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STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
DIVISION OF ADMINISTRATION  
7 Eagle Square  
Concord, NH 03301  
Telephone 603-271-3800 · Fax 603-271-0597

Lindsey B. Courtney  
Executive Director



July 15, 2021

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 Administration to **retroactively** renew our membership with the National Council of Architectural Registration Boards (NCARB), vendor code 177818, Washington, D.C., in the amount of \$6,500.00, from July 1, 2021 through June 30, 2022, effective upon Governor and Council approval. 100% Agency Funds.

Funding is available in the following account:

<b>01-21-21-211010-240400000 DIVISION OF ADMINISTRATION</b>	<b><u>FY 2022</u></b>
<b>026 – 500251 ORGANIZATIONAL DUES</b>	<b>6,500.00</b>

**EXPLANATION**

Pursuant to RSA 310-A:43, architects are required to pass an examination as a condition of licensure, and the Office of Professional Licensure and Certification relies on the NCARB national exam for this purpose. Membership with the National Council of Architectural Registration Boards (NCARB) is a requirement for this to continue. This request is retroactive because the invoice was not received until July 12, 2021, and OPLC is not able to anticipate the annual dues as they vary from year to year based on licensee population among all the NCARB member boards.

Respectfully submitted,

Lindsey B. Courtney  
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?* NCARB has been in existence since 1919 and the Board of Architects has been a member since approximately 1956.
2. *Is there any other organization which provides the same or similar benefits to which your agency belongs?* 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?* All fifty states and five US Territories are members of NCARB. The OPLC is the only New Hampshire state agency that is a member of NCARB.
4. *How is the dues structure established?* NCARB charges states a standard membership fee based on population and other criteria.
5. *What benefit does the state receive from participating in 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. Candidates must pass these exams in order to qualify for licensure in New Hampshire.
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 the national conference and two regional New England based trips per year to vote on behalf of the New Hampshire 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. OPLC staff interfaces with NCARB regarding administration of examinations.
10. *Explain in detail any negative impact to the State if the OPLC 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.



National Council of Architectural Registration Boards  
 1401 H Street NW, Suite 500  
 Washington, DC 20005  
 202/783-6500  
 202/783-0290 FAX



**RECEIVED**  
 JUL 12 2021  
**OPLC-FINANCE**

**INVOICE**  
 Date: July 9, 2021  
 Invoice No: 010615

Bobbie Lee Mayo  
 Office of Professional Licensure and Certification  
 Division of Technical Professions  
 121 South Fruit Street, Suite 201  
 Concord, NH 03301

ANNUAL NCARB MEMBERSHIP DUES

Membership Dues for the period from 1 July 2021 to 30 June 2022	\$1,000.00
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ANNUAL NEW ENGLAND CONFERENCE REGION 1 DUES

For active membership dues and for the services of the New England Conference Region 1 for the period from 1 July 2021 to 30 June 2022	\$5,500.00
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**TOTAL DUES: \$6,500.00**

NCARB national 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 three board members and the Member Board Executive to attend the Annual Business Meeting, Member Board Executive Workshop, etc.

To foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its mission, six geographical Regions comprising all Member Boards were established decades ago. Each Member Board is required to be a member of its Region. Regional member dues support programming for licensing boards in their efforts to share best practices, host forums to educate licensing advisors, board members, and licensure candidates on the qualifications for licensure, and to develop consistency in licensing requirements.

If you have any questions, please contact Lourdes Lagasca in the Accounting Department at (202) 879-0558.

**Payment Options:**

*All payments must be made in US funds due and payable within 30 days*

ACH: Bank of America  
 ABA Number: 054001204  
 Account Number: 002086699535

Check: Please make check payable to NCARB and remit to: www.ncarb.org  
 1401 H St. NW, Suite 500, Washington, DC 20005

**Please return invoice copy with payment**

**MEMORANDUM**

TO: Member Board Executives

FROM: Michael J. Armstrong   
Chief Executive Office

DATE: July 9, 2021

RE: FY22 NCARB Licensing Board Dues

As the Council enters a new fiscal year, I would like to take this opportunity to reiterate that the Board of Directors, staff, and I are committed to serve you, our Member Boards. Your public health, safety and welfare mission is critical and I am energized and excited about the progress we have made to be able effectively support your efforts, as we transitioned to a virtual work environment because of the pandemic and now as we begin a return to the new normal.

Enclosed please find an invoice for the FY22 NCARB Member Board dues that cover the fiscal year from July 1, 2021, until June 30, 2022. As we focus on providing you with additional support, I am pleased to report that the Board of Directors recommended, and the membership unanimously voted on June 26<sup>th</sup>, 2021, to lower the annual NCARB dues from \$6,500 to \$1,000 going forward. This action was taken in recognition that as jurisdictions' budgets have tightened over the last few years, legislatures and governors are taking a closer look at the dues Member Boards pay to organizations like NCARB. When compared to related organizations for engineers, landscape architects, and other professions on multi-disciplinary boards, NCARB's dues were higher than its counterparts when NCARB Regional dues are factored in, and Member Boards are being asked to justify the disparity given that the different organizations provide similar services.

This reduction in NCARB revenue represents less than 1% of the Council's annual budget so I can assure you there will be no impact on the services we provide to Member Boards – detailed in this memo – and there are no plans to raise these dues in the future. As a further assurance, any subsequent dues increase would require an affirmative vote of the membership, with implementation to take place not less than three years after such a resolution is adopted.

I have enclosed a report titled *Licensing Board Dues & NCARB Services*, which explains the services licensing boards receive from NCARB as a result of these dues that provide significant value to your jurisdictions. As you are aware, some of the services the dues partially support include:

- Development and delivery of the legally defensible and psychometrically justifiable Architect Registration Examination (ARE) for your jurisdiction's licensure candidates that is now accessible in test center AND remotely through secure online proctoring.
- Administration of the Architectural Experience Program (AXP), including education alternatives, which eliminates the need for each jurisdiction to develop and maintain their own individual experience program. This includes the development of, and enhancements to the program, to align it with contemporary practice, as well as the experience reporting system and the mobile app, which is used by licensure candidates to track their experience requirements.
- Administration of the architect/licensure candidate record development, credential verification, and electronic transmittal process, which facilitates the licensure process.
- Access to a database of disciplinary actions taken against architects around the country.
- Development of, and access to, regulatory tools and advocacy resources to help navigate the current licensing environment

Our FY22 budget includes funding for in-person meetings and we will continue a virtual option for all meetings for those not yet able or ready to return to travel. As part of that budget, we fund the travel of all committee volunteers and up to three board members, including one public member, plus the board executive or their designee to attend both the Member Board Executives Workshop & Regional Summit and the Annual Business Meeting. In addition, this year we will host a hybrid Licensing Advisors Summit which is an opportunity to engage in critical conversations for licensing advisors to learn best practices for mentoring candidates through the AXP program. Each of these meetings offers your Board an opportunity to exchange best practices with other jurisdictional boards and have a voice in the development of national standards impacting the regulation of the practice of architecture.

Please visit our website at [www.ncarb.org](http://www.ncarb.org) and our [Member Board Community](#), where additional information and tools are available for your use. If you need support to explain the value of your membership in NCARB please do not hesitate to contact us. As always, staff here at the Council stand ready to assist you.

If I can be of service, please do not hesitate to call me at 202-879-0555.

Encl: a/s

### Licensing Board Dues & NCARB Services

The National Council of Architectural Registration Boards (NCARB) is a not-for-profit, 501(c) (6) organization composed of the 55 U.S. state and territorial architectural licensing authorities. NCARB provides state licensing board members with tools for architectural regulation through its peer-driven and national consensus processes, credentialing verification and reciprocal licensure programs, and focused customer service. For a modest amount of annual dues to NCARB, along with membership in an NCARB region, the association provides opportunities for member jurisdictions to participate in the organization's governance and programs and provides tremendous value in support of licensing boards' critical public health, safety, and welfare mission.

Licensing board dues account for less than 0.2 percent of the Council's revenue, and are used toward the development of education, experience, examination, and certification criteria. Membership in the Council also serves to ensure that your jurisdiction has a voice in the development of model legislation and rules as well as changes to the programs and services that your jurisdiction and licensees use. NCARB maintains records for access by the various state and territorial members regarding all phases of the architect's career including their education, tracking Architectural Experience Program hours, and completion of the Architectural Registration Exam, initial licensure and reciprocal certification, and a national disciplinary database. 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 licensing boards.

More specifically, we partner with our jurisdictional licensing boards, NCARB Regions, other members of the architect community, and our expert staff in the ongoing activities that support our licensing board members' mission to safeguard the health, safety, and welfare of the public, including:

- Reviewing legislative guidelines and developing model law and model regulations to establish national standards for licensure.
- Developing the national standards for education, experience, and examination of architects.
- Advocating on behalf of the important role licensing boards play in keeping the public safe
- Supporting efforts to promote diversity, equity and inclusion in the architectural profession
- Developing and administering the Architectural Experience Program® (AXP™) and the Architect Registration Examination® (ARE®) for emerging professionals to satisfy registration requirements in the 55 U.S. jurisdictions.
- Verifying that licensure candidates have met the initial licensure requirements defined by a state licensing board.



## Licensing Board Dues and NCARB Services

July 9, 2021

- Certifying that an architect seeking NCARB certification for reciprocal licensure has complied with the Council standards of education, experience, examination, and registration.
- Providing insight from related regulatory organizations, national subject matter experts, leaders and staff of collateral organizations within the architecture field, and survey results from people impacted by the regulatory process.

Licensing boards' membership in NCARB delivers access to high-quality services that are otherwise outside the reach of a single jurisdiction. By relying on NCARB as the federation of licensing boards for these services, individual jurisdictions are able to focus their limited resources on their own unique core issues surrounding licensure.

For a combined contribution of \$55,000 from all 55 states and territories, licensing boards benefit from more than \$37 million of services to boards and licensees. Based on the NCARB FY20 financial statement, the cost to NCARB to provide the following core services are:

Services for Licensing Boards	\$7.11 million
Architect Registration Examination	\$8.68 million
Architectural Experience Program	\$5.20 million
Technology	\$6.06 million
Communications	\$1.54 million
Education Standards	\$696k
Outreach	\$166k



## NCARB SERVICES

As a member of NCARB, your state licensing board receives the following ongoing support:

### Initial Licensure Verification - \$785 thousand

NCARB verifies the credentials of licensure candidates seeking initial licensure through a state licensing board. Licensure candidates who have verified they have met the education requirement, documented completion of the experience requirement known as the Architectural 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.

*How does this benefit your jurisdiction?*

*Utilizing NCARB's Record services, individual states 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 and can instead devote more of their efforts to determining whether the candidate meets the jurisdiction's requirements.*

### Reciprocal Licensure Verification - \$2.23 million

NCARB verifies and maintains the credentials for architects and transmits them to a state licensing board in support of an architect's application for reciprocal licensure.

*How does this benefit your jurisdiction?*

*The electronic transmittal process saves licensing boards time and money, and provides them with a record of the credentials of their applicants for reciprocity which has been thoroughly evaluated and verified by NCARB.*

### NCARB Certificate Program - \$6.13 million

NCARB adds an additional tool to help architects expand their professional reach through the NCARB Certificate program. Accepted in all 55 U.S. jurisdictions, the Certificate is a pathway towards streamlined reciprocity for licensed architects, enabling architects to easily gain reciprocal licensure across the country, because licensing boards can have confidence that certificate holders have met the standards necessary to practice architecture competently.

To obtain an NCARB Certificate, an architect must be of good character and satisfy the NCARB education, experience, examination, and registration requirements.

*How does this benefit your jurisdiction?*

*The NCARB Certificate provides an efficient mechanism for licensing boards to verify that an architect licensed in another jurisdiction has met the requirements for reciprocal licensure. NCARB applies a rigorous process to ensure that only highly competent professionals receive the NCARB Certification based upon the criteria established by our member boards, thus reducing the administrative work of reverifying the applicant's credentials.*



### Data Sharing and Disciplinary Database

NCARB maintains a national database of licensed architects, including licensure data housed in NCARB Records, as well as disciplinary information submitted by licensing boards. To be accurate and reliable, the disciplinary database relies on regular updates from NCARB's members. The more comprehensive the database is, the more beneficial it will be for everyone.

