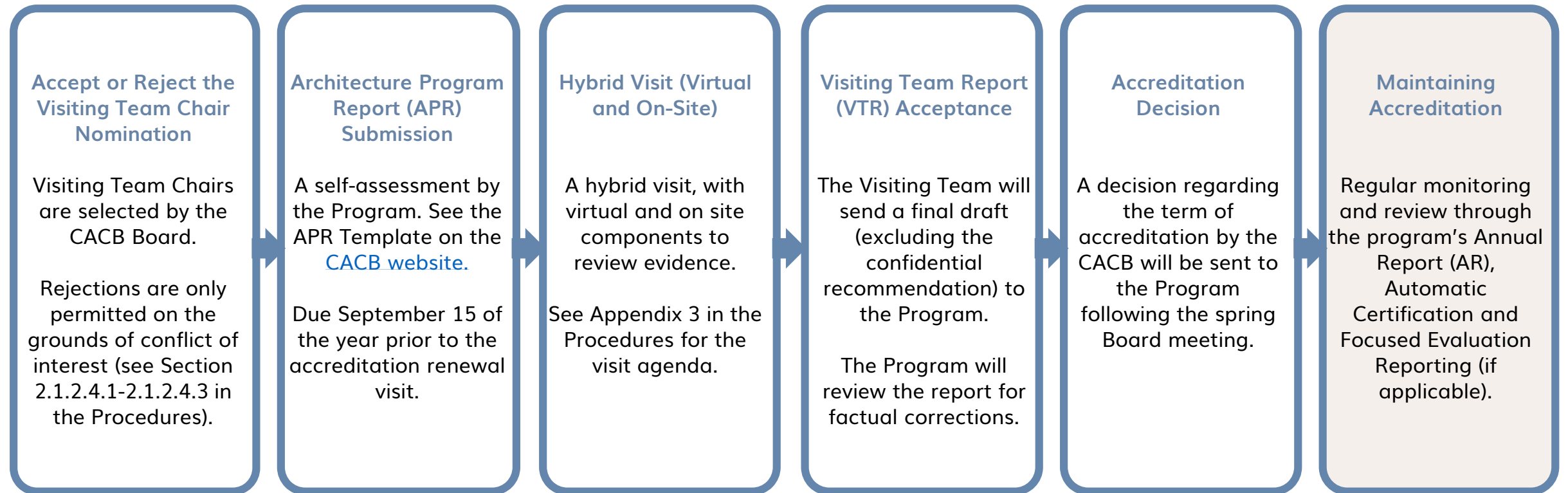


ANNUAL REPORTING (AR)

Continuing Accreditation Timeline



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.

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.**

ANNUAL REPORT:
STATISTICAL SECTION (A8)

[Download](#)

ANNUAL REPORT:
NARRATIVE SECTION (TEMPLATE)

[Download](#)

Please refer to the Forms and Templates section on the CACB website to download the template: <https://cacb.ca/resources/>

The Annual Report (AR) *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;

