



Procedures for NAAB International Certification

2019 Edition

The National Architectural Accrediting Board

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**Procedures for NAAB International Certification,
2019 Edition**

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107 S. West Street, Suite 707

Alexandria, VA 22314

www.NAAB.org

international@NAAB.org

In 2019 NAAB approved changing the name of its international assessment program from Substantial Equivalency to International Certification. The 2019 edition of the *Procedures for NAAB International Certification* supersedes all previous editions of the *Procedures for Substantial Equivalency*. These *Procedures* constitute a living document and are subject to change by NAAB. All changes will be announced on NAAB's website and communicated via email to all architecture programs with International Certification and to those in the process of seeking the designation.

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INTRODUCTION

About the National Architectural Accrediting Board

NAAB was founded in 1940 to “produce and maintain current a list of accredited schools of architecture in the United States and its possessions, with the general objective that a well-integrated and coordinated program of architecture education be developed that is national in scope and affords opportunity for architectural schools with varying resources and operating conditions to find places appropriate to their objectives and do high class work therein.”

Since 1975, NAAB has accredited professional degree programs rather than schools or universities and only accredits the first professional degree program offered by any school or university. As such, NAAB does not accredit preprofessional degrees or other preparatory education that may serve as a prerequisite for admission to a professional degree program.

NAAB is the only agency recognized by registration boards in U.S. jurisdictions to accredit professional degree programs in architecture. Because most registration boards require an applicant for licensure to hold a NAAB-accredited degree, obtaining such a degree is an essential part of gaining access to the licensed practice of architecture.

International Certification decisions rest solely with the NAAB Board of Directors.

International Activities

NAAB aspires to be the leader in establishing educational quality assurance standards to enhance the value, relevance, and effectiveness of the architecture profession. Architecture programs (outside the United States and Canada) that can meet *NAAB Conditions for Accreditation* are eligible for full accreditation under the terms of the *Conditions for Accreditation* and related procedures. Programs (outside the U.S. and Canada) that cannot meet *NAAB Conditions*, largely because the institution in which they reside is not accredited by one of the U.S. regional accreditation agencies, as required in the *NAAB Conditions for Accreditation*, are eligible to be evaluated for International Certification (ICert). Following are some of the ways in which NAAB provides services internationally:

The NAAB Board of Directors established its first international assessment program in 2003, then known as Substantial Equivalency. Between 2003 and 2019, 16 programs achieved the SE designation. In mid-2019, NAAB conducted two surveys of its constituent programs to examine all aspects of the SE program and, based on the survey results, decided to change the name from Substantial Equivalency to International Certification. “NAAB International Certification” identifies a program as comparable in educational outcomes in all significant aspects to a U.S.-based program and indicates that it provides an educational experience meeting acceptable standards, even though such program may differ in format or method of delivery. It further indicates that a program has met the *Conditions for NAAB International Certification*, which are comparable to the *NAAB Conditions for Accreditation* in all significant aspects. Although NAAB International Certification is *not* accreditation, ICert recognition by NAAB represents that a program of architecture has achieved the highest standard of quality assurance in professional architecture education.

Graduates of architecture programs holding ICert recognition by NAAB (at the point of graduation) may not meet the education requirements for registration in a U.S. jurisdiction. However, the Education Evaluation Services for Architects (EESA) provides assistance to individuals who do not have a professional degree in architecture from a NAAB-accredited program and who wish to either apply for an NCARB Certificate or for registration by an NCARB member board. ICert graduates are eligible for an expedited review at a discounted fee. For more information on EESA, visit [NAAB's website](#).

International Committee

The NAAB International Committee, formed in 2017, is responsible for implementing NAAB's strategic goals related to international engagement. It focuses efforts on the following areas:

1. Oversight of NAAB's programs and activities related to accreditation outside the regulatory context of the United States and its legal jurisdictions. This includes ongoing administration of the International Certification program and oversight of the *Conditions* and *Procedures for NAAB International Certification*. The committee also provides recommendations to the board on matters of policy related to ICert.
2. Oversight of NAAB's programs and activities related to the evaluation of education credentials for licensure candidates educated abroad.
3. Together with NAAB staff, the International Committee serves as liaison between the NAAB board and international partnerships related to architecture accreditation. This includes the Canberra Accord, the Union of International Architects, and the professional accreditation organizations in countries holding mutual recognition agreements with NCARB.
4. NAAB can provide advice and consultation to organizations in other countries that are developing accreditation standards and procedures. Such consulting is provided for a fee.
5. The Canberra Accord (CA) is a multilateral agreement between accrediting agencies acknowledging the substantial equivalency of their systems of accreditation/validation/recognition in architecture education.

International Certification Documents

The *Conditions for NAAB International Certification* and the *Procedures for NAAB International Certification* outline the requirements that degree programs must meet and procedures that they and the visiting teams must follow to ensure minimum standards and a uniform review process. These documents also contain suggestions that programs and teams are encouraged to follow.

This document is a companion to the current edition of the *Conditions for NAAB International Certification*. Each should be read in the context of the other.

Throughout the text, the use of "must," "shall," or the imperative form sets forth a minimum requirement.

Areas and levels of excellence will vary among degree programs as will approaches to meeting the conditions and reporting requirements. Nevertheless, schools must present complete and accurate information to demonstrate compliance with each of NAAB's International Certification Conditions. In addition, positive aspects of a degree program in one area cannot override deficiencies in another.

English is the official language of NAAB. All documents prepared for the International Certification process, including student work, must be submitted in English.

The *Conditions for NAAB International Certification* apply to all programs seeking continued International Certification beginning January 1, 2020. Program administrators and others are advised to review the *Procedures for NAAB International Certification* currently in effect for information on terms of International Certification as well as the visit sequence and other procedures that apply to each stage in the process.

NAAB reserves the right to vary from these published procedures if such an action is in the best interests of a program or programs. The Board of Directors has delegated responsibility for establishing and maintaining the operating procedures that support ICert activities, including the implementation of these *Procedures*, to the International Committee.

Vision, Mission, and Values of NAAB

From the 1940 Founding Agreement:

"The . . . societies creating this accrediting board, here record their intent not to create conditions, nor to have conditions created, that will tend toward standardization of educational philosophies or practices, but rather to create and maintain conditions that will encourage the development of practices suited to the conditions which are special to the individual school. The accrediting board must be guided by this intent."

Since 1975, NAAB *Conditions for Accreditation* have emphasized self-assessment and student performance as central elements of the NAAB model. The directors have maintained their commitment to both of these as core tenets of NAAB's criteria and procedures.

Vision

NAAB advances educational quality assurance standards and processes that anticipate the needs of academic programs, the profession, and society, to promote a better built environment.

Mission

NAAB develops and maintains an accreditation system in professional degree education that enhances the value, relevance, and effectiveness of the profession of architecture.

Core Values: NAAB aspires to follow four core values in the way it approaches its work and mission:

- Commitment to Excellence: Foster a culture of continual improvement that seeks positive organizational transformation and responds to external change.
- Diversity and Inclusion: Celebrate unique institutional perspectives and ensure the inclusion of diverse populations to enrich the learning environment.
- Effective Communication: Articulate the value of an accredited architecture education to students, the profession, and the communities architects serve.
- Spirit of Collaboration: Promote transparency and collateral cooperation in the shared responsibility of preparing graduates for professional practice.

NAAB is an independent nonprofit 501(c) 3 corporation with an office in Washington, D.C. It adheres to nondiscriminatory practices and is funded equally by the AIA, ACSA, and NCARB, with a contribution by the AIAS. Directors and visiting team members are not compensated but are reimbursed for expenses.

For additional information about NAAB and accreditation of professional degree programs in architecture, please see the current editions of the *Conditions for Accreditation* and the *Procedures for Accreditation*, available on NAAB's website at www.naab.org.

SECTION 1. TERM OF INTERNATIONAL CERTIFICATION

Although there are minor distinctions among the procedures that apply to each stage in achieving and maintaining International Certification (ICert), the sequence is essentially the same for all institutions seeking NAAB action.

Actions on terms of International Certification are made at regularly scheduled meetings of the Board of Directors, except where noted. In all cases any motion regarding an ICert action must have at least 8 votes in favor to pass.

Unless specifically noted in the board's decision, all terms of International Certification are effective on January 1 of the year in which the visit took place.

Programs seeking continuing International Certification may receive the following term of International Certification:

Six-Year Term. This term indicates that deficiencies, if any, are minor, and the intent to correct them is ensured. The program is granted International Certification for a six-year period.

The procedure for requesting reconsideration of a decision by the Board of Directors to deny ICert is described in Section 13. The program may reapply for ICert in the year following the date of the decision and no later than three years after the decision. Programs that do not apply within the three-year timeframe must begin the IC process at visit two (candidacy).

SECTION 2. GENERAL INFORMATION

This section covers general information that applies to NAAB International Certification processes, especially visits and visiting teams.

Term	Definition/Description	Section/Related Documents
Institutional Overview	Report accompanies the eligibility application and describes the extent to which the program already meets the Conditions for ICert. It includes a timeline/plan for achieving ICert.	Section 3
ICert Visit One: Eligibility	After a program's application, including the Institutional Overview, has been accepted by NAAB, the first visit by a team of two NAAB representatives will be scheduled. This visit lasts two days. Programs must proceed to visit two (candidacy) within three years of the conclusion of the eligibility visit. If visit two is not scheduled within the three-year time frame, it may be necessary for the program to repeat the eligibility visit.	Section 3
ICert Visit Two: Candidacy	Four-day visit by a team of two NAAB representatives A Self-Evaluation Report, submitted 120 days before the visit, succinctly describes how a program meets each of the Conditions for ICert; this visit includes preparation of a team room for examination of student work. Programs may remain in candidacy for a maximum of three years.	Section 4
ICert Visit Three: International Certification	Four-day visit by a team of four NAAB representatives. Requires preparation of a Program Self-Evaluation Report and a team room. The NAAB team submits its Visiting Team Report to the International Committee, which makes the final recommendation to the board on whether to grant ICert. Terms for International Certification are for six years and begin on January 1 in the year of visit three.	Section 5

Program Self-Evaluation Report	A comprehensive, self-analytical narrative document that succinctly describes how a	Sections 4 and 5
	program meets each of the conditions for ICert.	
Visiting team	Individuals, nominated by NAAB and approved by the program, who conduct a visit to review/assess a professional degree program in architecture. Teams for visits one and two consist of two people; the team for visit three is composed of four people. NAAB designates one individual on each team to serve as the chair.	Sections 4, 5
Facilitator	An individual nominated by the program to provide perspective on the program; may also serve as a translator. Participates fully in the visit but not in the team's confidential deliberations. The team chair and NAAB must approve the facilitator 30 days before the visit.	Sections 4, 5
Visiting Team Report	The VTR conveys the visiting team's assessment of whether the program meets the <i>Conditions for International Certification</i> , as measured by evidence of student learning, the overall capacity of the program to fulfill its obligations to ensure student achievement, and the overall learning environment. The VTR provides an assessment of the degree to which the program is functioning in the manner described in the Program Self-Evaluation Report.	Sections 4, 5
Interim Progress Report	IPRs are submitted in year three of a six-year ICert term. The reports address how a program is working to correct any deficiencies cited in the previous VTR.	Section 11
Confidentiality	The duty of all visiting team members, team chairs, facilitators, NAAB directors, and staff to hold all information designated as confidential and related to the International Certification of a professional degree program in architecture in confidence in perpetuity.	Sections 4, 5,12

Notice of substantive changes to professional degrees and curricula	A notable change in the professional degree program, the school of architecture, or the institution in which the	Section 8
	architecture program resides that may affect the quality of the program or its ability to remain in compliance with the quality criteria of the <i>Conditions for International Certification</i> .	
Reconsideration	A request by a program for reconsideration of a board decision on a term of ICert or of a board decision to deny or revoke ICert.	Section 13

SECTION 3. PROCEDURES FOR VISIT ONE: ELIGIBILITY

The designation of International Certification of degree programs in architecture requires the completion of three important steps. Generally, the steps are as follows:

- Application to establish International Certification eligibility
- Determination of eligibility
- Visit One

Throughout the process, there are points of review by the NAAB staff and the NAAB Board of Directors.

Institutions interested in having a degree program in architecture designated as International Certification are encouraged to seek guidance from NAAB before beginning the process. To begin, send an email to international@naab.org and include "ICert query" in the subject line.

3.1 APPLICATION

Institutions seeking the International Certification designation for a professional degree program or degree sequence in architecture must first be granted eligibility status by NAAB. The first step in achieving eligibility status is to submit an application to NAAB.

Expectations for a complete application include:

- A written announcement from the institution's chief academic officer of the intention to seek International Certification for a degree program or degree sequence in architecture. The letter should include the specific degree name (e.g., Bachelor of Architecture, Diploma, or Master of Architecture).
- Institutional Overview (see 3, below)
- The applications must be submitted as an Adobe PDF, no larger than 3MBs. Send the application to international@naab.org and include "Application for International Certification" in the subject line.

3.2 PREPARATION OF THE INSTITUTIONAL OVERVIEW

Content. The Institutional Overview must include the following:

Cover page. This page should include the following information:

- Name of institution
- Degree program proposed for the ICert designation (e.g., Bachelor of Architecture, Diploma, or Master of Architecture), with prerequisites as appropriate (e.g., M. Arch., preprofessional degree plus 42 graduate credits)

Name, address, email, and telephone contact information for the following individuals:

- Program administrator
- Head of academic unit in which the program resides
- Chief academic officer
- President of the institution

Organization of Content: Use the following headings to organize the content of the Institutional Overview. For each heading, provide an analysis of the extent to which the proposed program already complies with the 2019 *Conditions for International Certification*:

PART ONE (I), SECTION 1: INSTITUTIONAL SUPPORT AND COMMITMENT TO CONTINUOUS IMPROVEMENT

- I.1.1 History and Mission
- I.1.2 Learning Culture
- I.1.3 Social Equity
- I.1.4 Defining Perspectives
- I.1.5 Long-Range Planning

I.1.6 Assessment

PART ONE (I), SECTION 2: RESOURCES

I.2.1 Human Resources and Human Resource Development

I.2.2 Physical Resources

I.2.3 Financial Resources

I.2.4 Information Resources

I.2.5 Administrative Structure and Governance

PART ONE (I), SECTION 3: PROGRAM CHARACTERISTICS

I.3.1 Statistical Reports

PART TWO (II): EDUCATIONAL OUTCOMES AND CURRICULUM

II.2 Curricular Framework

II.3 Evaluation of Preparatory Education

PART THREE (III): TIMELINE FOR ACHIEVING INTERNATIONAL CERTIFICATION

(see Appendix 9 for sample template)

SUPPLEMENTAL INFORMATION

Course Descriptions (see Appendix 3)

Faculty Résumés (see Appendix 2)

Determination of Eligibility. Next, NAAB determines whether the proposed degree program is eligible.

