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OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
STATE OF NEW HAMPSHIRE  
DIVISION OF ADMINISTRATION

121 South Fruit Street  
Concord, N.H. 03301-2412  
Telephone 603-271-3800

PETER DANLES  
Executive Director

KIRA HAGEMAN  
Director of Administration



June 30, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

*Retractive*

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification, Division of Technical Professions to renew our membership with the National Council of Architectural Registration Boards (NCARB), vendor code 177818, Washington, D.C., in the amount of \$12,000 from July 1, 2017 through June 30, 2018. The Office of Professional Licensure and Certification, Division of Technical Professions is a 125% agency funded entirely by examination and licensing fees. 100% general funds

Funds to support this request are available in the following account in State FY 2018:

**01-21-21-212010-2405 DIVISION OF TECHNICAL PROFESSIONS**

	<b><u>FY 2018</u></b>
<b>026 – 500251 ORGANIZATIONAL DUES</b>	<b>12,000.00</b>

**EXPLANATION**

The Office of Professional Licensure and Certification, Division of Technical Professions, will be continuing its membership with the National Council of Architectural Registration Boards (NCARB) commencing July 1, 2017 through June 30, 2018. Our present contract expires June 30, 2017.

Respectfully submitted,

Kira Hageman  
Director of Administration

listed below are answers to questions which may be of assistance for The Governor and Council in considering the approval of organization dues and membership submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?  
NCARB has been in existence since 1919 and the NH Architects' Board has been a member of NCARB since approximately 1956.
2. Is there any other organization which provides the same or similar benefits which your agency belongs to? No.
3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member?  
Fifty States and four additional jurisdictions including Canada are members of NCARB. The Joint Board is the only NH State agency that is a member of NCARB.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)  
NCARB charges states a standard membership fee.
5. What benefit does the state receive from participating in this membership?  
Membership in NCARB is required in order to obtain access to the National Architectural Registration examinations. The State also receives updated information on the major areas of architectural practice.
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.  
No training materials are included, only examinations regarding professional standards are included in the membership.
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.  
Membership in NCARB is required in order to obtain access to the National Architectural licensing examinations. Passage of these exams is required for licensure in NH.
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.  
There is one trip per year for a Board member to attend a national meeting and two regional New England based trips per year to vote on behalf of the NH Board.
9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.  
The members of the Board of Architects are voting members of NCARB. The staff of the Joint Board interfaces with NCARB regarding administration of examinations.
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.  
If the State does not belong to NCARB the State will be unable to administer examinations for licensure of Architects. If the Board does not have access to the national exams, the Board will be unable to carry out the legislatively mandated examinations for Architects required pursuant to RSA 310-A:38, III, and 310-A:43.

NCARB

# INVOICE

Date: 18 April 2017  
Invoice No: 010281

Bobbie Carter  
NH Joint Board of Licensure  
And Certification Board of Architects  
Anna Philbrook Building  
121 South Fruit Street  
Concord, NH 03301

## ANNUAL NCARB MEMBERSHIP DUES

Membership Dues  
for the period from 1 July 2017 to 30 June 2018 \$6,500.00

## ANNUAL NEW ENGLAND CONFERENCE REGION I DUES

For active membership dues and for the services of the New England Conference Region I for  
the period from 1 July 2017 to 30 June 2018 \$5,500.00

**TOTAL DUES: \$12,000.00**

Membership dues support your board's public health, safety and welfare mission by providing you access to the full services of the National Council of Architectural Registration Boards such as development and delivery of the Architect Registration Examination, administration of the Architectural Experience Program, architect/licensure candidate record development and transmittal process, access to the disciplinary database, funding the development of an integrated database, up to two board members and the Member Board Executive to attend the Annual Business Meeting, Member Board Executive Workshop, etc.

