



Deanna E. Jurius  
Executive Director

Heather A. Kelley  
Director

STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
*OFFICE OF THE EXECUTIVE DIRECTOR*

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November 8, 2024

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 **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, 2024, through June 30, 2025, effective upon Governor and Executive Council approval. 100% Agency Funds.

Funding is available in the following account:

<b>01-21-21-212010-240400000 DIVISION OF ADMINISTRATION</b>	<b><u>FY 2025</u></b>
<b>026 – 500251 ORGANIZATIONAL DUES</b>	<b>\$6,500.00</b>

**EXPLANATION**

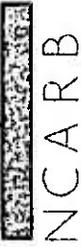
Pursuant to RSA 310-A:43, architects are required to pass an examination, and the Office of Professional Licensure and Certification relies on the NCARB national exam for this purpose. Membership with the National Council of Architectural Registration Boards (NCARB) is a requirement for this to continue. This request is retroactive because the invoice was not received until November 07, 2024, 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,

Deanna E. Jurius  
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 NH state agency that is a member of NCARB.
4. *How is the due's 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 the 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 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 the national conference 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 OPLC 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

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

# INVOICE

Date: July 1, 2024  
Invoice No: 103168

Christine Senko  
Office of Professional Licensure and Certification  
~~Division of Technical Professions~~  
121 South Fruit Street, Suite 201  
Concord, NH 03301

**RECEIVED**  
NOV 07 2024  
OPLC-FINANCE

ANNUAL NCARB MEMBERSHIP DUES  
Membership Dues for the period from 1 July 2024 to 30 June 2025 **[\$1,000.00]**

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 2024 to 30 June 2025 **[\$5,500.00]**

**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:**

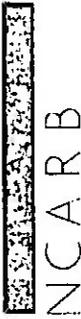
*All payments must be made in US funds due and payable within 30 days*

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

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

[www.ncarb.org](http://www.ncarb.org)

**Please return invoice copy with payment**



**MEMORANDUM**

**TO:** Member Board Executives  
**FROM:** Michael J. Armstrong  
Chief Executive Officer  
**DATE:** July 10, 2024  
**RE:** FY25 NCARB Licensing Board Dues

As the Council enters into a new fiscal year, I would like to take this opportunity to reiterate that the Board of Directors, staff, and I are committed to continue to go further in service of NCARB's Member Boards. Your public health, safety and welfare mission, and work to facilitate licensure, is essential even if often under-appreciated. Through collaboration with you and our hundreds of volunteers, NCARB has made exciting progress, including development of new Mutual Recognition Agreements, designing the draft Competency Standard for licensure, and driving continued progress in providing new pathways to practice for candidates.

Enclosed please find your invoice for the FY25 NCARB Member Board dues that cover the fiscal year from July 1, 2024, until June 30, 2025. We request that your jurisdiction submit the \$1,000 in annual dues by September 15, 2024. Being a member in good standing is a requirement to receive NCARB services per the organization's *Bylaws*; please reach out to Council Relations in advance if that date presents a challenge.

I have included a report entitled Licensing Board Dues & NCARB Services, which explains the services NCARB members receive and the significant return of value to your jurisdictions. Some of the many services you receive as members of NCARB 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 centers 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, both the program to align it with contemporary practice, as well as the experience reporting