



INDIANA DEPARTMENT OF TRANSPORTATION

INDIANAPOLIS, INDIANA 46204

February 14, 2014

LPA Partners:

INDOT is continuously improving the Local Public Agency (LPA) Training Program and Certification Process and we value all of the feedback you have provided us and continue to provide. After reviewing your recent feedback, our primary goal for 2014 is to provide online LPA Training and registration in late 2014 or 2015. When this occurs, training requirements for LPA projects and processes for class registration will change to meet the new format.

In the meantime, there is an opportunity to revise and clarify Employee in Responsible Charge (ERC), Bridge Employee Responsible Charge (Bridge ERC) and Consultant Project Manager Requirements for 2014. We sincerely apologize for any confusion these or previous changes may have caused.

2014 LPA ERC Requirements:

To become a certified LPA Employee in Responsible Charge (ERC), the nominated ERC must attend the ERC Basic Project Development Training class. To maintain the annual certification requirement, an ERC must attend either an ERC Recertification class or an ERC Basic Project Development Training class. By attending one of these classes, an ERC's certification requirements will be satisfied for 1 year from the date of class completion. If an ERC's certification has expired, they will not be considered qualified until they have completed either an ERC Recertification Class or an ERC Basic Project Development class. Previous ERC qualifications included obtaining CEU/PDHs. This is no longer a requirement. If you are in need of qualifying for CEU/PDHs after attending a training class, please contact us at: LPAQuestions@indot.in.gov. After class completion, the attendee will receive an email from INDOT confirming certification. If a certificate is supplied as certification in this email, this document should be used during Local Quarterly Report submissions.

2014 LPA Bridge ERC Requirements:

Previously, to become a certified LPA Bridge Employee in Responsible Charge (Bridge ERC), the nominated Bridge ERC was required to attend a separate training course titled "ERC County Bridge Inspection". Based on ERC feedback, this class will no longer be held separately from ERC Basic Project Development Training or ERC Recertification. Instead, after its final separate course at the 2014 Road School Conference, it will begin to be held at the end of every ERC Basic Project Development Training or the beginning of every ERC Recertification starting with courses scheduled for the remainder of March 2014 after Road School. This class is also being reevaluated to deliver the most relevant content possible to ERCs. To be considered a certified Bridge ERC, the ERC must complete either an ERC Basic Project Development Training or ERC Recertification class annually (as a prerequisite) as well as the ERC Bridge Inspection Training annually. Certification expires one year from class completion. After class completion, the attendee will receive an email from INDOT confirming certification. If a certificate is supplied as certification in this email, this document should be used during Local Quarterly Report submissions.

2014 LPA Consultant Requirements:

Previously, to become a certified LPA Consultant Project Manager, the consultant was required to annually attend a class titled "LPA Consultant Project Development Training" or ERC Basic Project Development Training. Although this was stated as a requirement, it was not verified when a consultant submitted a Letter of Interest. Based on feedback, this has changed. Any consultant who would like to be selected for an LPA project will need to provide proof of certification from INDOT for having completed a class titled "LPA Consultant Training & Updates". The individual consultant's proof of course certification should be submitted along with the firm's Letter of Interest to the LPA. Proof of certification in the form of an email from INDOT or INDOT-issued certificate will be adequate and will be sent to the consultant shortly after class completion. This class will be an estimated 2 hours in length and focus on annual need-to-know information, critical steps to follow when working on LPA projects and other updates relevant to the consultant role. Our goal with this course, along with our others, is for it to be offered exclusively online by 2015. In 2014, the LPA Consultant Training & Updates class will be held several times at the Indianapolis Government Center South. See below for access to our 2014 schedule of these classes. If a LPA Consultant Project Manager's previous course certification has expired after 1 year from a previous course completion, they will not be considered adequately knowledgeable of policies and procedures until completing a LPA Consultant Training & Updates class.

The 2014 LPA Training Schedule for ERCs, Bridge ERCs and consultants can be found on the following sites:

- INDOT's website:
 - o Go to: <http://www.in.gov/indot/>
 - o Click on "Doing Business with INDOT"
 - o Click on "LPA & Grants Administration"
 - o Look for the link to our schedule under "Important Notices"
- LTAP's website:
 - o Go to: <http://rebar.ecn.purdue.edu/LTAP1/Home/>
 - o Click on "LPA Certification"
 - o Look for the link to our schedule under "Priority Documents"

PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES UNLESS OTHERWISE NOTED

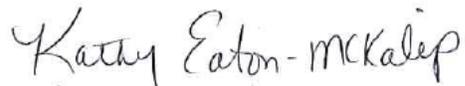
- To register for a class, please email: LPAQuestions@indot.in.gov with the following information:
 - o Name
 - o Agency you represent
 - o Email Address
 - o Phone
 - o Class name, date and time you would like to attend
 - o If you are attending a Basic ERC Project Development class or an ERC Recertification class, please include if you will also be attending the Bridge ERC Training class
- You will receive a confirmation email in return
- Although unlikely, this training schedule is subject to change. In the event of a change to a class, those registered for that class will be notified via email. Please check the schedule for changes prior to registering.
- We plan to move class registration online in 2014. Before this happens, we will post another notice similar to this one with instructions, details and start date.

Please do not hesitate to reach out with any other questions or feedback.

- For class registration, feedback, questions, comments and concerns:
LPAQuestions@indot.in.gov
- Direct Resources:
 - o Britni Saunders, LPA Training, Policy & Guidance Program Director
 - bsaunders@indot.in.gov or 317-234-7930
 - o Brenda Fox, LPA Policy & Guidance Program Director
 - bfox@indot.in.gov or 317-232-5311

Thank you again.

Respectfully,

A handwritten signature in black ink that reads "Kathy Eaton-McKalip". The signature is written in a cursive, flowing style.

Kathy Eaton-McKalip
LPA & Grants Administration Director