Account No. 45000

*Please make checks payable to NCARB. Mail to NCARB Attn: Accounting, 1801 K St. N.W., Suite 700 Washington, DC 20006.  
All payments must be paid in US funds.*

**PLEASE RETURN INVOICE COPY WITH PAYMENT.**

## **Member Board Dues & NCARB Services**

The National Council of Architectural Registration Boards (NCARB) is a not-for-profit, 501(c)(6) composed of the 54 U.S. state and territorial architectural licensing authorities. NCARB provides its Member Boards with tools for architectural regulation through its peer-driven and national consensus processes, development of credentialing verification and reciprocal licensure programs, and focused customer service to its Member Boards and program participants. For a modest amount of annual dues, NCARB helps its member jurisdictions make critical contributions to the organization's governance and programs, and provides services that are vital to its members' mission to protect the health, safety, and welfare of the public.

Member Board dues account for approximately 1.5% of the Council's revenue and are used toward the development of education, experience, examination, and certification programs. Membership in the Council serves to ensure that your Board has a voice in the development of model law and regulation, as well as changes to our programs and services that you and your constituents use. NCARB maintains Records for access by the various state and territorial jurisdictions regarding all phases of an architect's career from education through licensure and reciprocal certification. Revenues from these services are utilized to support the maintenance of Records and other data essential to the licensing functions of the state and territorial boards.

More specifically, we partner with our member boards, other members of the architect community, and our expert staff in the following ongoing activities that support the Council's mission to safeguard the health, safety, and welfare of the public:

- Review legislative guidelines and develop model law and model regulations to establish national standards for licensure.
- Develop national standards for education, experience, and examination of architects.
- Develop and administer the Architect Experience Program™ (AXP™) and the Architect Registration Examination® (ARE®) for emerging professionals to satisfy registration requirements in the 54 U.S. jurisdictions
- Verify that licensure candidates have met the initial licensure requirements defined by a Member Board.
- Certify that an architect seeking NCARB Certification for reciprocal licensure has complied with the Council's standards for education, experience, examination, and registration.
- Provide insight from related regulatory organizations, national subject matter experts, leaders and staff of collateral organizations within the architecture field, and survey results from individuals impacted by the regulatory process.

Member Boards of NCARB have access to a number of high-quality services that are otherwise outside the reach of a single jurisdiction. By outsourcing these services, individual jurisdictions are able to focus limited resources on their own unique core issues surrounding licensure.

## I. Member Board Services

### A. NCARB Record Services

#### Path to Initial Licensure

NCARB verifies the credentials of candidates seeking initial licensure through a Member Board. Licensure candidates who have met the education requirement, documented completion of the Architect Experience Program™ (AXP™), and passed the Architect Registration Examination® (ARE®) can authorize NCARB to transmit their verified credentials to a jurisdiction in which they would like to pursue initial licensure.

Utilizing NCARB's Record services, individual jurisdictions save time and money by being relieved from the burden of having to collect and verify an applicant's credentials prior to evaluation for licensure. Instead, these licensing boards can devote their efforts to evaluating the applicant's Record against the jurisdiction's requirements and otherwise regulating the practice of architecture within their jurisdiction.

#### NCARB Certification

NCARB certification facilitates reciprocal registration among all 54 U.S. Member Boards and 11 Canadian provinces, and can also be used to support an application for registration in other countries. Although certification does not qualify a person to practice architecture in a jurisdiction, it does signify that an individual has met the highest professional standards established by the registration boards responsible for protecting the health, safety and welfare of the public. To obtain an NCARB Certificate, an architect must be of good character and satisfy the NCARB education, experience, examination, and registration requirements.

NCARB has developed and maintains alternate paths to certification for architects who are licensed outside of the United States or who do not hold a degree from a NAAB-accredited architecture program. These programs ensure that NCARB certification is inclusive, while maintaining the rigorous standards required to protect the public's health, safety, and welfare across U.S. jurisdictions.

#### Electronic Record Transmittals

NCARB verifies and maintains the credentials for certified architects and transmits them to Member Boards in support of an architect's application for reciprocal licensure. The electronic transmittal process saves Member Boards time and money, and provides them with Records of the credentials of their reciprocal applicants that have been thoroughly evaluated and verified by NCARB.

Customer/Member Service:

NCARB has a strong service team. We hire highly qualified individuals who demonstrate a commitment to the customer/member, and we encourage pursuit of additional customer service training.

