



CANADIAN ARCHITECTURAL
CERTIFICATION BOARD
CONSEIL CANADIEN DE
CERTIFICATION EN ARCHITECTURE

2025

ON-LINE APPLICATION GUIDE

CACB ACADEMIC CERTIFICATION

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Introduction

This guide is designed to support you through each step of the CACB Academic Certification online application process. Submitting a complete and accurate application is essential to avoid delays in the assessment of your file. Incomplete applications cannot be processed and may significantly extend the overall review timeline.

To ensure a smooth experience and timely assessment, we strongly encourage you to carefully follow the instructions outlined in this guide. Each section provides clear guidance on how to prepare your application, complete the required fields, navigate the online platform, and submit the necessary documentation, helping you apply under the appropriate mode of certification for your professional degree in architecture.

Before You Get Started

CACB Academic Certification is the first step toward becoming a licensed architect in Canada. Before registering with any of the provincial or territorial associations of architects, graduates must have their academic qualifications certified by the CACB. Following certification, applicants must complete an [internship](#), [examinations](#), and any additional licensing requirements set by the regulatory body.

You must meet Eligibility

Before beginning your application, ensure you meet the eligibility requirements of holding a professional degree in architecture. A professional degree in architecture is a degree that qualifies a graduate to pursue licensure (registration) as an architect. It is recognized by regulatory authorities and meets the academic requirements for entry into the profession.

The main types of professional degrees that are eligible for CACB certification are those consisting of:

- a minimum of five years of post-secondary study culminating in a Master of Architecture degree, which follows a pre-professional bachelor's degree, except in Quebec, where the minimum is four years of professional studies following two years of CEGEP;
- a minimum of six years of post-secondary study culminating in a Master of Architecture degree, which follows a bachelor's degree in any discipline and includes a minimum of three years of professional studies in architecture; or
- a minimum of five years of post-secondary study culminating in a Bachelor of Architecture degree.

Certain variations from the types of degrees listed above may be considered, provided that candidates submit proof from the regulatory authority confirming that their degree meets the licensure requirements in the country where it was granted.

Choose the right Modes of Certification

When applying for Academic Certification, you must select the mode of certification that corresponds to your academic background. Each mode determines how your education will be assessed:

- **Mode 1 – A graduate of a professional program accredited by the Canadian Architectural Certification Board (CACB)**
Applicants with a professional degree in architecture from a program accredited by the Canadian Architectural Certification Board (CACB).
Assessment: The CACB verifies the degree's accreditation status and confirms that the education meets the Canadian Education Standard (CES). No detailed course-by-course review is required.
- **Mode 2 – graduate of a professional program accredited by the United States National Architectural Accrediting Board (NAAB)**
Applicants with a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB) or by another body recognized by the Canadian architectural regulators.
Assessment: The CACB confirms accreditation and that the degree meets the CES. As with Mode 1, a detailed review of the academic record is not required.
- **Mode 3 – A graduate of a Canadian School of Architecture prior to the implementation of the CACB Accreditation System in 1991.**
Applicants with an architectural degree from Canadian architectural programs prior to 1991, before the CACB accreditation system was implemented.
Assessment: A detailed evaluation of the applicant's academic record is required to determine whether the education aligns with the CES, including a course-by-course review.
- **Mode 4 – A graduate of a professional program in architecture from a foreign country (except the USA) not accredited by the CACB.**
Applicants with a professional degree or diploma in architecture that is accepted for licensure in its country of origin but is not accredited by the CACB, NAAB, or other recognized CACB bodies.
Assessment: same as Mode 3
- **Mode 5 – A graduate, since January 1, 2010, of a professional program in architecture from the Canberra Accord Signatories**
Applicants with a professional degree or diploma in architecture from a program located in a country that is a signatory of the Canberra Accord since January 1, 2010.
Assessment: same as Mode 3 and 4
- **Mode 6 – A graduate of the Royal Architectural Institute of Canada (RAIC) Syllabus program**
Applicants with a Graduate Diploma in Architecture from the Royal Architectural Institute of Canada (RAIC) Syllabus Program.
Assessment: same as Mode 3 and 4

Prepare Before You Apply

Gather and prepare all necessary documents and information before starting your application:

- Official course transcript(s) for your professional degree(s) in architecture: (All Modes);
- Official program syllabus with course descriptions matching the transcript: (Modes 3, 4, 5, 6);
- Course titles and codes (Modes 3, 4, 5, 6)
- Course credits or semester hours: (Modes 3, 4, 5, 6);
- Year each course was taken: (Modes 3, 4, 5, 6); and
- Length of academic semester (in weeks): (Modes 3, 4, 5, 6).

