



LPA Basic Training

Local Public Agency Training for Certified Person in Responsible Charge

**FEBRUARY 19, 2013 – 8 AM to NOON
MANSFIELD COMMUNITY CENTER
205 N MISSOURI, AVE., MANSFIELD, MO 65704**

The Federal Highway Administration (FHWA) and MoDOT will be offering a free 4 hour training class designed to meet the recently implemented requirements for a Full Time Sponsor Employee to serve the role as the *Person In Responsible Charge* in order to receive Federal-aid funding for Locally Administered Projects.

Local public agencies and consultants have to identify a Person in Responsible Charge PRIOR to starting any LPA Project. The Person in Responsible Charge MUST be qualified through the LPA Basic Training course.

If your agency is going to apply for Federal-aid funding for locally administered projects, then you should attend this free training session!

This training class will cover the basics of:

- Consultant Selection Procedures
- Record Keeping
- Contract Administration
- Billing

There will be a short exam following the training session. All participants will be eligible for Certification Certificates upon satisfactory completion of the class and the exam. This class is also very useful for Engineering Consultants wanting to have a better understanding of the Federal-aid requirements and procedures.

REGISTRATION INFORMATION – Please return completed form to Kristi Barr with Missouri LTAP by: FAX - 573.341.7245, EMAIL – kristib@mst.edu or MAIL – 710 University Drive, Ste. 121, Rolla, MO 65409.

Agency: _____
 Agency Mailing Address: _____
 City: _____ State _____ Zip: _____
 Phone _____ Fax: _____ E-mail: _____
 Agency Contact Person: _____ Title: _____

LIST OF ATTENDEES:
