

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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SARAH T. BLODGETT  
Acting Executive Director

KIRA HAGEMAN  
Director of Administration



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June 29, 2016

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

*Retroactive*

Authorize the Office of Professional Licensure and Certification, Division of Technical Professions to renew its 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, 2016 through June 30, 2017. 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 2017:

01-21-21-212010-2405 DIVISION OF TECHNICAL PROFESSIONS	<u>FY 2017</u>
026-500251 ORGANIZATIONAL DUES	12,000.00

**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, 2016 through June 30, 2017. Our present contract expires June 30, 2017.

Respectfully submitted,

*Kira Hageman*

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: 1 April 2016  
Invoice No: 010210

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 2016 to June 2017 \$6,500.00

Membership Dues buy you services of the National Council of Architectural Registration Boards such as development and delivery of the ARE, administration of IDP, architect/intern record development and transmittal process, access to the disciplinary database, funding the development of an integrated database, up to two board members and the MBE to attend the Annual Meeting, MBE Workshop, etc.

## 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 2016 to June 2017 .....\$5,500.00

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

Account No. 45000

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

**DUE AND PAYABLE WITHIN 30 DAYS  
PLEASE RETURN INVOICE COPY WITH PAYMENT.**