The amount of time needed to complete your application will vary depending on your certification category and the number of courses you must enter for evaluation across six subject areas.

- For **Modes 1 and 2**, under 1 hour; and
- For **Modes 3-9**: 5 to 12 hours, depending on the complexity of your academic record.

Navigating the Online Application

To begin your application, visit the CACB Online Application Portal and create a new profile:

1. Sign up using your email address and create a password.
2. Confirm your registration via the verification email.
3. Log in and select "Academic Certification."
4. Choose your Mode of Certification.
5. Enter your contact information and educational background.

Application Process

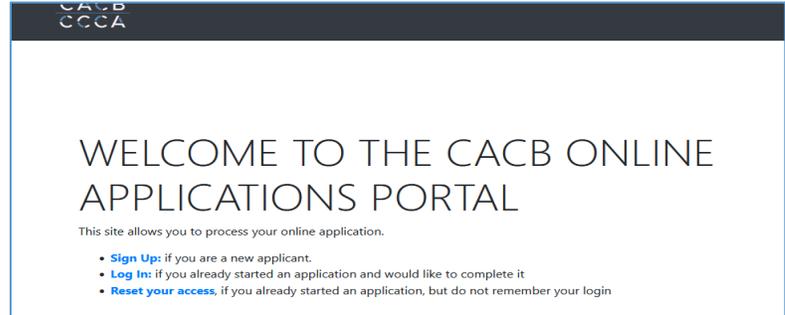
The online application process consists of two or three steps, depending on your mode of certification.

- **Step 1 – Applicant Information: Creating a new profile, contact information and educational background** (All Modes)
Provide personal details, academic history, and program information. Ensure accuracy and completeness.
- **Step 2 – Course Listing : Academic qualifications** (Modes 3, 4, 5, 6)
Input course data organized within the six subject areas outlined in the Canadian Education Standard (CES). Input a detailed course-by-course listing for each architecture degree or diploma. Use the "Course Help" feature to match each course to the appropriate area.
This step allows the CACB to assess the content and depth of your education in relation to the CES.
- **Step 3 – Declaration, submission of required documents, and payment** (All Modes of Certification)
Agree to the CACB declaration, pay the application fee, and follow instructions for submitting documents. You can save your progress at any time. Mandatory fields must be completed.

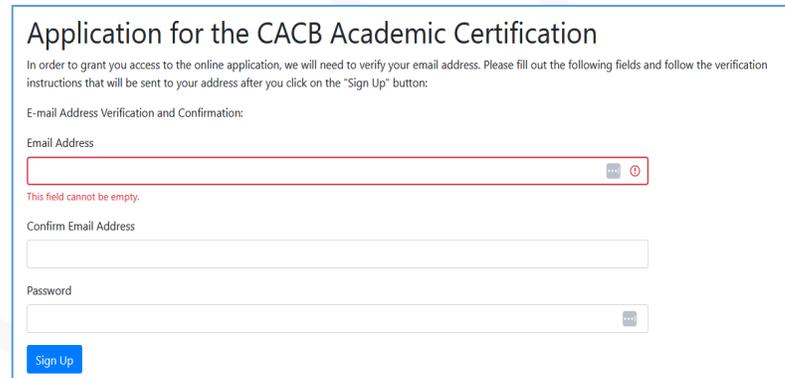
Step 1: Creating a new profile, input contact information and educational background: (All Modes)
If your professional degree includes multiple degrees, ensure all are included.

The CACB maintains a database of program syllabi. Use [the search tool](#) to check for your institution and years of study. If unavailable, you must upload the official syllabus with your application.

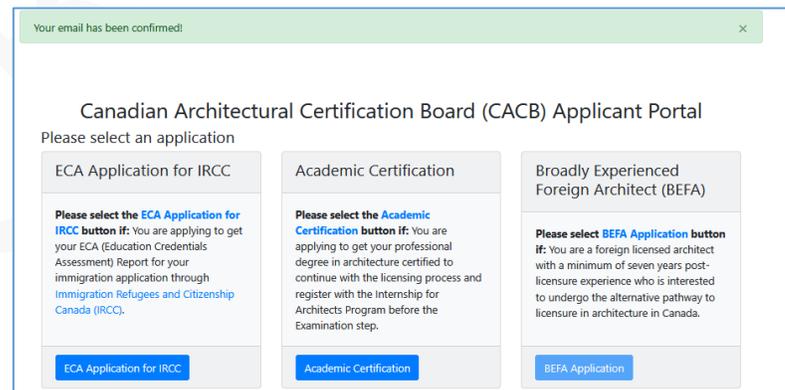
- The first step in is to **Sign up** in the CACB Online Applications Portal as a new applicant and setup your personal profile.



- Next, you will be prompted to enter your email address and create a password.
- Check your email inbox for confirmation of your registration and verification link. Click the link to access your new online account.



- Select the "Academic Certification program" button.



- Select your application type (Mode of Certification) by clicking the appropriate circle.



- Enter your contact information. Fill in the form with as many details as possible, ensuring that you have entered all your information correctly.
- Select the Province/territory in which you would like to be registered as an architect.
- If you are not yet sure where you will register, select the province or territory where you are most likely to apply.
- Enter information about your educational background, starting with your Professional Degree in Architecture.
- Select the institution country followed by the name of the institution where you completed your degree from the drop-down menus provided.
- If your institution name was not found, you can simply write it out in the 3rd field provided for this purpose. You will then add the name of your degree and years of study.
- Please note: If your professional degree is comprised of a combination of 2 separate degrees (undergraduate + graduate), be sure to include the supporting [official documentation](#) for the additional degree with your application submission.

Application for the CACB Academic Certification

Your application is being saved.

Application - **Contact Information** - Academic Program

Please tell us about yourself.

Highlighted fields are mandatory. The name entered must match the name that appears on the Official Transcript. Your certificate will be printed with the name that appears on the Official Transcript.

First Name

Middle Name(s)

Last Name

Province or Territory in which I would like to practice Architecture. If you do not know which province you will be registering with, select the one that is most likely

You can save your application at any time by clicking the 'Save' button, and retrieve it for completion at a later time.

[Previous](#) [Save](#) [Continue](#)

Application for the CACB Academic Certification

Your application is being saved.

Application - Contact Information - **Academic Program**

Please tell us about your professional education in Architecture.

Completion of this section on information related to your professional degree is mandatory.

Institution Country

Select institution where you received your Degree

If institution not specified, please include

What is the name of your Professional Degree?

Year of Study - From YYYY-MM-DD (*)

Year of Study - To YYYY-MM-DD (*)

Degree Conferred Date YYYY-MM-DD (as appears on official transcript) (*)

Additional degree, if applicable:

Degree Name

Institution Name

Year of Study - From YYYY-MM-DD (*)

Year of Study - To YYYY-MM-DD (*)

[Previous](#) [Save](#) [Continue](#)

- The CACB maintains a database of official program syllabi (calendars) provided by previous applicants/institutions, in English and French. In the next step you will determine whether or not there is a program syllabus available for the years of your professional program. Simply type in the name of your institution to use the search tool.

Application for the CACB Academic Certification

Your application is being saved.

Application - Contact Information - Academic Program

University Calendars for Years of Study

If the University Calendar for your years of study is listed in the drop-down menu, you may not be required to submit the Calendar. Select the Calendar that applies to your years of study from the drop-down. Otherwise, you will be required to submit the applicable University Calendar(s) as part of the documents package for your application. You may still be required to provide additional information/clarifications if needed.

University Program Syllabus

Previous
Save
Continue

- If your program syllabus is available for the years you studied, you are not required to submit the official program syllabus with your document submission. With this in mind, please be prepared to provide the CACB with any additional information/clarifications if needed.
- If there is no syllabus corresponding with your degree and years of study, you may skip this step by clicking 'Continue'. In this situation, you **will** be required to submit the applicable university program syllabus as part of the documents package for your application.

Upon completion of [Step 1](#), applicants from **Modes 1 and 2** move directly to [Step 3](#).

Step 2: Academic qualifications: (Modes 3, 4, 5, 6)

Applicants must fill in this section with information related to their courses completed throughout all the components of their professional degree as per the listed areas of studies.

Areas of Study:

- **Area 1 – DESIGN**

Courses must include at least **40 semester hours** in the following areas:

- Basic design theories, methods and precedents to the conception, configuration, and design of buildings, spaces, building elements, and tectonic components.
- Small buildings (residential, single use)
- A complex building (multi use and advanced program)
- Site design
- Urban design/context
- Details (material components, assemblies and/or architectural elements)
- Use of range of techniques for two-dimensional and three-dimensional representation, computational design, modeling, simulation, and fabrication).

