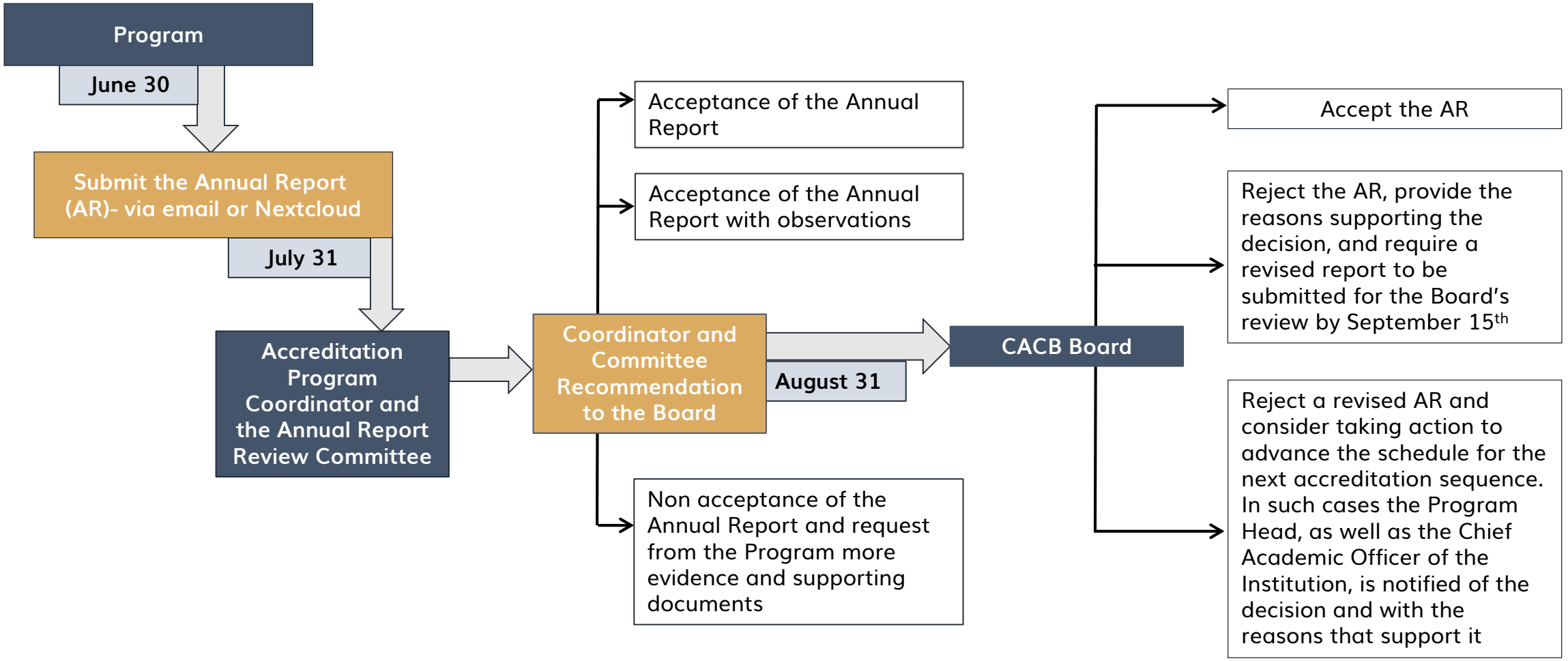
Responses to the Annual Report will be sent to each Program **within 30 calendar days** following the CACB Fall Board Meeting.

The CACB Board will review each Program's AR and will take **one of the following actions**:

Accept the AR;

Reject the *AR*, provide the reasons supporting the decision, and require a revised report to be submitted for the Board's review by September 15; or

Reject the revised *AR* and consider taking action to advance the schedule for the next accreditation sequence. In such cases, the Program Head, as well as the Institution's Chief Academic Officer are notified of the decision and the reasons that support it.


Program
June 30
Submit the Annual Report (AR)- via email or Nextcloud
July 31
Accreditation Program Coordinator and the Annual Report Review Committee
Coordinator and Committee Recommendation to the Board
August 31
Acceptance of the Annual Report
Acceptance of the Annual Report with observations
Non acceptance of the Annual Report and request from the Program more evidence and supporting documents
CACB Board
Accept the AR
Reject the AR, provide the reasons supporting the decision, and require a revised report to be submitted for the Board's review by September 15th
Reject a revised AR and consider taking action to advance the schedule for the next accreditation sequence. In such cases the Program Head, as well as the Chief Academic Officer of the Institution, is notified of the decision and with the reasons that support it