

Annual Local Public Agency (LPA) Training

LPA Training Guidelines:

- Existing certificate holders will not expire on the exact date listed on certificate. If you took LPA training in the spring, you will have until June 30th of the year you expire to get recertified. If you took it in the fall, you will have until December 31st of the year you expire to get recertified.
- If you currently hold a day 1 (non-infrastructure) only, or a day 2 (construction- only) certificate it will stay valid until it expires. When you recertify, we will only be awarding a full LPA Certificate moving forward.
- **Starting March 1, 2018** 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.

Like the existing certificates, newly issued certificates will expire on June 30th of the year your certificate expires if you took the training in the spring. Certificates will expire on December 31st of the year your certificate expires if you took the training in the fall.

- A valid LPA Certificate will allow you to be the person in responsible charge or engineer of record for an LPA project.
- For a project to move into construction, the LPA person in responsible charge, the engineer of record and the resident engineer / technician must also hold a Labor Compliance Certificate.
- Labor Compliance is doing a separate training and certificate process.
- Labor Compliance certificates will be valid for a two year period.

LPA Training Q and A:

- **Does it matter if I take the Labor Compliance Training before LPA Certificate training?**
 - No. They are independent of each other. You must have both an LPA Certificate and a Labor Compliance Certificate to allow a project to move into construction or to perform contract administration duties on a project.

- ✓ **What if either my LPA Certificate or Labor Compliance certificate expires during the life of a project?**
 - If you are the person in responsible charge for the Town, or engineer of record, it will prohibit any funding from being obligated until a person who is certified is identified or the person who expired gets recertified.
 - This will delay a project moving to the next phase and will prohibit a project from advertising. It would also jeopardize potential change orders.

*We strongly encourage more than one person be certified for a municipality or consultant.
- ✓ **Is there a fee for the training?**
 - No. Training for both the LPA Certificate and Labor Compliance Certificate are free of charge.
- ✓ **What is expected of me during the LPA training?**
 - The training is a full day. We expect people to be on time in the morning and to stay for the entire day. We will be taking attendance in both the morning and afternoon to ensure compliance with attendance.
 - We hope attendees will be attentive and ask good questions. We will have time during lunch to explore more specific questions. *Please note that lunch will not be provided.
- ✓ **What will the LPA Training provide?**
 - A good understanding of process used to manage a federal aid project.
 - An energetic learning environment taught by NHDOT employees who have many years of federal aid project experience.
 - The tools needed to effectively manage a federal aid project.
 - The ability to network with municipal, state and consultants.
- ✓ **Where and what time is the LPA Training?**
 - LPA Training will be held in the spring 2019, in Room 114 of the NHDOT Headquarters at 7 Hazen Drive. Check back for a scheduled date
 - LPA Training registration starts at 7:45 am and the class begins promptly at 8:00am.
- ✓ **Where and what time is the Labor Compliance Training?**
 - Labor Compliance Training will be held in Room 112/113 of the NHDOT Headquarters at 7 Hazen Drive. <http://www.nh.gov/dot/org/administration/ofc/index.htm> Please email Barbara Mitera: Barbara.Mitera@dot.nh.gov
 - Labor Compliance Training begins at 8:30 a.m.