

CACB-CCCA Member's Accreditation Funding Agreement

Recommended by Working group on March 24, 2025

Effective Date: January 1, 2025

Term: Six (6) years (renewable)

1. Purpose of the Agreement

This Agreement updates and replaces the 2020 funding agreement between the Regulatory Organizations of Architecture in Canada (ROAC) and the Canadian Council of University Schools of Architecture (CCUSA-CCÉUA), which formalized a partnership in 1992. It defines the responsibilities and financial contributions of both parties in relation to the Canadian Architectural Certification Board's (CACB-CCCA) mandate to administer the Architectural Accreditation Program.

2. Term and Renewal

This Agreement shall remain in effect for six years, from January 1, 2025, to December 31, 2030. A formal review process will commence no later than 12 months prior to the expiry date to determine the continued relevance of the Agreement and to propose any necessary amendments to ensure its alignment with the needs of the Accreditation Program and statutory requirements of the regulatory bodies.

This Agreement was prepared by a Working Group that reviewed the 2019 Funding Review Task Force report, analyzed information on the costs of accreditation visits conducted under the previous funding agreement, and considered other relevant CACB documents. The Working Group proposed adjustments to the list of eligible items for estimated accreditation visit costs as described in this Agreement and its appendices. The acceptance of these adjustments forms part of this Agreement, with the related documents included as appendices.

3. Funding and Cost-Sharing Structure

The financial contributions from ROAC and CCUSA to the CACB Accreditation Program are based on the 50%-50% cost-sharing model reconfirmed in the 2019 Funding Review Task Force Report on Accreditation Program Funding.

The formula to determine the applicable cash contribution each year, to be applied over the course of this Agreement, is as follows:

- **ROAC Cash Contribution:** 50% of total annual expenses; and
- **CCUSA Cash Contribution:** 50% of total annual expenses, less the annual amount that is carried for Consideration for the Cost of Accreditation Visits. For 2025, the agreed upon Base Cost for Accreditation Visits is \$51,000 per Program times the number of accredited programs divided by the six-year accreditation cycle, and is to be indexed annually to inflation.

Estimated Core Visiting Team Expenses are excluded from the Base Cost of Accreditation Visits; they are paid for directly by CACB and included in the total cost of accreditation.

Total annual expenses are intended to include all costs associated with operation of the Accreditation Program, including the Base Cost for Accreditation Visits and Core Visiting Team Expenses.

4. Flexibility and Adjustment of Contributions

To ensure sustainable financing and program viability, an annual inflationary adjustment as noted above, will be implemented and reflected in the annual CACB-CCCA budget. It is the expectation of the Members that this Agreement will provide stable and predictable recurring funding for the duration of the Agreement. However, in exceptional circumstances, if both Members agree that other adjustments are required beyond the annual indexation, to ensure sustainable funding and program viability, such adjustments shall be proposed through the annual budget. If necessary, CCUSA and ROAC shall engage in a joint review to consider additional contributions or cost reductions.

5. Performance and Operational Standards

CCUSA and ROAC agree to support CACB-CCCA in maintaining operational standards that support the accreditation process effectively, including:

- Encouraging timely completion of scheduled accreditation visits and timely response to requests from accredited schools.
- Encouraging compliance with the Schedule of Eligible Expenses, as reviewed and verified by the CACB;
- Supporting volunteer recruitment for participation in accreditation visits;
- Consideration of cost-effectiveness, and accreditation as an audit process; and
- Alignment with best practices in accreditation both nationally and internationally.

6. Renewal of Agreement

- **Continuation:** Where the review expressed in Section 2 is not completed prior to expiration of this Agreement, the Agreement shall be continued until resolution and the execution of a new agreement.
- **Termination:** The Agreement may be terminated by either party upon 90 days written notice.
- **Protection of Accreditation Status:** In the event of termination, programs currently accredited will retain their accreditation status for a transition period of no less than two academic years from the date of termination. This transition period is intended to ensure stability for institutions, students, and faculty, and provides time for alternative funding or administrative models to be arranged.

7. Amendments

Any amendments to this Agreement must be agreed upon in writing by both parties. Such amendments will be appended to this Agreement and will become effective on a mutually agreed date.

8. Signatures

ROAC Representative
Name and Signature: IAN McDONALD
Date: 2025 10 07

Witness
Name and Signature: MARK WOJTYLUK
Date: 2025 10 07

CCUSA Representative
Name and Signature: Izabel Amaral
Date: 17/09/2025

Witness
Name and Signature: David Theodore
Date: 2025-10-30

Appendices

- A. 2019 Funding Review Task Force Report on Accreditation Program Funding
- B. Schedule of Eligible Expenses (Visiting Team Costs)
- C. Cyclical Accreditation Review Cost Report
- D. Terms of Reference for the Joint Accreditation Cost Review Committee

