

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION

STATE OF NEW HAMPSHIRE

121 South Fruit Street

Concord, N.H. 03301-8518

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LOUISE LAVERTU  
EXECUTIVE DIRECTOR



October 27, 2015

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

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification to **retroactively** renew our membership with the Council of Landscape Architectural Registration Boards (CLARB), vendor code 167115, Reston, Virginia, in the amount of \$5,485 from October 1, 2015 through September 30, 2016. The Office of Professional Licensure and Certification is a 125% agency funded entirely by examination and licensing fees. 100% general funds

Funding is available for FY 2016 in account, Office of Professional Licensure and Certification:

**01-21-21-212010-240500000 Division of Technical Professions**

	<b><u>FY 2016</u></b>
<b>026 – 500251 ORGANIZATIONAL DUES</b>	<b>5,485.00</b>

**EXPLANATION**

This request for dues is **retroactive** because the bill was received too late to get it to Governor and Council in October. The Office of Professional Licensure and Certification will be continuing its membership with the Council of Landscape Architectural Registration Boards (CLARB) commencing October 1, 2015 through September 30, 2016. Our present membership expires September 30, 2015.

Respectfully submitted,

Louise Lavertu  
Executive Director

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 Joint Board has been a member since 2005.
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, British Columbia, Puerto Rico, and Ontario belong to CLARB. The Joint Board is the only NH State agency that is a member of CLARB.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)  
CLARB charges States a standard membership fee.
5. What benefit does the state receive from participating in this 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 and materials 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 Joint Board 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 State does not belong to CLARB the State will be unable to administer examinations for licensure of 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 required pursuant to RSA 310-A:146, III, 310-A:146, IV and 310-A:151.

# Invoice

Council of Landscape Architectural Registration Boards, Inc.

Invoice Date

10/1/2015

**Bill To:**

New Hampshire Joint Board of Licensure & Certification  
Ms Donna Lobdell  
121 S Fruit Street  
Concord, NH 03301-2412

Invoice #	Customer #	Shipping Method	Payment Date		
INV-65700-S1S6K1	36560				
<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Discount</b>	<b>Tax</b>	<b>Amount</b>
9/30/2016 Member Board, Annual Dues	1	\$5,485.00	\$0.00	\$0.00	\$5,485.00
<b>Sub Total US Dollar:</b>					<b>\$5,485.00</b>
<b>Payments:</b>					<b>\$0.00</b>
Net 30 days	<b>Balance:</b>				<b>\$5,485.00</b>

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

For inquiries, please call  
571.432.0332