Review. The application will be reviewed by the staff to determine whether it is complete or whether additional information is needed.

- If the application is accepted in full, Visit One will be scheduled.
- If the application is accepted provisionally, additional information will be requested. Once the additional information is received and determined to be sufficient to proceed, Visit One will be scheduled.
- If the application is rejected, the chief academic officer will be notified and advised as to the deficiencies or concerns and will be asked to submit a new application.

3.3 VISIT ONE: PURPOSE AND FORMAT

Purpose

1. To review the *Conditions and Procedures for NAAB International Certification*
2. To confirm the institutional commitment; and
3. To review the physical, financial, human, and information resources committed to the program.

Format

Visit one will be conducted by two people (possible team composition includes current or former NAAB board members, executive director, or another individual identified by NAAB). The visit will be scheduled on two consecutive weekdays during the regular academic year.

The visit should include the following:

- Presentation by the program on the history and mission of the institution, academic/administrative unit, and proposed degree program.
- Discussion between the reviewers and the program administrator to review the NAAB *Conditions and Procedures*.
- Separate meetings with faculty, staff, and students.
- Meetings with the division administrators (e.g., department chair and dean) and chief academic officer.
- Opportunities to observe classes and studios.
- A tour of the learning facilities that are or will be designated for the program (studios, classrooms, seminar rooms, shops, and laboratories).

- A tour of the library or other information resource center(s) that support the program.
- Optional: a meeting with alumni of the institution and local architects.

Report from Visit One. The review team completing Visit One must submit a memorandum to NAAB Board of Directors that documents the team's observations and conclusions. The report must include the following:

- A review of the resources committed to the program.
- Commitment of the institution to achieving the ICert designation.
- Assessment of the readiness of the program to complete Visit Two.
- Recommendation to NAAB board to schedule Visit Two. The recommendation may also identify the length of time that should elapse before scheduling Visit Two and whether a representative from the program should complete any specific training or other learning experiences.

Action on Visit One Report

The board will review the report and take action at its next regularly scheduled meeting.

- If the board accepts the report and advances the program to Visit Two, NAAB staff will advise the program to compile a Program Self-Evaluation Report (PSER) and prepare for Visit Two.
- If the board does not accept the report or advance the program to Visit Two, the program must submit a new application within two years.

SECTION 4. PROCEDURES FOR VISIT TWO: CANDIDACY

Once a program has been advanced to Visit Two, the visit will be scheduled for the next academic year, generally in the fall. The first step is the preparation of a Program Self-Evaluation Report (PSER) and preparation for a visiting team. The PSER, selection of the visiting team, and other elements of the site visit are described below.

4.1 PROGRAM SELF-EVALUATION REPORT (PSER) SUBMITTED FOR VISIT TWO

Purpose. The PSER serves as both a self-study for the program and as the principal source document for conducting the visit.

Content. Present complete and accurate information to demonstrate the extent to which the program is already in compliance with each of the *Conditions for NAAB International Certification*. Areas and levels of excellence will vary among degree programs as will approaches to meeting the *Conditions*. While programs are encouraged to identify those areas in which they believe they excel, positive aspects of a degree program in one area cannot override deficiencies in another.

Format. Schools must use the following format for the PSER for International Certification. Each part should be used to describe how the program's *unique* qualities and its students' achievements satisfy (or will) the conditions that all programs must meet in order to be granted International Certification. For additional information about the contents of the PSER, see the 2019 *Conditions for NAAB International Certification*.

Cover Page

1. Name of institution
2. Academic unit within which the program seeking ICert resides
3. Title of degree (e.g., Bachelor of Architecture, Master of Architecture)
4. Name, address, email address, and phone number of the following:
 - President of the institution
 - Chief academic officer
 - Program administrator
 - Contact person for the visit

Part One, Section 1 – Identify and Self-Assessment

- I.1.1 History and Mission
- I.1.2 Learning Culture
- I.1.3 Social Equity
- I.1.4 Defining Perspectives
- I.1.5 Long-Range Planning
- I.1.6 Assessment

Part One, Section 2 – Resources

- I.2.1 Human Resources and Human Resource Development
- I.2.2 Physical Resources
- I.2.3 Financial Resources
- I.2.4 Information Resources
- I.2.5 Administrative Structure and Governance

Part One, Section 3 – Program Characteristics

- I.3.1 Statistical Data

Part Two, Section 1 – Educational Outcomes and Curriculum

- II.1.1 Student Performance Criteria

Part Two, Section 2 – Curricular Framework

- II.2.1 Institutional Quality Assurance
- II.2.2 Professional Degrees and Curriculum

Part Two, Section 3 – Evaluation of Preparatory Education

Part Two, Section 4 – Public Information

- II.4.1 Statement on International Certification Degrees
- II.4.2 Access to NAAB Conditions and Procedures for NAAB International Certification
- II.4.3 Access to Career Development Information
- II.4.4 Public Access to Program Self-Evaluation Reports and Visiting Team Reports
- II.4.5 Admissions and Advising
- II.4.6 Student Financial Information

Part Three, Appendix – Supplemental Information

These documents should be provided via hyperlinks or stored in an easily accessible file-sharing portal (such as Dropbox):

- Descriptions of all courses offered within the curriculum of the ICert degree program. The program must use the template provided in Appendix 3.
- Faculty vitae/résumés. The program must use the template provided in Appendix 2.
- Studio Culture document.
- Self-Assessment policies and objectives.
- Policies on academic integrity for students (e.g., cheating and plagiarism)
- The institution's policy regarding human resource development opportunities, such as sabbaticals, research leave, and scholarly achievements.
- Policies, procedures, and criteria for faculty appointment, promotion, and, when applicable, tenure.
- Response to the Branch Campus Questionnaire (see Appendix 9 in these *Procedures*).

The specific content of the Program Self-Evaluation with respect to each element of Part One and Part Two is outlined in this document.

Review and Acceptance

The PSER is first reviewed by the NAAB staff to ensure it is complete. The PSER is then reviewed by the team chair for completeness and clarity, to understand the complexity of the program's structure, and to identify issues that may affect the duration and agenda for Visit Two. The visiting team chair's review results in a recommendation to the NAAB board to do one of the following:

- Accept the PSER and set the agenda for Visit Two.
- Accept the PSER, set the agenda for Visit Two, and request additional information before the visit.
- Require submission of additional information not less than 60 days before the scheduled visit date. The date will be confirmed after the additional information is received, reviewed, and determined to be acceptable.
- Reject the PSER and require a new report be submitted for review not less than 60 days before the date of the visit. If the new PSER is considered acceptable, the visit will take place.
- Should the chair recommend the PSER be rejected, the PSER and the chair's review are brought before the NAAB Board of Directors for review and action.
- Should the school fail to deliver an acceptable amended or replacement PSER, the chief academic officer of the institution is notified that the visit will have to be postponed to a later date. A new chair will be appointed and a new team assembled.

Dates/Deadlines. PSERs are due in the NAAB office 150 days before the date of the visit. If a new PSER is requested, it is due at NAAB at least 60 days before the date of the visit.

Dissemination of the PSER before the Visit. The PSER should be distributed to the program community before the visit. However, it may not be shared with the public until the final decision has been communicated by NAAB (see Section 6, Conflicts of Interest).

4.2 VISITING TEAMS

Composition of Teams

Teams for Visit Two are composed of two individuals: an educator and a practitioner. A third member may be added at the discretion of NAAB.

NAAB makes every effort to ensure the team is balanced for geography, gender, race/ethnicity, and international experience and that not more than one team member is on his/her first visit. In addition, the staff makes every effort to ensure that no one proposed as a member of a visiting team has a real or perceived conflict of interest as defined below (and in Section 6).

Team members are advised of their preliminary selection for a specific visit with the understanding that final approval of the team is the responsibility of the program. Team members are required to complete the NAAB team training program before serving on a team.

Team Chair. The chair is responsible for the following:

- Reviewing the PSER and identifying needs for additional information or requesting changes to the report.
- Developing the agenda for the visit with the program administrator.
- Communicating with the team before the visit to establish expectations and special requirements or circumstances.
- Convening a conference call with the team, including the facilitator, at least 30 days before the visit.
- Preparing the final draft of the Visiting Team Report (see below) and sending it to the NAAB office within 30 days of the visit.
- Approving corrections of errors of fact submitted by the program after reviewing the draft VTR.
- Ensuring the team's compliance with the ICert *Procedures* appropriate standards of conduct during the visit.

Selection. In preparation for each visit cycle, NAAB will survey the team pool on availability for visiting programs hosting a visit in the spring and fall respectively. Using the results of the survey, NAAB staff will select team chairs. The selection is based on a review of the qualifications of former visiting team chairs and experienced visiting team members, as well as an evaluation of their performance on previous visits and the quality of previous VTRs. All team chairs must confirm they have no conflict of interest with the program or institution, as defined by NAAB's Conflict of Interest policy, and agree to abide by the principles of confidentiality and anti-harassment and standards of behavior for site visitors.

NAAB staff members will compose teams after the date for the visit has been set by NAAB staff in consultation with the program director and confirmed by the team chair. All team members must confirm they have no conflict of interest with the program or institution, as defined by NAAB's Conflict of Interest policy, and agree to abide by the principles of confidentiality and anti-harassment and standards of behavior for site visitors.

Notification to Program. The NAAB staff notifies the program administrator when a full team has been assembled. The program administrator is responsible for determining whether any member of the team poses a real or potential conflict of interest.

Conflicts of Interest. NAAB seeks to avoid any real or perceived conflict of interest in its procedures, deliberations, and decisions. See Section 6 for additional information.

Challenges to Team Members. Programs may challenge one member of a proposed team for Visit Two. Such challenges are to be made in writing within 10 days of receiving notice of the membership of a visiting team. Challenges will be reviewed by the NAAB executive director. Where challenges are permitted to stand, a new team member will be assigned. Challenges will not be accepted less than 21 days before the start of a visit.

Facilitator: To facilitate communication and foster a spirit of collaboration, the program is encouraged to nominate one facilitator to participate in the site visit. He/she may provide insight into the local cultural and professional context and the program's unique qualities and history and may also serve as a translator. The program is responsible for the expenses of the facilitator.

Selection and approval of the facilitator

The program may nominate one facilitator for Visit Two by sending a c.v./résumé of the nominee to NAAB. The selection must be mutually agreed upon by the program and the visiting team chair to be part of the team. The facilitator is a volunteer. He/she may also be called upon to serve as a translator, if necessary.

Participation

- The facilitator must participate throughout the entire site visit including orientation, entry meetings, evidence confirmation, and exit meetings. He/she is encouraged to offer comments and advice to the visiting team.
- The facilitator does not participate in the formal team decisions concerning the recommendation on ICert.
- The chair reserves the right to excuse the facilitator from any team work session.
- The facilitator must agree in advance to observe the principles of confidentiality as outlined below.

4.3 SITE VISIT

Scheduling the Dates of the Visit

- The dates for Visit Two are set by NAAB and the program administrator in consultation.
- Generally, these visits take place between March and May or September and November.
- All members of the team are expected to participate during the entire visit.
- Except under extreme circumstances, visit dates cannot be changed once a team has been assembled and proposed to the program.

Length of the visit

- Visits typically last four days.
- It may be necessary to extend the length of the visit if the program seeking International Certification is offered at more than one site (see Section 7, Special Circumstances, for more information about the review of programs at remote locations). These arrangements are decided by the team chair with the program administrator and advice from the NAAB staff.

Before the Visit

Pre-visit conference call: Team members, including the facilitator, will participate in a mandatory pre-visit call approximately 30 days before the visit. The purpose of the call is to:

- review the PSER and the *Conditions* and *Procedures*; discuss initial reactions to the PSER, raise any concerns, and identify and prioritize questions to be addressed during the visit.
- discuss visit protocols.
- establish expectations for how the team will work.
- make VTR writing assignments.
- review travel plans (arrivals/departures, hotel information, ground transportation).
- review special customs and etiquette issues related to the specific visit.

During the Visit

Schedule/Agenda for the visit: Each visit must include, at a minimum:

- **Review of the PSER** (team only): This on-site review of the PSER allows team members to further clarify the issues to be addressed during the visit and to decide whether the team needs to ask for additional information/evidence. In light of this discussion, the team chair outlines team assignments and may revise details of the agenda.
- **Team room orientation:** The program will explain how the team room is organized and provide information about accessing required technology.
- **Tours**
 - **Physical Resources:** The school conducts a tour of the physical resources that support the professional degree programs. This tour should include the facilities the program uses (e.g., woodshops, digital fabrication, studios, critique spaces, offices, labs) and meetings with personnel of media centers, workshops, and laboratories.
 - **Library/Information Resources:** The library tour includes a meeting with the architecture librarian

- and visual resources professional to discuss their assessment of those components.
- **Meetings.** All meetings are confidential, informal discussions, not presentations.
 - Staff.* This is a meeting with key staff of the academic unit without the presence of administrators. Attendees should include but not be limited to administrative assistants, shop personnel, librarian, career placement, and advisors.
 - Program Head.* This includes a discussion of issues arising from the PSER, the program's strategic plan and self-assessment procedures, any changes required to the visit agenda, and any requests for additional materials the team may need.
 - Entrance Meetings with the School or College Administrator, Chief Academic Officer, Faculty, and Students.* These are separate meetings and allow comparison of the views held by each constituency on the program's strengths and causes for concern or any issue raised by the visiting team, the program, or the institution.
 - Meetings with faculty must be open to all ranks from the various curricular areas, including those from other disciplines supporting the program.
 - Meetings with students without the presence of any administrators, staff, or faculty should be arranged so that all students can attend.
 - Meeting with Student Representatives.* This is an informal gathering of a small group of students, without the presence of administrators, staff, or faculty, who may be officers in student organizations or elected to attend by their peers. All meetings are confidential informal discussions, not presentations.
 - Optional.* Meetings with graduates of the program and local practitioners: This is often scheduled as a social event.
- **Review of student exhibits in team room.** Team members are individually and jointly responsible for assessing work in the team room.
- **Observation of studios, lectures, and seminars.** The team may attend scheduled classes and may use evenings to observe unscheduled studio activity.
- **Review of general studies, electives, and related programs.** This review includes meetings with faculty or administrators to discuss prerequisite general studies courses, minors, or concentrations that students may pursue, and any programs or groups that have a significant relationship with the professional degree program.
- **Review of school records and transfer credit assessment.** The visiting team chair may request school and student records; these records should be presented with names removed or redacted.
- **Debriefing sessions.** Each evening, the team meets to evaluate its progress, adjust assignments, and assess the need for more information.
- **Deliberation and drafting the Visiting Team Report.** The last afternoon and evening of the site visit are devoted to developing the team's consensus on whether the program has met each of the Conditions for NAAB International Certification, drafting an assessment of the latter, and agreeing on the confidential recommendation to the NAAB directors. By the end of the last work session, the VTR should be in a draft form and ready for editing by the team chair.
- **Exit Meetings**

The sequence of exit meetings is prescribed in order to ensure the team delivers its initial information to key leaders of the institution and the program before addressing the faculty, staff, and students in the program. These meetings are not to take place until the team has finished its deliberations. The purpose of these meetings is to communicate the following:

 - Conditions met with distinction
 - Conditions not met/not yet met
 - General team comments or acknowledgments

The meetings are led by the chair; the chair may call upon other team members to offer comments. All members of the team are advised to avoid making any comments that may be interpreted as offering advice or other recommendations to the program or as revealing the content of the confidential recommendation.

