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OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
STATE OF NEW HAMPSHIRE

7 Eagle Square  
Concord, N.H. 03301  
Telephone 603-271-2152

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Lindsey B. Courtney  
Executive Director



January 19, 2022

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 to **retroactively** renew our membership with the National Council of Examiners for Engineering and Surveying (NCEES), vendor code 171333, Greenville, SC, in the amount of \$9,100.00, for membership in NCEES and the preparation of scoring of the engineering and land surveying examinations from January 1, 2022 through December 31, 2022. The Office of Professional Licensures and Certification is a self-funded agency funded almost entirely by examination and licensing fees. 100% Agency Funds.

Funds to support this request are available in the following account:

|   |                       |
|---|-----------------------|
| <b>01-22-22-212010-240400000 Division of Administration</b> | <b><u>FY 2021</u></b> |
| <b>026 – 500251 Organizational Dues, Land Surveyors</b>     | <b>\$2,600.00</b>     |
| <b>026 – 500251 Organizational Dues, Engineers</b>          | <b>\$6,500.00</b>     |

**EXPLANATION**

The Requested Action is retroactive due to OPLC not receiving the invoice until January 13, 2022. The Office of Professional Licensure and Certification, will be continuing its membership with the National Council for Examiners for Engineering and Surveying (NCEES)), commencing January 1, 2022 through December 31, 2022. Our present membership expired December 31, 2021.

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?*

NCEES has been in existence since 1920 and the OPLC has been a member for decades.

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, the District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, and the U.S. Virgin Islands have membership with NCEES. The OPLC is the only New Hampshire state agency that is a member of NCEES.

4. *How are the dues' structure established?*

NCEES charges states a standard membership fee, based upon the number of licenses.

5. *What benefit does the state receive from participating in membership?*

Membership in NCEES is required in order to obtain access to the Professional Engineers as well as the Land Surveyors examinations. The State also receives updated information concerning the major areas of professional practice. The New Hampshire Board Chair or their proxy hold voting rights on NCEES bylaws and model laws.

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; NCEES develops, administers, and scores the examinations used for engineering and land surveying licensure in the U.S.

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 NCEES is required in order to obtain access to the engineering and surveying examinations. Passage of these exams is required 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.*

Travel and accommodations for the Board Chair and Board Administrator to the Annual Meeting, Regional Meeting, and Board Chairs Meeting and Board Administrators meetings are all included in the annual membership fee. At these meetings, model laws are reviewed and voted on, benchmarking and best practices are discussed with other states, training takes place, and new processes and procedures are adopted.

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 Professional Engineers and Land Surveyors are members of NCEES. The staff of the OPLC interfaces with NCEES regarding administration of examinations.

10. *Explain in detail any negative impact to the State if the OPLC did not belong to this organization.*

If OPLC does not belong to NCEES, the State will be unable to administer examinations for licensure to Land Surveyors and Professional Engineers. If the Boards do not have access to the national exams, the Boards will be unable to carry out the legislatively mandated examinations as required pursuant to RSA 310-A:66 and 310-A:17. New Hampshire will also not have input and voting rights regarding model laws.



# NCEES

advancing licensure for  
engineers and surveyors

200 Verdae Boulevard  
Greenville SC 29607  
864-654-6824

## Invoice

RECEIVED  
JAN 13 2022  
OPLC-FINANCE

Date 1/12/2022  
Invoice # 2013  
Due Date 2/11/2022  
Memo  
Customer ID NHB002

|   |                      |   |                               |
|---|----------------------|---|-------------------------------|
| <b>Bill To</b><br>Finance Office / Accounts Payable<br>NH Office of Pro Licensure & Certification<br>7 Eagle Square<br>Concord NH 03301 |                      | <b>Ship To</b><br>Finance Office / Accounts Payable<br>NH Office of Pro Licensure & Certification<br>7 Eagle Square<br>Concord NH 03301 |                               |
| <b>Customer/PO No.</b><br>2022 Member Board Fee   | <b>SHIP VIA</b>      | <b>TERMS</b><br>Net 30  | <b>Order Date</b>             |
| <b>Part Number</b><br>Member Boards Fee   | <b>Quantity</b><br>1 | <b>Description</b><br>Member Board Fee  | <b>Unit Price</b><br>2,600.00 |
|   |                      |   | <b>Amount</b><br>2,600.00     |

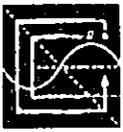
CO 10 Proc Lvl 02100 Activity Code \_\_\_\_\_  
 Vendor # \_\_\_\_\_ Remit \_\_\_\_\_ INV # \_\_\_\_\_  
 PO # \_\_\_\_\_ Ln # \_\_\_\_\_ \$ \_\_\_\_\_  
 Acc Urd 24080000 Acct \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Remit To:

NCEES  
200 Verdae Boulevard  
Greenville, SC 29607

Total \$2,600.00

No returns after 30 days. Shipping charges are non-refundable.



# NCEES

advancing licensure for  
engineers and surveyors

200 Verdae Boulevard  
Greenville SC 29607  
864-654-6824

## Invoice

Date 1/12/2022  
Invoice # 2012

Due Date 2/11/2022  
Memo  
Customer ID NHB001

### RECEIVED

JAN 13 2022

OPLC-FINANCE

|   |   |
|---|---|
| <b>Bill To</b><br>Finance Office / Accounts Payable<br>NH Office of Pro Licensure & Certification<br>7 Eagle Square<br>Concord NH 03301 | <b>Ship To</b><br>Finance Office / Accounts Payable<br>NH Office of Pro Licensure & Certification<br>7 Eagle Square<br>Concord NH 03301 |
|---|---|

|   |                 |                        |                   |
|---|-----------------|------------------------|-------------------|
| <b>Customer/PO No.</b><br>2022 Member Board Fee | <b>SHIP VIA</b> | <b>TERMS</b><br>Net 30 | <b>Order Date</b> |
|---|-----------------|------------------------|-------------------|

| Part Number       | Quantity | Description      | Unit Price | Amount   |
|-------------------|----------|------------------|------------|----------|
| Member Boards Fee | 1        | Member Board Fee | 6,500.00   | 6,500.00 |

|           |          |          |       |               |  |
|-----------|----------|----------|-------|---------------|--|
| CO        | 10       | Proc Lvl | 02100 | Activity Code |  |
| Vendor #  |          | Remit    |       | INV #         |  |
| PO #      |          | Ln #     |       | \$            |  |
| Acc Unit  | 24040000 | Acct     |       |               |  |
| Signature |          | Date     |       |               |  |

**Please Remit To:**

NCEES  
200 Verdae Boulevard  
Greenville, SC 29607

**Total \$6,500.00**

No returns after 30 days. Shipping charges are non-refundable.