In addition to the above, a minimum of **10 semester hours** are required in the following areas:

- Complex Building Design based on a concept, a building program, and a site which broadly integrates contextual factors, structural and environmental systems, building envelopes and assemblies, regulatory requirements, and environmental stewardship.

- **Area 2 - CULTURE AND COMMUNICATIONS**

At least **12 semester hours of credit** must be completed in courses related to:

- History of architecture and urban design regarding with consideration of cultural, political, ecological, and technological factors that have influenced their development.

At least **6 semester hours of credit** must be completed in courses related to:

- Diverse needs, values, behavioral norms, and social/spatial patterns that characterize different global cultures and individuals and the implications of diversity on the societal roles and responsibilities of architects.

At least **6 semester hours of credit** must be completed in courses related to:

- The broader ecologies that inform the design of buildings and their systems and of the interactions among these ecologies and design decisions.

- **Area 3 – TECHNICAL KNOWLEDGE**

At least **4 semester hours of credit** must be completed in courses related to:

- Applicable building codes, regulations, and standards for a given building and site, including universal design standards and the principles that inform the design and selection of life-safety systems.

At least **4 semester hours of credit** must be completed in courses related to:

- Basic principles used in the appropriate selection and application of architectural materials as it relates to fundamental performance, aesthetics, durability, energy, resources, and environmental impact.

At least **6 semester hours of credit** must be completed in courses related to:

- Principles of structural behavior in withstanding gravitational, seismic, and lateral forces, including the selection and application of appropriate structural systems.

At least **4 semester hours of credit** must be completed in courses related to:

- Basic principles used in the design of building envelope systems and associated assemblies relative to fundamental performance, aesthetics, durability, energy, material resources, and environmental impact.

At least **6 semester hours of credit** must be completed in courses related to:

- Basic principles that inform the design of passive and active environmental modification and building service systems, the issues involved in the coordination of these systems in a building, energy use and appropriate tools for performance assessment, and the codes and regulations that govern their application in buildings.

- **Area 4 – PROFESSIONAL PRACTICE**

At least **6 semester hours of credit** must be completed in courses related to:

- Organization of the profession, the Architects Act(s) and its regulations, the role of regulatory bodies, the paths to licensure including internship, and the reciprocal rights and responsibilities of interns and employers.
- Ethical issues involved in the formation of professional judgment; the architect's legal responsibility under the laws, codes, regulations, and contracts common to the practice of architecture; intellectual property rights; and the role of advocacy in relation to environmental, social, and cultural issues.
- Basic principles and types of practice organization, including financial management, business planning, entrepreneurship, marketing, negotiation, project management, and risk mitigation, as well as an understanding of trends that affect the practice.
- Various contracts common to the practice of architecture.
- Relationships among key stakeholders in the design process; the methods for selecting consultants and assembling teams; building economics and cost control strategies; the development of work plans and project schedules; and project delivery methods.

- **Area 5 – GENERAL EDUCATION**

A total of at least **32 semester hours of credit** must be completed in general education subject areas. Specifically, at least **14 semester hours** must be completed in:

- Language Composition (a minimum of 2 semester hours)
- Humanities or Social Sciences (a minimum of 6 semester hours)
- Mathematics or Natural Sciences (a minimum of 6 semester hours)
- The remaining 18 semester hours may be taken in any of the general subject areas listed above. These courses may be included either as an admission requirement or as part of the professional degree curriculum.

- **Area 6 – ELECTIVES**

At least **24 semester hours of credit** must be completed in:

- Architectural subjects (beyond the minimum requirements of each professional studies subject areas).
- Specialized elective subjects outside of the professional program.

Input of your course information

- For additional information on the subject areas, please refer to the [Canadian Education Standard](#) on the CACB website.
- Click on 'Proceed to fill out the courses'.
- You will be brought to the next page titled 'Summary of Courses'.
- For information on minimum requirements and definitions of each area of study, click 'Course Help'.
- To begin entering your courses, click 'Add a new course'.
- Select the appropriate Area of study from the drop-down list. You can click on '*Course Help*' for quick reminders of what each area signifies.

Application for the CACB Academic Certification

Your application is being saved.

Application - Contact Information - **Academic Program**

Academic Qualifications: Subject Areas

The academic qualifications of each applicant must meet the requirements of the Canadian Educational Standard (CES) for admission to the provincial architectural associations. The Canadian Educational Standard requires 160 semester hours of academic credit grouped into six subject areas:

- Area 1 - Design
- Area 2 - Culture and Communications
- Area 3 - Technical Knowledge
- Area 4 - Professional Practice
- Area 5 - General Education
- Area 6 - Electives

A semester hour is equivalent to 1 hour of CACB approved lecture or 2 hours of CACB approved laboratory/studio instruction per week for the duration of the semester or term. For programs that operate on a quarter system, 1.5 quarter hours are equivalent to 1 semester hour.

Proceed to fill out the courses

I confirm that I have entered all courses relevant to my degree.

Please indicate who will be sending your Official Transcripts to the CACB.

(*)
Official Transcript

Choose...

Previous
Save
Continue

[Home](#) / [Summary of Courses](#)

Summary of Courses

This is a summary page of all the courses you have entered for your application. You may view, amend or delete courses.

Add a new course
Course Help
Summary of Hours
Go back to Main Application

#	Course Title	Course Number or Code	Course Taken (YYYY)	Institution	Course Duration (in weeks)
No results found.					

- **IMPORTANT:** If you are unsure which subject area is most suitable for each course, please select the most likely area, or add it to the Electives section of the worksheet.
- Complete the fields for each course, to the best of your ability, based on the information provided on your official transcript and program syllabus.
- Use the 'Remarks' field to include any notes or clarifications for the assessment team's review.
- When clicking 'Save', the next page will show the information that was added.
- From here you can choose to make updates to the course entry, delete the course entry, or return back to view the "summary of courses".

Add a New Course

[Back to Summary of Courses](#)

Area

Area selection help:
[Area 1](#) [Area 2](#) [Area 3](#) [Area 4](#) [Area 5](#) [Area 6](#)

Course Number or Code

Course Title

Course Taken (YYYY)

Institution

Lecture hours Per week

Studio/Lab hours per week

Results

Course Duration (in weeks)

Remarks

[Save](#)

- Repeat the above steps for the entry of all the courses that are listed on your official transcripts for all your architecture degrees

Architecture Design 1

[Back to Summary of Courses](#) [Update this Course](#) [Delete this Course](#) [Add a new course](#)

Course Title	Architecture Design 1
Course Number or Code	ARCH101
Course Taken (YYYY)	2013
Institution	University of Toronto
Results	Pass
Lecture hours Per week	1
Studio/Lab hours per week	8
Course Duration (in weeks)	13
Remarks	
Area of study	Area 1 - Design

- You may refer to the Summary of Courses page at any time, where you can view, edit and delete course entries.

Summary of Courses

This is a summary page of all the courses you have entered for your application. You may view, amend or delete courses.

[Add a new course](#)
[Course Help](#)
[Summary of Hours](#)
[Go back to Main Application](#)

Showing 1-1 of 1 item.

#	Course Title	Course Number or Code	Course Taken (YYYY)	Institution	Course Duration (in weeks)	
1	Architecture Design 1	ARCH101	2013	University of Toronto	13	+ L B

- The 'Summary of Hours' page provides a glimpse at the total hours accumulated in your application so far, for each Area of study.

Summary of Hours

[Add a new course](#)
[Back to Summary of Courses](#)

Below are the required Education Areas as per the Canadian Education Standard (CES 2020 version), along with the mandatory number of Semester Hours for each. Please refer to the CES (2020 version) for specifics on hours per curriculum content and/or lecture vs lab hours.

To support the completion of your online application, a running total of the Lecture Hours and Lab Hours is included below for the courses you have entered to date. Please ensure you enter all courses for your degree/diploma and that you meet the required number of hours.

AREA	Lecture Hours	Lab Hours
AREA 1 - DESIGN (50 Semester Hours Required)	1	8
AREA 2 - CULTURE AND COMMUNICATIONS (24 Semester Hours Required)	0	0
AREA 3 - TECHNICAL KNOWLEDGE (24 Semester Hours Required)	0	0
AREA 4 - PROFESSIONAL PRACTICE (6 Semester Hours Required)	0	0
AREA 5 - GENERAL EDUCATION (32 Semester Hours Required)	0	0
AREA 6 - ELECTIVES (24 Semester Hours Required)	0	0

- Once the entry of all your courses is completed to your satisfaction, please check the box to confirm, indicate who will be sending your official transcript to CACB, then click 'Continue'.

Application for the CACB Academic Certification

Your application is being saved.

