

2025

ON-LINE APPLICATION GUIDE

CACB ECA REPORT

Contents

Introduction	2
Before You Get Started	3
Prepare Before You Apply	3
Navigating the Online Application	3
Application Process.....	4
Step 1: Creating a new profile, input contact information and educational background..	4
Required Documents	8
Required Documents – ECA Application (CACB)	8
After You Submit.....	9

Introduction

This guide is designed to support you through each step of your ECA Report online application process.

Submitting a complete and accurate application is essential to avoid delays in the assessment of your file. 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 steps for your professional degree in architecture.

Before You Get Started

- The Canadian Architectural Certification Board (CACB) is pleased to announce its designation by Immigration, Refugees and Citizenship Canada (IRCC) as the professional body responsible for conducting Educational Credential Assessments (ECA) for architects wishing to immigrate to Canada.
- The ECAs issued by the CACB will assess whether an individual's foreign educational credential is authentic and determines if it is equivalent to a Canadian educational credential. The ECA Report will also confirm eligibility for the Academic Certification Program, which is the first step in the process to become a licensed architect in Canada.
- As of May 20, 2024, the Canadian Architectural Certification Board (CACB) began accepting ECA applications for those who have identified "Architect" (NOC 21200) as your primary or intended occupation.
- ECA applications are submitted through the online application system developed with the assistance of ALT Technical, after months of hard work and dedication.
- Holders of ECAs issued by the CACB may consider following the path to become a licensed architect in Canada through:
 - The Academic Certification Program, the first step in the process, followed by registration in the Architectural Internship Program (AIP) and successful completion of the Canadian Architects Exam (ExAC); or
 - The Broadly Experienced Foreign Architect (BEFA) Program if they are licensed architects in their home country and have at least seven years of post-licensure experience within the last twelve year.
- When applying for ECA Certification, you must select the CACB ECA program that corresponds to your Educational Credentials Assessments. Each mode determines how your education will be assessed.

Prepare Before You Apply

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

- Degree/Diploma: Clear, legible photocopies of the degree/diploma
- Official / Original Academic transcripts

The amount of time needed to complete your application is one to two weeks.

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 "ECA for Canadian Immigration."
4. Choose your Mode of Certification.
5. Enter your contact information and educational background.

If your professional degree includes multiple degrees, ensure all are included.

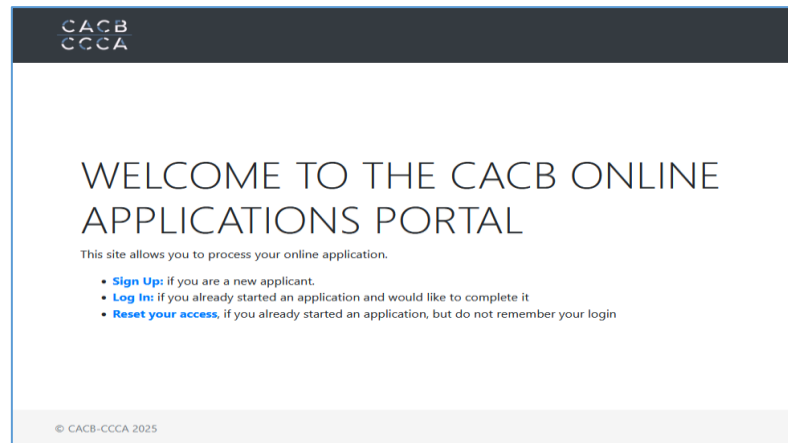
Application Process

The online application process consists of one or two 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 – 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)

- 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.

The screenshot displays the "Application for the CACB Academic Certification" form. It begins with a note about email verification. The form includes fields for "Email Address", "Confirm Email Address", and "Password". A red error message "This field cannot be empty." is shown below the Email Address field. A "Sign Up" button is located at the bottom left of the form.