Sequence of exit meetings. The recommended sequence of exit meetings on the final morning of the visit is as follows:

- Exit meeting with the program administrator and the leadership of the academic unit in which the program is located (e.g., director, chair, dean).
- Exit meeting with the administrators responsible for oversight of the academic unit (e.g., provost, vice president for academic affairs, president).
- Exit meeting with the students, faculty, and staff of the program.
- The team is expected to leave the institution as soon as the last meeting is completed.

4.4 TEAM ROOM

Purpose. The team room is a securable, reasonably soundproof room accessible only to the team. It should be located within the building that is the primary physical resource for the program. It is to be designated for the exclusive use of the team to evaluate the program in confidence.

Contents. Before the site visit, the program head and visiting team chair discuss the content and organization of the team room. The team room must contain fully labeled and easily accessible exhibits of student work. Materials used as exhibits must:

- Include examples of both the minimum passing grade and high achievement.
- Be of sufficient quantity to ensure that all graduates are meeting the performance criteria.
- Have been executed since the previous site visit
- Span no less than a single previous academic year

The team room must also contain the following:

Student studio work: The majority of the visual material should be mounted on vertical surfaces; not placed in stacks. The presentation of studio work must represent the full range of approaches taken and assignments made by various studio critics, and must include project assignments, handouts, bibliographies, and corresponding samples of student drawings and models. In addition to final projects, in-progress work and student journals may be included, or the progress of one group of students may be illustrated. Student design work may be presented digitally. NAAB's recommended format and organization of digital content are described in the [NAAB International Certification Digital Guidelines](#)

Student coursework: A notebook should be provided for each required course. The presentation of course work must contain a syllabus showing weekly activities and assignments; a bibliography; quizzes and examinations, where applicable; and corresponding samples of student work. Course notebooks may be presented in digital format if the team chair approves. See the section (above) on student studio work for information on presenting digital content.

Team work area: The room must contain a conference table, with seating for the team.

Visit agenda and team résumés: Should be posted in the vicinity of the team room.

SPC matrix: A large copy of the matrix, described in Part II.1, Student Performance Criteria, of the 2019 Conditions for International Certification.

General: While a range of work must be displayed for each required course, it is not necessary to present the complete output of a studio, lecture, or seminar.

The organization of student work is left to the discretion of the program, but each piece must cross-reference the course matrix and criteria it addresses, be dated, and indicate its assessment from minimum achievement to high achievement. Ideally, examples by several different students or teams should be furnished.

Exhibits in spaces outside the team room can augment, but not substitute for, team room exhibits. Such exhibits should be identified in a manner consistent with team room displays, except that indications of minimum to high pass may be omitted in public displays. Class assignments must be available for all projects presented.

Digital Presentation of Team Room Content: Programs that wish to pursue the use of digital content in a visit should contact NAAB in the early stages of visit planning, so NAAB can prepare an appropriate team and the team chair can begin a conversation with the program administrator about expectations. At a minimum, programs must follow the [NAAB International Certification Digital Guidelines](#). These guidelines address required file types and sizes, file structure and organization, equipment to be provided by the program in the team room, and how to cross-reference student work with the SPC matrix.

Access. The team room must be lockable; the only keys are to be given to the members of the team. No one other than the team is to be in the room, except at the team's invitation.

Equipment. The room must contain the following:

- telephone
- document shredder
- computer equipment as requested by the team chair
- Internet access
- printer
- sufficient number of electrical outlets and adapters

4.5 VISITING TEAM REPORT (VTR) FOR VISIT TWO

Purpose. The VTR serves several purposes. It is essential to NAAB in making its decision regarding International Certification; it may serve to strengthen the program and its position within the institution; and it may inform current and prospective students about the nature and quality of the program. VTRs are considered nonbinding and advisory to the NAAB directors.

Contents. The VTR conveys the visiting team's assessment of whether the program's progress toward achieving the designation is reasonable and capable of being implemented, and to what extent the program meets or is likely to meet the 2019 *Conditions for NAAB International Certification*, as measured by the following:

- Evidence of student learning
- The overall capacity of the program to fulfill its obligations to ensure student achievement
- The overall learning environment

The VTR establishes the degree to which the program is functioning in the manner described in the Program Self-Evaluation Report. Therefore, the VTR must be concise and consistent and include documentation of the following:

- The program's noteworthy qualities with respect to the *Conditions for International Certification*.
- The program's progress toward identifying and eliminating deficiencies with respect to the *Conditions*, especially the Student Performance Criteria
- Comments that may be helpful in preparing for visit three.

Format. Section I, Summary of Team Findings

- *Team comments:* Acknowledgments, general comments on the program and the PSER.
- *Conditions Not Met/Not Yet Met:* This is a list of the conditions and Student Performance Criteria that the team determines are either not met or not-yet met.

Section II, Compliance with the Conditions for International Certification

Section III, Appendices

- Appendix A. Conditions Met with Distinction: A list of the conditions and Student Performance Criteria for which the team wishes to commend the program. The team is encouraged to include a brief narrative for each one of the conditions or criteria listed here.

- Appendix B. Team SPC Matrix
- Appendix C. Team roster

Section IV, Report Signatures: Signature of all team members, including, if applicable, the facilitator.

Confidential Recommendation. In a separate document, the team transmits a recommendation on Visit Two to NAAB's International Committee and then to the Board of Directors. This recommendation is signed by both members of the team, but not by the facilitator. The document will also include a recommendation as to the length of time until Visit Three and may also recommend other activities that may aid the program. This document is considered confidential in perpetuity and is nonbinding on the board. This document is to be transmitted to the NAAB within 30 days after the visit ends.

Review/Acceptance/Transmittal by the team. The team chair must transmit a final draft of the VTR to the NAAB office within 30 calendar days after the visit ends. During the interim, the team chair is responsible for completing the draft and collecting additional input or suggested text from the other member of the team.

Review by NAAB Staff. Upon receiving the draft from the team chair, the NAAB staff reviews the draft report for completeness and edits the document (for grammar, spelling, unclear writing, and the like). This draft, without the confidential recommendation, is then sent to the program administrator.

Corrections of Fact (COF) and Optional Response. The program administrator is then asked to review the draft VTR to make corrections of fact (for example, misspelled names, incorrect course titles, and the like) and to write an optional response to the VTR. The optional response is sent to NAAB staff in a separate file from the VTR. NAAB sends the COF draft to the team chair for acceptance. The team chair has five days to review and accept the COF.

Date and Deadlines

1. Thirty days after visit ends, the team chair sends the VTR to NAAB staff.
2. NAAB staff completes the initial edits and corrections and sends the draft to the program administrator for corrections of fact and the option to write a response to the report.
3. Within 14 days, the program sends its COF and optional response to NAAB. The staff sends the COF draft to the team chair, who has five days to review and accept it.
4. NAAB staff sends the VTR to the International Committee for review at its next regularly scheduled conference call. If necessary, the International Committee may contact the team chair for clarification of the team's findings.
5. Not later than 21 days before the next meeting of the NAAB Board of Directors, the NAAB staff prepares the final report package for board review. The package contains the following:
 - Final VTR
 - Optional program response
 - Confidential recommendation

Confidentiality. The team and any facilitators must maintain strict confidence with respect to materials reviewed, interviews conducted, and team deliberations, including the team's recommendation at the end of Visit Two. The team bases its assessment of the program, in part, on interviews with various constituencies of the program. All individual and group interviews are confidential, and the information obtained from them is for the exclusive use of the team in preparing its report and recommendation.

Before the decision, both NAAB and the program are prohibited from making either the PSER or the VTR available to the public.

4.6 PUBLIC DISCLOSURE OF OUTCOMES

- After the decision, the program is required to disseminate the PSER, the final VTR and pertinent attachments, the current editions of the *Conditions* and *Procedures for NAAB International Certification*, and the NAAB's decision letter. These documents must be housed together in the architecture library and be freely accessible to all. All of these documents must also be available on

the institution's website (see appendices 5 and 6).

- Unless written permission is obtained from NAAB, the program may disseminate only complete copies of the *Conditions*, the *Procedures*, and the VTR.
- PSERs and VTRs of all programs that have achieved the ICert designation as well as those in the ICert process are posted on the NAAB website.
- The International Certification decisions for a given year are published by NAAB.

SECTION 5. PROCEDURES FOR VISIT THREE: INTERNATIONAL CERTIFICATION

5.1 ELIGIBILITY FOR VISIT THREE

- Completion of Visit Two and board approval to advance to Visit Three.
- One year, but not more than three years, has elapsed since Visit Two.

5.2 REQUEST FOR VISIT THREE

Institutions requesting Visit Three must first notify NAAB of their desire to be granted International Certification. To initiate the process, the request must include and be submitted as follows:

- A written request from the institution's chief academic officer to schedule Visit Three to review the degree program in architecture. The letter should include the specific degree name.
- A copy of the most recent decision letter from NAAB.
- Once the request for Visit Three has been reviewed, the program will be added to the annual visit schedule for the next academic year.

5.3 PROGRAM SELF-EVALUATION REPORT (PSER) FOR VISIT THREE

Purpose. The PSER serves as both a self-study for the program and as the principal source document for the team conducting the visit.

Content.

- Present complete and accurate information to demonstrate the extent to which the program complies with each of the NAAB Conditions for International Certification.
- Present complete and accurate information to demonstrate how the program has responded to comments in the Visiting Team report for Visit Two.
- Present areas and levels of excellence. These will vary among degree programs as will approaches to meeting the conditions and reporting requirements. While programs are encouraged to identify the areas in which they believe they excel, positive aspects of a degree program in one area cannot override deficiencies in another.

Format. Schools must use the following headings to organize the PSER for Visit Three. Each part should describe how the program's unique qualities and its students' achievements satisfy the conditions that all programs must meet in order to achieve the ICert designation. For additional information on the contents of the PSER, see the *2019 Conditions for NAAB International Certification*.

Cover Page

1. Name of institution
2. Academic unit within which the program seeking ICert resides
3. Title of degree (e.g., Bachelor of Architecture, Master of Architecture)
4. Name, address, email address, and phone number of the following:
 - President of the institution
 - Chief academic officer
 - Program administrator
 - Contact person for the visit

Part I, Section 1 – Identify and Self-Assessment

- I.1.1 History and Mission
- I.1.2 Learning Culture
- I.1.3 Social Equity
- I.1.4 Defining Perspectives
- I.1.5 Long-Range Planning
- I.1.6 Assessment

Part I, Section 2 – Resources

- I.2.1 Human Resources and Human Resource Development
- I.2.2 Physical Resources
- I.2.3 Financial Resources
- I.2.4 Information Resources

I.2.5 Administrative Structure and Governance

Part I, Section 3 – Program Characteristics

I.3.1 Statistical Data and Faculty Credentials

Part II, Section 1 – Educational Outcomes and Curriculum

II.1.1 Student Performance Criteria

Part II, Section 2 – Curricular Framework

II.2.1 Institutional Quality Assurance

II.2.2 Professional Degrees and Curriculum

Part II, Section 3 – Evaluation of Preparatory Education

Part II, Section 4 – Public Information

II.4.1 Statement on International Certification Degrees

II.4.2 Access to NAAB Conditions and Procedures for NAAB International Certification

II.4.3 Access to Career Development Information

II.4.4 Public Access to Program Self-Evaluations and Visiting Team Reports

II.4.5 Admissions and Advising

II.4.6 Student Financial Information

Part III – Progress Since the Previous Visit (applies only to ICert Visit Three and Continuation of ICert Visits)

Responses to Conditions Not Met

Part IV – Supplemental Information

These documents should be provided via hyperlinks or stored in an easily accessible file-sharing portal (such as Dropbox).

- Descriptions of all courses offered in the curriculum of the ICert degree program. The program must use the template provided in Appendix 3.
- Faculty vitae. The program must use the template provided in Appendix 2.
- Policies related to studio culture.
- Self-Assessment procedures and objectives
- Policies on academic integrity for students (e.g., cheating and plagiarism)
- The institution's policy regarding human resource development opportunities, such as sabbaticals, research leave, and scholarly achievements.
- Policies, procedures, and criteria for faculty appointment, promotion, and, when applicable, tenure.
- Response to the Branch Campus Questionnaire (see Appendix 6, 2019 ICert Procedures).

PSERs are limited to 150 pages for parts I-III. The page limit does not include the VTR from Visit Two or the institution's catalog.

Review and Acceptance

The PSER is first reviewed by NAAB staff to ensure it is complete. The PSER is then reviewed by the team chair for completeness and clarity, to understand the complexity of the program's structure, and to identify issues that may affect the duration and agenda for Visit Three. The team chair's review results in a recommendation to the NAAB board to do one of the following:

- Accept the PSER and set the agenda for Visit Three.
- Accept the PSER, set the agenda for Visit Three, and request additional information before the visit.
- Require submission of additional information not less than 60 days before the scheduled visit date. The date will be confirmed after the additional information is received, reviewed, and determined to be acceptable.
- Reject the PSER and require a new report be submitted for review not less than 60 days before the date of the visit. If the new PSER is considered acceptable, the visit will take place.
 - Should the chair recommend the PSER be rejected, the PSER and the chair's review are brought before the NAAB Board of Directors for review and action.
 - Should the school fail to deliver an acceptable amended or replacement PSER, the chief academic

officer of the institution is notified that the visit will have to be postponed to a later date. A new chair will be appointed and a new team assembled.

