CANADIAN ARCHITECTURAL CERTIFICATION BOARD

CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

Accreditation Visit Preparation

PART 1

- Continuing Accreditation Timeline
- Architecture Program Report (APR)
- Hybrid Site Visit Requirements
- Accreditation Decision
- Focused Evaluation (if applicable)
- Annual Report (AR)
- Automatic Certification

PART 2

- Practical Examples of:
  - CACB Conditions for Accreditation
  - Evidence Demonstration
  - Student Matrix
  - Team Room Setup

PART 1

Continuing Accreditation Timeline

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

Accept or Reject the Visiting Team Chair Nomination

Visiting Team Chairs are selected by the CACB Board.

Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

Architecture Program Report (APR) Submission

A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

A decision regarding the term of accreditation by the CACB will be sent to the Program following the spring Board meeting.

Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

2.1.2 Selection of Visiting Team Chair

Visiting Team Chairs are appointed by the CACB Board at the spring Board Meeting following the Executive Director's recommendations.

The Visiting Team Chair:

- is always an experienced educator, or an experienced practitioner who has knowledge of University contexts.
- must have been a member (voting or non-voting) of at least three Visiting Teams.

The Program must review and accept (or reject) the nomination of a Team Chair in writing. Grounds for rejection are limited to Conflicts of Interest as set out in Section 2.1.2.4.1 – 2.1.2.4.3.

2.1.3 Selection of the Visiting Team

The Visiting Team is comprised of five voting members (two members representing the CCUSA, two members representing the ROAC, and a student representative or an intern). The Programs may appoint one non-voting member to join the Visiting Team.

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

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Due September 15 of the year prior to the accreditation renewal visit.

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The Program will review the report for factual corrections.

Accreditation Decision

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Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

2.1.4 Preparing and Submitting the Architecture Program Report (APR)

The Program prepares and submits the APR, following the guidelines in *Writing the Architecture Program Report (APR)* in the CACB *Conditions and Terms for Accreditation*.

A digital copy must be submitted to the CACB-designated repository by September 15 of the year before accreditation renewal. If the APR will be delayed, the Program must notify the CACB in writing by September 1, explaining the reasons. The CACB Board will decide whether to approve an extension. Failure to submit by the deadline results in a two-year probationary term starting September 16.

2.1.5 Review and Acceptance of the Architecture Program Report (APR)

The Visiting Team Chair reviews the APR and completes the APR Review Form within 2 weeks of receiving it. After reviewing any follow-up materials, the Chair makes a recommendation to the CACB Board within 2 weeks, advising whether to proceed with a visit.

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

Visiting Team Chairs are selected by the CACB Board.

Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

Architecture Program Report (APR) Submission

A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

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Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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The virtual visit serves as the initial phase, providing the team with an opportunity to review relevant materials and assess the Program remotely. This is followed by the on-site visit, where the team conducts in-person evaluations, further examining the Program's compliance with the accreditation standards.

2.2.1 The Virtual Visit

- Collaborate with the Team Chair to develop and finalize the visit agenda. **Deadline: At least 6 weeks before the site visit.**
- Set up and provide access to the Virtual Student Work Exhibition (refer to Procedure 2.2.1.3 for the requirements). Select a secure virtual platform and grant access to the CACB and Team Chair. **Deadline: At least 50 calendar days before the site visit.**
- Conduct a virtual presentation of the student work exhibition. **Deadline: At least 45 calendar days before the site visit.**
- Meet with the Team Chair to confirm readiness for the visit. **Deadline: 45 calendar days before the site visit.**

2.2.2 The On-Site Visit

- Ensure the on-site Team Work Area is prepared (refer to Procedure 2.2.2.2 for the requirements). **Deadline: Ready by the first day of the visit (typically Sunday).**
- Conduct the on-site facility tour.
- Attend all scheduled meetings, and ensure all relevant faculty, staff, and students are prepared and present.
- Provide additional materials or evidence upon request.

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

Visiting Team Chairs are selected by the CACB Board.

Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

Architecture Program Report (APR) Submission

A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

A decision regarding the term of accreditation by the CACB will be sent to the Program following the spring Board meeting.

Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

Continuing Accreditation Timeline

2.3.2 Writing the Final Visiting Team Report (VTR)

When the Team Chair sends the final draft *VTR*, excluding the confidential recommendation on the term of accreditation, to the Program Head for corrections of fact, the CACB must be copied. The next 4 weeks are for review and revision.

The Program is given 2 weeks in which to make a response to the Final Draft *VTR*. The Program sends its comments to the Visiting Team Chair with a copy to the CACB.

The Program may provide a response for the Board to review in making their accreditation decision. Any such response forms a permanent attachment to the *VTR* and should be sent directly to the CACB.

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

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Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

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A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

A decision regarding the term of accreditation by the CACB will be sent to the Program following the spring Board meeting.

Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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3.1 Accreditation Decisions

The CACB Board makes the accreditation decision based on the Program's APR, the VTR regarding compliance with the *CACB Conditions and Terms for Accreditation*, and the confidential recommendation submitted by the Visiting Team to the CACB. The CACB Board also takes into account an assessment of the Programs' accreditation history.

The Program receives notification of the accreditation decision no later than July 1.

The CACB and the Program publish the APR on their website making it available to the public.

5.2 Appeal Process

Within 2 weeks after receiving the official notification of the accreditation decision, the Program may submit a request for appeal. To initiate an appeal hearing, the Chief Academic Officer must send a written request to the CACB President. The request must specify the grounds for appeal and include relevant supporting evidence.

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Accept or Reject the Visiting Team Chair Nomination

Visiting Team Chairs are selected by the CACB Board.

Rejections are only permitted on the grounds of conflict of interest (see Section 2.1.2.4.1-2.1.2.4.3 in the Procedures).

Architecture Program Report (APR) Submission

A self-assessment by the Program. See the APR Template on the CACB website.

Due September 15 of the year prior to the accreditation renewal visit.

Hybrid Visit (Virtual and On-Site)

A hybrid visit, with virtual and on site components to review evidence.

See Appendix 3 in the Procedures for the visit agenda.

Visiting Team Report (VTR) Acceptance

The Visiting Team will send a final draft (excluding the confidential recommendation) to the Program.

The Program will review the report for factual corrections.

Accreditation Decision

A decision regarding the term of accreditation by the CACB will be sent to the Program following the spring Board meeting.

Maintaining Accreditation

Regular monitoring and review through the program's Annual Report (AR), Automatic Certification and Focused Evaluation Reporting (if applicable).

Continuing Accreditation Timeline

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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3.2.1 Annual Reports (AR)

All Programs must submit ARs every year to maintain their accreditation status. Submission of the Annual Report are due on June 30 of each year. These include a response to each cause of concern and each "not-met" condition, any major curriculum or structural changes to the program, a Human Resources Statistics Report (refer to Appendix A-8 on the CACB Accreditation Resources page), and any other additional information that the CACB specifically requests.