- Check your email inbox for confirmation of your registration and verification link. Click the link to access your new online account.
- Select the "ECA Application for IRCC" button.

The screenshot shows the "Canadian Architectural Certification Board (CACB) Applicant Portal". A green notification bar at the top states "Your email has been confirmed!". Below this, the user is prompted to "Please select an application". There are three main options: "ECA Application for IRCC", "Academic Certification", and "Broadly Experienced Foreign Architect (BEFA)". Each option includes a brief description and a corresponding button. The "ECA Application for IRCC" button is highlighted in blue.

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

Educational Credential Assessment Application

The Canadian Architectural Certification Board (CACB) is designated by Immigration Refugees and Citizenship (IRCC) as the sole organization to provide ECA Reports for holders of profession degrees in architecture acquired outside of Canada.

Please be sure to have your official transcript as a digital file ready before starting your application.

[Continue](#)

© CACB-CCCA 2025

- Enter your contact information. Fill in the form with as many details as possible, ensuring that you have entered all your information correctly.

Educational Credential Assessment Application

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 Initial

Last Name

Gender

Date of Birth

Work Phone

- 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.
- Then Save and continue.

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](#)

- 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 university not listed section.

Educational Credential Assessment Application

Please tell us about your professional education in Architecture.

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

What is the name of your Professional Degree?

Master of Architecture

Other degree

University of Post Secondary Degree

École Nationale d'Architecture de Rabat

If University not listed, please include

Institution Country

Morocco

Year of Study - From YYYY-MM-DD (*) 2020-04-14

Year of Study - To YYYY-MM-DD (*) 2023-09-12

Degree Conferred Date YYYY-MM-DD (as appears on official transcript) (*) 2023-10-12

Please provide the required documents as noted [here](#).

Previous Save Continue

- **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.

Educational Credential Assessment Application

Are there additional degrees you have obtained?

☒ Yes ☐ No

Degree Name

Institution Name

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

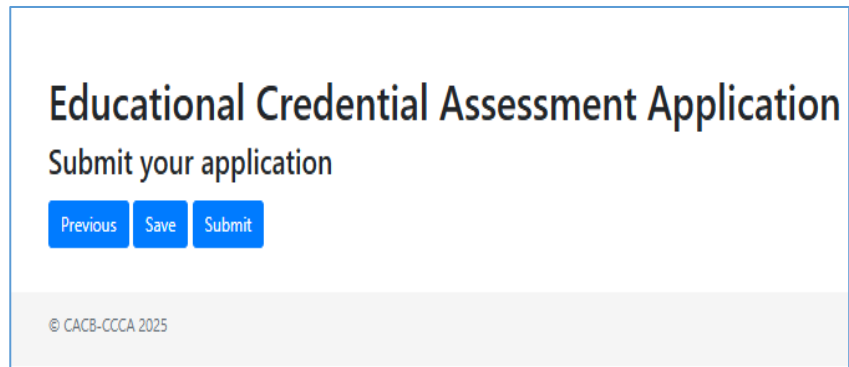
Year of Study - To YYYY-MM-DD (*)

