

## **Annual Local Public Agency (LPA) Training**

### **Changes from Original Training:**

- Training will now be 1 full day instead of a day and a half for the LPA Certificate
- Labor compliance will now be done as a separate training. Previously it was ½ day and was part of day 2 of our LPA training.
- LPA training will follow the progression of a typical infrastructure project. Previously we taught the class based on each chapter in the LPA manual.
- LPA training will focus on a typical project. Special circumstances will be addressed during the breaks and lunch.

### **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 in 2015 LPA Certificates will be issued upon completion of our 1 day training. Certificates will be issued for a three-year period.
- 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 Room 114 of the NHDOT Headquarters at 7 Hazen Drive
- LPA Training registration starts at 7:30am 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.
- Labor Compliance Training begins at 8:30am.

Revised May 24, 2016, TMC