Boards have several options for submitting data, including methods available to boards that do not have the resources to update the disciplinary database themselves.

#### *How does this benefit your jurisdiction?*

*This service is designed to minimize inconsistencies and improve decision-making for licensing boards as they evaluate initial and reciprocal licensure applications. By participating in the disciplinary database, boards have immediate access to disciplinary actions imposed nationally; can verify past disciplinary records when evaluating candidates for licensure; and can monitor architects for patterns of violations in other jurisdictions.*

*With accurate information regarding violations, boards can more effectively protect the public health, safety, and welfare in their jurisdiction. This also increases transparency by providing clarity and shared best practices across jurisdiction ensuring high standards of data integrity and security.*

### Exam Eligibility Services

The Exam Eligibility Services program (formerly known as Direct Registration) saves participating licensing boards time and resources by authorizing NCARB to administer ARE eligibilities (allow candidates to take the test) on their behalf and based on their unique requirements.

NCARB serves as an intermediary and manages all candidate eligibility and score reporting processes according to the rules established by each jurisdiction. As soon as a candidate completes all sections of the exam and appears to have met the other qualifications for licensure in a specific jurisdiction, NCARB transmits a complete candidate record for the licensing board to review.

#### *How does this benefit your state?*

*Participating in the Exam Eligibility Services reduces the board's administrative efforts—saving valuable time, money, and resources. Candidate questions about eligibility and testing are directed to NCARB's Customer Relations and Examination teams.*



*In addition to managing candidate requests for eligibility, NCARB also reviews testing accommodations and distributes score reports. Once we believe a candidate has met the board's requirements for initial licensure, NCARB will transmit their full Record to the board for review and registration processing.*

National Meetings - \$1.9 million

Annual Business Meeting – Once a year, delegates from each board come together to vote on changes to national licensure standards, elect new leadership, and to receive updates on NCARB's programs and services. The meeting enables NCARB to continue its work of facilitating licensure across the United States while supporting licensing boards as they protect health, safety, and welfare. NCARB provides funding for up to four representatives from each jurisdiction - three members of the licensing board, including one member who serves as the public member, plus the board executive or a designated staff member - to attend this meeting.

Regional Summit – This spring meeting brings together members from each region to discuss the current regulatory climate; share best practices; and deliberate on the resolutions that will be put forward for a vote at the Annual Business Meeting. NCARB provides funding for up to four representatives from each jurisdiction - three members of the licensing board, including one member who serves as the public member, plus the board executive or a designated staff member - to attend this meeting.

Member Board Executives Workshop – Held in conjunction with the Regional Summit, the Member Board Executives Workshop is a forum for board executives, legal counsels, and board staff members to exchange regulatory tools, resources, and best practices.

*How does this benefit your state?*

*Participation from each jurisdictional board is an essential part of the Council. Your attendance contributes to the development of national requirements for licensure, and ensures that your board's unique perspectives, priorities, and concerns are part of the national conversation.*

Member Board Community

Licensing board members, board executives, legal counsels and board staff have access to the secure My NCARB section of the NCARB web site. NCARB offers the following services through this site:

- Group Email: A tool to communicate directly with licensing board members, NCARB staff, or regional or national volunteer leadership.
- Legislative Tracking: The legislative tracking section contains a collection of past and proposed legislative bills, introduced nationwide, that affect the regulation of architecture and registration of architects.
- Resource library: Repository of research conducted by NCARB staff on topics related to licensing board operations, including continuing education requirements, licensing fees, firm registration and other topics. The resource



- library also includes information on NCARB programs and services, including AXP, Certification Alternatives, and the Integrated Path to Architectural Licensure.

