



CANADIAN ARCHITECTURAL CERTIFICATION BOARD

CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

**Welcome to the Canadian Architectural
certification Board
The CACB**

**Bienvenue au Conseil canadien de
certification en architecture
Le CCCA**

The CACB



The CACB is the sole organization recognized by the architectural profession in Canada to assess the educational qualifications of architecture graduates (Certification Program), to accredit professional degree programs in architecture that are offered by Canadian universities (Accreditation Program), and to assess professional qualifications of foreign graduates architects (BEFA Program).

CACB FUNDING

The administration and the operation of the CACB-CCCA Programs are funded with a two-stream funding model:

1 – Self-Financed model for the Certification Programs (Academic and BEFA):

The Certification Programs are funded by the applications fees determined by the Board for the Academic Certification Program and for the BEFA Certification Program.

2 – Members' Funded model for the Accreditation Program:

The Accreditation Program is funded by the Members' grants through a five-year renewable Funding Agreement. The current funding formula is: 50% ROAC and 50% CCUSA.

The CACB-CCCA Fiscal Year begins on January 1 and ends on December 31.

MISSION, VISION, VALUES, AND MANDATE

MISSION

The CACB-CCCA develops, implements, and maintains programs and standards for certification required for the practice of architecture in Canada.

MISSION, VISION, VALUES, AND MANDATE

VISION

To mobilize the Canadian architecture community towards an inclusive and sustainable future.

MISSION, VISION, VALUES, AND MANDATE

VALUES

Our values are paramount in all that we do to achieve our mission, deliver our mandates and provide our services to the architecture community.

EXCELLENCE

We strive to deliver high quality programs and services to our applicants and Members through outstanding administration.

LEADERSHIP

We endeavour to improve our leadership role in the Canadian architecture community through facilitating dialogue and consultation between academic, professional and government sectors.

COLLABORATION

We believe that collaboration is essential and we practice it in our collegial engagements with members and partners. Our inclusive approach strengthens our focus on common issues, builds consensus, and contributes to our culture of mutual respect and trust.

INTEGRITY

We endeavour to improve our leadership role in the Canadian architecture community through facilitating dialogue and consultation between academic, professional and government sectors.

MISSION, VISION, VALUES, AND MANDATE

MANDATE

1. Certification of educational qualifications of individual architectural graduates (**Certification Program**);
2. Accreditation of professional architecture programs at Canadian universities (**Accreditation Program**);
3. Certification of professional qualifications of broadly experienced foreign architects (**BEFA Program**); and
4. Collaboration and conduction of research, nationally and internationally, as it relates to architectural accreditation and academic certification.

CACB'S JOURNEY

1976

RAIC Certification Board becomes The Canadian Architectural Certification Board (CACB)

1991

L'Ordre des architectes du Québec (OAQ) joins the CACB

1992

CACB is established in Ottawa under new Terms of Reference and its mandate is extended to also administer a national accreditation program

Composition of the Board : 1976-1991

- 1 representative from each provincial associations of architects experienced with the registration process of their province;
- 1 non-voting representative from the RAIC.

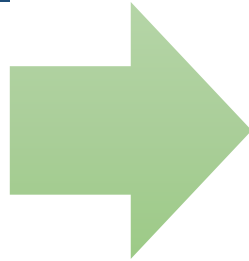
Composition of the Board : 1992-2008

- 3 individuals who are registered architects representing licensing authorities, appointed by the Committee of Canadian Architectural Councils (CCAC);
- 3 individuals representing architectural educators, appointed by the Committee of Canadian University Schools of Architecture (CCUSA);
- 3 individuals who are registered architects representing practitioners, jointly appointed by CCAC and CUSA;
- 1 individual representing the general public; and
- 1 individual representing a recognized national student organization appointed by the Board.

CACB'S JOURNEY

2008

CACB becomes an incorporated organization with a new By-law.
By-law #1



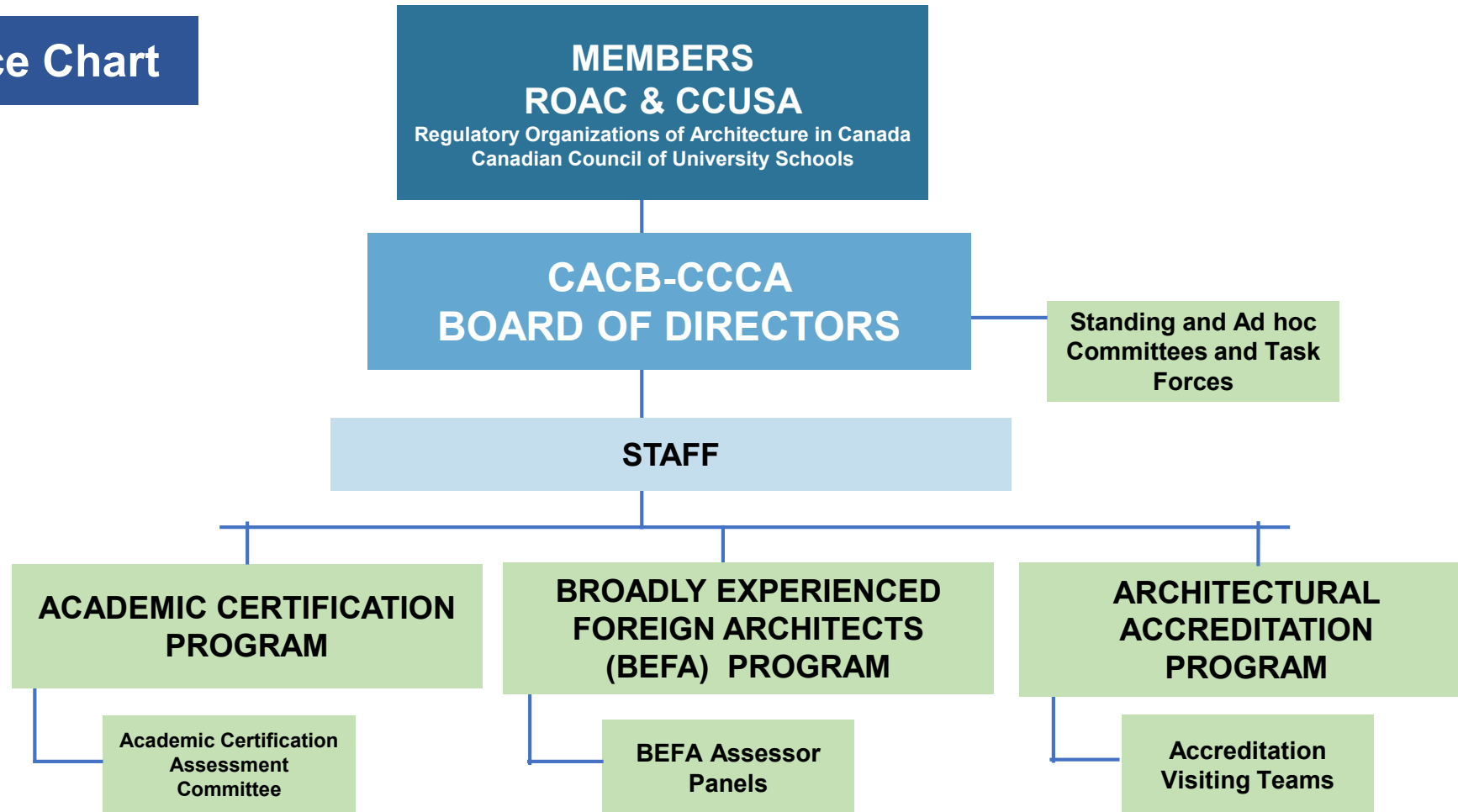
2012

CACB's mandate was extended to administer the Broadly Experienced Foreign Architects (BEFA) Certification Program, by an agreement signed in Winnipeg, MB, by the Regulatory Organizations of Architecture in Canada (ROAC) and the Councils of Canadian University School of Architecture (CCUSA), on February 25, 2012.