Dates/Deadlines. PSERs are due in the NAAB office 150 days before the date of the visit. If a new PSER is requested, it is due at the NAAB at least 60 days before the date of the visit.

Dissemination of the PSER before the Visit. The PSER should be distributed to the program community before the visit. However, it may not be shared with the public until the final decision has been communicated by NAAB (see Section 6, Conflicts of Interest).

5.4 VISITING TEAM

Composition of Teams

- Teams are composed of four persons, including one educator, a practitioner, and a student or recent graduate of a NAAB-accredited architecture program or an architecture program holding the International Certification designation. An additional team member may be added at the discretion of NAAB.
- Teams are composed by NAAB staff after the date of the visit has been set with the program administrator. NAAB makes every effort to ensure the team is balanced for geography, gender, race/ethnicity, and accreditation experience. In addition, the staff makes every effort to ensure that no one proposed as a member of a visiting team has a real or perceived conflict of interest as defined below. To maintain the uniform quality of visits and Visiting Team Reports (VTRs), teams are selected so that not more than one person, excluding the recent graduate, is on his or her first visit.
- Team members are advised of their preliminary selection for a specific visit with the understanding that final approval of the team is the responsibility of the program.

Team Chair. The chair is responsible for the following:

- Reviewing the PSER and identifying needs for additional information or requesting changes to the report.
- Developing the agenda for the visit with the program administrator.
- Convening conference calls with the team at least 30 days before the visit.
- Approving proposed facilitator for the team. *Note:* team chairs may also revoke this approval if they determine the individual has a real or potential conflict of interest or is not prepared to fully participate in the visit.
- Communicating with the team before the visit to establish expectations and special requirements or circumstances.
- Preparing the final draft of the VTR (see below) and sending it to the NAAB office within 30 days of the end of the visit.
- Approving corrections of fact submitted by the program after reviewing the draft VTR.
- Ensuring the team's compliance with the Procedures for NAAB International Certification and appropriate standards of conduct during the visit.

Selection. NAAB will survey the team pool on availability for visiting programs hosting a visit in the spring and fall respectively. Using the results of the survey, NAAB staff will select team chairs. The selection is based on a review of the qualifications of former visiting team chairs and experienced visiting team members, as well as an evaluation of their performance on previous visits and the quality of previous VTRs. All team chairs must confirm they have no conflict of interest with the program or institution, as defined by NAAB's Conflict of Interest policy, and agree to abide by the principles of confidentiality and anti-harassment and standards of behavior for site visitors.

NAAB staff members will compose teams after the date for the visit has been set by NAAB staff in consultation with the program director and confirmed by the team chair. All team members must confirm they have no conflict of interest with the program or institution, as defined by NAAB's Conflict of Interest policy, and agree to abide by the principles of confidentiality and anti-harassment and standards of behavior for site visitors.

- **Notification to program:** NAAB staff notifies the program administrator when a full team has been assembled. The program administrator is responsible for determining whether any member of the team poses a real or potential conflict of interest.
- **Conflicts of interest:** NAAB seeks to avoid any real or perceived conflict of interest in its procedures, deliberations, and decisions. See Section 6 for more information.
- **Challenges to Team Members:** Programs may challenge one member of a proposed team for Visit Three. Such challenges are to be made in writing within 10 days of receiving notice of the membership of a visiting team. Challenges will be reviewed by the NAAB executive director. Where challenges are permitted to stand, a new team member will be assigned. Challenges will not be accepted less than 21 days before the start of a visit.

Facilitator: To facilitate communication and foster a spirit of collaboration, the program is encouraged to nominate one facilitator to participate in the site visit. He/she may provide insight into the local cultural and professional context and the program's unique qualities and history, and may also be called upon to serve as a translator, as necessary. The program is responsible for the expenses of the facilitator.

Selection and approval of the facilitator: The program may nominate one facilitator for Visit Three by sending a c.v./résumé of the nominee to NAAB. The selection must be mutually agreed upon by the program and the visiting team chair to be part of the team. The facilitator is a volunteer.

Participation

- The facilitator must participate throughout the entire site visit including orientation, entry meetings, evidence confirmation, and exit meetings. He/she is encouraged to offer comments and advice to the visiting team.
- The facilitator does not participate in the formal team decisions concerning the recommendation on ICert.
- The chair reserves the right to excuse the facilitator from any team work session.
- The facilitator must agree in advance to observe the principles of confidentiality as outlined below.

5.5 SITE VISIT

Scheduling the Dates of the Visit

- The dates for Visit Three are set by NAAB staff and the program administrator in consultation.
- Generally, these visits take place in the spring (between March and May) or the fall (between September and November).
- All members of the team are expected to participate during the entire visit.
- Except under extreme circumstances, visit dates cannot be changed once a team has been assembled and proposed to the program.

Length of the visit

- Visits typically last four days.
- It may be necessary to extend the length of the visit if the program seeking International Certification is offered at more than one site (see Section 7, Special Circumstances, for more information about the review of programs at remote locations). These arrangements are decided by the team chair with the program administrator and advice from NAAB staff.

Before the Visit

Pre-visit conference call: Team members, including the facilitator, will participate in a mandatory pre-visit call approximately 30 days before the visit. The purpose of the call is to:

- review the PSER and the Conditions and Procedures; discuss initial reactions to the PSER, raise any concerns, and identify and prioritize questions to be addressed during the visit.
- discuss visit protocols.
- establish expectations for how the team will work.
- make VTR writing assignments.
- review travel plans (arrivals/departures, hotel information, ground transportation).
- review special customs and etiquette issues related to the specific visit.

During the Visit

Schedule/Agenda for the visit: Each visit must include, at a minimum:

- **Review of the PSER** (team only): This on-site review of the PSER allows team members to further clarify the issues to be addressed during the visit and to decide whether the team needs to ask for additional information/evidence. In light of this discussion, the team chair outlines team assignments and may revise details of the agenda.
- **Team room orientation:** The program will explain how the team room is organized and provide information about accessing required technology.
- **Tours**
 - **Physical Resources:** The school conducts a tour of the physical resources that support the professional degree program. This tour should include the facilities the program uses (e.g., woodshops, digital fabrication, studios, critique spaces, offices, labs) and meetings with personnel of media centers, workshops, and laboratories.
 - **Library/Information Resources:** The library tour includes a meeting with the architecture librarian and visual resources professional to discuss their assessment of those components.
- **Meetings.** All meetings are confidential, informal discussions, not presentations.
Staff. This is a meeting with key staff of the academic unit without the presence of administrators. Attendees should include but not be limited to administrative assistants, shop personnel, librarian, career placement, and advisors.

Program Head. This includes a discussion of issues arising from the PSER, the program's strategic plan and self-assessment procedures, any changes required to the visit agenda, and any requests for additional materials the team may need.

Entrance Meetings with the School or College Administrator, Chief Academic Officer, Faculty, and Students. These are separate meetings and allow comparison of the views held by each constituency on the program's strengths and causes for concern or any issue raised by the visiting team, the program, or the institution.

- Meetings with faculty must be open to all ranks from the various curricular areas, including those from other disciplines supporting the program.
- Meetings with students without the presence of any administrators, staff, or faculty should be arranged so that all students can attend.

Meeting with Student Representatives. This is an informal gathering of a small group of students, without the presence of administrators, staff, or faculty, who may be officers in student organizations or elected to attend by their peers. All meetings are confidential informal discussions, not presentations.

Optional: Meetings with graduates of the program and local practitioners: This is often scheduled as a social event.

- **Review of student exhibits in team room.** Team members are individually and jointly responsible for assessing work in the team room.
- **Observation of studios, lectures, and seminars.** The team may attend scheduled classes and may use evenings to observe unscheduled studio activity.
- **Review of general studies, electives, and related programs.** This review includes meetings with faculty or administrators to discuss prerequisite general studies courses, minors, or concentrations that students may pursue, and any programs or groups that have a significant relationship with the professional degree program.
- **Review of school records and transfer credit assessment.** The visiting team chair may request school and student records; these records should be presented with names removed or redacted.

- **Debriefing sessions.** Each evening, the team meets to evaluate its progress, adjust assignments, and assess the need for more information.
- **Deliberation and drafting the Visiting Team Report.** The last afternoon and evening of the site visit are devoted to developing the team's consensus on whether the program has met each of the Conditions for NAAB International Certification, drafting an assessment of the latter, and agreeing on the confidential recommendation to the NAAB directors. By the end of the last work session, the VTR should be in a draft form and ready for editing by the team chair.
- **Exit Meetings**
The sequence of exit meetings is prescribed in order to ensure the team delivers its initial information to key leaders of the institution and the program before addressing the faculty, staff, and students in the program. These meetings are not to take place until the team has finished its deliberations. The purpose of these meetings is to communicate the following:
 - Conditions met with distinction
 - Conditions not met/not yet met
 - General team comments or acknowledgments

The meetings are led by the chair; the chair may call upon other team members to offer comments. All members of the team are advised to avoid making any comments that may be interpreted as offering advice or other recommendations to the program or as revealing the content of the confidential recommendation.

Sequence of exit meetings. The recommended sequence of exit meetings on the final morning of the visit is as follows:

- Exit meeting with the program administrator and the leadership of the academic unit in which the program is located (e.g., director, chair, dean).
- Exit meeting with the administrators responsible for oversight of the academic unit (e.g., provost, vice president for academic affairs, president).
- Exit meeting with the students, faculty, and staff of the program.
- The team is expected to leave the institution as soon as the last meeting is completed.

5.6 TEAM ROOM

Purpose. The team room is a securable, reasonably soundproof room accessible only to the team. It should be located within the building that is the primary physical resource for the program. It is designated for the exclusive use of the team to evaluate the program in confidence, and it is well organized with labels and signage. The team room is *not* a museum-quality exhibit of the best work by the best students in the program.

Contents. Before the site visit, the program head and visiting team chair discuss the content and organization of the team room. The team room must contain fully labeled and easily accessible exhibits of student work. Materials used as exhibits must:

- Include examples of both the minimum passing grade and high achievement.
- Be of sufficient quantity to ensure that all graduates are meeting the performance criteria.
- Have been executed since the previous site visit
- Span no less than a single previous academic year

The team room must also contain the following:

Student studio work: The majority of the visual material should be mounted on vertical surfaces, not placed in stacks. The presentation of studio work must represent the full range of approaches taken and assignments made by various studio critics, and must include project assignments, handouts, bibliographies, and corresponding samples of student drawings and models. In addition to final projects, in-progress work and student journals may be included, or the progress of one group of students may be illustrated. Student design work may be presented digitally. NAAB's recommended format and organization of digital content are described in the [NAAB International Certification Digital Guidelines](#).

Student coursework: A notebook should be provided for each required course. The presentation of course work must contain a syllabus showing weekly activities and assignments; a bibliography; quizzes and examinations, where applicable; and corresponding samples of student work. Course notebooks may be presented in digital format if the team chair approves. See the section (above) on student studio work for information on presenting digital content.

Team work area: The room must contain a conference table, with seating for the team.

Visit agenda and team résumés: Should be posted in the vicinity of the team room.

SPC matrix: A large copy of the matrix, described in Part II.1, Student Performance Criteria, of the *2019 Conditions for International Certification*.

General: While a range of work must be displayed for each required course, it is not necessary to present the complete output of a studio, lecture, or seminar.

The organization of student work is left to the discretion of the program, but each piece must cross-reference the course matrix and criteria it addresses, be dated, and indicate its assessment from minimum to high achievement. Ideally, examples by several different students or teams should be furnished.

Exhibits in spaces outside the team room can augment, but not substitute for, team room exhibits. Such exhibits should be identified in a manner consistent with team room displays, except that indications of minimum to high pass must be omitted in public displays. Class assignments must be available for all projects presented.

Digital Presentation of Team Room Content: Programs that wish to pursue the use of digital content in a visit should contact NAAB in the early stages of visit planning, so NAAB can prepare an appropriate team and the team chair can begin a conversation with the program administrator about expectations. At a minimum, programs must follow the [NAAB International Certification Digital Guidelines](#). These guidelines address required file types and sizes, file structure and organization, equipment to be provided by the program in the team room, and how to cross-reference student work with the SPC matrix.

Access. The team room must be lockable; the only keys are to be given to the members of the team. No one other than the team is to be in the room, except at the team's invitation.

Equipment. The room must contain the following:

- telephone
- document shredder
- computer equipment as requested by the team chair
- Internet access
- printer
- sufficient number of electrical outlets and adapters

5.7 VISITING TEAM REPORT (VTR) FOR VISIT THREE

Purpose. The VTR serves several purposes. It is essential to NAAB in making its decision regarding International Certification; it may serve to strengthen the program and its position within the institution; and it may inform current and prospective students about the nature and quality of the program. VTRs are considered nonbinding and advisory to the NAAB directors.

Contents. The VTR conveys the visiting team's assessment of whether the program meets the *Conditions for International Certification*, as measured by

- Evidence of student learning
- The overall capacity of the program to fulfill its obligations to ensure student achievement
- The overall learning environment

The VTR establishes the degree to which the program is functioning in the manner described in the Program Self-Evaluation Report. Therefore, the VTR must be concise and consistent and include documentation of the following:

- The program's noteworthy qualities with respect to the *Conditions for International Certification*.
- The program's deficiencies with respect to the *Conditions*, especially the Student Performance Criteria.
- Comments that may be helpful in preparing for future visits.

Format.

Section I, Summary of Team Findings

- *Team Comments:* Acknowledgments, general comments on the program and the PSER.
- *Conditions Not Met:* This is a list of the conditions and Student Performance Criteria that the team determines are not met.
- *Progress Since the Previous Visit:* This is a narrative in which the current team reviews the program's progress against each of the not-met conditions from the previous visit and VTR. It is the responsibility of the current team to determine, based on its review, whether previously not-met conditions are now met and whether the Item to Address have been addressed.

Section II, Compliance with the Conditions for International Certification

Section III, Appendices

- Appendix A. Conditions Met with Distinction: A list of the Conditions and Student Performance Criteria for which the team wishes to commend the program. The team is encouraged to include a brief narrative for each one of the Conditions or criteria listed here.
- Appendix B. Team roster

Section IV, Report Signatures: Signature of all team members, including, if applicable, the facilitator.

Confidential Recommendation. In a separate document, the team transmits a recommendation on International Certification to the NAAB International Committee and then to the Board of Directors. This recommendation is signed by all members of the team, except the facilitator. This document is considered confidential in perpetuity and is nonbinding on the board. This document is to be transmitted to NAAB within 30 days after the visit ends.