3.2.2 Automatic Certification

All Programs are required to submit a list of graduated students to maintain their accreditation status. The Program must submit a list of graduated students within 1 month of graduation, in order for CACB to issue Automatic Certification.

Architecture Program Report (APR)

ARCHITECTURE PROGRAM REPORT (APR) TEMPLATE

Download

The APR template offers a structured framework to help programs clearly articulate their compliance with the required criteria.

The APR must address each of the subsections described in the CACB *Conditions and Terms for Accreditation*, and must be received by the CACB office no later than September 15 of the year before the term of accreditation is up for renewal.

Should the Program become aware that the *APR* will be late for any reason; the Program will notify the *CACB* office in writing immediately, and with reasons outlined. Such notification must be forwarded no later than September 1 of the given year. The CACB Board will review the request and determine whether to grant or reject the extension to the *APR* submission request based on provided reasons.

Failure to submit an *APR* by the deadline CACB has determined will lead to an automatic two-year probationary term, effective September 16.

The Team Chair performs a Completeness Check of the APR within 2 weeks of upload and forwards their recommendations to the CACB.

The CACB Board receives the Team Chair's Recommendations and then decides on the appropriate course of action.

Content of the APR

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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1 Introduction to the Program
- 1.1 Program Identity and Mission
- 1.2 Program Action Plan and Objectives

2 Progress Since the Previous Site Visit

3 Compliance with the Conditions for Accreditation
- 3.1 Program Self-Assessment
- 3.2 Public Information
- 3.3 Equity, Diversity, and Inclusion
- 3.4 Student Composition, Well-Being, and Enrichment
- 3.5 Faculty and Staff Resources
- 3.6 Space and Technology Resources
- 3.7 Information Resources
- 3.8 Financial Resources
- 3.9 Administrative Structure
- 3.10 Professional Degrees and Curriculum
- 3.11 Performance Criteria
  - 3.11.1 Program Performance Criteria
  - 3.11.2 Student Performance Criteria

4 Supplemental Information
- 4.1 Introduction to the Institution and Program History
  - 4.1.1 History, Description, and Mission of the Institution
  - 4.1.2 Program History
- 4.2 Student Progress Evaluation
- 4.3 Current Course Descriptions
- 4.4 Current Faculty Resumes
- 4.5 Visiting Team Report from the Previous Visit
- 4.6 Annual Reports

QUICK TIPS

Review Past Reports
Describe how the Program's unique qualities and students' achievements satisfy the Conditions for Accreditation.

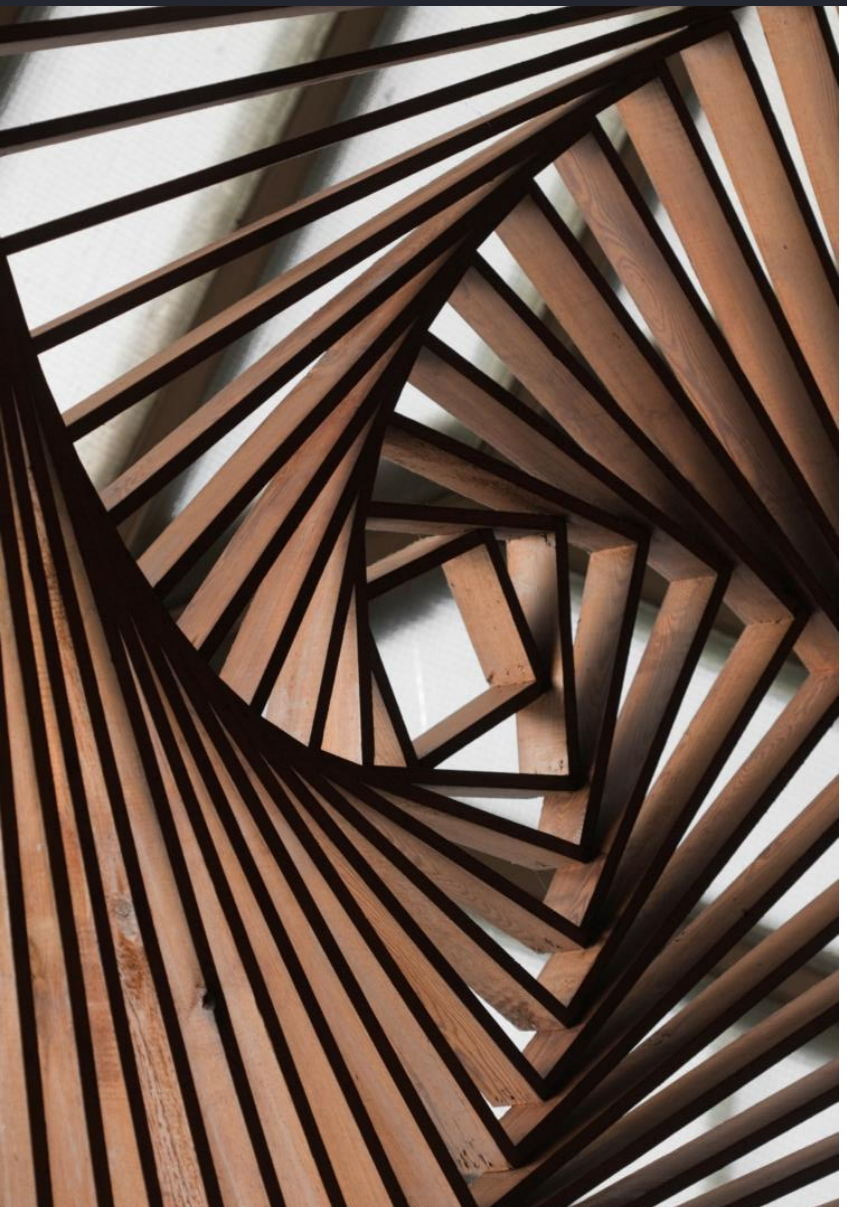
Identity a Master Editor
Ensure the report is precise and "flows". Use the same Part and Section numbers as those in the Conditions.

Study Institutional Documents
Provide insight into Program's unique History, Mission (Context), Learning Culture and Approach (Culture)

Identity a Copy Editor
Be succinct and use consistent, common language.
Have the report copy-edited for grammar, punctuation, etc.

Request Information from Others
Preparation should involve collaboration between the Program Head, Faculty, Staff, and Students.

APR Review Form (Completeness Check)



- The Team Chair reviews the APR in detail to ensure completeness and compliance with all the Conditions and ''must include'' items. The APR should be prepared according to every one of the conditions described in the CACB Conditions for Accreditation. The APR requires succinct yet complete Compliance Statements indicating how accreditation conditions are being met.