Composition of the Board: 2008

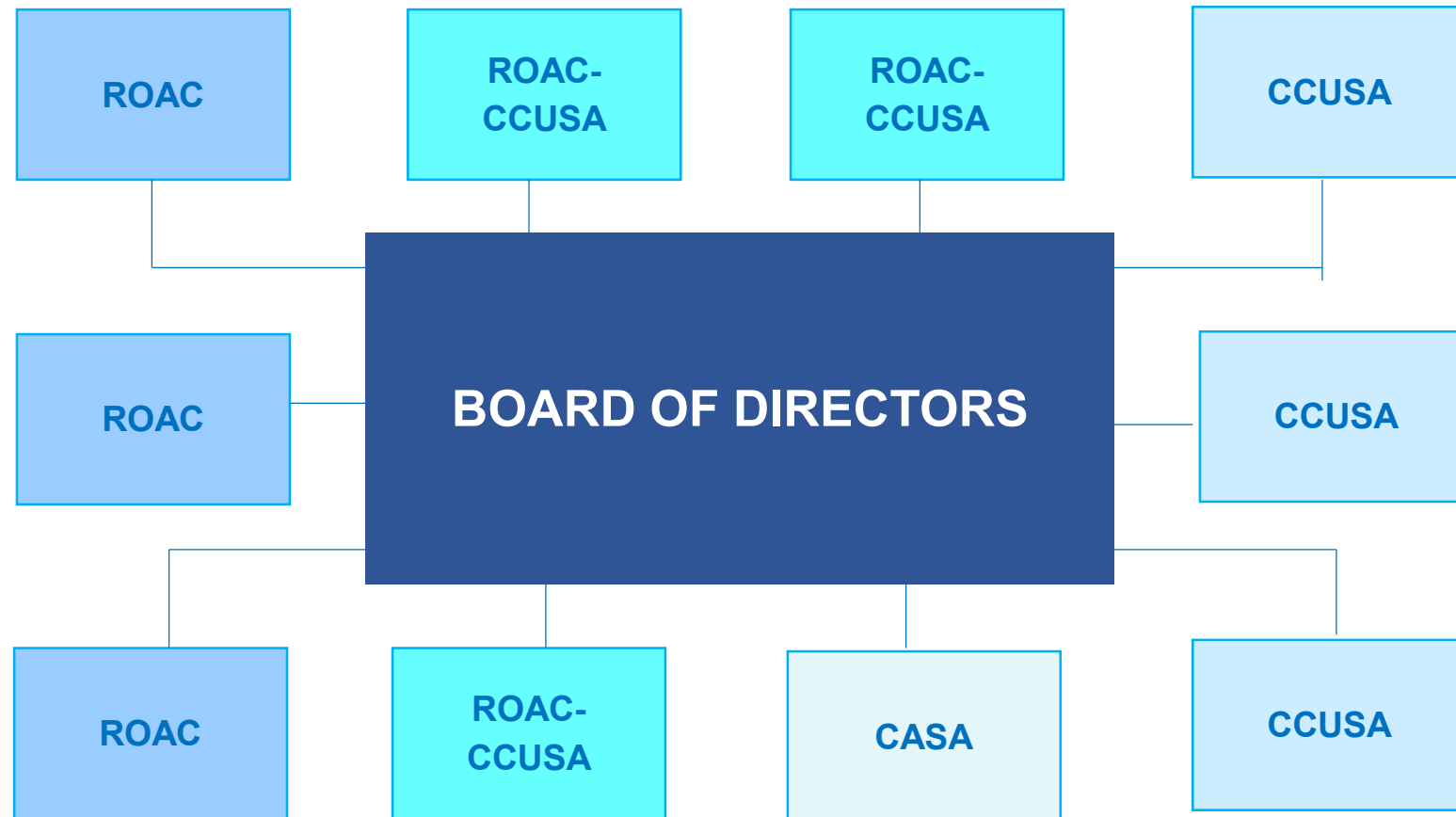
- Up to a maximum of 3 individuals who are registered/licensed architects or a retired member in good standing with a Regulatory Organization of Architecture in Canada (ROAC) representing the Regulators, appointed by the Regulators;
- Up to a maximum of 3 individuals representing architectural educators, appointed by the Canadian Council of University Schools of Architecture (CCUSA);
- Up to a maximum of 3 individuals who are registered/licensed architects representing practitioners, jointly appointed by the Regulators and the Canadian Council of University Schools of Architecture; and
- Up to a maximum of 2 individuals each representing CASA, appointed by the Board.

Governance Chart



BOARD OF DIRECTORS

The CACB is governed by a Board of Directors. Directors are elected for a 3-year term from individuals nominated by ROAC and CCUSA. A representative of the Canadian Architectural Students' Association (CASA) also sits on the Board for a 2-year term.



The STAFF

The CACB Staff adheres to the principles of fairness, transparency, clarity, and ethical business practices in all of its activities.

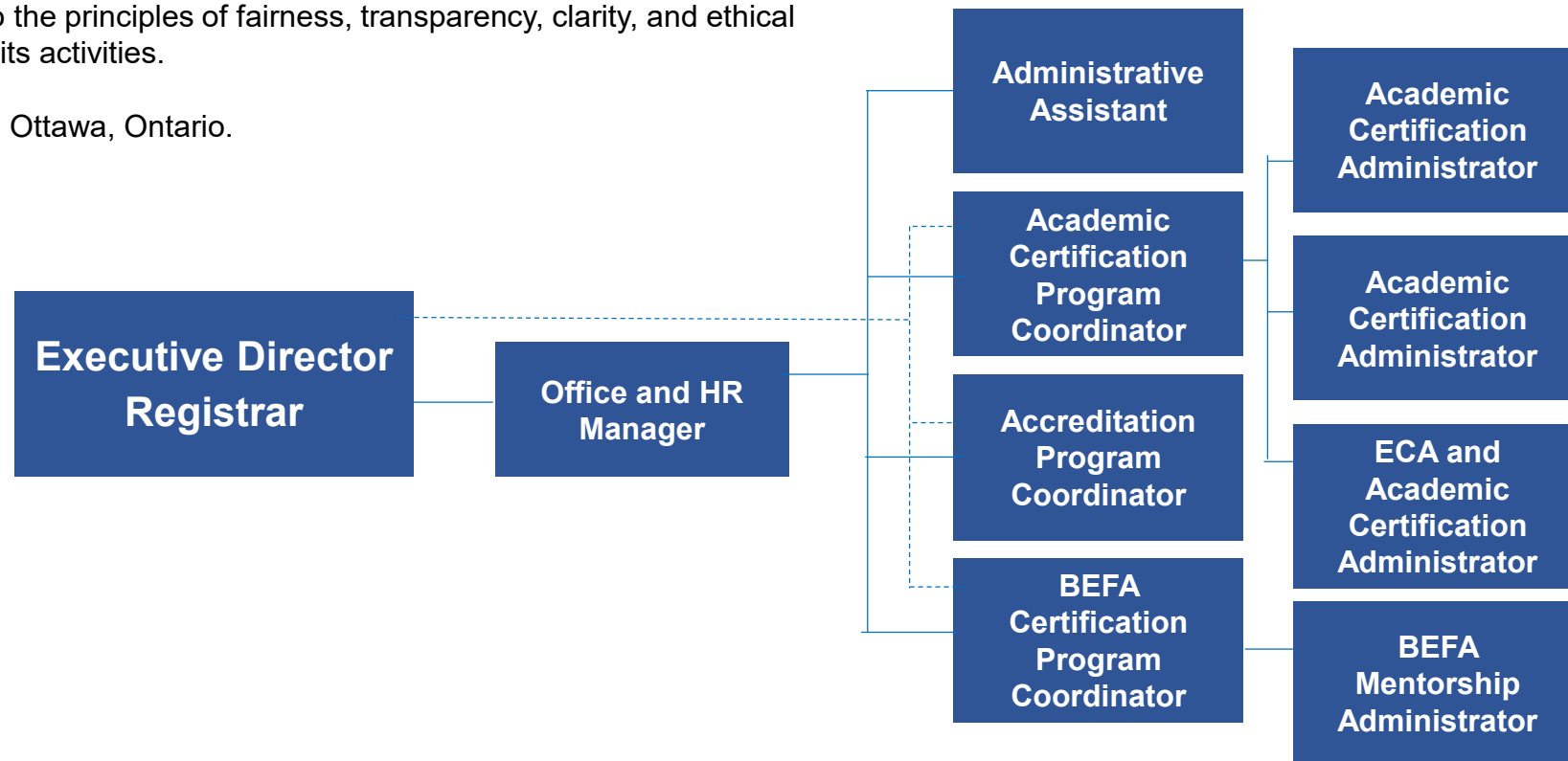
The CACB head office is in Ottawa, Ontario.



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OFFICERS OF THE BOARD/ EXECUTIVE COMMITTEE

Refer to article 9.1 to 9.1.17 of the current by-law.

The Executive Committee is established to oversee and to manage the administrative and operational activities of the Association between the meetings of the Board. The Executive Committee doesn't have the power to repeal, vary, add to or amend the By-laws of the Association.

The Executive Committee Board consists of the Officers of the Board and the Executive Director:

- the President;
- the Vice-President;
- the Secretary;
- the Treasurer; and
- the Executive Director (non-voting member).

OFFICERS OF THE BOARD/EXECUTIVE POSITIONS

THE PRESIDENT

The President chairs all meetings of the Board and the meetings of the members. He/She chairs the Executive Committee meetings and appoints Directors to perform special duties and performs any other duties required for the operations of the Board. The president officially represents the CACB-CCCA in conducting business with external agencies as directed by the board.

THE VICE-PRESIDENT

Carries out the duties and exercise the powers of the President in his/her absence or incapacity, including but not limited to chairing of the Board meetings.

THE SECRETARY

Attends all meetings of the Board and of the Members and act as Secretary at such meetings, and be responsible for the recording of votes and minutes. He/She perform such other duties that are usual and incidental to this office, and as may be directed by the Board from time to time.

THE TREASURER

Exercises general supervision of the financial affairs of the Board. He/She examines and presents to the Board Reports submitted by an appointed auditor that contain Reviews of the Board's financial performance for the previous year. He/She performs such other duties that are usual and incidental to this office, and as may be directed by the Board from time to time.

RESPONSIBILITIES OF THE BOARD

- Establishes and carries out the strategic direction of the CACB-CCCA in compliance with its mission and mandate;
- Oversees all its administrative and operational matters;
- Familiarizes itself with the business and financial affairs of the CACB-CCCA;
- Creates and approves policies to ensure that all staff and Board members operate ethically, legally, and freely;
- Speaks with one voice;
- Speaks only on agreed-upon actions or positions;
- Governs rather than manages;
- Avoids divisions that lead to stalemate or impasse;
- Respects and supports the Executive Director (ED)'s decisions and choices in operational matters; and
- Establishes task forces or committees to deal with specific issues or needs, as it deems appropriate.

DUTIES OF THE BOARD

Academic Certification

Review of the outcomes of the Assessment Committee;

Periodic review of the procedures and standards for assessment in relation to the changes introduced to the Conditions for Accreditation, in consultation with and approval of ROAC; and

Maintenance of a register of CACB-CCCA-certified individuals accessible to Regulators;

Architectural Accreditation

Appointment of Visiting Teams;

Rendering decisions on terms of Accreditation, or Candidacy Status;

Periodic review of the Conditions and Procedures for Accreditation in consultation and approval of the Members (ROAC and CCUSA);

Maintenance of a public register of architecture programs accredited by the CACB-CCCA;

BEFA Certification

Review of the outcomes of the assessors for the BEFA Program;

Periodic review of and proposal for adjustment to the criteria and procedures for BEFA certification, for consideration and approval by ROAC;

Research and Collaboration

Close collaboration with the CACB-CCCA's USA counterpart, the NAAB;

Collaboration with international counterparts on quality assurance initiatives for accreditation and certification; and

Organization of periodic events such as conferences to review the state of the architectural profession in terms of its impact to education of future architects.

MEETINGS OF THE BOARD

The CACB-CCCA holds four Board meetings per annum (March, June, September, and November). Two of them are held virtually via Zoom.

The in-person meeting takes place on Friday and Saturday and including travel time, requires travel on Thursday night and Sunday.

Board meeting material is posted on the website no less than a week before the meeting.

Rules Governing Meetings:

All meetings of the CACB Directors are conducted under ***Roberts Rules of Order***.

EXECUTIVE SESSIONS

- **Reason:** Executive sessions are called for:
 - Matters that require confidentiality :Personnel decisions, Compensation decisions, Annual Performance reviews
 - Matter of pending or active litigation
 - Matters that require significant candor among directors and officers
- **Frequency:** On the agenda meetings when required
- **Attendees:** Board members only
- While Executive Session: No notes. No minutes.
- Any decisions or votes taken must be ratified in open session and recorded in the minutes.
- **“What happens in executive session, stays in executive session!”**

Conflict of Interest

- Conflicts must be defined, disclosed, and managed
- Board of Directors sign Annual Conflict of Interest Policy
- Recusal from discussion on a topics or Items during a meeting

Confidentiality

- Board of Directors sign Confidentiality Agreement
- Volunteers must maintain in confidence information the organization desires to keep confidential.
- Volunteers and staff are not permitted to disregard, overrule, or second-guess an organization's determination to designate and treat information as confidential.
- The obligation to maintain confidentiality continues indefinitely.

TO DO

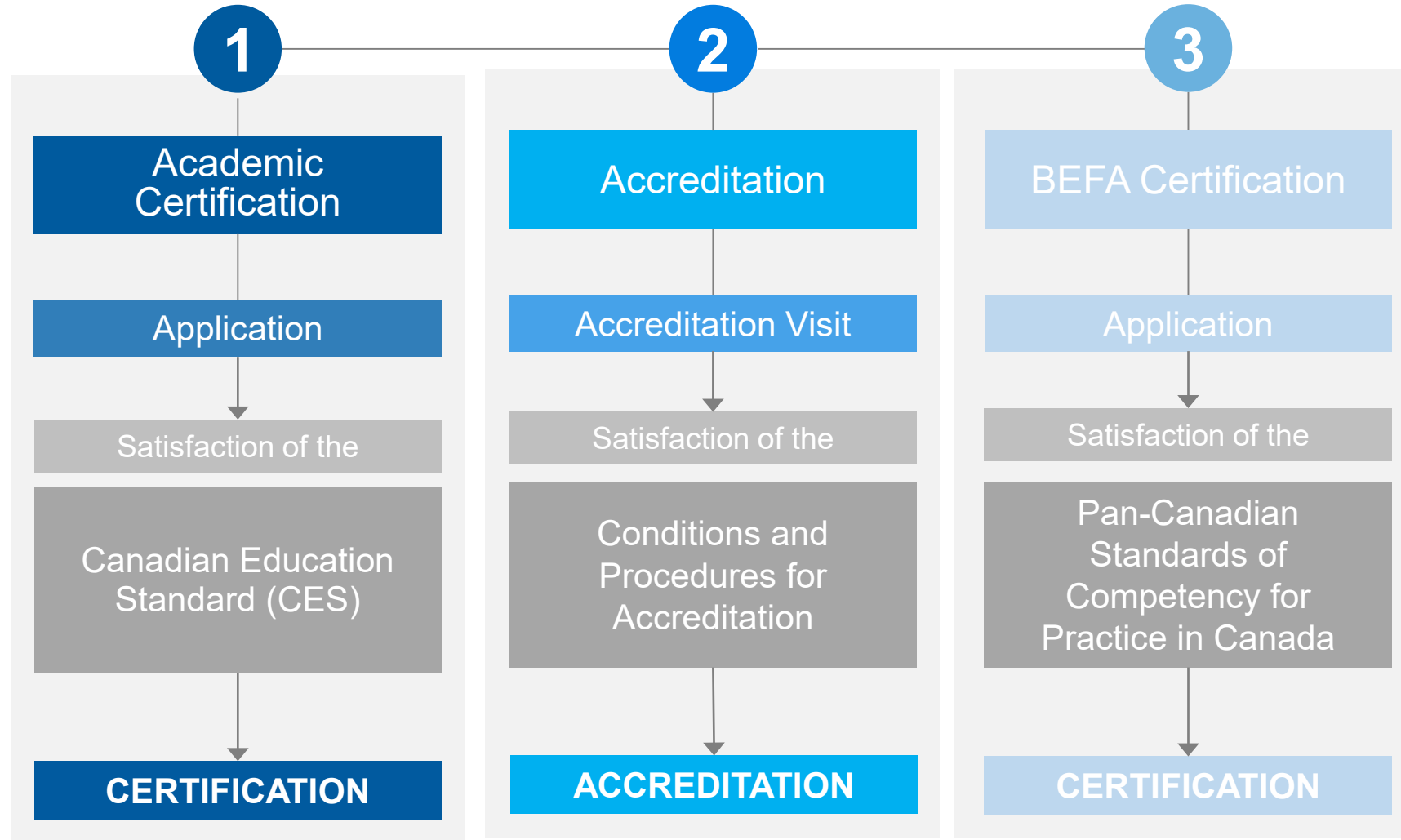
- Act in keeping with your fiduciary duty
- Act in the interest of CACB regardless of which organization you belong to
- Keep information confidential
- Disclose conflicts of interest – real or perceived
- Disagree vigorously in debate and deliberation
- Support the decision once it is made, regardless of your position on the issue
- Let the President serve as the Board's spokesperson

DO NOT

- Disclose information regarding debates or deliberations once a decision has been made
- Disclose confidential information
- Use information gained in a board meeting to your own business or personal advantage

