



# LPA Basic Training

Local Public Agency Training for Certified Person in Responsible Charge

**OCTOBER 23<sup>RD</sup> OR 24<sup>TH</sup> – 8 AM to NOON**  
**MODOT KANSAS CITY DISTRICT, 600 NE COLBERN ROAD,**  
**LEE'S SUMMIT, MO 64086**

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 will be required to have taken this basic training course by December 31, 2012.

*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](mailto:kristib@mst.edu) or MAIL – 710 University Drive, Ste. 121, Rolla, MO 65409.

**OCTOBER 23<sup>rd</sup>**                      OR                       **OCTOBER 24<sup>th</sup>**

Agency: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**LIST OF ATTENDEES:**