- The APR will be read by the Visiting Team as Formal Compliance Statements by the Program. Compliance Statements should be stand-alone and the Visiting Team may or may not rely on any additional information provided in assessing the Program.

- The purpose of this review is not to assess the quality of the Program, but rather to determine the completeness and clarity of the APR , and to discern the complexity of the Program's structure. Issues that can affect the size of the team or length of the site visit, such as the existence of multiple or satellite Programs, should be taken into account while setting up the visit.

- The Team Chair fills out the APR Review Form, indicating the presence (or the absence of), or need for more information on the APR . A copy of the completed APR Review Form is forwarded to the Program. The Program has 3 weeks to provide any additional information as identified in the APR Review Form.

- Within 2 weeks of receipt of additional information, the Team Chair forwards a recommendation to the CACB Board for action, which could be to either:
  a) Accept APR and schedule the site visit; or
  b) Accept APR contingent on receipt of specified additional information for Board review, within 7 weeks; or
  c) Reject APR and grant a two-year probationary term.

Hybrid Site Visit Requirements

THE VIRTUAL VISIT

The Initial phase providing the team with an opportunity to review relevant materials and assess the Program remotely

1

2

THE ON-SITE VISIT

The Visiting Team conducts in-person evaluations, further examining the Program's compliance with the accreditation standards

Virtual Visit Agenda

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Meeting #1 **45** days in advance **Readiness for the visit**	☐ The Team Chair and Program Head determine whether the program is ready for the site visit. ☐ The Program Head performs a walk-through of the student the work compilation for the Team Chair.
Meeting #2 **38-40** days in advance **Process and technology overview**	☐ The Program Head reviews access to student work with the Visiting Team ☐ The Team Chair provides expectations for how the team will work, and makes review assignments
Meeting #3 **28-30** days in advance **Review and discussions**	☐ The Visiting Team review ACR-A (APR), CACB Conditions and Procedures, visit protocols and identify missing materials ☐ The Team members discuss their initial reactions to the ACR-A (APR) and student work; raise any initial concerns, and identify and prioritize the questions to be addressed during the documentary review
Meeting #4 **14** days in advance **Documentary Review and questions**	☐ The Visiting Team reviews the results of the documentary review, finalizes questions to be addressed during the visit, and identifies any other areas of inquiry ☐ The Team develops a draft ACR-B (VTR) ☐ Entrance meeting with Librarian

The following activities take place during the virtual component of the visit:

The Program

- Reads and understands the *CACB Conditions and Terms for Accreditation* and the *CACB Procedures for Accreditation*;
- Works with the Team Chair to develop the agenda of the visit (virtual and on-site) as per Appendix A-3.
- Works with the CACB office to schedule, as per the hybrid visit agenda, all the-virtual meetings;
- Informs the CACB of the platform selected for the student work exhibit;
- Sends the CACB and the Team Chair any links required to access the student work exhibit;
- Performs a virtual tour of the student work exhibition for the Visiting Team;
- With the Team Chair, determines whether the Program is ready for the visit; and
- Provides additional material/evidence or other support as requested by the Visiting Team.

At least **6 weeks prior to the site visit, the schedule and agenda must be finalized by the Program, and accepted by the Team Chair and distributed to Visiting Team members

Virtual Student Exhibition

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The Virtual Student Exhibition is a secure space set up through a virtual platform selected by the Program so the Visiting Team can review Student work and carry out its work in privacy.

Program Performance Criteria (PPCs) are not expected to be part of the exhibit.

The Virtual Student Exhibition *must* include:

- The timeline for collection of student work must match the year of study that is reflected in the APR narrative–one year prior to the submission of the APR–to support programs in their ability to substantiate their narrative with examples of student work that are available at the time of the APR submission.
- All materials must be clearly labelled and well-organized to allow the Visiting Team to review and revisit them at their own pace.
- Clearly identified and easily accessible presentations of student work.
- Examples of both minimum pass and high achievement, ensuring sufficient quantity to demonstrate that all graduates meet the Program's performance criteria.
- A presentation of coursework, which must include a syllabus showing weekly activities and assignments, bibliography, quizzes, tests, and examinations where applicable, along with corresponding samples of student work.
- While electives, including both studio and course work, are not evaluated for accreditation purposes, there must still be a clear strategy for demonstrating how mandatory or integral elective courses relate to the overall Program.
- Each project must be cross-referenced to the Student Performance Criteria (SPC) matrix and indicate the criteria it addresses, include the project's date, and indicate its assessment, ranging from minimum pass to high achievement.
- A representation of the full range of approaches taken and assignments made by various studio critics.
- Project assignments, handouts, bibliographies, and corresponding samples of student work.

On-Site Visit Agenda

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Thursday (Virtual)		☐ Team Deliberations and Launch of draft ACR-B
Friday (Virtual)	**AM**	☐ Entrance meeting with the Program Head ☐ Entrance meeting with the school administrator(s) ☐ Entrance meeting with the University President and the Provost (Chief Academic Officer)
	PM	☐ Review of general studies, electives, and related programs ☐ Continued review of exhibits and records ☐ Continued Team Deliberations and Drafts of ACR-B (VTR)
Saturday	☐ Day off (or Travel)	
Sunday (On-Site)	**AM**	☐ The Visiting Team's arrival and check-in at the hotel
	PM	☐ Visiting Team introductions and orientation ☐ Short Intro meeting with Program Head ☐ Tour of facilities ☐ Team-only Dinner and Debriefing session and development of draft ACR-B (VTR)
Monday (On-Site)	**AM**	☐ Team working breakfast with Program Head ☐ Entrance meeting with faculty ☐ Observation of Studios
	PM	☐ Meeting with the Student Representatives ☐ Observation of Lectures and Seminars ☐ Entrance Meeting with Students ☐ Team-only dinner or (optional) Reception with faculty, administrators, alumni and local practitioners ☐ Debriefing session, re-draft of ACR-B (VTR) and draft of Strengths and Causes of Concern

Tuesday (On-Site)	**AM**	☐ Team Breakfast with the Program head ☐ Meeting with the Staff ☐ Possible follow-up meeting (with Faculty, students, director, and staff, as needed) ☐ Team deliberations ☐ Team-only lunch, Final deliberations and vote
	PM	☐ Exit meeting with Program Head ☐ Exit meeting with the school or college administrators ☐ Exit meeting with University President (or designate) and Provost ☐ Team-only coffee/cocktails reception/dinner ☐ Check out from the hotel and Travel home at their leisure

During a typical visit, the following activities take place during the on-site component of the visit:

The Program

- Conducts facility tour;
- Attends meetings; and
- Provides additional material/evidence or other support as requested by the Visiting Team in support of specified criteria.