PROGRAMS OPERATIONS OVERVIEW

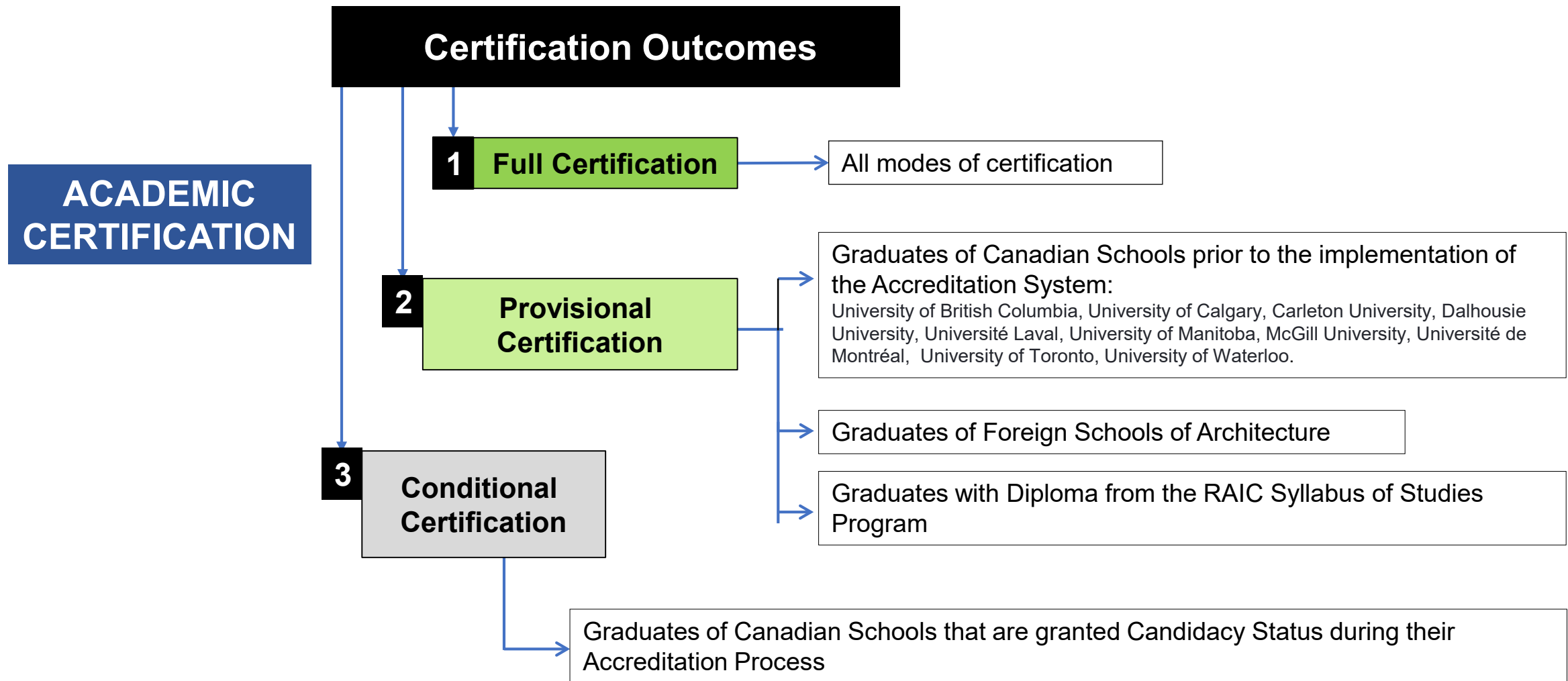
Program Operations Overview



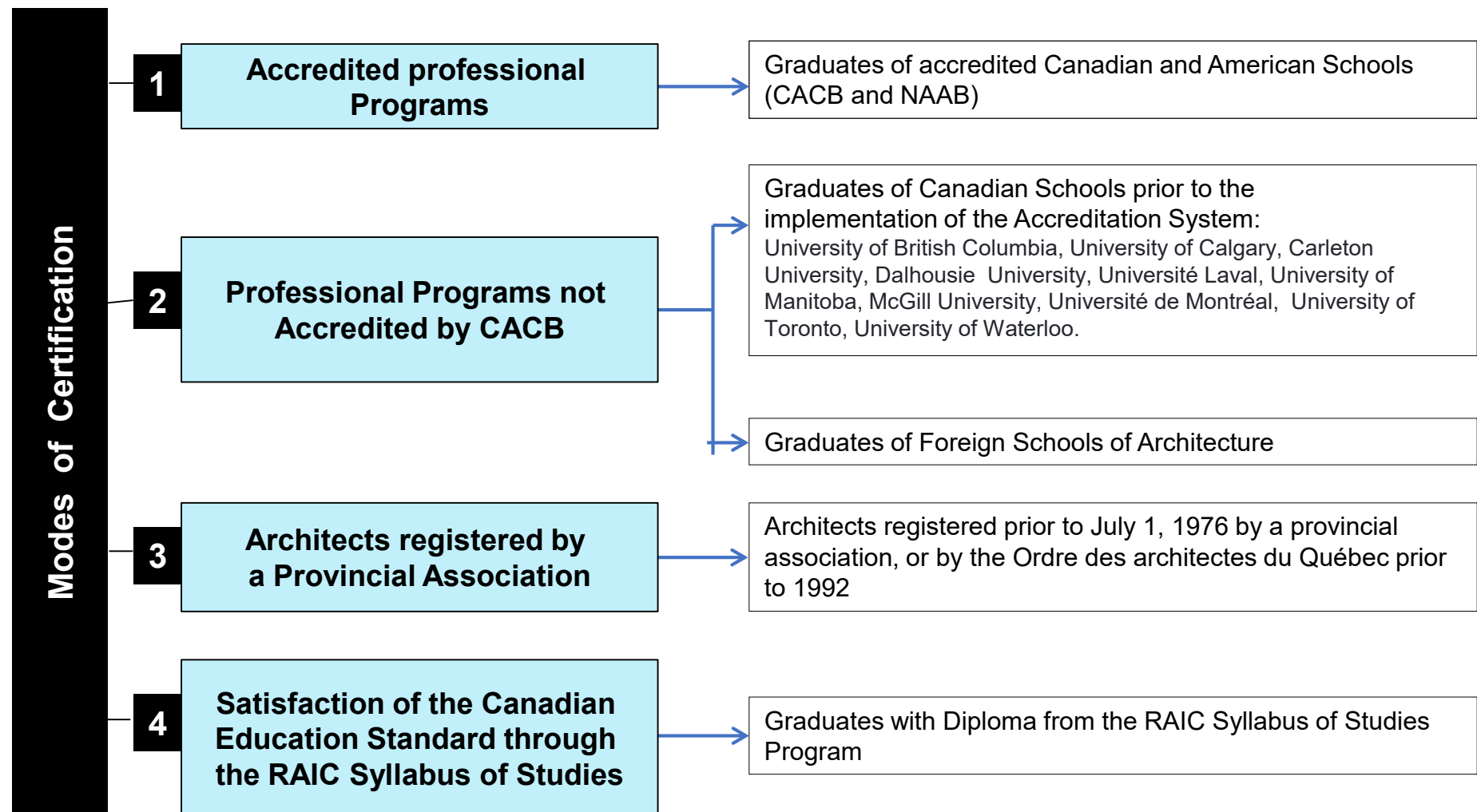
1 ACADEMIC CERTIFICATION

Academic certification is a mandatory first step after graduation towards licensure and registration. It's the first of the 3 Es (Education-Experience-Exam) pathway to licensure.

Academic Certification confirms that individual's academic qualifications are compliant with the Canadian Education Standard (CES) and therefore, their education meets the standards for entry to the profession.



ACADEMIC
CERTIFICATION



2 ARCHITECTURAL ACCREDITATION

Accredited professional program in Architecture means that the program has been evaluated and has satisfied the requirements for professional education in Architecture as per the Conditions and the Procedures for Accreditation. A program may be granted a six-year, three-year, or two-year term of accreditation, depending on the type of the accreditation visit, and on its degree of conformance with established accreditation requirements.

Accredited Programs in Canada

University of British Columbia

University of Calgary

Carleton University

Dalhousie University

Laurentian University

Université Laval

University of Manitoba

McGill University

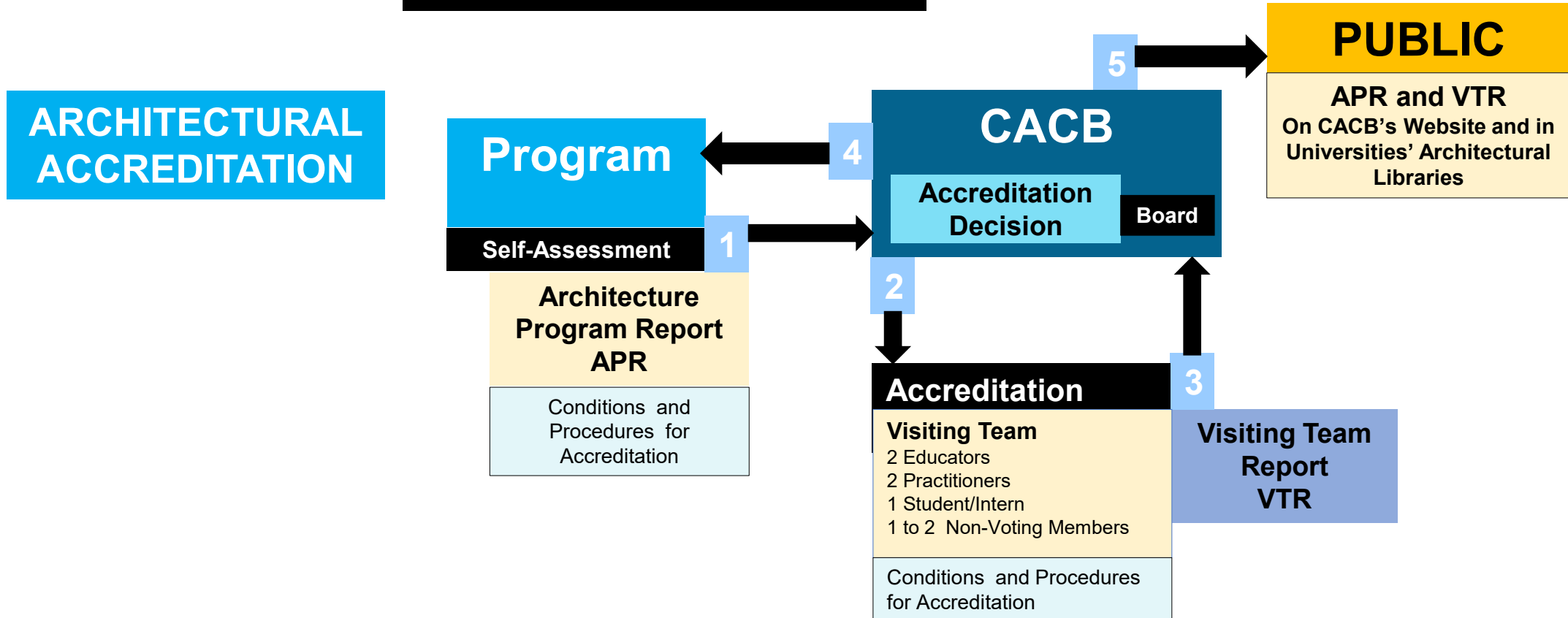
Université de Montréal

Toronto Metropolitan University

University of Toronto

University of Waterloo

ACCREDITATION PROCESS



3 BEFA CERTIFICATION

Officially launched on September 21, 2012, The Broadly Experienced Foreign Architects (BEFA) Program has been adopted by ROAC as an alternative path to licensure.

