**Accreditation Visit To-Do List: The Program**

*2017 Procedures for Accreditation (2025 Revised Edition)*

Before the Visit

* Review and respond to the Team Chair nomination
  + Accept or reject the nomination in writing. Rejections are only permitted on the grounds of a conflict of interest
  + **Deadline: As soon as possible after the spring Board meeting, once nominations are communicated to the Program**
* Appoint a non-voting Visiting Team member (if applicable)
* Prepare and submit the Architecture Program Report (APR)
  + Write the APR following the CACB’s guidelines in *Writing the Architecture Program Report (APR)*
  + **Deadline: September 15 of the year prior to the accreditation renewal visit.**
  + Submission: Upload a PDF to the CACB Nextcloud repository folder
* Respond to the APR Review Form (if additional information is requested)
  + Provide any clarifications or documents requested
  + **Deadline: Within 3 weeks of receiving the form**

During the Virtual Visit

* Collaborate with the Team Chair to develop and finalize the visit agenda
  + **Deadline: At least 6 weeks before the site visit.**
* Set up and provide access to the Virtual Student Work Exhibition (refer to Procedure 2.2.1.3 for the requirements)
  + Select a secure virtual platform and grant access to the CACB and Team Chair
  + **Deadline: At least 50 calendar days before the site visit**
* Conduct a virtual presentation of the student work exhibition
  + **Deadline: At least 45 calendar days before the site visit**
* Meet with the Team Chair to confirm readiness for the visit
  + **Deadline: 45 calendar days before the site visit**

During the On-Site Visit

* Ensure the on-site Team Work Area is prepared (refer to Procedure 2.2.2.2 for the requirements)
  + Confirm that equipment, access, and support are in place
  + **Deadline: Ready by the first day of the visit (typically Sunday)**
* Conduct the on-site facility tour
* Attend all scheduled meetings
  + Ensure all relevant faculty, staff, and students are prepared and present.
* Provide additional materials or evidence upon request

After the Visit

* Review the final draft of the Visiting Team Report (VTR)
  + A draft (excluding the confidential recommendation) will be sent within 5 weeks of the visit
  + **Deadline: 4 weeks to review and respond with factual corrections**
* Complete the Program Head’s Evaluation of the Accreditation Sequence (Appendix A-4)
  + **Deadline: Within 1 month after the visit**
* Submit the Accreditation Review Cost Report (Appendix A-7)
  + **Deadline: Within 1 month after the visit**
* Reimburse any Program-appointed non-voting Visiting Team members (if applicable)

**Maintaining Accreditation To-Do List: The Program**

*2017 Procedures for Accreditation (2025 Revised Edition)*

Annual Reporting

* Submit the Annual Report (AR) as part of the ongoing accreditation process to maintain accreditation status (statistical report and narrative report if applicable)
  + **Deadline: June 30 of each year**

Automatic Certification

* Submit a list of graduated students (refer to Procedure 3.2.2 for the requirements)
  + **Deadline: 1 month following graduation (per graduation cycle)**

Focused Evaluation Reporting

* Submit the FER identifying the changes made or planned by the Program to remove each Condition found ‘’not met’’
  + **Deadline: April 30 of the year in which the evaluation is scheduled**

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| **Accreditation Visit Checklist** | |
| Review and respond to Team Chair nomination |  |
| Appoint non-voting Visiting Team member (if applicable) |  |
| Write and submit APR |  |
| Respond to APR Review Form (if requested) |  |
| Finalize agenda with Team Chair |  |
| Set up & grant access to Virtual Student Work Exhibition |  |
| Conduct virtual presentation of student work |  |
| Meet with Team Chair to confirm readiness |  |
| Prepare on-site Team Work Area |  |
| Conduct facility tour |  |
| Attend all scheduled meetings |  |
| Provide additional materials/evidence as requested |  |
| Review and respond to draft VTR |  |
| Submit response to draft VTR |  |
| Complete Program Head’s Evaluation (Appendix A-4) |  |
| Submit Accreditation Review Cost Report (Appendix A-7) |  |
| Reimburse Program-appointed non-voting members (if applicable) |  |
| **Maintaining Accreditation Checklist** | |
| Annual Report |  |
| Automatic Certification |  |
| Focused Evaluation (if applicable) |  |