On-Site Team Work Area

In preparing the on-site team work area, the Program Head should discuss with the Visiting Team Chair that all necessary equipment is ready. University personnel also need to be aware of the Visiting Team's arrival as Visiting Team members may need to provide personal computer information for systems access while on-site, as well as personal information for university security clearance.

The On-Site Team Work Area must include:

- A private, furnished room;
- Conference tables with seating large enough to accommodate the entire Visiting Team;
- Projection systems (either a monitor/TV or a projector with a screen);
- Adequate cable connections;
- Reliable Internet connection (Wi-Fi);
- Sufficient electrical outlets;
- Printer with paper;
- Shredder; and
- Flip charts with paper or dry-eraser board and markers.

Post-Visit Activities

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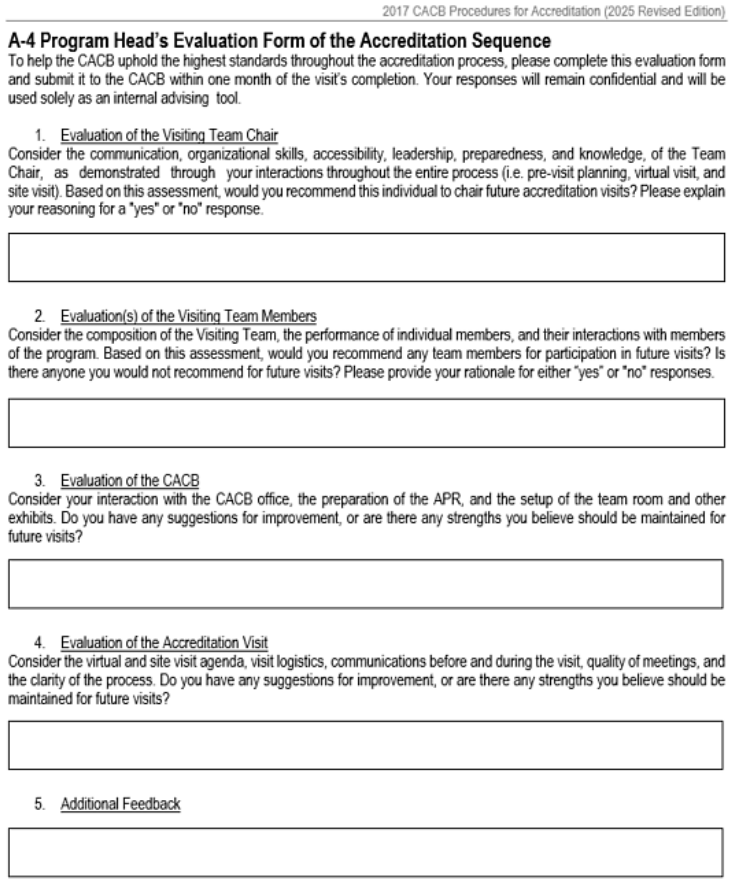
After the virtual and on-site visit, the following ongoing activities take place:

The Program

- Reviews the draft VTR for correction of fact and makes appropriate revisions and/or responses;
- Receives the final, signed VTR;
- Completes the Program Head's Evaluation of the Accreditation Sequence (refer to Appendix A-4) using the survey link provided by the CACB and submit it accordingly;
- Completes the CACB Accreditation Review Cost Report, included in Appendix A-7, by reporting only the eligible expenses and following the instructions provided for accurate completion;
- Maintains accreditation status through Annual Reports (AR); and
- Submits a Focused Evaluation Report, if applicable, according to the procedures in this document (Section 3.2.3).



A-4 Program Head's Evaluation Form of the Accreditation Sequence

To help the CACB uphold the highest standards throughout the accreditation process, please complete this evaluation form and submit it to the CACB within one month of the visit's completion. Your responses will remain confidential and will be used solely as an internal advising tool.

1. Evaluation of the Visiting Team Chair

Consider the communication, organizational skills, accessibility, leadership, preparedness, and knowledge, of the Team Chair, as demonstrated through your interactions throughout the entire process (i.e. pre-visit planning, virtual visit, and site visit). Based on this assessment, would you recommend this individual to chair future accreditation visits? Please explain your reasoning for a "yes" or "no" response.

2. Evaluation(s) of the Visiting Team Members

Consider the composition of the Visiting Team, the performance of individual members, and their interactions with members of the program. Based on this assessment, would you recommend any team members for participation in future visits? Is there anyone you would not recommend for future visits? Please provide your rationale for either "yes" or "no" responses.

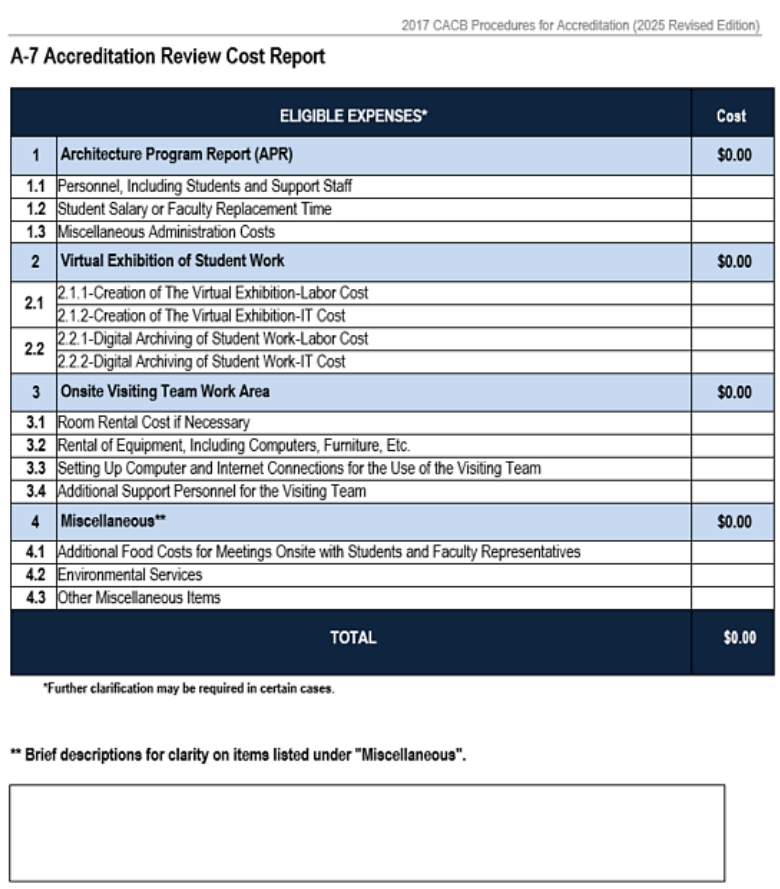
3. Evaluation of the CACB

Consider your interaction with the CACB office, the preparation of the APR, and the setup of the team room and other exhibits. Do you have any suggestions for improvement, or are there any strengths you believe should be maintained for future visits?

