



## **LOCAL PUBLIC AGENCY (LPA) CERTIFICATION FOR LABOR COMPLIANCE FOR SPONSORS/CONSULTANTS (Federal-aid Construction Contracts)**

1. Labor Compliance certification training represents one-half of the training needed to perform on a Federal-aid construction project. The other half is provided by the NHDOT Bureau of Planning and Community Assistance. Signing up for Labor Compliance training does not mean you are automatically scheduled for required training provided by the Bureau of Planning and Community Assistance. Sponsors/Consultants should contact the Bureau of Planning and Community Assistance to determine any certification training requirements they have at (603) 271-1609.
2. Who is required to attend Labor Compliance Certification training:
  - a. Sponsor
  - b. Consultant's Person in Responsible Charge
  - c. Contract Administrator (CA)/Resident Engineer (RE). Note: If this person delegates any Labor Compliance duties to other individuals, those individuals must also obtain certification.
3. Because space is limited, those individuals who have a project heading towards construction will be given priority seating. Sponsors/Consultants do not need to attend the Labor Compliance certification training just for the sake of being current. Instead, to ensure you are most current on the requirements when a job begins, we recommend Sponsors and Consultants not attend the Labor Compliance portion of training any earlier than 6 months prior to the project advertising, whenever possible.
4. Labor Compliance Certification is valid for period of 2 years from the date of training.
5. The Office of Federal Compliance (OFC) will provide sponsors and consultants Labor Compliance Certificates certifying completion of training. Before a project can advertise for construction, the Sponsor will need to prove to the NHDOT Bureau of Community Planning and Assistance those individuals in paragraph 1 above have completed Labor Compliance training. A Labor Compliance Certification of Completion certificate shall be used for this purpose.
6. A record of Labor Compliance training (by individual) is posted at the OFC web site.  
<http://www.nh.gov/dot/org/administration/ofc/documents/LPALaborComplianceCertifications.pdf>
7. Certifications shall be suspended for any Sponsor or consultant who has shown a lack of understanding or compliance with the OFC requirements.

8. Recertification (Sponsors): Sponsors must attend the Labor Compliance LPA Certification Training in order to recertify.
9. Recertification (Consultants):
  - a. Can attend the Labor Compliance LPA Certification Training
  - b. Attendance at the formal Labor Compliance LPA Certification Training can be waived by the OFC if the consultant successfully performed on an “active” Federal-aid construction project (hereafter referred to as the target project), having duration of three months or longer, within the last 12 months of his/her certification.
  - c. Consultants meeting the criteria in 9b above will be provided a “Recertification (By Waiver)” Certificate that will expire in 1 year. Additional Recertification (By Waiver) Certifications can be obtained from the OFC based on continued successful performance on active Federal-aid construction projects.
  - d. Consultants considering the use of a waiver to certify Labor Compliance eligibility to perform on a Federal-aid construction project should inquire well in advance.
  - e. Waiver Request Procedure:
    - i. Must be in writing (email)
    - ii. Request must include the consultant’s name and position (Person In Responsible Charge or CA)
    - iii. Current LPA Certification expiration date (use link at paragraph 6)
    - iv. Name and number of the NHDOT target project the waiver request is based on (must meet criteria in 9b)
10. Dates of training and how to schedule:
  - a. Training dates: March 25, 2015 (new); April 1, 2015; May 6, 2015; June 3, 2015; August 5, 2015; October 7, 2015; and November 4, 2015
  - b. To schedule, please contact Emily Whittaker, OFC Administration, at (603) 271-6752 or email at: [ewhittaker@dot.state.nh.us](mailto:ewhittaker@dot.state.nh.us).
  - c. When scheduling, please inform us if you have a project heading towards construction so we will know if your attendance is a priority.