Review/Acceptance/Transmittal by the Team. The team chair must transmit a final draft of the VTR to the NAAB office within 30 calendar days after the visit ends. During the interim, the team chair is responsible for completing the draft and collecting additional input or suggested text from the other member of the team.

Review by NAAB Staff. Upon receiving the draft from the team chair, NAAB staff reviews the draft report for completeness and edits the document (for grammar, spelling, unclear writing, and the like). In addition, the report is reviewed for completeness and comprehension and to ensure the team has not offered advice or recommendations for changes or modifications to the program. This draft, without the confidential recommendation, is then sent to the program administrator.

Corrections of Fact (COF) and Optional Response. The program administrator is then asked to review the draft VTR to make corrections of fact (misspelled names, incorrect course titles, and the like) and to write an optional response to the VTR. The optional response is sent to NAAB staff in a separate file from the VTR. NAAB sends the COF draft to the team chair for acceptance. The team chair has five days to review and accept the COF.

Dates and Deadlines

1. Thirty days after the visit ends, the team chair sends the VTR to NAAB staff.
2. NAAB staff completes the initial edits and corrections and sends the draft to the program administrator for corrections of errors of fact and the option to write a response to the report.

3. Within 14 days, the program sends its corrections and optional response to NAAB. The staff sends the COF draft to the team chair, who has five days to review and accept it.
4. NAAB staff sends the VTR to the International Committee for review at its next regularly scheduled conference call. If necessary, the International Committee may contact the team chair for clarification of the team's findings.
5. Not later than 21 days before the next meeting of the NAAB Board of Directors, the NAAB staff prepares the final report package for board review. The package contains the following:
 - Final VTR
 - Optional program response
 - Confidential recommendation

Confidentiality. The team and any facilitators must maintain strict confidence with respect to materials reviewed, interviews conducted, and team deliberations, including the team's recommendation at the end of Visit Two. The team bases its assessment of the program, in part, on interviews with various constituencies of the program. All individual and group interviews are confidential, and the information obtained from them is for the exclusive use of the team in preparing its report and recommendation.

Before the decision, both NAAB and the program are prohibited from making either the PSER or the VTR available to the public.

5.8 PUBLIC DISCLOSURE OF OUTCOMES

- After the decision, the program is required to disseminate the PSER, the final VTR and pertinent attachments, the current editions of the Conditions and Procedures for NAAB International Certification, and NAAB's decision letter. These documents must be housed together in the architecture library and be freely accessible to all. All of these documents must also be available on the institution's website.
- Unless written permission is obtained from NAAB, the program may disseminate only complete copies of the Conditions, the Procedures, and the VTR.
- PSERs and VTRs of all programs that have achieved the ICert designation as well as those in the ICert process are posted on the NAAB website.

The International Certification decisions for a given year are published by NAAB.

SECTION 6. CONFLICTS OF INTEREST

NAAB and its volunteer leaders are dedicated to serving the interests of the NAAB's constituencies and collateral partners in the most honorable and ethical manner possible. Among the NAAB's duties is the responsibility to provide assurance to its constituencies and partners that debates, decision making, and all governance at NAAB is conducted in an objective and bias-free context. Thus, NAAB seeks to avoid any real or perceived conflict of interest in its procedures, deliberations, and accrediting or International Certification decisions.¹

No person shall take part as a visiting team member and no board member shall participate in a International Certification decision or the deliberations leading thereto if he/she cannot evaluate a program objectively and without bias even if none of the categories for automatic disqualification set forth below apply. The term "program" shall include, in addition to the program specifically to be evaluated, any previous program, substitute program, or other program at the institution regardless of its degree title, that has received or is seeking the ICert designation from NAAB.

NAAB shall not assign an individual to serve on a visiting team to evaluate a program if it appears that the individual has a real or perceived conflict of interest that would raise a question as to that individual's objectivity regarding the evaluation.

All conflicts, real or potential, must be disclosed to the program administrator, the visiting team chair, and the NAAB staff at least 21 days before the visit begins in order to determine whether specific action should be taken.

1. Except as set forth below, no individual shall be assigned more than once to serve as a member of a visiting team for the same program. This provision shall also apply to local facilitators on a visiting team.
2. Directors and potential team members, including local facilitators, are responsible for determining and reporting whenever they have a conflict of interest, or appearance of a conflict of interest, with regard to a particular matter². Before serving as a team member or participating in any decision on the matter, an individual shall inform the NAAB if such a conflict or the appearance of a conflict exists.
3. An individual, in determining whether he or she should be disqualified from participation shall consider, even in the absence of a true conflict of interest, whether the potential appearance of a conflict of interest is sufficiently serious to dictate the individual's withdrawal from the team.
4. When considering whether he or she has a conflict of interest or an apparent conflict of interest that would prevent the individual from taking part in the evaluation of a program, the individual should take into account such matters (nonexclusive) as these:
 - a. Graduation from the institution in which the program being evaluated is located.
 - b. Close association with administrative or faculty personnel in the program or at the institution at which the program is located.
 - c. Having relatives or close friends who are associated with the program or the institution at which it is located.
 - d. Being a donor or providing other resources and support to the program or institution at which it is located.

¹ The policy on conflict of interest was approved by the NAAB Board of Directors on July 20, 2008.

² Local facilitators are likely to be alumni or individuals otherwise considered "friends" of the program. These relationships do not necessarily preclude an individual from serving as a facilitator; however, he or she must be identified and reported to the team chair before being accepted by the chair as a facilitator on the team. These relationships are to be documented in the VTR under Team Comments.

- e. Demonstrating that he/she holds a preconceived opinion based on the type of program to be evaluated, its reputation, the underlying philosophy of the program, the extent of expected faculty research, or the extent to which it is an undergraduate or graduate program.
5. No person shall serve as a visiting team member and no director shall take part in the deliberations or decision regarding the International Certification of a program under the following circumstances:
- a. The individual has, or has had, a direct relationship to the program being evaluated, as an employee, current or former student, or graduate of this program.
 - b. Within the 10 years prior to the visit the individual, whether paid or unpaid, has had a limited relationship with the program being evaluated as a temporary employee, visiting faculty member, recipient of an honor, speaker on more than a single occasion, volunteer teacher or mentor, consultant, or financial supporter.
 - c. The individual is currently seeking, or at any time in the 10 years prior to the visit has unsuccessfully sought permanent employment or a relationship of the types set forth in paragraph 5.b. above.
 - d. The individual or a member of the individual's immediate family (including the individual's spouse, child, parent, or sibling and the immediate family of the spouse, child, or sibling) is an employee of, or is currently seeking employment with, the institution in which the program is located.

Exceptions to the above policy may be made if approved by an administrator of the program in writing or if the program fails to make a timely objection to a substitution necessary on short notice.

SECTION 7. SPECIAL CIRCUMSTANCES

7.1 REQUEST TO POSTPONE A VISIT

Under certain circumstances, a program may request postponement of a regularly scheduled visit for candidacy, initial certification, or continuing international certification. The process for requesting a postponement is the same in all cases.

Procedure for Requesting a Postponement. Not later than 180 days before a regularly scheduled visit, a program may request that the visit be postponed to no longer than 180 days beyond the originally scheduled visit date. The request must include the following:

1. A written request for the postponement from the institution's chief academic officer.
2. A brief description of the reason(s) for requesting the postponement.
3. A brief description of the benefit(s) of the postponement to the program, the institution, and the international certification process.
4. In the event of a natural disaster or other catastrophic incident that renders the program incapable of hosting the visit as scheduled, the program may request a postponement of a regularly scheduled visit without regard to the deadlines described above. The program is advised to contact NAAB's executive director or director of global programs immediately.
5. Requests must be submitted as a PDF, and the file may not exceed 200KB. The document is limited to three pages, including all supplemental information. Requests should be sent to NAAB's director of global programs at international@naab.org. Include "Request for Postponement of Regularly Scheduled Visit – [Name of Institution]" in the subject line.

Action on the Request. NAAB international committee decides whether to grant or deny a request for a postponement. The decision will be communicated by a letter addressed to the institution's chief academic officer within seven days of the international committee's decision.

7.2 EARLY TERMINATION OF A VISIT IN PROGRESS

Visits may be terminated only under extreme circumstances or catastrophic conditions. These include the following:

- Incomplete team due to illness or extended travel delay.
- Poor preparation by the program.
- Inadequate or incomplete team room.
- The program is unable to provide adequate information requested by the team.
- Inadequate facilities and arrangements for the team.
- Inability to follow schedule (e.g., multiple cancellations of scheduled meetings).
- Failure by any member of the team to comply substantially with established procedures for International Certification visits.
- Unanticipated crisis beyond the control of the program, institution, or team (e.g., weather emergency, state or national emergencies, or illness or death).

The determination that the visit is compromised, and that termination is likely must be made by the entire team and only after consultation with the program, university administrators, and the NAAB executive director. If a team agrees that a visit is sufficiently compromised, the team chair calls an immediate meeting with the program administrator, his/her superior, and the institution's chief academic officer to outline the choices available to the program. The following options are available:

1. Terminate the visit, to be rescheduled at a later time.
2. Continue the visit, after evaluating the potential consequences to the outcome or potential disruption to the procedures.

If a visit must be terminated and rescheduled because of the program's failure to prepare appropriately, the chief academic officer of the institution is notified that international certification may lapse as a result.

7.3 REQUEST TO REINSTATE INTERNATIONAL CERTIFICATION

A request for reinstatement following revocation or in the event that a program's international certification expires must be made in writing by an institution's chief academic officer. The request must include a succinct rationale for the reinstatement, given the parameters outlined in these Procedures. The request will be considered by the NAAB's International Committee and will be communicated to the program within seven calendar days of the decision.

7.4 PROGRAMS AT REMOTE LOCATIONS

NAAB recognizes that institutions continue to seek innovative ways in which to deliver curricula leading to a NAAB- internationally certified degree. These innovations may vary from individual courses offered in unique settings (e.g., urban design centers) to dual-campus institutions, where a single curriculum is delivered in part or in full by the same faculty at more than one location. For the purpose of NAAB international certification of a professional degree in architecture, the following definitions apply:

Definitions

Branch Campuses Requiring Separate International Certification. A branch campus is a location that:

- is geographically apart from and independent of the internationally certified program offered at the main/flagship campus of the institution.
- is permanent.
- offers at least 50 percent of the curriculum leading to the professional degree under review or has a curriculum that differs significantly from that offered at the main/flagship campus.
- has its own faculty and administrative/supervisory organization, including committee structures.
- has its own budgetary and hiring authority.
- Engages students and faculty in committees or professional organizations that are unique to the branch campus.
- Provides opportunities for research and scholarship that are controlled at the branch campus.

NAAB International Certification programs offered at branch campuses must be assessed for International Certification separately from those offered at the main campus. For the purposes of international certification, institutional partnerships that offer a program with NAAB International Certification at more than one main/flagship campus that is part of the same institution will be treated as a branch campus.

Additional Site as Part of a Single Program with International Certification. An additional site is a location that:

- is geographically apart from, but not independent of, the international certification program at the main/flagship campus or its organizational control and management.
- has one dean and/or administrative head with overall responsibility for the program and one committee structure serving the programmatic needs of the additional site and the main campus site (i.e., one curriculum committee, one grievance committee, and one admissions committee).
- integrates faculty, staff, and students into the academic, professional, and social life of the program at the main campus. This includes faculty and students from the additional sites being engaged in committees and professional organizations and having comparable access to scholarly and research activities.

Programs offered at a main campus and at an additional site are assessed together for International Certification as a single program.

Teaching Site and Study Abroad as Part of a Single Program with International Certification. A teaching site is a location that is geographically apart from, but not independent of, the program reviewed for NAAB International Certification. It is used only for instruction during a specific course or single-semester sequence. The teaching site allows the program to meet the needs of different course components within a single curriculum. Teaching sites and study abroad programs are reviewed within the context of the curriculum for the International Certification program.

Online Learning as Part of a Single Program with International Certification. For the purposes of NAAB International Certification, courses offered online will be considered under the definition of teaching sites, unless more than 40 percent (credit hours) of the total curriculum of the professional degree program is delivered online or the on-campus residency requirement is less than six weeks. In such cases, the online program will be considered an additional site, providing that the online and on-ground curricula are the same.

Determination of International Certification Status for Remote Locations or Additional Sites. In the Program Self-Evaluation Report submitted for a NAAB International Certification visit, the program must include its responses to the Branch Campus Questionnaire found in Appendix 6 and a narrative description of its remote locations, additional sites, teaching sites, and online learning using the definitions above. The narrative must address the following matters:

- Curriculum
- Geographic location
- Administrative structure
- Budgetary and hiring authority and responsibilities
- Faculty access to committee assignments, research and scholarship opportunities, and participation in professional societies
- Student access to services and equipment, and participation in governance
- Physical resources

The responses to the questionnaire and the narrative, taken together, will be used by the team chair and NAAB staff to determine which category to assign and what additional requirements may be added to the visit. If adjustments need to be made to a visit to accommodate these requirements, NAAB will notify the program at least 30 days before the visit. The criteria for the determination of the status of the remote programs are outlined below.

Separate PSER and Separate Site Visits. Programs on branch campuses will be treated as unique programs, *individually assessed for NAAB International Certification*, and will follow the procedures outlined in Sections 4 or 5. This will require a separate PSER and a separate visit.

Expanded PSER and Extended Visit. Programs with additional sites, teaching sites, or online learning are required to describe these sites in the PSER and to identify the role(s) that these sites play in the ability of the program to deliver the curriculum leading to the International Certification degree or the ability of the institution to meet its mission.

Visits to additional sites or teaching sites may be included in the regularly scheduled ICert visit. The site visit may be extended by up to two days to accommodate the visit to the additional or teaching sites. The additional or teaching sites will be visited by the visiting team chair and one other member of the team.

Review of Student Work. NAAB visiting teams shall have access to student work completed at other locations or online. There are several options for this review. The team chair, program administrator, and NAAB staff should consult on the method that best meets the needs of the visit. These options include:

1. Establishing a team room at the additional or teaching site and displaying student work there. In this case, a day will be added to the visit.
2. Displaying student work from the additional or teaching site in the team room at the primary location for the program. The work must be clearly identified as having been produced by students at the additional or teaching site.

In all cases, the institution will coordinate the location of the display and logistics of the visit with the team chair prior to the International Certification visit.

Visiting Team Report. In all cases, the NAAB Visiting Team Report shall address the additional sites, teaching sites, or online learning relative to the conformance of their administrative structure, financial responsibilities, equipment and facilities, student demographics, curriculum, and student/faculty governance policies to those of the main/flagship campus.