4. Evaluation of the Accreditation Visit

Consider the virtual and site visit agenda, visit logistics, communications before and during the visit, quality of meetings, and the clarity of the process. Do you have any suggestions for improvement, or are there any strengths you believe should be maintained for future visits?

5. Additional Feedback



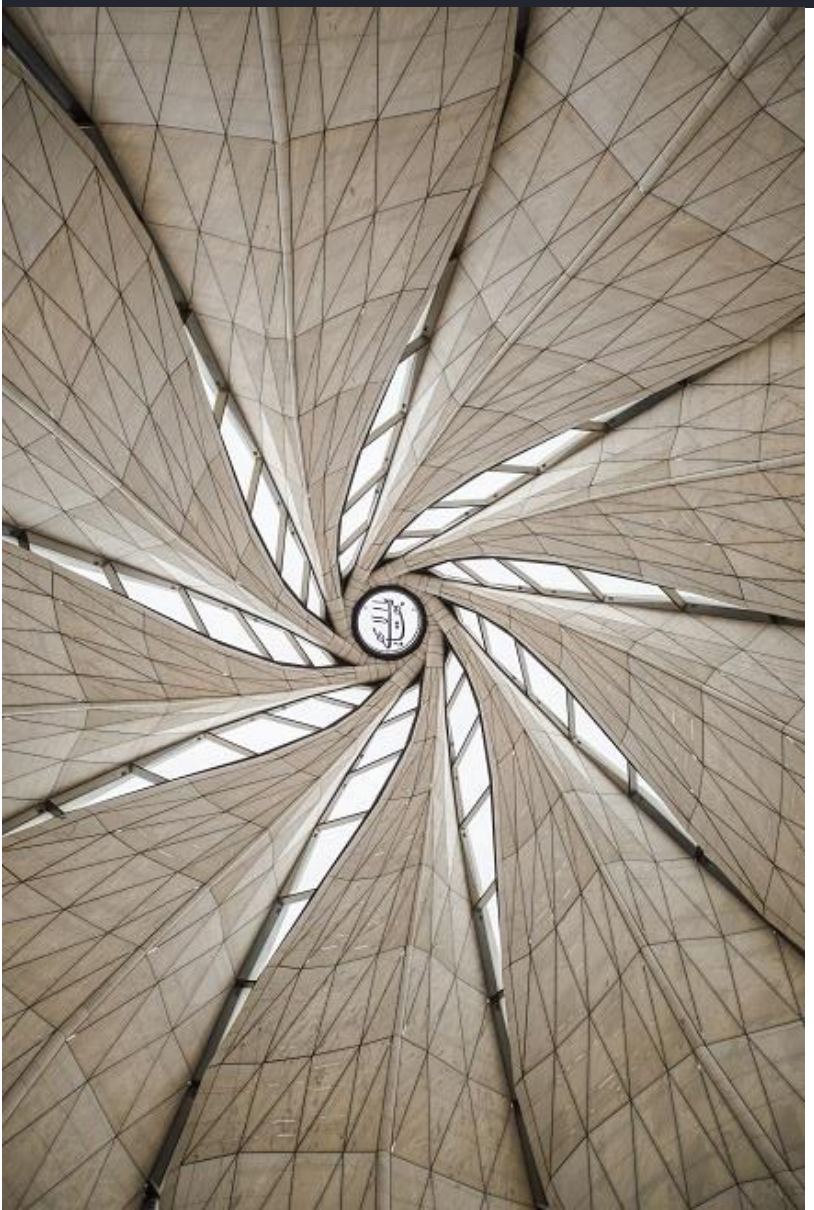
A-7 Accreditation Review Cost Report

	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".

Accreditation Decision



The CACB Board makes the accreditation decision based on the Program's APR, the VTR regarding compliance with the CACB Conditions and Terms for Accreditation, and the confidential recommendation submitted by the Visiting Team to the CACB. The CACB Board also takes into account an assessment of the Programs' accreditation history.

Accreditation decisions are based on whether the Visiting Team has indicated through its assessment in the APR that the program meets the following:

- Has a productive self-assessment process and is making reasonable progress toward achieving its mission, as measured by the benchmarks identified in its action plan.
- Is making reasonable progress toward eliminating the deficiencies identified during the previous accreditation site visit.
- Offers an overall learning environment that meets the CACB Conditions for a professional degree program.
- Is producing graduates whose work demonstrates compliance with the Student Performance Criteria; and
- Has the resources to maintain compliance for the duration of the accreditation cycle or until the next maintenance visit.

The Program receives notification of the accreditation decision no later than July 1.

Terms of Accreditation

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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Six-Year Term	Deficiencies, if any, are minor, a process to correct them is clearly defined.
Six-Year Term with a Focused Evaluation	Significant deficiencies which form the basis of a focused evaluation at the end of the third year.
Three-Year Term	Major deficiencies affecting the quality of the Program, but the intent to correct these deficiencies is clear and attainable.
Two-Year Probationary Term	Deficiencies severe enough to seriously question the quality of the Program, and the intent/capability to correct them is not evident.
Revocation of Accreditation	Besides revocation based on the above sequences, accreditation can be revoked at any time if there is evidence of substantial and persistent non-compliance with CACB Terms and Conditions for Accreditation.

Maintaining Accreditation

Focused Evaluation Reporting

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- A Program may receive a Six-year term with a focused evaluation at the end of three years if significant deficiencies exist in meeting the requirements for Accreditation.
- The Program is required to submit a Focused Evaluation Report (FER) in the 3rd year. The report identifies changes made or planned by the Program to remove each condition found deficient.
- The FER must include course descriptions, course assignments, and samples of work (digital or hard copy) for conditions not met, along with a written description of how the Program is addressing each condition.
- The Board appoints a Focused Evaluation Team to carry out the FE. The team is composed of two Members of the last Visiting Team plus a CACB Board Member.
- The Focused Evaluation Team forwards their findings to the Board for a final decision which could be to either:
    - allow the schedule for the next accreditation visit to stand unchanged, or
    - advance the time for the next accreditation visit, while allowing adequate time for the Program to prepare for such a visit.