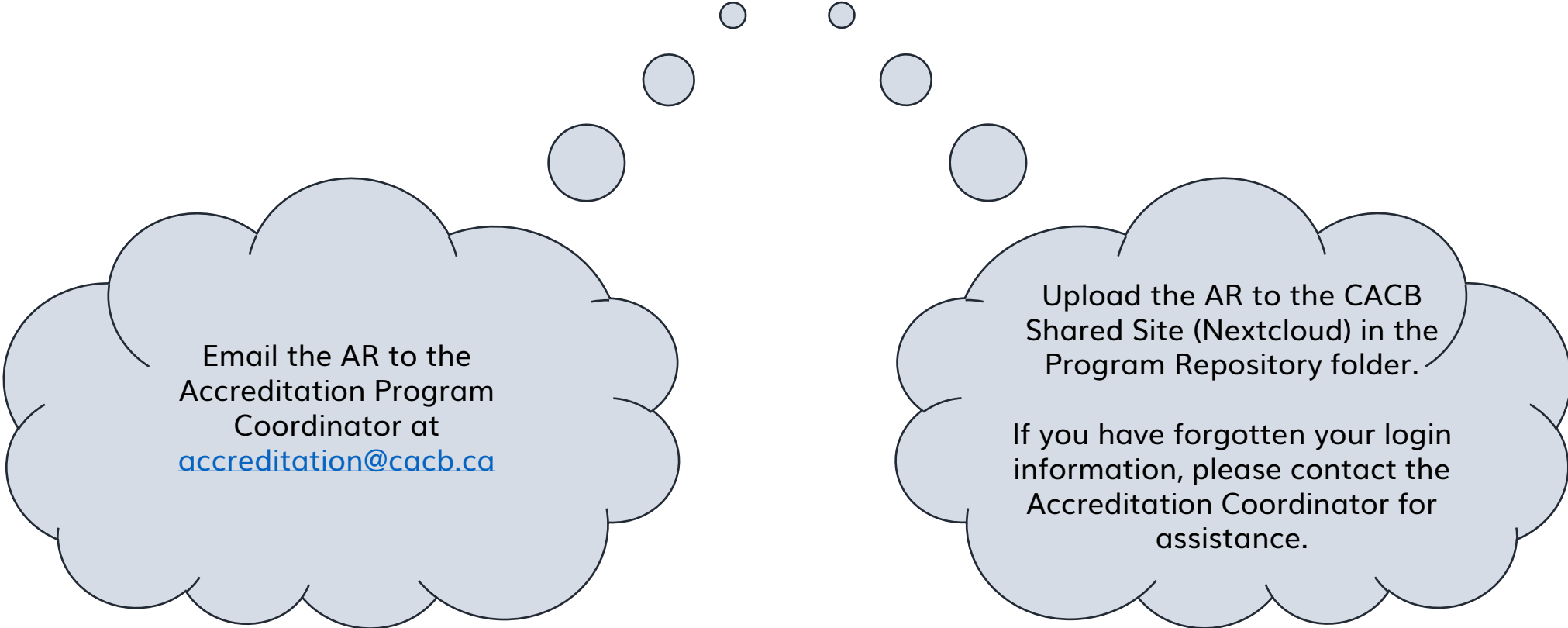
A Human Resources Statistics Report (refer to **Appendix A-8**);

A program academic calendar for the current year; and

Any other additional information that the CACB specifically requests.

AR Submission

The following options are accepted to submit the Annual Report (AR):

A diagram showing two thought bubbles connected by a series of small circles, representing two different submission options. The left bubble contains text about emailing the AR, and the right bubble contains text about uploading the AR to a shared site.

Email the AR to the
Accreditation Program
Coordinator at
accreditation@cacb.ca

Upload the AR to the CACB
Shared Site (Nextcloud) in the
Program Repository folder.

If you have forgotten your login
information, please contact the
Accreditation Coordinator for
assistance.



The Annual Report is due on June 30 each year, regardless of whether the date falls on a weekend or weekday.

Should the AR not be received by the June 30 due date, the CACB will send a letter to the Program Head, with a copy to the appropriate senior university administration, emphasizing the importance of the report for continuing accreditation.

A fine of **\$500.00 per business day** will be imposed for the late submission, accruing daily **after the June 30 deadline**

Responses to the Annual Report will be sent to each Program **within 30 calendar days** following the CACB Fall Board Meeting.

The CACB Board will review each Program's AR and will take **one of the following actions**:

Accept the AR;

Reject the *AR*, provide the reasons supporting the decision, and require a revised report to be submitted for the Board's review by September 15; or

Reject the revised *AR* and consider taking action to advance the schedule for the next accreditation sequence. In such cases, the Program Head, as well as the Institution's Chief Academic Officer are notified of the decision and the reasons that support it.