A-7 The Cyclical Accreditation Review Cost Report

ACCREDITATION VISIT COSTS

ELIGIBLE EXPENSES*		Cost
1	Architecture Program Report (APR)	\$0.00
1.1	Personnel, including students and support staff	
1.2	Student Salary or Faculty replacement time	
1.3	Miscellaneous administration costs.	
2	Virtual Exhibition of Student Work	\$0.00
2.1	2.1.1-Creation of the virtual exhibition-Labor Cost	
	2.1.2-Creation of the virtual exhibition-IT Cost	
2.2	2.2.1-Digital Archiving of student work-Labor Cost	
	2.2.2-Digital Archiving of student work-IT Cost	
3	Onsite Visiting Team Work Area	\$0.00
3.1	Room rental cost if necessary	
3.2	Rental of equipment, including computers, furniture, etc.	
3.3	Setting up computer and internet connections for the use of the Visiting Team	
3.4	Additional support personnel for the Visiting Team	
4	Miscellaneous	\$0.00
4.1	Additional Food Costs for meetings onsite with students and Faculty Representatives	
4.2	Environmental Services	
4.3	Other miscellaneous items	
TOTAL		\$0.00

*Further clarification may be required in certain cases.

Brief descriptions for clarity on items listed under "Miscellaneous."

Instructions for completing Appendix A7: Cyclical Accreditation Review Cost Report

As part of the ongoing assessment of Members' contributions to accreditation, all eligible costs incurred in preparing for accreditation visits must be reported in the attached template Appendix A7.

Programs are required to report the full amount of eligible expenses, even if they exceed the \$51,000 cap on eligible expenses outlined in the current Funding Agreement.

This cyclical cost reporting allows the CACB to gather financial data throughout the funding agreement period, providing a clearer picture of the actual costs incurred by programs. The data will be used to assess Members' contributions over the years and inform any necessary adjustments to the base estimated cost and budget preparation.

Section 1: Architecture Program Report (APR)

Enter the total cost associated with paid hours for preparing the APR within the eligible expenses categories outlined below. Costs related to time spent by the Program Director and professors, as well as the hiring of outside consultants (i.e. graphic designers, copy editors, writers, etc.), are excluded from this reporting and are not considered eligible. Eligible expenses for reporting in this section are:

1.1 Personnel, including support staff:

Record the costs for staff assisting with accreditation preparations, such as administrative or technical support.

1.2 Student Salary and Faculty replacement time:

Enter costs for student hires, and temporary replacements required to cover faculty or staff roles during accreditation activities.

1.3 Miscellaneous administrative costs:

Identify and record any other administrative expenses not covered above.

Section 2: Virtual Exhibition of Student Work

The Virtual Exhibit Room is designated solely for showcasing evidence of SPCs.

Evidence related to PPCs or Faculty Exhibits should not be included. Additionally, the virtual room must be made accessible to the Visiting Team Chair at least 50 calendar days prior to the Site Visit. Eligible expenses for reporting in this section are:

2.1- Creation of the Virtual Exhibition:

2.1-1. Labour Costs: Record costs for individuals creating the virtual exhibition.

2.1-2. IT Costs: Enter costs for acquisition of software and licenses, and other IT-related expenses for the preparation of a digital presentation of the students' work.

2.2- Digital Archiving of Student Work:

2.2-1. Labour Costs: Record costs for individuals undertaking the archiving of student work.

2.2-2. IT Costs: Include IT-related expenses for archiving, such as cloud storage or server fees.

Section 3: On-site Visiting Team Work Area

The On-site Visiting Team work area should be a private, furnished room equipped with the following:

- Table and chairs, sized appropriately for the team;
- Equipment for projection (monitor/TV or projector with screen);

- Adequate cable connection: HDMI/USB-C cable (minimum 300 cm);
- Printer and paper;
- Internet connection (Wi-Fi); and
- Flip chart with paper and markers.

Eligible expenses for reporting in this section are:

3.1- Room Rental Costs:

Enter costs for renting a space for the visiting team, if the room is rented by the Program.

3.2- Equipment Rental:

Record expenses for rented equipment, such as computers, printers, or furniture. Include all furniture rented or purchased, and/or or material used to build furniture specifically for the visit. Exclude any elements built or acquired for long term purpose.

3.3- Internet and Setup Costs:

Include costs for setting up computers, internet connections, and any other technical requirements for the use of the Visiting Team.

3.4- Support Personnel:

Identify costs for additional personnel assisting the Visiting Team while on-site.

Section 4: Miscellaneous

4.1- Food Costs:

Enter any additional food costs for on-site Visiting Team meetings with students and Faculty.

4.2- Environmental Services:

Enter costs for cleaning and/or preparing facilities prior to, during and after the visit if over and above regular cleaning costs.

4.3- Other miscellaneous items:

Add brief descriptions for clarity on items listed under "Miscellaneous" in the space allowed at the bottom of the template.

General Instructions:

1. Review each Expense Line:

Carefully read the descriptions of eligible expenses and ensure only eligible costs are included.

2. Check reported amounts:

Verify that the amounts entered are accurate.

3. Ensure totals are correct:

Confirm that subtotals for each section are accurately calculated. Use built-in Excel formulas provided.

4. Save and submit:

Save the completed form with a clear naming convention, such as "Appendix_A7_[Institution Name]_2025.xlsx," and submit as required.