Annual Reporting

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
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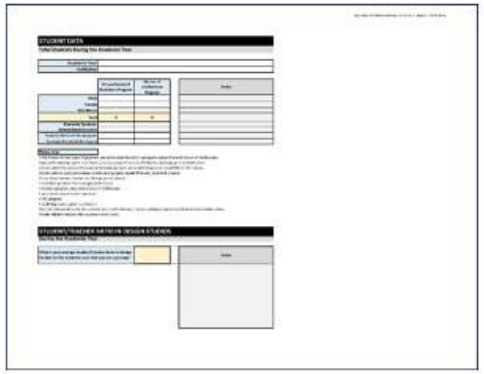


ANNUAL REPORT:
STATISTICAL SECTION (A8)

Download

ANNUAL REPORT:
NARRATIVE SECTION (TEMPLATE)

Download

Annual Reports are due by June 30 and *must include*:

- A response, in the order listed, to each CACB condition identified as "not met" and to each cause of concern listed in the Team Findings section of the VTR. The AR narrative may also address any new changes or areas of specific expertise;
- If applicable, demonstration of compliance with revised or new CACB Conditions and Terms for Accreditation and the Procedures for Accreditation, or a plan and schedule for achieving compliance;
- Clearly written documentation of any major curriculum or structural changes to any part of the architectural program or programs; The AR narrative should describe how these changes directly affect the Program's compliance with the CACB conditions so that the CACB is kept aware of evolving curricula;
- A Human Resources Statistics Report (refer to Appendix A-8);
- A program academic calendar for the current year; and
- Any other additional information that the CACB specifically requests.

Programs must submit the AR with the following component(s):

- Statistical Report only is required if:
  - A site visit has just been completed;
  - An Architecture Program Report (APR) is scheduled for submission in the coming September; or
  - First year in their term of accreditation.
- Full Report—which includes both narrative and statistical components—is required in all other years of the accreditation term.

For instructions on how to complete the Annual Reports, please refer to the CACB Accreditation Resources Page: https://cacb.ca/resources/

Automatic Certification

CANADIAN ARCHITECTURAL CERTIFICATION BOARD
CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

Automatic Certification is part of the ongoing accreditation process. All Programs are required to submit a list of graduated students to maintain their accreditation status.

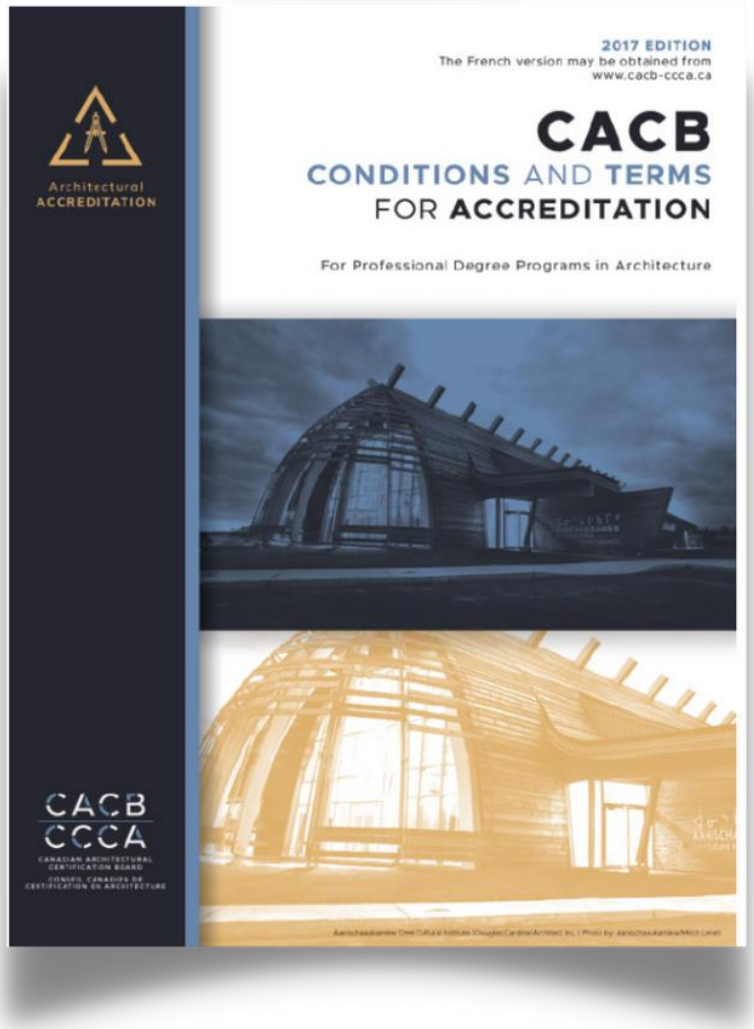
The list of graduates must be compiled in the provided Excel data sheet, which feeds information directly into the internal CACB data management system. This excel sheet must be submitted to the CACB office **within 1 month of graduation**, and it must include the following information requested in the excel spreadsheet forwarded by the CACB:

- Full legal name of the graduate
- Preferred email address
- Professional degree information
- Professional degree start and graduation dates
- Pre-professional degree information
- Pre-professional degree start and graduation dates
- Preferred province for registration

Once the student information is received, the CACB will issue confirmation letters electronically to the email address provided by the Program. The confirmation letter will include the certification number, which is required for registration in the Internship in Architecture Program (IAP). The email will also include a letter from ROAC outlining the next steps for graduates on the path to becoming a licensed architect in Canada. Hard copies of the certificate will only be mailed if specifically requested by the graduates. The CACB will coordinate the mailing addresses and shipping directly with the graduates.

PART 2

CACB Conditions for Accreditation



1. Program Self-Assessment
2. Public Information
3. Equity, Diversity, and Inclusion
4. Student Composition, Well-Being, and Enrichment
5. Faculty and Staff Resources
6. Space and Technology Resources
7. Information Resources
8. Financial Resources
9. Administrative Structure
10. Professional Degrees and Curriculum
11. Performance Criteria (PPCs, SPCs)

Program Performance Criteria (PPC)

1. Professional Development
2. Design Education
3. Global Perspectives and Environmental Stewardship
4. Collaboration, Leadership, and Community Engagement
5. Technical Knowledge
6. Breadth Of Education

Student Performance Criteria (SPC)

A. Design

1. Design Theories, Precedents, and Methods
2. Design Skills
3. Design Tools
4. Program Analysis
5. Site Context and Design
6. Urban Design
7. Detail Design
8. Design Documentation

B. Culture, Communications, and Critical Thinking

1. Critical Thinking and Communication
2. Architectural History
3. Architectural Theory
4. Cultural Diversity and Global Perspectives
5. Ecological Systems

C. Technical Knowledge

1. Regulatory Systems
2. Materials
3. Structural Systems
4. Envelope Systems
5. Environmental Systems

D. Comprehensive Design

Comprehensive Design

E. Professional Practice

1. The Architectural Profession
2. Ethical and Legal Responsibilities
3. Modes of Practice
4. Professional Contracts
5. Project Management

3.3 Equity, Diversity, and Inclusion
The APR must include procedures in place to achieve equity, diversity, and inclusion in school operations and activities.