The evaluative measure of the NAAB International Certification process is to ensure the profession and the public that the conditions and performance standards for International Certification, as measured through institutional and student performance criteria, have been achieved at all sites at which the NAAB International Certification degree is offered.

SECTION 8. SUBSTANTIVE CHANGES REQUIRING REVIEW BY NAAB

Occasionally, programs or institutions may seek to make substantive changes that will affect the program approved by NAAB for NAAB International Certification (ICert) degree program. Such changes will need to be approved by NAAB.

Definition of Substantive Change: A notable change in the professional degree program, the school of architecture, or the institution in which the architecture program resides that may affect the quality of the program or its ability to remain in compliance with the quality criteria of the *Conditions for NAAB International Certification*.

While the decision to implement a substantive change is the prerogative and responsibility of the school and institution, NAAB is obligated to determine the effect of any substantive change on the program's ability to comply with the quality criteria specified in the *Conditions for NAAB International Certification*. It is the responsibility of the dean or chief academic officer of the ICert program that proposes to implement a substantive change to provide written notification of the proposed change to NAAB before the change is implemented. If a program is unclear about whether a change is substantive in nature, the dean should consult with NAAB staff.

Substantive change includes but is not limited to the following:

- A substantial change in the established mission or goals of the institution or program
- Curricular change that represents a significant departure in either content or method of delivery from that which was offered during the program's previous IC review; for example, transitioning from a traditional teaching method to an online delivery approach for a substantial portion of the curriculum (25% or more)
- A decision to move from providing a B. Arch. to an M. Arch. degree that was not already approved for International Certification
- A substantial change in enrollment in the professional program (defined as 20% or more in one year or cumulatively over two consecutive years)
- A substantial change in the number of credit hours required for successful completion of the degree program
- A significant change in the length of the program
- The establishment of an additional geographic location at or from which substantial portions of the program are delivered
- A substantial change in academic staff composition or capacity
- A Substantial change in the legal status, governance, or ownership of the school or institution
- Substantial changes in financial resources that could affect the quality of the program
- Changes in leadership
- Changes in organizational structure that affect the delivery of the educational program substantially
- A significant change in relationship between an institution offering an ICert program and approved accrediting or quality assurance agencies

NAAB must receive documentation that the program will continue to comply with NAAB's quality criteria. The notification must allow sufficient time for evaluation of continued compliance with the Conditions for NAAB International Certification.

NAAB reserves the right to review and reconsider the terms of International Certification in accordance with standard evaluation and operational procedures or appropriate monitoring, such as an on-site review. If a school fails to follow this Substantive Change policy and its procedures, the IC status of the program may be placed in jeopardy.

Procedure for Requesting NAAB Review of a Substantive Change to a program holding NAAB International Certification. Any program seeking to make a substantive change must first consult with NAAB to determine whether the change will require a simple modification or accommodation to the existing ICert documents or whether the change is significant enough to require a new or partial reapplication and/or site visit.

Generally, review and approval of substantive changes follow this sequence:

- Letter of notification of change to NAAB by the ICert program.
- Submission of a proposal or description of the change.
- Review of the proposal by a three-person panel appointed by NAAB's International Committee.
- The panel will determine whether
 - the proposal can be implemented with no further action by or input from NAAB; or
 - the proposal needs to be further assessed for its impact on the program's ability to comply with the quality criteria of the Conditions for International Certification.
- The panel will refer its decision to the Board of Directors if it believes that the circumstances warrant an on-site visit before the next regularly scheduled visit.
- NAAB will notify the program of its decision on the substantive change proposal within 30 days of the next regularly scheduled meeting of the NAAB Board of Directors.

If applicable, a new date will be established for submission of a Program Self-Evaluation Report and an on-site visit.

SECTION 9. LOSS OF INSTITUTIONAL QUALITY ASSURANCE RECOGNITION

The institution offering the program holding NAAB International Certification must be duly authorized to offer higher education in the country in which it is located. Such authorization may come from a government ministry or other type of agency.

During the period of ICert eligibility and after granting the ICert designation, the NAAB International Committee will take into account all actions by recognized accrediting and quality assurance agencies in the country or region, including but not limited to: (i) denial of accreditation to the parent institution offering the ICert program; (ii) placement of the parent institution on public probationary status (or equivalent); (iii) revocation of accreditation of the parent institution; and (iv) actions taken by a national or state agency that has suspended, revoked, or terminated the parent institution's legal authority to provide postsecondary education.

Upon discovery of any decision referenced above by another accrediting, quality assurance, national, or state agency, NAAB will initiate a request for information regarding the action of the other agency and the effect of the cited issues on the ability of the program to maintain compliance with the Conditions for International Certification. The request for information will be communicated in writing to the Dean of the school in which the architecture program resides.

The school will be given thirty (30) days to respond to such a request. Upon receiving the school's response, the NAAB staff will review the information provided to determine whether the circumstances leading to the other agency's decision will affect the ability of the professional degree program to maintain compliance with the NAAB conditions and criteria. If it is determined that the program may be impacted, all relevant information will be presented to the International Committee for review and consideration of whether to (i) place the program on probation and suspend the ICert process until the institution acts to correct the cited issues, or (2) revoke the remainder of the program's ICert term until the institution acts to correct the cited issues.

NAAB will post a notice of such action on its website.

SECTION 10. COMPLAINTS ABOUT PROGRAMS

Individuals who wish to file a complaint that a program holding NAAB International Certification is not currently complying with the Conditions for NAAB International Certification must do so in writing.

1. A letter, addressed to the NAAB president, shall be sent to international@naab.org and must include the following:
 - a. A description of the specific nature or subject of the complaint.
 - b. A description of how the failure of the program or the institution to address the subject of the complaint affects the program's ICert designation.
 - c. A reference to the specific section of the *Conditions for NAAB International Certification* that may be compromised as a result of the program's failure to address the subject of the complaint.
 - d. Evidence that the complainant has exhausted all other institutional means for resolving the issue.
2. Upon receiving a written complaint about a program, NAAB will notify the program that a complaint has been received and forward a copy of the complaint. NAAB will request a response from the program within 30 days, which period may be extended by NAAB for good cause shown.
3. The International Committee will review the complaint and the response and will present its recommendation on appropriate action to the Board of Directors for consideration at its next meeting. At that time, the board may consider the following:
 - a. Take no action and consider the complaint resolved.
 - b. Require the program to address the matter of the complaint in writing.
 - c. Append the complaint and response to the next VTR or Substantive Change Review Report (see Section 8), to be considered as part of the record for the next ICert action.
4. NAAB will not consider complaints from students about grades given in specific courses offered in ICert programs.

Complaints may be filed at any time during a program's current ICert cycle. Complaints about matters that arose prior to the most recent visit will not be considered. Anonymous or confidential complaints will not be considered.

SECTION 11. INTERIM PROGRESS REPORTS

Programs holding NAAB International Certification are required to submit a narrative interim progress report in the third year after they receive a six-year term of ICert. For example, a program that receives ICert in 2020 will be required to submit its IPR in 2023.

The program will report on the following:

- Progress to address not-met conditions or student performance criteria identified in the most recent VTR.

IPRs are due on November 30. NAAB will notify the program by March 30 that it will have an IPR due in November and will provide a template showing the deficiencies from the previous visit. IPRs must be submitted as PDFs; files may not exceed 4 MBs.

IPRs will be reviewed by a panel composed of two members of the International Committee. The panel may make one of three recommendations to the International Committee about the acceptance of the report:

- Accept the report as having demonstrated satisfactory progress toward addressing deficiencies.
- Accept the report as having demonstrated progress but request additional information due to NAAB on November 30.
- Reject the IPR and notify the institution's chief academic officer of noncompliance. NAAB may consider advancing the date of the next ICert visit by one year.

The additional information submitted by the program will be reviewed during the subsequent board meeting. If the information is determined to not be sufficient, the visit will be conducted during the spring cycle of the final year of the program's grant of international certification.

Failure to submit an IPR: NAAB's International Committee may consider recommending revocation of the program's ICert status to the Board of Directors.

SECTION 12. ADMINISTRATIVE/OPERATIONAL

12.1 RESPONSIBILITIES OF NAAB STAFF

- Scheduling the dates for the visit in cooperation with the program administrator.
- Ensuring that the visiting team chair, team members, and observers are informed of their responsibilities.
- Providing the team chair and team members with the *Conditions* and *Procedures*, and a template for completion of the VTR not less than four weeks before the visit.
- Providing team members with copies of the PSER at least 60 days before the visit.
- Approving all airline reservations.
- Communicating with team members on behalf of the program; team members are advised not to communicate with the program directly; this is the responsibility of NAAB staff and the team chair.
- Securing the signatures of all team members, including the facilitator (if applicable), on the VTR
- Securing the signatures on the confidential recommendation.

- Sending an invoice for the annual maintenance fee charged to programs that hold International Certification. Invoices will be sent 90 days before the due date of April 1. Annual fees are assessed beginning in the first year after a program receives ICert. Annual maintenance fees are not assessed in the year of a program's visit for continuing International Certification. See Section 12.4 for more information.
- Sending an invoice for the visit fee to the program at least 60 days before the visit. After the visit, NAAB will send the program an invoice for the following expenses:
 - airfare
 - visa processing fees
 - medical/security insurance
 - team member reimbursable fees (e.g., for meals, ground transportation)NAAB will provide the following supporting documentation:
 - Copies of invoices or itineraries for airfare or other transportation.
 - Copies of receipts for meals and other expenses over US\$25.00.

12.2 RESPONSIBILITIES OF THE VISITING TEAM CHAIR

- Reviewing the PSER and identifying whether additional/different information is required.
- Developing the agenda for the visit with the program administrator.
- Consulting with the program administrator on the format and content of the team room.
- Hosting mandatory pre-visit conference calls with the team before the visit.
- Preparing the final draft of the Visiting Team Report and sending it to NAAB within 30 days of the end of the visit.
- Ensuring the team's compliance with the Procedures for International Certification and appropriate standards of conduct during the visit.

12.3 RESPONSIBILITIES OF VISITING TEAM MEMBERS

- Confirmation of participation in an ICert visit within a week of receipt of NAAB's invitation to participate in a visit.
- Having a current passport that expires no less than six (6) months after the final day of travel. The cost of obtaining or renewing a passport will not be reimbursed by NAAB or the host program.
- Sending their passports and other required forms and photos to NAAB for visa processing. A timely response to NAAB's request for these documents is essential to facilitating the process; lack of a prompt response may result in removal from the visiting team.
- After the visit, each team member must promptly suggest any revisions to the visiting team chair on the draft VTR.
- Reviewing Section 6, Conflicts of Interest, and verifying to the NAAB office that no conflict of interest exists.
- Making air travel arrangements at least 4 weeks before the visit. NOTE: Business-class travel may be

authorized for travel in excess of eight hours, including layovers. See Section 14, International Travel Policies, for details.

- Before the visit, reviewing the *Conditions* and the *Procedures*, the program's PSER, the format for the VTR, and the visiting team members' résumés.
- Thoroughly examining documentation in the team room as assigned by the visiting team chair.
- Actively participating or observing, as applicable, in all aspects of the visit and carrying out all tasks assigned by the team chair with integrity and timeliness.
- Participating in writing the draft of the VTR, which should reflect the team's consensus on all matters of substance, by the last night of the visit before the exit meetings.
- Holding information in strictest confidence as specified in these *Procedures*.
- Notifying the NAAB office immediately in the event of a personal emergency that renders the team member unable to fulfill his/her responsibilities.
- Completing and submitting expense reports in a timely manner, no later than 30 days of completion of travel. Expense report templates will be provided to all team members before each international certification visit and should be completed following the instructions provided.

Team member reimbursements

Requests for reimbursement must include:

- Invoice/itinerary for transportation (air or rail)
- Receipts for ground transportation, including rental car
- Receipts for meals and incidental expenses over U.S.\$25.00
- Any reimbursement item in excess of US\$25.00 that does not have an accompanying receipt or explanation (e.g., "3 of us shared the check for dinner; myshare was US\$30.00") will not be honored and the total amount of the reimbursement will be adjusted accordingly.
- Requests for reimbursement submitted more than 45 days after the visit ends will not be honored.
- NAAB will not reimburse team members for alcoholic beverages, personal items, dry cleaning, laundry, or entertainment.
- Team members will be responsible for any fees assessed by an airline resulting from changes made to reservations that have already been made. See Section 15, Travel Policies.
- All requests for reimbursement must be submitted in U.S. currency, not in the currency of the country visited.

12.4 RESPONSIBILITIES OF THE SCHOOL/PROGRAM

Financial Obligations of Programs

Funding for the administration of ICert is provided by fees from programs. Programs seeking or renewing International Certification are responsible for all applicable fees and expenses. NAAB reserves the right to change all fees as necessary. Programs will be notified of these changes before their implementation.

Fees

Fees are nonrefundable. All invoices for International Certification annual maintenance fees are payable via wire transfer within 60 days of the invoice date.

A list of International Certification fees is available on the [NAAB website](#). Programs that achieve International Certification are required to pay an annual maintenance fee that is due on April 1 of each year, except in the year of the program's visit for continuing International Certification. Programs are assessed a visit fee in the year of their visit for continuing ICert.

Late Fees

Programs that fail to pay the requisite fee on-time will be assessed a monthly interest charge of 5% of the annual fee. Programs that fail to submit the original payment and all late fees within 60 days of the original due date of their invoice will be placed on Administrative Probation by NAAB at its next scheduled board meeting.

Administrative Probation

Programs placed on Administrative Probation will receive notice of this action within 30 days of the action by the

Board along with specific instructions on fee(s) to be submitted and the next steps in the Administrative Probation process. All programs placed on Administrative Probation will (1) receive a letter addressed to the program director and the university president; and (2) be listed on NAAB's public website. At the next regularly scheduled NAAB meeting following a program being placed on probation, the board will vote to either remove the program from Administrative Probation or revoke its International Certification.

A program may be placed on Administrative Probation for no longer than one year before International Certification is revoked. If any delay or failure to submit a fee is a result of extenuating circumstances, the program may submit a letter signed by the program director to the board outlining this circumstance with supporting documentation. The program will be informed of the board's decision within 30 days of the meeting.

