



## LOCAL PUBLIC AGENCY (LPA)

# 2022

## TRAINING AND CERTIFICATION PROCESS



### Re-certification Option

Anyone that is seeking re-certification can request a test vs. 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

[lpaxam@dot.nh.gov](mailto:lpaxam@dot.nh.gov)

## REGISTRATION FORM

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

Re-Certification  Certificate Number: \_\_\_\_\_

New Certification   
Name: \_\_\_\_\_

Prof. Title: \_\_\_\_\_

Organization: \_\_\_\_\_

State  Municipal  Consultant

Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home:  Work:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Register me for the following:

- Virtual (via Teams) training November 15 & 16, 2022
- SEND ME THE TEST (You must hold a current LPA certificate and are seeking renewal)

Electronic version of this PDF 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:

[lpaxam@dot.nh.gov](mailto:lpaxam@dot.nh.gov)

If you have a disability and need accommodations to participate in this training, please call 603-271-3344 or email: [lpaxam@dot.nh.gov](mailto:lpaxam@dot.nh.gov)

## LPA Certification Training Schedule

Time	Day 1
9:30 am	Welcome
10:00 am	Project Administration
10:45 am	Break
10:55 am	Consultant Selection
11:25 am	Engineering Study
Noon	Lunch (not provided)
1:00 pm	Preliminary Design
2:15 pm	End, Day #1
Time	Day 2
9:30 am	Final Design/PS & E
10:30 am	Break
10:40 am	Bidding/OIG
11:30 am	Lunch (not provided)
12:30 pm	Construction Part #1
1:20 pm	Break
1:30 pm	Construction Part #2
2:00 pm	Closing Remarks
2:15 pm	End, Day #2

### TRAINING LOCATION & DATES

LPA Certification Training is currently being offered virtually (via Teams)

LPA Re-certification Test – AVAILABLE see test option on this brochure to see if you qualify.

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

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 LPA certificate is valid for four (4) years from the date of issue. To earn the LPA certificate, the individual needs to attend the entire training. Attendance at the training is taken in both the morning and afternoon to assure compliance. There is no charge for the training. To attend the 2-day training class, fill out the registration form attached to this flyer. You can either mail it, fax it, or scan and email it to [lpalexam@dot.nh.gov](mailto:lpalexam@dot.nh.gov).

**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**  
**Re-certification Only**

Anyone who holds a current LPA certificate may request a test for re-certification instead of attending the 2-day training. This test will cover all the material taught at the training. 32 correct answers out of 36 questions will be required to earn the LPA certification. Test will be emailed to you upon request if you hold a current LPA certificate and are seeking re-certification. All the materials from the class will be available on our website for your use. The test is open book using the class material 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 training. The test option is available at any time. The LPA training classes will be offered typically twice a year, spring and fall.

**LPA REGISTRATION INFORMATION**  
To register for LPA training, or the test please scan & email registration to:  
[lpalexam@dot.nh.gov](mailto:lpalexam@dot.nh.gov)

**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 through the Design Process. For the project to continue to advertising for construction bids, all persons in responsible charge, LPA sponsor, consultant, construction engineer, and construction administrators need to obtain a Labor Compliance Certificate (LCC). Labor Compliance training is done by the NHDOT 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:

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

It is recommended to wait to take Labor Compliance Training until your project is in Final Design.

A Labor Compliance Certificate will be mandatory to be fully certified for projects including construction.