BEFA Program assesses broadly based experience of foreign architects against Pan-Canadian standards of competency for Architectural practice in Canada.

Successful candidates are granted a BEFA certificate which will allow them to apply for licensure to the Provincial/Territorial Association they have chosen to register with.

Eligibility Criteria

Candidates must have:

- been formally educated as an architect and have completed an architectural education/degree.
- practised as a licensed/registered architect in a foreign jurisdiction.
- at least seven (7) years of post-registration/licensure experience in architecture within the last 12 years.
- obtained at least six (6) months of relevant Canadian architectural work experience by the time of the assessment interview.

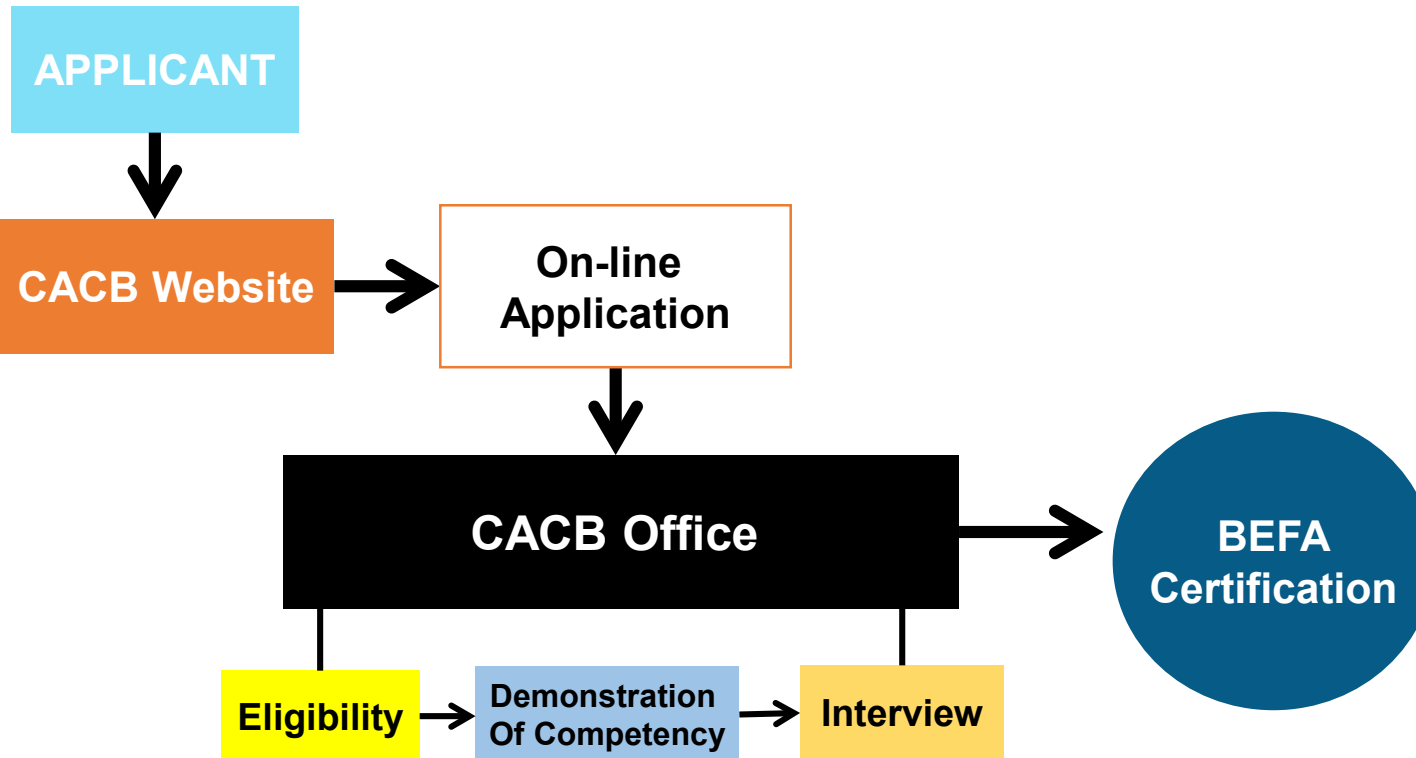


This work experience must :

- be gained within three (3) years before the date scheduled for the assessment interview;
- be gained under the personal supervision and direction of a registered/licensed architect within Canada; and
- expose candidates to the practice and regulatory requirements of architecture in Canada.