EDI has been a priority of the university for many years, aligned with the core values of the university and emphasized by the current and previous presidents. The Faculty has a new EDI standing committee. The university's EDI policies are mentioned in all School of Architecture course outlines and employment announcements. The School's longstanding commitment to social responsibility has been providing a good platform to discuss diversity. Issues about systemic racism raise larger social and political questions that should resonate for years at all levels: global, national, institutional, and personal. Architectural education is just one part of a much larger architectural profession that should raise questions for clients, developers, communities, government, and professional associations.

[Links to provincial and university EDI policies]

PPC 1. Professional Development
The Program must demonstrate its approach to engaging with the profession and exposing students to a breadth of professional opportunities and career paths, including the transition to internship and licensure.

Throughout the program, from the first undergraduate term to the final MArch term, there is a complementary balance between academic and professional activities. Co-op work terms are a major component of the Undergraduate/MArch program.

A1. Design Theories, Precedents, and Methods
The student must demonstrate an ability to articulate a design process grounded in theory and practice, an understanding of design principles and methods, and the critical analysis of architectural precedents.

Students follow the School's process portfolio method during the four terms of the undergraduate program. This conscious attention to process is also evident in M1 and M2 courses, as well as the first thesis term, ARCH 9xxx.

B3. Architectural Theory
The student must have an understanding of conceptual and theoretical frameworks and how they have shaped architecture and urban design.

In ARCH 4xxx, students become familiar with diverse theoretical sources and interpret them actively in a design situation. This anticipates focused theoretical work in MArch courses, including the two thesis terms, ARCH 9xxx and 9xxx.

C1. Regulatory Systems

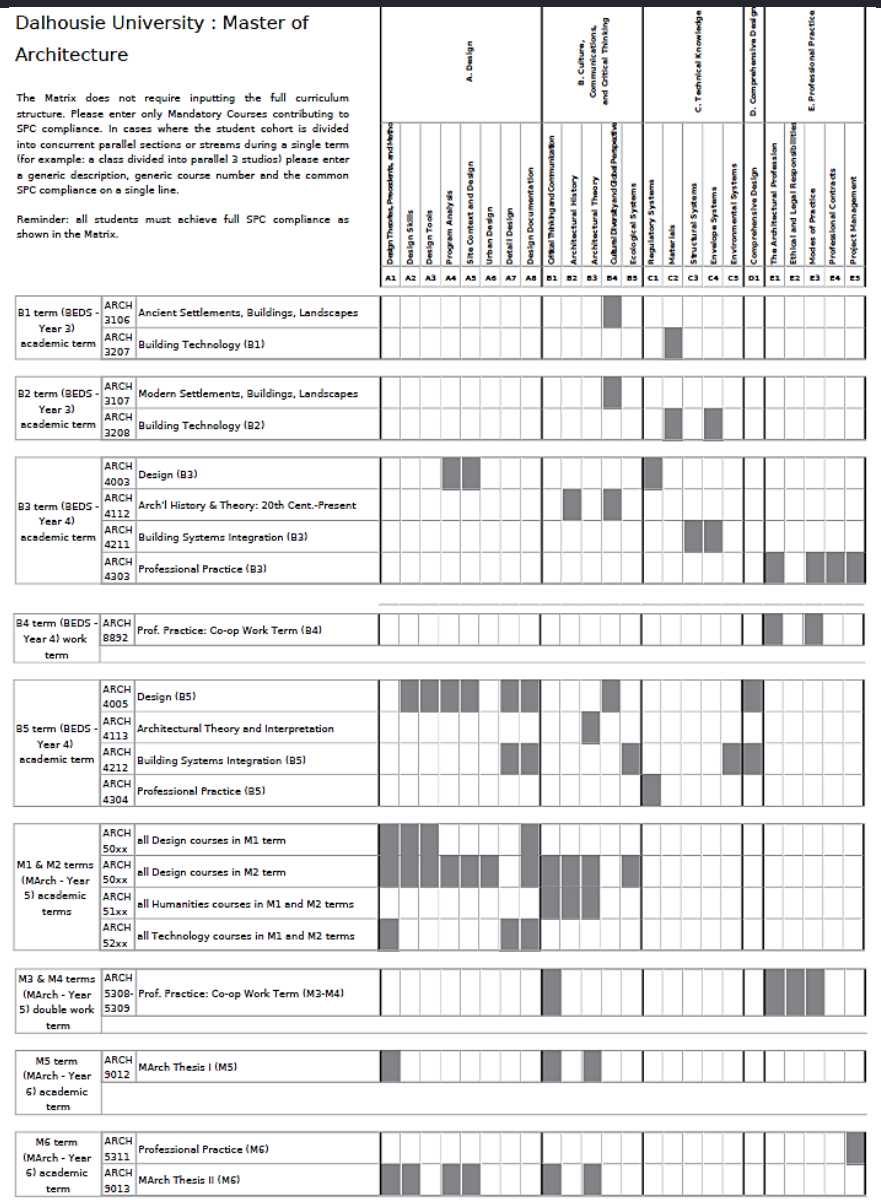
The student must have an understanding of the applicable building codes, regulations, and standards for a given building and site, including universal design standards and the principles that inform the design and selection of life-safety systems.

ARCH 4xxx focuses on codes.

E1. The Architectural Profession

The student must have an understanding of the 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.
ARCH 4xxx introduces students to office management, preparing them for the following undergraduate work term (ARCH 8xxx) and the later graduate work term (ARCH 5xxx–5xxx).

Student Matrix



Dalhousie University : Master of Architecture

The Matrix does not require inputting the full curriculum structure. Please enter only Mandatory Courses contributing to SPC compliance. In cases where the student cohort is divided into concurrent parallel sections or streams during a single term (for example: a class divided into parallel 3 studios) please enter a generic description, generic course number and the common SPC compliance on a single line.

Reminder: all students must achieve full SPC compliance as shown in the Matrix.