Other Responsibilities of the Program

- Make all local arrangements (lodging, meals, and transportation, including to/from the airport) for the team. This includes ensuring that reasonable accommodation has been made for persons with disabilities.
- Provide official documents required for obtaining visas in a timely manner—60 days before the visit, if possible.
- Notify the NAAB staff not less than 30 days before the visit if there are visit-related expenses that cannot be reimbursed according to institution policy (e.g., alcohol served at meals).
- Reimburse NAAB for the team's direct expenses, including
 - Air travel (unless purchased by the program/institution)
 - Visas or other documentation fees
 - Local (in-country of the program and/or any required transit country) transport, lodging, and meals, if not agreed in advance to be provided by the program/institution
 - Medical and security evacuation insurance
 - Bank charges
- Ensure the NAAB's invoice for the visit fee is paid 30 days before the visit begins. The invoice for reimbursable expenses must be paid within 30 days of receipt. Programs with unpaid invoices will not receive their decision letters until the invoices are satisfied. All invoices must be paid via electronic bank transfer and must be paid in U.S. dollars.
- Provide original student work for the team room.
- Complete the NAAB's assessment/evaluation survey within 10 days of the end of the visit.

12.5 VISITING TEAM MEMBER POOL FOR NAAB INTERNATIONAL CERTIFICATION

International Certification visiting Team Pool is comprised of self-nominations and nominees from related organizations. Team pool members must be educators, practitioners, or students/recent graduates. Team pool members serve a four-year term with an option to renew. All team members must complete team member training.

Self-Nomination. Individuals may submit a self-nomination form (see Appendix 8) to NAAB. Nominations for ICert visits are particularly focused on language skills and experience with international practice customs and education systems. The self-nomination form must be accompanied by a c.v./résumé and a letter of intent that describes how the candidate's professional and academic experiences have prepared him/her to participate in ICert visits.

Related organization nominations: Individuals may be nominated by the following organizations: Association of Collegiate Schools of Architecture (ACSA), the American Institute of Architects (AIA), the National Council of Architectural Registration Boards (NCARB), American Institute of Architecture Students (AIAS), and the National Organization for Minority Architects (NOMA).

SECTION 13. RECONSIDERATION OF A DECISION TO DENY NAAB INTERNATIONAL CERTIFICATION

NAAB Board of Directors may vote to deny ICert if there is evidence that the program applying for ICert exhibits substantial deficiencies that prevent compliance with the Conditions for NAAB International Certification. International Certification decisions may be reconsidered at the request of an institution.

Request for Reconsideration

A program may request that NAAB's Board of Directors revisit its ICert decision. The program must request a reconsideration within 30 days of receiving the NAAB's decision letter. Requests must be made in writing from the institution's chief academic officer and sent to the NAAB executive director.

The program must provide evidence that

- a. The board's ICert decision is not supported by factual evidence cited in the Visiting Team Report and/or other official material.
- b. and/or the NAAB and/or its visiting team failed to comply substantially with established ICert procedures and any such departure significantly affected the decision.

Requests for reconsideration on other grounds will not be considered.

Reconsideration Sequence

1. Upon receiving the request, the NAAB executive director advises the NAAB president that a reconsideration request has been received.
2. The NAAB president assigns a NAAB director, which may include the president, to oversee the reconsideration until its conclusion. Other than having participated in the ICert decision, the assigned director shall have had no present or prior involvement with the program and shall otherwise comply with the conflict of interest requirements of Section 6.
3. The assigned director sends the request for reconsideration to the team chair and requests a written response to the assertions set forth in the request.
4. In the event that the request is based on the failure to comply with these procedures, the assigned director sends the request for reconsideration to the NAAB executive director and requests a written response to the assertions set forth in the request.
5. The assigned director, using the VTR, the program's response to the VTR, the program's request for reconsideration, the visiting team chair's response, and the executive director's response, shall prepare a written analysis of the issues and present the same to the board, along with all such noted documents which shall constitute the record for the board's consideration.
6. Reconsideration on the record
7. If the program requests reconsideration, the reconsideration will be added to the agenda for the next regularly scheduled meeting of the board.
8. The record for reconsideration will be the following:
 - o The Program Self-Evaluation Report
 - o The Visiting Team Report
 - o The program's response to the VTR
 - o The program's request for reconsideration.In addition, the board will consider the following background material:
 - o The visiting team chair's response
 - o The NAAB executive director's response
 - o The assigned director's analysis
9. If the team chair has subsequently become a NAAB director, he/she is excused from the deliberations.
10. The NAAB directors shall review the record and determine whether to reconsider the ICert decision. At least eight members of the Board must vote in favor of a motion to reconsider the decision.
11. Reconsideration of the ICert decision:

- If the motion to reconsider is approved, a new motion on the ICert action will be made.
 - Any new motion regarding a reconsidered ICert decision must be based only on materials provided in the record.
 - Any new motion regarding a reconsidered ICert decision must have at least eight votes in favor to pass.
12. Not less than seven days after the meeting of the Board of Directors where the ICert decision was reconsidered or failed a motion for reconsideration, the NAAB executive director shall send the institution the decision, which decision shall be final.

SECTION 14. INTERNATIONAL TRAVEL POLICIES

PURPOSE

The National Architectural Accrediting Board (NAAB) recognizes that NAAB international certification site visitors (team members) are required to travel to conduct international visits, and that team members will incur expenses during the course of this travel. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by team members. It is the policy of NAAB to reimburse only reasonable and necessary expenses actually incurred by team members. NAAB does not permit other people (e.g., spouses, family members, or friends) to accompany a team member on the visit.

When incurring business expenses, NAAB expects team members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend organization money as carefully and judiciously as the individual would spend personal funds.
- Report expenses, supported by required documentation, as they were spent.

EXPENSE REPORT

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report to international@naab.org within 30 days of the completion of travel. Expense report templates will be provided to team members before each international certification visit and should be completed following the instructions provided.

RECEIPTS

No expense will be reimbursed to team members unless the individual requesting reimbursement submits with the expense report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

14.1 SCHEDULING TRAVEL AND VISIT DATES

Security and other related implications may be considered when dates are selected for international visits. The schedule of a visit for ICert may differ from the normal Sunday through Wednesday schedule of a U.S. accreditation visit. NAAB staff in consultation with the program will decide on the length of the visit. The team chair in consultation with the program will decide what will occur each day. Normal variations include an additional day of rest and recovery from a flight before the visit begins and an extra half or full day to conduct the review.

Other considerations are the school's academic calendar, the effect of southern hemisphere locations, holidays, and significant political, religious, or sporting events within the country. The normal work week in many countries varies from that in the U.S. For example, the typical work week in most Middle Eastern countries is Sunday through Thursday; this difference must be considered for availability of faculty and students during the visit.

14.2 TRANSPORTATION

Team members traveling on NAAB business are entitled to transportation, accommodations, and service which meet reasonable and adequate standards for convenience, safety, and comfort. NAAB will not arrange or cover the costs of (or ask the host program/institution to arrange) side trips, stays before or after a visit, or multiday layovers in other cities. NAAB insurance policies do not cover extracurricular activities that occur during visit dates and do not extend beyond the schedule of the site visit.

Air Travel

- Team members must make reservations through NAAB's designated travel service.
- Team members are encouraged to select the lowest fare available. Any fares over \$600 must be preapproved by NAAB.
- Team members are required to make flight arrangements at least 21 days in advance of travel.
- NAAB reimburses only for coach or economy class except under the following conditions:
 - A flight is longer than eight (8) hours (including layovers), or if one leg alone is eight hours or more.
 - Coach or economy class fares are not available.
 - Less costly accommodations produce savings which would offset the additional transportation costs.
- NAAB reimburses up to one checked bag, roundtrip.
- Team members who elect to purchase any seat or class upgrades in situations not listed above will be responsible for all out-of-pocket expenses related to the upgrade(s).
- In the event that the reason for travel is canceled due to unforeseen circumstances, NAAB will reimburse team members for NAAB-approved expenses incurred up to the date of cancellation.

Business-class for International Travel

Business-class (nonrefundable) tickets may be authorized for international flights that are greater than eight hours in total (including layovers) or if one leg alone is eight hours or more. All legs departing and arriving in the same country (e.g., in the U.S., local flights to major international hubs) will be purchased at the lowest nonrefundable coach/economy fare available.

Tickets Purchased by the Program

Programs hosting an ICert visit have the option to purchase the team's tickets. Programs must follow NAAB's policies on providing business-class tickets and must also arrange for any local flights within the U.S. necessary to reach a major international airport. Team members may be asked to provide their preferred itineraries from their home base to the major international airport near the school.

NAAB will not accept any liability for expenses incurred by the program or institution that cannot be recovered in the event that an ICert visit cannot be completed.

If a program has purchased the team's tickets, and a team member must withdraw from the team because of illness, death, or other catastrophic event, the program that purchased the ticket will be responsible for its full cost. If there is sufficient time before the visit, NAAB will work to find a replacement team member, and the program may seek to transfer the ticket to the new team member. The consequences of withdrawing from a team depend on which ICert visit is affected:

- *Visits One and Two:* If there is not sufficient time before the visit to appoint a replacement team member, the visit will be canceled and rescheduled for a later date.
- *Visit Three:* If there is not sufficient time before the visit to appoint a replacement team member, the visit may, at the discretion of the team chair and the program administrator, be conducted by a team of three people, instead of four.

Ground Transportation

Team members are approved for utilizing taxis and rideshare for NAAB travel. The program will coordinate program-arranged ground transportation logistics with the team chair prior to the start of travel.

14.3 VISAS, PASSPORTS, AND OTHER ENTRY DOCUMENTS

The school or institution hosting the ICert visiting team is responsible for ensuring that all documentation and other assistance requested by NAAB to support or facilitate applications for visas and/or other entry requirements (if required) for team members is provided in a timely manner. Failure to obtain visas and/or other entry requirements for a member(s) of the visiting team constitutes grounds for cancellation or postponement of a visit.

NAAB uses a visa processing agency to obtain visa stamps from the relevant embassy/consulate in the U.S. Travelers must send their passports and other required forms and photos to NAAB for this process. A timely response to the NAAB's request for these documents is very important; lack of a prompt response may result in removal from the visiting team. The program will reimburse NAAB for the costs incurred in obtaining visas.

All travelers will need a passport to exit and reenter the U.S. The cost of obtaining or renewing a passport will not be reimbursed by NAAB or the host program.

Travelers should check the expiration date of their passport. Some countries require that passports remain valid for a certain period of time (often six months) beyond the date of entry. Additional restrictions may apply; for example, some countries in the Middle East restrict visitors who have a stamp from Israel on their passport. Many countries also require a minimum number of blank facing pages in the passport.

14.4 TRAVEL ADVISORIES

NAAB regularly monitors travel warnings and travel advisories of the U.S. Department of State, U.S. Department of Health and Human Services, the U.S. Centers for Disease Control and Prevention, and other organizations that release travel advisories and warnings.

The U.S. Department of State has adopted the following ranking for travel advisories:

Level 1 – Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

Level 2 – Exercise Increased Caution: Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 3 – Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

In addition, the U.S. State Department may assign a higher level of advisory to a specific geographic region of a country, which NAAB will take into consideration when a decision is made whether to sanction travel to the applicable country.

NAAB Policy on Travel Advisories

NAAB will generally approve travel to countries with Level 1 or Level 2 Travel Advisories, unless specific conditions exist that would make travel unsafe. The executive director and/or director of global programs will determine whether visiting teams will travel to countries/areas with a Level 3 Travel Advisory. Travel will not be approved for countries with a Level 4 Travel Advisory. Any decision to, reschedule, or cancel travel due to travel advisories will be communicated promptly. NAAB may choose to alter or reverse this policy based on new information received at any time before or after travel commences.

14.5 INSURANCE

NAAB also protects visiting team members with medical and security evacuation insurance, as selected by NAAB. Services will include:

- Evacuation from the point of illness or injury to the home country hospital of your choice.
- Advisory services for security emergencies and natural disasters.
- Deployable medical and field rescue teams.

The program will reimburse NAAB for the cost of each team member's insurance policy.

14.6 REQUESTS FOR REIMBURSEMENT

Requests for reimbursement must be submitted within 30 days of the end of the travel. Requests for reimbursement must include:

- Invoice/itinerary for transportation (air or rail)
- Receipts for ground transportation, including rental cars
- Receipts for all meals and incidental expenses (except mileage and tips)

Reimbursement items that are not accompanied by a receipt will not be honored, and the total amount of the reimbursement will be adjusted accordingly.

Requests for reimbursement submitted more than 30 days after the visit must be reviewed by NAAB's Executive Committee before being processed.

All requests for reimbursement must be submitted in U.S. dollars, not in the currency of the country visited.

The following items that may be associated with international certification visit travel **will not** be reimbursed by NAAB:

- Airline club memberships.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Costs incurred by team members' failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel.
- Pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Potential Liability and Indemnification

NAAB has explored the potential risks to site visit teams of potential legal liability in the event of

complaints from schools visited or associated individuals. NAAB has taken a number of steps to address this risk and to set the minds of volunteers at rest.

NAAB may in the future contract for liability insurance covering accreditation activities involving volunteers engaged in domestic and international visiting teams, to the extent that conduct of such teams comports with NAAB policies (including policies against harassment).

NAAB has included a “hold harmless” clause in its agreements with international programs being visited for purposes of determining whether those programs should be certified by NAAB as meeting its international program standards. The “hold harmless” provisions specify that an institution being visited will be responsible to hold NAAB, its directors and officers, employees and volunteers, harmless against any assertions of liability in connection with site visits or the certification process more generally. The “hold harmless” clause also calls for institutions seeking certification to reimburse NAAB, its officers, directors, employees, and volunteers for any costs associated with legal claims brought in the institutions’ home jurisdictions, the District of Columbia, or elsewhere.

NAAB believes that this approach will provide adequate protection for all volunteers, officers, directors, and employees involved in the international certification program.