Previous Save Continue

© CACB-CCCA 2025

- **Submission**

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

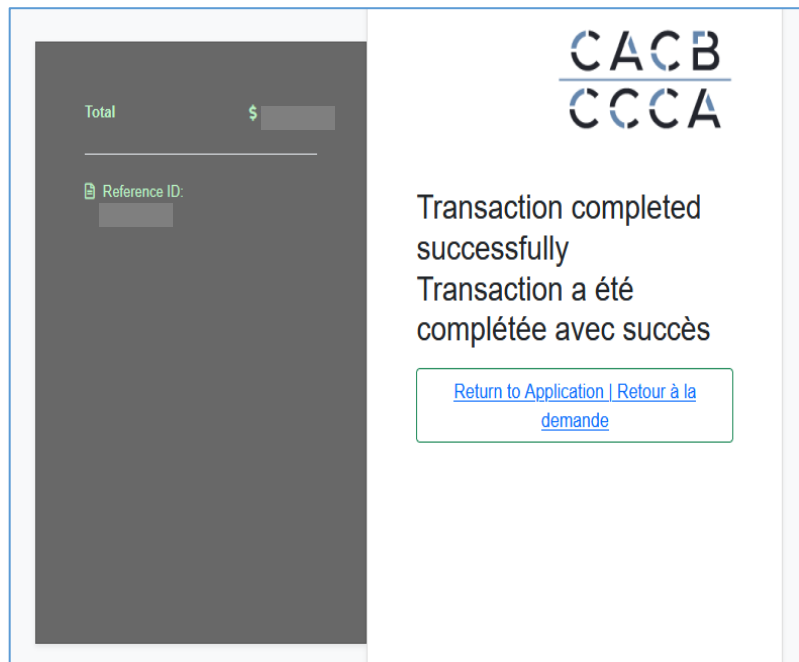


The screenshot shows a web page titled "Educational Credential Assessment Application" with the subtitle "Submit your application". Below the title are three blue buttons: "Previous", "Save", and "Submit". At the bottom of the page, there is a copyright notice: "© CACB-CCCA 2025".

- **Payment**

The final step is to pay the application fee by credit card through a secure payment site. Applications fee 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.



The screenshot shows a payment confirmation page. On the left, there is a dark grey box with the text "Total" followed by a dollar sign and a redacted amount. Below this, it says "Reference ID:" followed by a redacted ID. On the right, the CACB/CCCA logo is displayed. Below the logo, the text reads "Transaction completed successfully" and "Transaction a été complétée avec succès". At the bottom right, there is a button with the text "Return to Application | Retour à la demande".

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

Required Documents

Required Documents – ECA Application (CACB)

After submitting your online application, send the required documents to the CACB based on your **Mode of Certification**:

Mode 1:

If you have a **Master's degree**, you must also submit your **Bachelor's degree and transcripts**.

If your Bachelor's and Master's are from different institutions, provide:

- Bachelor's **official transcripts**
- Master's **letter of admission**

Required documents:

- **Degree/Diploma**: Clear photocopy
- **Official transcripts**: Sent by the institution or applicant in a **sealed, signed/stamped envelope**
 - **Photocopies** not accepted
 - Documents in other languages must be officially translated
- A certified true copy of a **government-issued identification document**, issued in Canada or abroad, that clearly indicates the applicant's date of birth (e.g., passport, driver's licence, permanent resident card, national identity card, or provincial/territorial photo identification card).

Note: All documents become CACB property and won't be returned.

How to Send Documents:

Option 1 – Sent by the Institution:

Ask your institution to mail your official transcripts directly to CACB in a **sealed envelope**, signed or stamped across the back flap, to the following address:

CACB – 1 Nicholas Street, Suite 710, Ottawa, ON K1N 7B7

Option 2 – Sent by You:

If your institution provides the documents to you, forward them **unopened** in the **original sealed, signed/stamped envelope** to the CACB address above.

Important Notes for Both Options:

- Clearly include your **application number (ECAXXX)** on each document or on the envelope.
- Documents in languages other than **English or French** must be accompanied by an **official translation**.
- You are responsible for **all courier or customs fees**. Documents with unpaid charges will not be accepted.

Mode 2: Translation Requirements

- Documents not in **English or French** must be **professionally translated**
- Translations must be:
 - **Word-for-word**
 - **Clear and legible**
 - Done by a **certified translator** (not handwritten, not by the applicant)
- Request a second sealed envelope for translation purposes

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, you will receive a complete status notification in your email address provided in your application.
- **Decision Notification**
You will receive a decision letter by email outlining the final update of your application.
- **Keeping Contact Details Updated**
"For any updates to your application, please contact us at eca-edc@cacb.ca."

For more details, visit www.cacb.ca or contact us at eca-edc@cacb.ca