**B. Communications**

NCARB Member Boards are able to keep their fingers on the pulse of the regulatory community as well as the practicing community, by keeping current with NCARB communications. Member Board Members and Member Board Executives can familiarize themselves with NCARB services, be alerted to new trends, learn about new procedural and technical information dealing with licensure and examination, and be better equipped to communicate with their constituents. NCARB communications offers the following:

- *News Clips* – Timely press releases about Council programs and services that can be used in Member Board newsletters.
- *NCARB Update* – An electronic newsletter published monthly for Member Boards containing updates from the Chief Executive Officer relating to NCARB programs and services
- *Fast Facts* - An electronic newsletter sent to Member Board Members and Executives containing information related to programmatic issues and reminders of upcoming events.
- *Legislative Tracker* – An electronic communication to all Member Board Members and Member Board Executives alerting them of trends in legislation and updates on proposed bills introduced nationwide pertaining to the regulation of architecture and registration of architects.
- *NCARB by the Numbers* – An annual publication containing data on trends in architecture that provides a clear and definitive source of information about the past, present, and future of architectural regulation.
- *AXP Updates* – An electronic newsletter sent to NCARB Record holders currently completing the AXP. Topics cover the latest news about the program, record-processing information, and important reminders.
- *ARE Updates* – An electronic newsletter sent to ARE candidates. Topics cover the latest news about the exam, commonly asked questions, and important reminders.
- *Destination Architect* – An electronic newsletter for licensure candidates that includes news, tools, and tips to support candidates along the path to licensure.
- *National Architect* – An electronic newsletter sent to NCARB Certificate holders highlighting the latest news and resources related to the practice of architecture and regulation of architects.

**C. NCARB Registration Boards Site**

All Member Board Executives (MBEs) and Member Board Members (MBMs) have access to the secure Registration Board section of My NCARB. NCARB offers the following services through this portal:

- Electronic Record transmittals for licensure candidates and architects pursuing licensure for MBEs and their staff.
- The Disciplinary Database, which serves as a great resource for MBEs and their staff in their search for the disciplinary history of an architect or candidate looking to obtain a license in their jurisdiction. There is also a comprehensive list of all NCARB Certificate revocations.
- Group email, which allows MBEs and MBMs to communicate directly with specific constituent groups including their peers, NCARB staff, or regional or national volunteer leadership.
- The legislative tracking section, which contains a collection of past and proposed legislative bills introduced nationwide that affect the regulation of architecture and registration of architects.
- Additional Legislative/Regulatory Services:
  - NCARB maintains a library of laws and rules in each jurisdiction related to specific issues impacting the regulation of architecture. This includes pending legislation and national trends in legislation.
  - Line-by-line review of statutes/regulations to assist in implementation of board positions.
  - Review proposed regulations or legislation.

## **II. Education**

### **A. Education Standard**

NCARB plays a critical role in developing the highest standard of education in architecture. The *NCARB Education Standard* is an approximation of the requirements of a professional degree from a National Architectural Accrediting Board (NAAB) accredited architecture program. It includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. As part of its service to Member Boards and architects, NCARB verifies and maintains a record of an applicant's education. In support of initial or reciprocal licensure, NCARB provides several alternate paths for architects to follow in documenting their education.

1. NCARB validates that an applicant holds a professional degree in architecture from a NAAB- or Canadian Architectural Certification Board- (CACB-CCCA)-accredited program.
2. NCARB provides applicants without a NAAB-accredited degree the ability to gain certification through the education alternative for certification. Through this path, architects can satisfy the education requirement for certification by either documenting experience beyond the AXP's requirements or submitting an education portfolio.
3. NCARB provides applicants who are licensed in a country outside of the United States or Canada the opportunity to demonstrate their competence to independently practice architecture through the foreign architect path to certification. Through this path,

foreign architects may meet national standards for licensure by demonstrating their foreign credential and education and completing the AXP and the ARE.

