**Accreditation Visit To-Do List: The Visiting Team Chair**

*2017 Procedures for Accreditation (2025 Revised Edition)*

Before the Visit

* Confirm to the CACB Office that no conflict of interest exists
* Review the Architecture Program Report (APR) and complete the APR Review Form
  + **Deadline: Within 2 weeks of receipt (received September 15)**
* Review any additional information requested in the APR Review Form and submit a recommendation to the CACB Board regarding acceptance or rejection of the APR
  + **Deadline: Within 2 weeks of receiving the additional materials (see Procedure 2.1.5.2)**

During the Virtual Visit

* Review the *CACB Conditions and Terms for Accreditation* and *CACB Procedures for Accreditation*
* Collaborate with the Program Head to develop and finalize the visit agenda
  + **Deadline: At least 6 weeks before the site visit**
* Meet with the Program Head to confirm readiness for the visit
  + **Deadline: 45 calendar days before the site visit**
* Attend the virtual presentation of the student work exhibition
  + **Deadline: At least 45 calendar days before the site visit**
* Review student work with the visiting team
  + **Deadline: Ongoing, beginning at least 38-40 calendar days before the visit**
* Identify any missing material and questions to be addressed during the visit
  + **Deadline: Ongoing, beginning at least 28-30 calendar days before the visit**
* Attend all scheduled meetings
* Begin drafting the Visiting Team (VTR)

During the On-Site Visit

* Attend all scheduled meetings
* Ensures the final draft VTR is complete before departure
  + **Deadline: Before departure at the end of the visit**
* Sign the confidential recommendation via the electronic signing platform
  + **Deadline: Before departure at the end of the visit**

After the Visit

* Finalize the Visiting Team Report (VTR) in collaboration with the visiting team and sign the required pages via the electronic signature platform
* Send the finalized VTR to the Program Head
  + **Deadline: Within 5 weeks after the visit**
* Review the Program’s comments on the VTR and revise the report as applicable
  + **Deadline:** **Within 2 weeks of receipt of the Program’s comments**
* Completes the Team Member Evaluation Form (Appendix-5)
  + **Deadline: Within 1 month following the visit**
* Submit the Expense Claim Form along with supporting documentation
  + **Deadline: Within 15 calendar days following the visit**

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| **Accreditation Visit Checklist** | |
| Confirm no conflict of interest with the CACB Office |  |
| Review the Architecture Program Report (APR) |  |
| Complete the APR Review Form |  |
| Review any additional materials requested in the APR Review Form |  |
| Submit a recommendation to the CACB Board on the APR |  |
| Review the CACB Conditions, Terms, and Procedures for Accreditation |  |
| Work with the Program Head to finalize the visit agenda |  |
| Meet with the Program Head to confirm readiness |  |
| Attend the virtual presentation of the student work exhibition |  |
| Review student work with the team |  |
| Identify missing materials or questions for the visit |  |
| Attend all scheduled meetings |  |
| Begin drafting the Visiting Team Report (VTR) |  |
| Attend all scheduled meetings |  |
| Ensure the final draft of the VTR is complete |  |
| Sign the confidential recommendation via the electronic platform |  |
| Finalize the VTR with the team and sign required pages |  |
| Send the final VTR to the Program Head |  |
| Review and revise the VTR based on Program comments |  |
| Complete the Team Member Evaluation Form |  |
| Submit the signed Expense Claim with documentation |  |