			A. Design								B. Culture, Communications, and Critical Thinking				C. Technical Knowledge					D. Comprehensive Design	E. Professional Practice				
			Design Theories, Precedents, and Methd	Design Skills	Design Tools	Program Analysis	Site Context and Design	Urban Design	Detail Design	Design Documentation	Critical Thinking and Communication	Architectural History	Architectural Theory	Culture/Diversity and Global Perspective	Ecological Systems	Regulatory Systems	Materials	Structural Systems	Envelope Systems	Environmental Systems	Comprehensive Design	The Architectural Profession	Ethical and Legal Responsibilities	Modes of Practice	Professional Contracts	Project Management
			A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	D1	E1	E2	E3	E4	E5
B1 term (BEDS - Year 3) academic term	ARCH 3106	Ancient Settlements, Buildings, Landscapes												■												
	ARCH 3207	Building Technology (B1)															■									
B2 term (BEDS - Year 3) academic term	ARCH 3107	Modern Settlements, Buildings, Landscapes												■												
	ARCH 3208	Building Technology (B2)															■		■							
B3 term (BEDS - Year 4) academic term	ARCH 4003	Design (B3)				■	■									■										
	ARCH 4112	Arch'l History & Theory: 20th Cent.-Present										■		■												
	ARCH 4211	Building Systems Integration (B3)																■	■							
	ARCH 4303	Professional Practice (B3)																				■		■	■	■
B4 term (BEDS - Year 4) work term	ARCH 8892	Prof. Practice: Co-op Work Term (B4)																				■	■			
B5 term (BEDS - Year 4) academic term	ARCH 4005	Design (B5)		■	■	■	■		■	■				■							■					
	ARCH 4113	Architectural Theory and Interpretation											■													
	ARCH 4212	Building Systems Integration (B5)							■	■					■					■	■					
	ARCH 4304	Professional Practice (B5)															■									
M1 & M2 terms (MArch - Year 5) academic terms	ARCH 50xx	all Design courses in M1 term	■	■	■					■	■	■	■		■											
	ARCH 50xx	all Design courses in M2 term	■	■	■	■	■	■		■	■	■	■		■											
	ARCH 51xx	all Humanities courses in M1 and M2 terms									■	■	■													
	ARCH 52xx	all Technology courses in M1 and M2 terms	■						■	■																
M3 & M4 terms (MArch - Year 5) double work term	ARCH 5308-5309	Prof. Practice: Co-op Work Term (M3-M4)									■											■	■	■		
M5 term (MArch - Year 6) academic term	ARCH 9012	MArch Thesis I (M5)	■								■		■													
M6 term (MArch - Year 6) academic term	ARCH 5311	Professional Practice (M6)																								■
	ARCH 9013	MArch Thesis II (M6)	■	■		■	■				■		■													

In order for the Visiting Team to have a clear understanding of how the SPCs are met in specific coursework in the Program, a narrative must be written to support the matrix.

The narrative should show and explain the learning progression through the Program.

Highlight up to a maximum of 5 cells that point to the greatest level of achievement at the required level (i.e., understanding or ability) for each SPC.

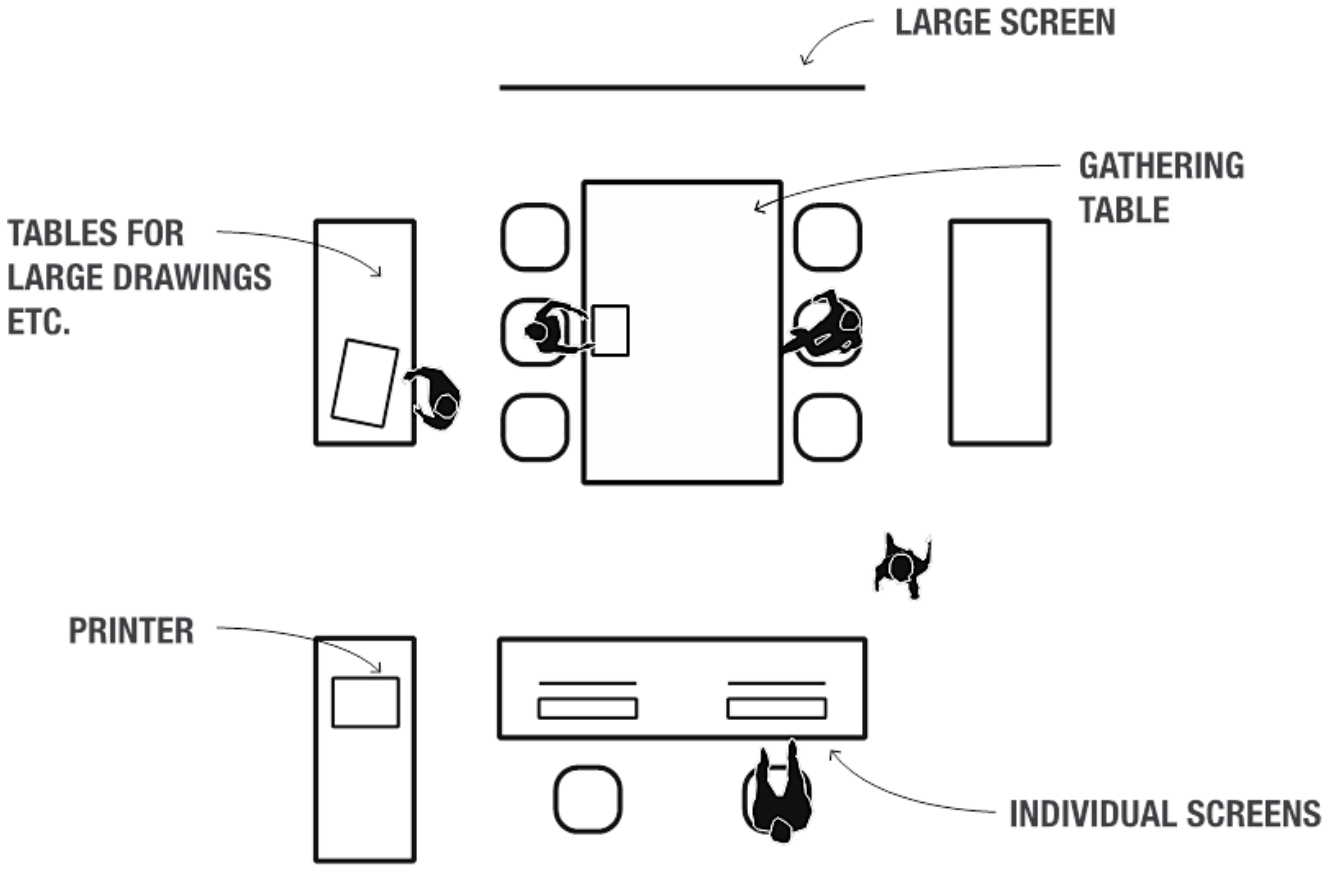
CACB understands that SPC's can occur in multiple areas of study, however Programs are asked to identify up to 5 locations that best demonstrate compliance.

SPCs must be addressed in required courses that all students will be exposed to over the course of their studies. It is important that the Program be accurate as to how its students are exposed to courses.

Return to the matrix after some time and review it as if you are seeing it for the first time.

Edit/correct as needed and then append the matrix to the APR.

Team Room Setup


LARGE SCREEN
GATHERING TABLE
TABLES FOR LARGE DRAWINGS ETC.
PRINTER
INDIVIDUAL SCREENS
VISUALLY AND ACOUSTICALLY SEPARATED FOR PRIVACY