APPENDIX 1. SAMPLE SITE VISIT AGENDA, VISIT THREE

PREVISIT	
A.M/P.M.	
Team arrivals, check-in hotel	
Day for jet-lag recovery, visit team room (if possible), team dinner (introductions/orientation)	
DAY ONE	
A.M.	P.M.
Team-only breakfast	Tour of program's facilities
Review of Program Self-Evaluation Report, compile issues and questions	Entrance meeting with faculty
Overview of team room by program head	Continued review of exhibits and records
Initial review of exhibits and records	Team-only dinner
Team lunch with program administrators	Debriefing session
DAY TWO	
A.M.	P.M.
Team breakfast with program head	Observation of studios
Entrance meeting with chief academic officer	Continued review of exhibits and records
Entrance meeting with school/college administrator(s)	Optional reception with faculty, administrators, alumni, and local practitioners
Continued review of exhibits and records	Team-only dinner
Lunch with selected faculty members	Continued review of exhibits and records
	Debriefing session
DAY THREE	
A.M.	P.M.
Team breakfast with program head	Meeting with faculty
Review of general studies, electives, related programs	Complete review of exhibits and records
Observe lectures and seminars	Team-only dinner
Continued review of exhibits and records	Team deliberations/drafting VTR
Team lunch with student representatives	
DAY FOUR	
A.M.	P.M.
Check-out of the hotel	Team departures
Team breakfast with program head	
Exit meeting with school/college administrators	
Exit meeting with chief academic officer(s)	
School-wide exit meeting with faculty and students	

APPENDIX 2. TEMPLATE, FACULTY RÉSUMÉS (limit one page per faculty member)

Name: John Doe

Courses Taught (two academic years prior to current visit):

ARC 101 Principles of Design
ARC 102 Principles of Practice
ARC 210 History of Architecture – Western Hemisphere
ARC 211 History of Architecture – Eastern Hemisphere
ARC 433 Design Studio III – Historic Structures
ARC 434 Design Studio IV – Affordable Housing

Educational Credentials

B. Arch., XYZ University, 1988
M.S. E.D., University of ABC, 1992

Teaching Experience

Assistant Professor, Name of University, 1993–1998
Associate Professor, Name of University, 1998–2005
Professor, Name of University, 2006–present

Professional Experience

Intern, Name of Architecture Firm or Other Business/Government Entity, Madrid, 1988–1991
Project Architect, Gensler, Dubai, UAE, 1992–present

Licenses/Registration (as appropriate)

XXX

Selected Publications and Recent Research

Effect of Newton's Third Law of Thermodynamics on Straw, Twigs, and Brick: A study of three clients
(John Wiley, 2008)

Professional Memberships

Royal Institute of British Architects
Association of Collegiate Schools of Architecture

APPENDIX 3. TEMPLATE, COURSE DESCRIPTIONS (limit one page per course)

Number & Title of Course (total credits awarded):

ARC 101, Principles of Design, 3 credits

Course Description (limit 25 words):

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Course Goals & Objectives (list):

- Students will explore all forms of visual communication from freehand drawing through building information modeling software.
- Students will learn presentation skills to be used throughout their academic careers.

Student Performance Criterion addressed (list number and title):

A.1. Professional Communication Skills

A.2. Design Thinking Skills

Topical Outline (include percentage of time in course spent in each subject area):

Drawing and other representational techniques (60%)

Presentation skills (40%)

Prerequisites:

None

Textbooks/Learning Resources:

Gardner, Howard. *Frames of Mind* (Basic Books, 1983, 2004)

Offered (semester and year):

Fall only; annually

Faculty assigned (list all faculty assigned during the two academic years prior to the visit):

John Doe (adjunct)

Andrew Smith (F/T)

APPENDIX 4. BRANCH CAMPUSES QUESTIONNAIRE (limit 2 pages per site)

Name of institution:		
Title of degree:		
Name of program administrator:		
Name of person completing this form:		
Location of branch campus, additional site, teaching site, online learning, or study abroad program:		
Distance from main/flagship campus:		
Number of courses from professional degree curriculum offered at this site		
(List all courses: number, title, credits offered) [insert additional rows as necessary]		
Course Number	Credits offered	Course Title
Is attendance at the branch campus, additional site, teaching site, study abroad or online program required for completion of the professional degree program?		
Who has administrative responsibility for the program at the branch campus?		
To whom does this individual report?		
Where are financial decisions made?		
Who has responsibility for hiring faculty?		
Who has responsibility for rank, tenure, and promotion of faculty at the branch campus?		
Does the branch campus have its own curriculum committee?		
Does the branch campus have its own admissions committee?		
Does the branch campus have its own grievance committee?		
Does the branch campus have its own resources for faculty research and scholarship?		

Additional Comments:

APPENDIX 5. REQUIRED TEXT FOR PROGRAM WEBSITES

5.A AFTER VISITS ONE AND TWO

Required Text

The following text must appear on the program’s website and in other promotional material as appropriate:

National Architectural Accrediting Board, Program for International Certification

The [name of degree] offered by [name of institution and academic unit] is being assessed by NAAB’s International Certification (ICert) program. “International Certification” identifies a program as comparable in educational outcomes in all significant aspects to a U.S.-based program and indicates that it provides an educational experience meeting acceptable standards, even though such program may differ in format or method of delivery. While International Certification is *not* accreditation, ICert recognition by NAAB represents that a program of architecture has achieved the highest standard of quality assurance in professional architecture education.

The ICert process consists of three visits by a NAAB team to a program over a minimum of three years. A NAAB assessment team visited [name of institution and academic unit] in [month and year]. A decision on whether the program will receive the ICert designation is anticipated in [year of visit three].

The following ICert documents are available for download from [name of program] website:

- 2019 Conditions for International Certification
- 2019 Procedures for NAAB International Certification

5.B AFTER VISIT THREE

The following text must be used in conjunction with the ICert logo on ICert program websites, in catalogs, and other material:



[Name of university, name of academic unit] has received the International Certification designation from the National Architectural Accrediting Board for the [name of degree]. ICert was granted in [20XX] for a term of six years.

The term “International Certification” identifies a program as comparable in educational outcomes in all significant aspects to a program accredited by NAAB in the United States and indicates that it provides an educational experience meeting acceptable standards, even though such program may differ in format or method of delivery. The designation is valid for six years beginning January 1 of the year in which the final visit (Visit 3) took place. In order to maintain the designation, the program must be visited again in the sixth year of the designation.

Schools with programs identified as International Certification are not formally “accredited” as that term is used with reference to programs in the United States and may not refer to their programs as “accredited”

by NAAB. However, students who graduate from International Certification programs are able to apply for individualized review of their credentials on an expedited basis for purposes of the Educational Evaluation Services for Architects program administered by NAAB on behalf of the National Council of Architectural Registration Boards.

The following documents are available in the [library or other public area) and also may be downloaded from the [name of institution or academic unit website]:

- 2019 Conditions for NAAB International Certification
- 2019 Procedures for NAAB International Certification
- Visiting Team Report for NAAB ICert visit three
- Decision letter from NAAB, stating that ICert has been granted
- Program Self-Evaluation Report for visit three

APPENDIX 6. USE OF THE INTERNATIONAL CERTIFICATION LOGO

International Certification Logo:



NAAB Logo:



The International Certification logo (above left) features the name of the institution and indicates the inclusive years of the program's six-year term. The ICert logo may not be used on a program's website or in catalogs and other material until International Certification has been granted, after visit three. NAAB will send the ICert logo to the program within 30 days of the board's decision to grant ICert. The ICert logo should be located in close proximity to the required text as stated in Appendix 5.B of these Procedures.

The NAAB logo (above right) **may never** be used as a standalone graphic symbol on an ICert program's website, catalog, or other material. The NAAB logo is the exclusive property of the National Architectural Accrediting Board Inc. and is protected by law. It is a registered trademark and may not be reproduced without prior written permission from the National Architectural Accrediting Board.

APPENDIX 7. SELF-NOMINATION FOR INTERNATIONAL CERTIFICATION—VISITING TEAM MEMBER POOL

Name:

Date:

Address:

Phone:

Email:

Team member designation: You will be designated in the team member pool as either an *educator* or a *practitioner*. Select the designation that most closely describes your current role in the profession.

- *Educator*: more than 50% of time spent as a full-time educator, faculty member, program administrator, or institutional leader
- *Practitioner*: more than 50% of time spent working as a licensed professional

Education

Institution	Years attended	Degree received

Educator Experience (since 2010)

Institution	Year(s) employed	Rank/title

Practitioner Experience (since 2010)

Firm/organization	Year(s) employed	Title

International Experience (since 2010): List the countries where you have lived/taught/practiced for an extended time and for which you have knowledge of local customs and practices.

Country	Role and length of time in country

Language Skills: List the foreign languages you speak/read/write and rate your proficiency in each.

Language	Ability (fluent, understanding, conversational, etc.)

Service on a NAAB Visiting Team: List: List your prior service on a domestic or international NAAB visiting team.

Program visited	Role (team member or team chair

Supplemental Experience (since 2010): For example, participation in international chapters of the AIA or on international committees/task forces appointed by the AIA, ACSA, AIAS, or NCARB; service to an institution with a NAAB-accredited or International Certification program.

Organization	Years affiliated	Role/position

License/Registration: List the jurisdictions (U.S. and international) in which you are currently licensed/registered to practice:

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Attach a current résumé or c.v. and a letter of intent. Send to international@naab.org, with "ICert Self-Nomination" in the subject line.

APPENDIX 8. SITE VISIT PROTOCOLS

- **Treat all programs with the same degree of respect:** Deficiencies encountered at a prestigious institution should be provided with the same objective assessment offered to programs in less prestigious institutions. It is inappropriate to minimize or turn a blind eye to deficiencies or concerns out of deference to an institution's perceived stature.
- **Treat all programs with the same degree of openness.** One of the strengths of the NAAB system is that the *Conditions* are written to avoid homogenization of education experiences. Programs are encouraged to innovate and to be creative in how they deliver education. Team members must be open to creative solutions and focus on *whether* programs meet the *Conditions* rather than *how* they do so.
- **Celebrate success.** International Certification is meant to be a constructive process to improve architecture education.
- **Do not overreact to or ignore deficiencies:** Please bear in mind that the ICert process includes a structured method by which a program can improve and correct its deficiencies. It is inappropriate to react to deficiencies in a punitive, threatening manner or, conversely, to ignore them out of unfounded optimism.
- **Do not superimpose preconceived attitudes about architecture education or curriculum.** Every program should be understood in the context of its own unique mission and institutional setting.
- **Do not offer personal solutions:** It is inappropriate to suggest how a program might meet the ICert Conditions or in any way impose your personal views on program structure, administration, and pedagogy.
- **Do not speculate on whether or how deficiencies may affect a program over time.** Programs, generally, are aware of their deficiencies and are unlikely to be surprised at the final exit meeting. It is inappropriate to use the VTR as a platform for speculating on whether or how a given deficiency may affect a program over time. For example, resist the impulse to add "the failure of the university to provide a new building will affect student recruitment" to the VTR.
- **Do not publicly or privately divulge insider information:** All the information obtained by a team member in the course of a site visit is privileged and confidential. Disclosure of such information is grounds for a reconsideration of an International Certification decision.
- **Do not use the visit as a recruiting opportunity:** It is inappropriate to solicit personnel for your own program or office during a site visit. It is inappropriate to indicate your interest in being employed by an institution in any capacity until after the institution has received its International Certification decision.
- **Do not accept institutional gifts:** It is inappropriate to accept any institutional gifts, favors, or services during a site visit. Politely decline.
- **Do not forget your role:** It is important that teams and team members conduct themselves professionally at all times. Fatigue can lead to errors in judgment. Visiting teams are under observation at all times. Your comments and behavior, including your presence on social media (see below), are closely analyzed and can be misinterpreted.
- **Be careful when using social media.** Team members are not prohibited from using social media while on a visit; however, they are advised to refrain from posting anything that could be interpreted later as an assessment of the program, a commentary on the program's compliance with the ICert Conditions, or a team's recommendation on the visit outcome.
- **Alcohol.** NAAB encourages all team members to avoid consuming alcohol during any event that includes members of the faculty, staff, student body, or the public.

APPENDIX 9. SAMPLE TIMELINE FOR ACHIEVING INTERNATIONAL CERTIFICATION

This sample timeline shows a very compressed, aggressive schedule for achieving International Certification. There is a six-month (and sometimes more) lag time between the end of each visit and the Board of Directors' action on the next step. Each program should determine its own timeline based on its resources, readiness, and keeping in mind the time limits on scheduling visits prescribed in the ICert Procedures.

Dates	Events	Fees
Fall 2019	Submit application and Institutional Overview for visit one (eligibility) to NAAB. Determination of eligibility by NAAB. The Institutional Overview must be received by NAAB 150 days before the program's intended date for visit 1.	Application review fee.
March-June 2020	Visit One—Eligibility: After acceptance of application documents, a team of two NAAB representatives will conduct a two-day visit to the program. The purpose of the visit is to review NAAB <i>Conditions</i> and <i>Procedures</i> , confirm the commitment of the program to the ICert process, and see the physical arrangements for the program and for any visiting team.	Visit fee (see NAAB website) plus all expenses for the NAAB team (2 people)
Fall 2020	Decision by NAAB Board of Directors on approval for visit two.	
March-June 2020	Contingent upon the NAAB Board of Directors' approval of advancement to visit two, the Program Self-Evaluation Report for visit two must be received by NAAB 150 days before the visit.	PSER review fee (see NAAB website)
September-December 2021	Visit Two—Candidacy: Four-day visit by team of two (one educator, one practitioner).	Visit fee plus all expenses for NAAB team (2 people)
Spring 2022	Decision by NAAB Board of Directors on advancement to visit three.	
October 2022-January 2023	Assuming the NAAB Board of Directors approval of advancement to visit three, the Program Self-Evaluation Report for visit three must be received by NAAB 150 days before the visit.	PSER review fee (see NAAB website)
March-June 2023	Visit Three—International Certification: Four-day visit by team of four people.	Visit fee plus all expenses for NAAB team (4 people)
Fall 2023	Board of Directors reviews the Visiting Team Report from visit 3 and votes on whether to grant International Certification to the program. International Certification terms begin on January 1 of the year in which visit three occurred. Terms are for six years.	Annual fee is assessed until the next visit cycle to renew ICert

APPENDIX 10. STATEMENT ON CHANGES TO NAAB'S PROCEDURES FOR INTERNATIONAL CERTIFICATION

Annually: NAAB International Certification *Procedures* are reviewed annually by NAAB's International Committee for *non-substantive* changes that do not modify the prior meaning of a criterion and are normally intended to improve clarity, structural consistency, format, or grammar and syntax. The International Committee shall propose changes to NAAB's board for approval. *Non-substantive* revisions approved for implementation will be published on the NAAB's public website with an effective date for implementation.

Periodically: NAAB International Certification *Procedures* are reviewed periodically by the International Committee for substantive changes. Substantive changes are defined as the addition of a new criterion or a revision to an existing criterion that modifies its prior meaning. For substantive changes, the International Committee shall recommend an appropriate implementation plan to be approved by the NAAB board. Final approval of any substantive change rests with the NAAB board. Revised Procedures will be published on the NAAB's public website with an effective date for implementation.

Every six years: The International Committee will participate in a process of review of the current International Certification *Procedures*. The process will be designed to engage committee members in substantive conversations on the future of architecture education in order to identify changes in the International Certification *Procedures* that will promote excellence and innovation in architecture education.