#### Advocacy Support

- Advocacy support for licensing boards through coalition building, and engaging policy makers on issues impacting your Member Board and its ability to regulate the profession
- Templates and staff support for boards drafting annual reports, sunset review responses, and newsletters
- 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.

#### Technology

In addition to the ongoing delivery of services to licensing boards and our 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 licensing boards and customers and is committed to continuing these improvements. Examples of technological enhancements developed internally by NCARB include:

- Development of the experience reporting system that is used by licensure candidates, supervisors and board executives 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.

NCARB has partnered with an external vendor to provide licensing boards a no-cost tool to conduct annual audits of their licensees continuing education requirements.

#### Communications

Licensing boards can keep their fingers on the pulse of the regulatory community as well as the practice community, by keeping current with NCARB communications tools. Licensing board members and 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. The NCARB communications portfolio offers the following:



## Licensing Board Dues and NCARB Services

July 9, 2021

- *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.
- *NCARB Update* – An electronic newsletter published monthly containing updates from the chief executive officer relating to NCARB's strategic plan, programs and services.
- *Fast Facts* – An electronic newsletter published monthly containing information related to operational matters affecting your board.

### Outreach in Your Jurisdiction

NCARB partners with board executives to visit architecture schools and has formed partnerships with student organizations (American Institute of Architecture Students) 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 the American Institute of Architects (AIA) for the education and training of Licensing Advisors to further the resources available to students.



## **NCARB STANDARDS AND PROGRAMS**

### **ARCHITECT REGISTRATION EXAMINATION® (ARE®)**

#### **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 55 licensing boards as the examination requirement for architectural registration. 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. The exam is designed to address six phases of practice as evidenced by the *Practice Analysis of Architecture*, with questions reviewed and validated by psychometric consultants. Exam content is developed by a committee of volunteer architects and delivered through a test center platform. Plans are underway this year to develop secure remote proctoring options as well.

#### **Management of Exam Candidates**

My Examination is a dynamic online service within My NCARB for ARE candidates and licensing boards where candidates and licensing boards can schedule and view appointments; access score reports; view exam history, rolling clock dates, eligibility to test information; learn about the latest ARE news; and more—all in one place.

My Examination offers several benefits to your jurisdiction. Through My NCARB, boards:

- Can access candidates' authorization to test/ID numbers, testing history, and rolling clock information
- Have the ability to view, print, and download score reports directly from My Examination
- Receive reminders about upcoming rolling clock expirations, test activity requirements, and important messages from NCARB.

### **ARCHITECTURAL EXPERIENCE PROGRAM® (AXP™)**

#### **Experience Requirement**

NCARB has developed a structured experience program that, through acquiring experience in diverse phases of practice, assists licensure candidates in meeting the experience requirement of all licensing boards. This program eliminates the need for each jurisdiction to develop and maintain an experience program, assures that candidates are receiving exposure to the broad spectrum of practice, and further facilitates professional mobility.

#### **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 architectural experience process. By utilizing this system, licensing 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.



#### MODEL STANDARDS FOR EDUCATION

The *NCARB Education Standard* reflects the core requirements of a professional degree from a National Architectural Accrediting Board (NAAB) accredited degree program. It includes general studies, professional studies, and electives, which together comprise a liberal education in architecture. As part of its service to licensing boards and architects, NCARB verifies and maintains a record of an applicant's education. In support of initial or reciprocal licensure, NCARB provides paths for architects to follow in documenting their education.

#### REGIONAL MEMBERSHIP

To foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its mission, six geographical Regions comprising all the Member Boards were established decades ago. Each Member Board is required to be a member of its Region.

The regional structure of NCARB:

- Allows member boards to propose national resolutions, with the weight of regional support, through a structured process.
- Fosters better collaboration and gives voice to its members, providing education and communication opportunities for member-board members within the region, thereby strengthening the member boards individually and the regulation of the practice as a whole.
- Hosts forums to educate licensing advisors and board members on the qualifications for licensure.
- Recognizes the individual uniqueness of regional architectural practices and conditions.
- Provides regional representation and voice on the Board of Directors for the National Council of Architectural Registration Boards.
- Supports leadership development within the region for future positions on the Board of Directors.