### **III. Architectural Experience Program™ (AXP™)**

#### **A. Experience Requirement**

NCARB has developed an advanced Architectural Experience Program (AXP) that is aligned with the *2012 Practice Analysis of Architecture* and assists licensure candidates in meeting the experience requirement of all of NCARB's 54 Member Boards. This program eliminates the need for each jurisdiction to develop and maintain an experience program and is accepted by all 54 Member Boards.

#### **B. Experience Reporting**

NCARB has developed an electronic experience reporting system and mobile application that is utilized by licensure candidates to document their experience. This system provides transparency into the AXP process and is a useful tool that helps guide both licensure candidates and AXP supervisors through the development of professional competencies. By utilizing this system, Member Boards save time and money and can ensure that their experience requirement for licensure is met without having to monitor the progress of all candidates seeking initial licensure in their jurisdiction.

#### **C. Outreach**

NCARB partners with Member Board Executives on visits to architecture schools and has formed partnerships with student organizations (the American Institute of Architecture Students) and interest groups (Young Architects Forum) to ensure more effective and accurate information is delivered to students early as they plan and execute their individual paths to licensure. NCARB has also partnered with AIA for the education and training of Architect Licensing Advisors to further the resources available to students.

### **IV. Architect Registration Examination® (ARE®)**

#### **A. Requirements and Initiatives**

The Architect Registration Examination® (ARE®) assesses candidates for their knowledge, skills, and ability to provide the various services required in the practice of architecture. The ARE has been adopted by all Member Boards as the examination requirement for architectural registration and is available for use to Member Boards in good standing. Access to one national exam relieves individual jurisdictions from the burden of having to develop and administer an exam, and streamlines the process for architects applying for reciprocal licensure in their jurisdiction.

#### **B. Management of Exam Candidates**

My Examination is a dynamic service within My NCARB for Architect Registration Examination® (ARE®) candidates and NCARB Member Boards where candidates and Member Boards can schedule and view appointments; access score reports; view exam



history, rolling clock dates, and eligibility to test information; learn about the latest ARE news; and more—all in one place.

In addition, NCARB offers a Direct Registration service to assist Member Boards in managing ARE candidates. NCARB serves as an intermediary and manages all candidate eligibility and score reporting processes. As soon as a candidate completes all sections of the exam, NCARB transmits a completed Record indicating that the candidate has qualified for licensure.

This service relieves individual states from the burden of having to verify credentials and establish a candidate's eligibility to begin testing. In addition, the Direct Registration service alleviates the need to manage the score reporting process for candidates seeking initial licensure. Member Boards participating in the Direct Registration service have the benefit of simply requiring an application and a completed NCARB Record from their candidates to ensure that a candidate is eligible and qualified for initial licensure.

## **V. NCARB Practice Analysis of Architecture**

The NCARB Practice Analysis of Architecture is designed to obtain descriptive information about the tasks performed in architecture and the knowledge and skills needed to adequately perform those tasks. The practice analysis includes information about a number of issues related to the profession of architecture including: architects' professional development needs; expected changes in the architect's job role; important changes in the profession; participation in the AXP; and architecture as a career. The practice analysis is a two-year process that is undertaken approximately every seven years.

Utilizing the results of the practice analysis, a validated list of tasks and knowledge and skills related to work performed by recently licensed architects are used by NCARB to serve its Member Boards by:

- Updating the test specification for the ARE.
- Developing recommendations for improvements to the AXP.
- Guiding the Council's recommendations to the National Architectural Accrediting Board (NAAB) for *Student Performance Criteria and Conditions and Procedures for Accreditation* for schools of architecture.

## **VI. Technology**

In addition to the ongoing delivery of services to our Member Boards and joint constituents, NCARB has been—and remains—committed to significant improvements in service delivery through its staff and technological enhancements. NCARB has invested significant resources in services to Member Boards and customers and is committed to continuing these improvements. Examples of technological enhancements that have taken place include:

## **Member Board Dues and NCARB Services**

**April 2017**

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- Development of the experience reporting system that is used by licensure candidates, supervisors, and MBEs to validate experience.
- Development of a mobile application that licensure candidate can use to report their experience.
- Electronic delivery of NCARB Records in pursuit of licensure.
- Ensuring the continued delivery of a legally defensible and psychometrically justifiable ARE.