BEFA CERTIFICATION PROCESS

BEFA
CERTIFICATION



ESSENTIALS

CACB POLICIES

All Directors must sign and be familiar with the following Policies

Privacy Policy

**Workplace Violence
Policy**

**Conflict of Interest
Policy**

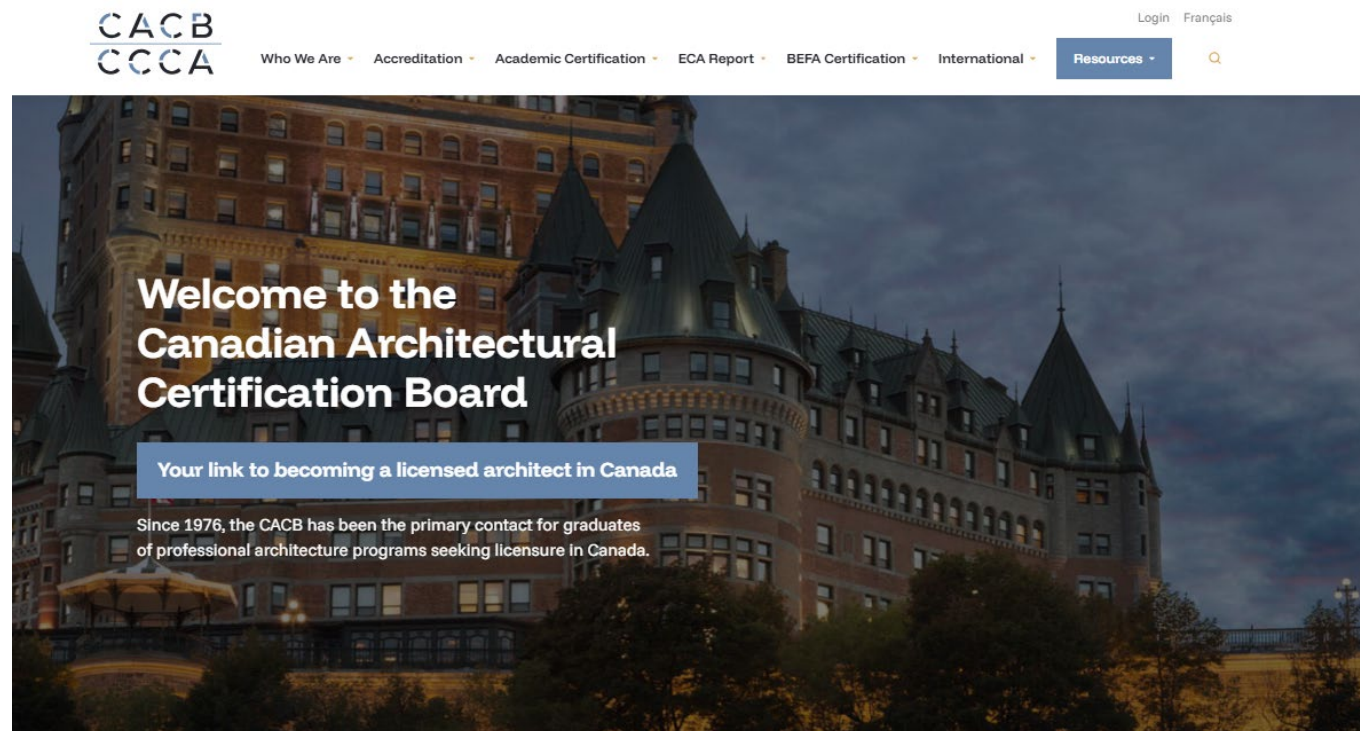
Confidentiality Policy

Harassment Policy

Travel Policy

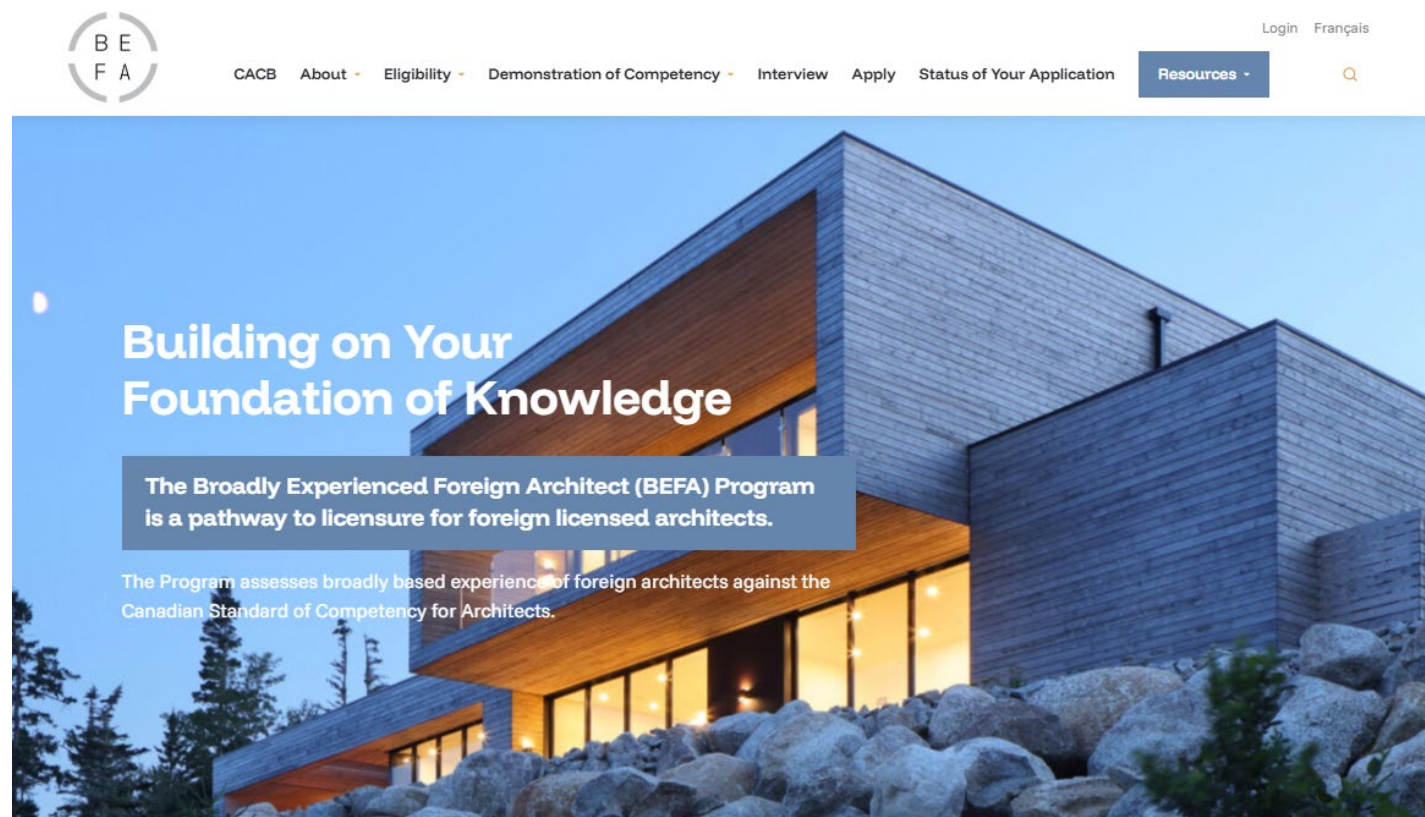
CACB Website

www.cacb.ca



BEFA Website

www.befa-aeve.ca



ACRONYMS

ACRONYM/ ACRONYME	NAME/NOM
AAA	Alberta Association of Architects
AAAC	Association of Accrediting Agencies of Canada / Association des agences d'agrément du Canada
AANB	Architects' Association of New Brunswick / Association des Architectes du Nouveau-Brunswick
AAPEI	Architects Association of Prince Edward Island
ACE	Architects Council of Europe
ACSA	Association of Collegiate Schools of Architecture (USA)
AIA	American Institute of Architects
AIAS	The American Institute of Architecture Students
AIBC	Architectural Institute of British Columbia
ARB	Architects Registration Board

ACRONYMS

ACRONYM/ ACRONYME	NAME/ NOM
BEFA/ AÉVE	Broadly Experienced Foreign Architects Program / Programme pour Architectes de l'étranger possédant une vaste expérience
CAA	Commonwealth Association of Architects
CACB / CCCA	Canadian Architectural Certification Board / Conseil Canadien de Certification en Architecture
CASA ACÉA	Canadian Architectural Students Association / Association Canadienne des Étudiants en Architecture
EXAC	Examination for Architects in Canada / Examen des architectes du Canada
MAA	Manitoba Association of Architects
ROAC	Regulatory Organizations of Architecture in Canada / Regroupement des Ordres d'Architectes du Canada
SAA	Saskatchewan Association of Architects
SPC / CPÉ	Student Performance Criteria / Critères de Performance de l'Étudiant

ACRONYMS

ACRONYM/ ACRONYME	NAME/ NOM
MRA/ ARM	Mutual Recognition Agreement /Accord de reconnaissance mutuelle
NLAA	Newfoundland and Labrador Association of Architects
NAAB	National Architectural Accrediting Board
NCARB	National Council of Architectural Registration Boards
NSAA	Nova Scotia Association of Architects
NWTAA	North West Territories Association of Architects
OAA	Ontario Association of Architects
OAQ	Ordre des Architectes du Québec
RAIC / IRAC	Royal Architectural Institute of Canada (Architecture Canada) / Institut Royal d'Architecture du Canada (Architecture Canada)
UIA	L'Union Internationale des Architectes / The International Union of Architects

