



## **LOCAL PUBLIC AGENCY (LPA) CERTIFICATION TRAINING FOR SPONSORS/CONSULTANTS**

**(Federal-aid Construction Contracts)**

1. LPA Certification Part II Training represents one-half of the training needed to perform on a Federal-aid construction project. The other half, Part I, is provided by the NHDOT Bureau of Planning and Community Assistance. Signing up for LPA Certification 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 LPA 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 LPA 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 LPA Certification Part II training any earlier than 6 months prior to the project advertising, whenever possible.
4. LPA Certification Part II Training is valid for period of 2 years from the date of training.
5. The Office of Federal Compliance (OFC) will provide sponsors and consultants with a Certificate of Attendance 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 one above has completed LPA Certification Part II Training. An LPA Certification Part II Training Certificate of Attendance shall be used for this purpose.
6. A record of the LPA Certification Part II Training (by individual) is posted at the OFC web site. <https://www.nh.gov/dot/org/administration/ofc/index.htm>
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 LPA Certification Part II Training in order to certify or recertify.
9. Recertification (Consultants):
  - a. Consultant's Person in Responsible Charge must attend the LPA Certification Part II Training in order to certify or recertify.
  - b. Consultant Contract Administrators (CAs) must attend LPA Certification Part II Training to initially certify.
  - c. Re-certifications for CAs (only): CAs can either attend the LPA Certification Part II Training again or they may apply for a Recertification Waiver if eligible. Attendance at the formal LPA Certification Part II Training can be waived by the OFC if the CA 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.
  - d. CAs who request a waiver and meet the criteria in 9c 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.
  - e. CAs considering the use of a waiver to re-certify Labor Compliance eligibility to perform on a Federal-aid construction project should inquire well in advance.
  - f. Waiver Request Procedure must be in writing (email) and shall include:
    - i. CAs name, name of consultant company and full contact info
    - ii. Current LPA Certification expiration date (use link at paragraph 6)
    - iii. Name and number of the NHDOT target project the waiver request is based on (must meet criteria in 9c)
10. Dates of training and how to schedule:
  - a. Please visit our web site to obtain available training dates:  
<https://www.nh.gov/dot/org/administration/ofc/documents/ofc-training-classes.pdf>
  - b. To schedule, please contact: OFC at [laborcompliance@dot.nh.gov](mailto:laborcompliance@dot.nh.gov) (603) 271-8222
  - c. When scheduling, please inform us if you have a project heading towards construction so we will know if your attendance is a priority.