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**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF ADMINISTRATION**

121 South Fruit Street  
 Concord, N.H. 03301-2412

Telephone 603-271-2152 · Fax 603-271-6702

LINDSEY B. COURTNEY  
 Interim Executive Director

HALLIE A. PENTHENY  
 Director of Finance



May 6, 2020

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 (OPLC) to renew its membership with the Council of Licensure, Enforcement and Regulation (CLEAR), vendor number 171859, Nicholasville, KY, in the amount of \$2,850 effective upon Governor and Council approval, for the period July 1, 2020, through June 30, 2021. 100% Agency Income.

Funds are anticipated to be available in the following account for Fiscal Year 2021, upon the continued appropriation of funds in the future operating budget:

<b>01-21-21-212010-240500000 Division of Technical Professions</b>	<b><u>FY 2021</u></b>
<b>026 – 500251 ORGANIZATIONAL DUES</b>	<b>2,850.00</b>

**EXPLANATION**

CLEAR is a professional organization for government agencies and others interested in professional and occupational regulation. The organization provides publications, regulatory resources, and the ability to connect with other members around the world on regulatory issues through online platforms. OPLC wishes to continue its membership with CLEAR to have continued access to webinars, seminars, and educational programs, as well as the ability to connect and share information regarding best practices in occupational licensing with leaders in the field.

Respectfully submitted,

Lindsey B. Courtney  
 Interim Executive Director

Listed below are answers to questions that may be of assistance to 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?* CLEAR began over 30 years ago; OPLC has been a member since 2018.
2. *Is there any other organization that provides the same or similar benefits which your agency belongs to?* No
3. *How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?* Almost all 50 states, as well as numerous international countries, states, and provinces have CLEAR memberships. OPLC is the only New Hampshire state agency that is a member of CLEAR.
4. *How is the dues structure established?* CLEAR charges states based on the number of regulated entities the agency oversees.
5. *What benefit does the state receive from participating in membership?* Membership in CLEAR provides access to regulatory resources, publications, and discounts on registration to many training and conference events. The CLEAR membership includes online training in various licensure related areas. This training is available to all OPLC staff and board members.
6. *Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail:* Yes, training materials are included for the online training.
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 CLEAR is not required in order to receive federal grants or to participate in examinations.
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 staff of OPLC, specifically Directors, Board Administrators, and Board Members would be involved in CLEAR should the Governor and Executive Council approve membership.
10. *Explain in detail any negative impact to the State if the Agency did not belong to this organization.* CLEAR is an excellent resource regarding best practices in licensing, as well as best practices in professional regulatory investigations and administration of licensing boards within a regulatory agency. Without membership in CLEAR, OPLC would lose the benefit of

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this educational and networking opportunity that includes interstate and international connections.

CLEAR Invoice 23784



**Council on Licensure,  
Enforcement & Regulation**  
Promoting Regulatory Excellence

Council on Licensure, Enforcement and Regulation  
108 Wind Haven Drive, Suite A

Nicholasville, KY 40356

**INVOICE**

Invoice number: 23784  
Invoice Status: Unpaid  
Issued: 24 Apr 2020

**Bill to:**

John Kelly  
[John.Kelly@oplc.nh.gov](mailto:John.Kelly@oplc.nh.gov)  
State of New Hampshire - OPLC

Item	Amount
Membership renewal. Level: Agency responsible for 20+ Regulated Entities/ Professions. Renew to 01 Jul 2021	\$2,865.00

**Total: \$2,865.00 USD**  
**Balance Due: \$2,865.00 USD**

**PAYMENT OPTIONS**

**Online:** [Pay this invoice online](#)

**Offline:** If paying by check, please mail remittance to:  
CLEAR

108 Wind Haven Dr., Ste. A  
Nicholasville, KY 40356

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PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS.  
Please contact us with any billing questions.

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