Application - Contact Information - **Academic Program**

Academic Qualifications: Subject Areas

The academic qualifications of each applicant must meet the requirements of the Canadian Educational Standard (CES) for admission to the provincial architectural associations. The Canadian Educational Standard requires 160 semester hours of academic credit grouped into six subject areas:

- Area 1 - Design
- Area 2 - Culture and Communications
- Area 3 - Technical Knowledge
- Area 4 - Professional Practice
- Area 5 - General Education
- Area 6 - Electives

A semester hour is equivalent to 1 hour of CACB approved lecture or 2 hours of CACB approved laboratory/studio instruction per week for the duration of the semester or term. For programs that operate on a quarter system, 1.5 quarter hours are equivalent to 1 semester hour.

[Proceed to fill out the courses](#)

I confirm that I have entered all courses relevant to my degree.

Please indicate who will be sending your Official Transcripts to the CACB

(*) Official Transcript

The student

[Previous](#)
[Save](#)
[Continue](#)

Step 3: Declaration, submission of required documents, and payment: All Modes of Certification

- **Declaration**

Applicants will be required to read CACB's disclaimer regarding submitting an application. You will need to read and check the box to indicate your agreement and compliance with a declaration.

- **Submission**

Upon confirmation of CACB's disclaimer click on "Submit". You will then be prompted to proceed to the payment of the application fees.

- **Payment**

The final step is to pay the application fee by credit card through a secure payment site. Application fees based on your mode of certification selected at the start of your online form. [A listing of application fees is available online on CACB's website.](#)

Once your payment has been processed, you will receive an email confirmation from CACB to the email address on file.

A follow-up email will provide you with instructions about next steps

Application for the CACB Academic Certification

Your application is being saved.

Submit and pay for application

- I certify that all information provided in this application form and the attached documents is true and accurate to the best of my knowledge.
- I understand that approval of this application, or any Certificate issued to me, may be revoked without notice if any information in this application is later found to be false or misleading.
- I acknowledge that the submission (i.e., the application form and all required documentation) becomes the property of the CACB and will not be returned to me.
- I further understand that this application will not be processed by the CACB until all required documentation is received.

I confirm that I have read, understood, and fully accept all the statements and conditions outlined above.

Ensure that you have checked and verified all data entered. You will not be able to return after this step.

[Previous](#) [Submit](#)

Application for the CACB Academic Certification

Thank you for your submission

[Please proceed to the payment of the application fees](#)

CACB
CCCA

Transaction completed successfully
Transaction a été complétée avec succès

[Return to Application | Retour à la demande](#)

Required Documents

Once your online application submission is complete, please provide the required supporting documents to the CACB office according to your Mode of Certification.

For Modes 3–6:

- Official transcript, or a certified true copy, of completed courses for all parts of the professional degree, including their official translation if the original document is not in English or French;
- Certified true copy of all degrees, including their official translation if the original documents are not in English or French;
- Admission/Acceptance letter showing the continuum if the Degree/Diploma is the result of multiple degrees and/or from different schools/institutions;
- Official program syllabus, or a certified true copy, describing the professional program in architecture, including an official translation if the original documents are not in English or French, or equivalent documentation thereof. The Official program syllabus must correspond to the years of your studies (see [here](#) if we don't already have your Program Syllabus in our database) and must include:
 - Official course description for each course listed on your official transcript that is relevant to the [CES](#) Areas of Studies; and
 - Breakdown of contact/study hours for each course listed on your official transcript.
- List of your academic design projects completed throughout the architecture program, including a brief written description of each project. This document **must not exceed 4 pages**, and no images are required.
- Optionally, a portfolio of academic design work may be submitted. Submitting a portfolio is recommended as it may strengthen your application. Only the **electronic format** will be accepted. The portfolio should consist of copies of individual work produced within the design studio of the architectural program. It must include at least the final design project and/or two other projects produced in the last two years of the program.

For Modes 1 and 2:

- Official transcripts or certified true copy of completed courses of the Bachelor and the Master degree.

After You Submit

- **Acknowledgement of Receipt**
You will receive an automated confirmation email. Ensure your contact information is up to date.
- **Preliminary Review**
CACB will check if your application is complete. You may be contacted for clarifications or missing items.
- **Assessment Process**
Once deemed complete, your file is forwarded to the Assessment Committee. Review times vary.
- **Decision Notification**
You will receive a decision letter by email outlining the outcome and any next steps.
- **Keeping Contact Details Updated**
Contact us to update your contact info as needed to ensure communication is maintained.

For more details, contact us at academiccertification@cacb.ca

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CACB-CCCA