

LPA Certification Training Schedule

Time	Description
7:45am	Registration Opens
8:00am	Introduction
8:20am	Project Administration
8:50am	Consultant Selection
9:30am	Break
9:40am	Engineering Study
10:30am	Break
10:40am	Preliminary Design
11:40am	Lunch (1 hr - Not Provided)
12:40pm	Final Design / PS&E
1:45pm	Break
1:55pm	Bidding / OIG
2:35pm	Construction Part #1
3:30pm	Break
3:40pm	Construction Part #2
4:10pm	Project Ending
4:25pm	Closing Remarks

TRAINING LOCATION & DATES

LPA CERTIFICATE TRAINING WILL BE HELD IN ROOM 114 OF THE DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDING AT 7 HAZEN DRIVE IN CONCORD NH

CURRENT TRAINING SCHEDULE

LPA Certification TEST – AVAILABLE see test option on this brochure to see if you qualify.

REGISTRATION FORM

The following information will be used for both registration as well as certificate information. Please PRINT and fill out all of the requested information.

Re-Certification Certification Number: _____

New Certification

Name: _____

Prof. Title: _____

Organization: _____

State Municipal Consultant

Other: _____

Mailing Address: _____

Home: Work:

Email: _____

Phone: _____

The next training will be in October, 2020

Day not scheduled at this time

SEND ME THE TEST (You must hold a current LPA certificate and are seeking renewal)

Electronic version can be downloaded at the link below:

<http://www.nh.gov/dot/org/projectdevelopment/planning/lpa.htm>

(For electronic version save pdf and email to:

lpexam@dot.nh.gov)

If you have a disability and need accommodations to participate in this training, please call 603-271-2108 or email: lpexam@dot.nh.gov



LOCAL PUBLIC AGENCY (LPA) 2020 TRAINING AND CERTIFICATION PROCESS



Anyone that is seeking recertification can request a test vs. attending the day long training. See inside for details.

BUREAU OF PLANNING & COMMUNITY ASSISTANCE

7 HAZEN DRIVE (PO BOX 483)
CONCORD NH 03302-0483
PHONE: 603-271-3344
FAX 603-271-8093

lpexam@dot.nh.gov

FEDERALLY-FUNDED LOCAL PUBLIC AGENCY (LPA) TRAINING AND CERTIFICATION PROCESS

History of the LPA Certification Process

In 2011, the NHDOT Bureau of Planning & Community Assistance began a comprehensive re-write of the TE/CMAQ Manual that was used to manage federally funded locally-managed projects. The new Local Public Agency (LPA) Manual was released for public comment in November of 2011 and is now being used on all federally funded, locally-managed projects.

In conjunction with the LPA Manual, the Bureau developed LPA Certification training. This mandatory training teaches the steps and procedures listed in the LPA Manual that a project sponsor and consultant are required to follow when implementing a project.

The certification training is one full day and will follow the implementation of a project from inception to final inspection using the information found in the LPA Manual. Office of Federal Compliance, Labor Compliance training will be a separate 1/2 day training requirement, and a Labor Compliance Certificate will be mandatory to be fully certified for construction. In total, an LPA certified person will need 1 1/2 days of training to oversee a project from inception through design and then construction.



LPA Certification

All federally funded locally-managed projects in NH require the LPA-person in responsible charge, the engineer of record, both for design and construction engineering and the construction contract administrator to be LPA Certified. The LPA Certificate is issued to the individual who attends the training or passes the exam, and goes with the individual. It is not issued to the municipality or consultant company. The Certificate is valid for 4 years from the date of issue. To earn the LPA Certificate the individual needs to pass the exam or attend the entire day of LPA Training. Attendance at the training is taken in both the morning and afternoon to assure compliance. There is no charge for the training. To apply for either the exam or attendance at the class fill out the registration form attached to this flyer. You can either mail it, fax it, or scan and email it to the Bureau.

Current LPA Certificate Holders

If you currently have a valid LPA Certificate it will still be valid until the expiration date. If you have a spring expiration date you have until June 30th of that year to obtain a new certificate. If you have a fall expiration date you have until December 31st of that year to obtain a new certificate.

TEST OPTION – NEW RENEWAL METHOD

Anyone who holds a current LPA certificate may request a test for recertification instead of attending the day long training. This test will cover all the material taught at the day long training. 32 correct answers out of 36 questions will be required to earn the LPA certification. Test will be emailed to you upon request as long as you hold a current LPA certificate and are seeking recertification. All the materials

from the class will be available on our website for your use. The test is open book using the Power Points from the class and the LPA Manual. The test will be a fillable pdf form. When complete you will email the test back to the Department for scoring. If a passing grade is achieved a certificate will be emailed back to you for your records. If you do not pass you will be contacted with your score. You may take the test two times. If you do not pass the second time you will be required to attend the day long training. The test option will be available at any time and the day long class will be offered twice a year, spring and fall.

LPA REGISTRATION INFORMATION

To register for either class or test please scan & email registration to:

lpaexam@dot.nh.gov

or

Mail to: NHDOT Bureau of Planning & Community Assistance

7 Hazen Drive, Concord, NH 03302-0483

Fax: 271-8093

Separate Labor Compliance Certificate (LCC) Requirement

Anyone who takes the LPA training or passes the test will be issued an LPA Certificate and will be allowed to work on federally funded locally-managed projects up to end of the Design Process. For the project to continue to advertising for construction bids, all persons in responsible charge: LPA Sponsor, consultant and construction engineer will need to obtain a Labor Compliance Certificate (LCC). Labor Compliance training is done by the Office of Federal Compliance and they will issue Certificates valid for 2 years. Please go to the following website for the Labor Compliance Certification Process and Training information:

<http://www.nh.gov/dot/org/administration/ofc/index.htm>