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

*2017 Procedures for Accreditation (2025 Revised Edition)*

Before the Visit

* Confirm to the CACB Office that no conflict of interest exists
* Complete AAAC training if applicable

During the Virtual Visit

* Review the *CACB Conditions and Terms for Accreditation* and *CACB Procedures for Accreditation*
* Read the Architecture Program Report
* 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
* Collaborate on the final draft VTR
	+ **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
* Completes the Team Member Evaluation Form (Appendix-6)
	+ **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 | [ ]  |
| Complete AAAC training (if applicable) | [ ]  |
| Review CACB Conditions, Terms, and Procedures for Accreditation | [ ]  |
| Read the Architecture Program Report (APR) | [ ]  |
| Review student work with the visiting team | [ ]  |
| Identify any missing materials or questions to address | [ ]  |
| Attend all scheduled meetings | [ ]  |
| Begin drafting the Visiting Team Report (VTR) | [ ]  |
| Attend all scheduled meetings | [ ]  |
| Collaborate on completing the final draft of the VTR | [ ]  |
| Sign the confidential recommendation via the electronic platform | [ ]  |
| Finalize the VTR with the team and sign required pages | [ ]  |
| Complete the Team Member Evaluation Form (Appendix A-6) | [ ]  |
| Submit the signed Expense Claim with supporting documents | [ ]  |