ACRONYMS

ACRONYM/ ACRONYME	NAME/ NOM
Documents	
CES / NCF	Canadian Education Standard / Norme canadienne de formation en architecture
IAP/ PSA	Internship in Architecture Program/ Programme de stage en architecture
VTR / RÉV	Visiting Team Report / Rapport de l'Équipe de Visite
FE/ ÉC	Focused Evaluation / Évaluation ciblée
AR/ RA	Annual Report / Rapport Annuel
SPC / CPÉ	Student Performance Criteria / Critères de Performance de l'Étudiant

Expense Claim Form and Guideline

EXPENSE CLAIM FORM

SUBMITTED BY: DATE:

CHEQUE PAYABLE TO:

MAILING ADDRESS:

CITY: PROVINCE: POSTAL CODE:

PURPOSE OF EXPENSE:

MEETING LOCATION: DATES ATTENDED: TO:

IMPORTANT: SUPPORTING RECEIPTS (AIRLINE TICKETS, HOTEL BILLS, ETC.) MUST ACCOMPANY THIS FORM. RECEIPTS FOR ALL EXPENDITURES ARE MANDATORY. PLEASE RETURN THIS EXPENSE FORM AND ORIGINAL RECEIPTS TO THE CACB. RETAIN A COPY FOR YOUR RECORDS. EXPENSE CLAIMS MUST BE SUBMITTED NO LATER THAN 90 DAYS AFTER THE EXPENSE IS INCURRED.

REIMBURSABLE EXPENSES: *if paid for by the CACB-CCCA, the expense is not eligible for the claim*

Plane / Train / Bus	From:	To:	\$
Plane / Train / Bus	From:	To:	\$
Auto (Private)	# KMs:	Province:	\$ 0.00
Parking	# of Receipts:	Total: \$	
Taxi	# of Receipts:	Total: \$	
Lodging (Hotel Bills Only)		\$	
Meals/Incidentals Allowances	Breakfast:	Rate: \$ 19.45	Sub Total: \$ 0.00
	Lunch:	Rate: \$ 19.20	Sub Total: \$ 0.00
	Dinner:	Rate: \$ 48.15	Sub Total: \$ 0.00
	Incidental:	Rate: \$ 17.50	Sub Total: \$ 0.00
		Total: \$	0.00
Other Expenses		Total: \$	

Total Expenses due to Claimant \$ 0.00Signature of Claimant
(click in box to insert electronic signature)

CACB Approval

Print Claim

EXPENSE GUIDELINES

1. General¹

A claim must be completed on the Expense claim form and forwarded, with all supporting documents, including original ticket stubs (for e-tickets, the travel itinerary/receipt and original boarding pass must be submitted), to the CACB no later than 15 days after the meeting.

Receipts are required for all expenditures except per diem. Only **original** receipts will be accepted.

2. Dates

CACB will reimburse expenditures incurred on the evening prior to the first meeting day, on each meeting day, and on the morning after the last meeting day.

3. Transportation

CACB will reimburse actual and reasonable costs for:

- a- transportation by air for economy airfare or equivalent by most direct route
- b- transportation by automobile based on the CACB Rates schedule
- c- ground transportation service

4. Accommodation:

CACB will reimburse expenditures for single accommodation only. Additional expenses resulting from upgrading the accommodations or for double occupancy will not be reimbursed.

5. Per diem – meals and Incidentals

CACB will reimburse costs of meals and Incidentals expenses based on the CACB Rates schedule.

6. Long-distance telephone calls

CACB will not reimburse long-distance telephone calls.

¹ Claims will be adjusted downward where expenditures are in excess of CACB guidelines.

GUIDE DE DÉPENSES

1. Instructions générales?

Toute demande de remboursement doit être adressée sur le formulaire Demande de remboursement et être envoyée, accompagnée des pièces justificatives, y compris toutes les souches de billets originaux (pour les billets électroniques, l'itinéraire de voyage/le reçu et l'original de la carte d'embarquement doivent être envoyés), au CCCA, dans les 15 jours qui suivent la réunion. Les reçus doivent accompagner la demande de remboursement pour tout montant sauf l'indemnité journalière. Seuls les reçus **originaux** seront acceptés.

2. Dates

Le CCCA remboursera les frais encourus pour la soirée qui précède le premier jour de la réunion, chaque jour de la réunion et pour la matinée qui suit le dernier jour de la réunion.

3. Mode de transport

Le CCCA remboursera les frais, effectifs et raisonnables, suivants:

- a- transport par avion, classe économique, ou l'équivalent par le trajet le plus direct
- b- déplacements en voiture selon les tarifs du CCCA
- c- transports de surface

4. Logement

Le CCCA remboursera le prix d'une chambre simple seulement. Le coût supplémentaire d'une chambre à un prix plus élevé, ou chambre double ne sera pas remboursé.

5. Indemnité journalière – repas et frais accessoires

Le CCCA remboursera leurs repas et les frais accessoires selon les tarifs du CCCA.

6. Appels interurbains

Le CCCA ne remboursera pas le coût d'appels interurbains.

² Si les frais dépassent les montants autorisés, le remboursement sera réduit en conséquence.

RATES SCHEDULE

1-Transportation by automobile:

\$/km as per each Province/Territory rate to a maximum of the equivalent economy airfare

2- Accommodation (private):

\$50 (maximum) per night

3-Per diem – meals and Incidentals expenses

The per diem allowance for meals is \$75.40. CACB will not reimburse group meals — claims must be for individual meals only. CACB will reimburse only for meals not provided by CACB or the host organization to the following maximums:

- Breakfast: \$16
- Lunch: \$16
- Dinner: \$42.80

The per diem allowance for incidentals expenses such as laundry, valet services, gratuities, local telephone calls, etc., are \$17.30.

PLEASE NOTE

Any expenses not specified in the expense guidelines and not included in the Expense Claim Form must receive prior approval from CACB Executive Director.

If your claim contains expenses that are outside the guidelines and the Expense Claim Form that have been incurred because of extenuating circumstances, please provide an explanation along with your claim.

Claims will be adjusted downward where expenses exceed the above guidelines

TARIFS

1. Déplacements en automobile

\$/km selon le tarif de chaque province/territoire jusqu'à concurrence de l'équivalent d'un billet d'avion en classe économique.

2. Hébergement (privé)

50\$ (maximum) la nuit

3. Indemnité journalière – repas et frais accessoires

L'indemnité journalière pour les repas est 75.40\$. Le CCCA ne remboursera pas les repas de groupe. Seuls les repas individuels sont admissibles. Le CCCA ne remboursera que les repas qui ne sont pas offerts ni par le CCCA, ni par l'organisation hôte jusqu'à concurrence des montants suivants :

- Petit-déjeuner : 16\$
- Déjeuner : 16\$
- Dîner : 42.80\$

Tarif quotidien pour les frais accessoires (blanchissage, nettoyage, pourboires, appels locaux, etc.) : 17,30 \$.

REMARQUES IMPORTANTES

Toute autre dépense non prévue par le présent guide et qui n'est pas prise en charge par le formulaire de demande de remboursement doit être autorisée au préalable par le Directeur général du CCCA.

Si la demande de remboursement fait état de dépenses justifiables non prévues par le présent guide ni par le formulaire de remboursement prière de joindre les explications.

Si les frais réclamés dépassent les montants autorisés, le remboursement sera réduit en conséquence

WELCOME ABOARD!
BIENVENUE À BORD!