

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

121 South Fruit Street  
Concord, NH 03301-2412

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PETER DANLES  
Executive Director

MELISSA VAN SICKLE  
Director of Administration

23 ham

October 16, 2017

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

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification, Division of Technical Professions to **retroactively** renew its membership with the Council of Landscape Architectural Registration Boards (CLARB), vendor code 167115, Reston, Virginia, in the amount of \$5,650 from October 1, 2017 through September 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	<u>FY 2018</u>
026-500251 ORGANIZATIONAL DUES	5,650.00

**EXPLANATION**

This request for dues is **retroactive** because the invoice was received October 17, 2017. The Office of Professional Licensure and Certification, Division of Technical Professions, will be continuing its membership with the Council of Landscape Architectural Registration Boards (CLARB) commencing October 1, 2017 through September 30, 2018. Our present membership expired September 30, 2017.

Respectfully submitted,



Melissa Van Sickle  
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? CLARB has been in existence since 1966 and the OPLC has been a member since 2005.
2. Is there any other organization which provides the same or similar benefits which you 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, Puerto Rico, British Columbia, and Ontario have memberships with CLARB. The OPLC is the only NH state agency that is a member of CLARB.
4. How is the dues structure established? CLARB charges states a standard membership fee.
5. What benefit does the state receive from participating in membership? Membership in CLARB is required in order to obtain access to the National Landscape Architectural Registration examinations. The State also receives updated information on the major areas of professional 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 CLARB is required in order to obtain access to the National Landscape Architectural Registration 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.  
No travel is included with this membership fee.
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 Landscape Architects are voting members of CLARB. The staff of the OPLC, Technical Division, interfaces with CLARB 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 OPLC does not belong to CLARB the State will be unable to administer examinations for licensure to Landscape 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 Landscape Architects as required pursuant to RSA 310-A: 146, III, 310-A: 146, IV, and 310-A: 151.

**Invoice**

Council of Landscape Architectural Registration Boards, Inc.

**RECEIVED**

Invoice Date  
10/17/2017

**Bill To:**

New Hampshire Joint Board of Licensure & Certification  
New Hampshire Joint Board of Licensure & Certification  
Lobdell, Donna  
121 South Fruit Street  
Concord, NH 03301

OCT 17 2017

**OPLC-ADMINISTRATION**

Invoice #	Customer #	Shipping Method	Purchase Order			
INV-90671-T7R6N9	36560					
Description	Qty	Unit Price	Discount	Tax	Amount	
09/30/2018 Member Board, Annual Dues	1	\$5,650.00	\$0.00	\$0.00	\$5,650.00	
Sub Total US Dollar:					\$5,650.00	
Payments:					\$0.00	
Net 30 days Balance:					\$5,650.00	

Remit Payment to: GLARB 1840 Michael Faraday Drive, Suite 200 Reston, VA 20190

For Inquiries, please call  
571.432.0332