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TO: Agency Addressed (No. 18, 2016-2017)

FROM: Christina Smith  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: OFFICE OF FLORIDA FINANCIAL EDUCATION – CHANGES TO THE TRAINING PROGRAM

The Department of Financial Services (DFS) is pleased to announce the launch of the Office of Florida Financial Education. This office will take the place of the former Office of Enterprise Education, and will continue to provide FLAIR training, along with training of other financial topics, to state agency personnel.

In addition, we are pleased to announce a new webpage for the Office of Florida Financial Education: <http://www.myfloridacfo.com/Division/AA/Training/FinancialEd.htm>. This webpage will be the source of all training information for the Division of Accounting & Auditing (A&A) and includes links to course catalogs, job aids, a training calendar, and a template used to request field training for staff outside of the Tallahassee area.

**Course Catalogs:** The State Agency Catalog provides a listing and description of all courses available to state agency personnel and includes registration information on page three. The Vendor Catalog lists training available to vendors and provides registration information on page one.

**Job Aids:** Downloadable, printable job aids are available for a wide variety of topics and are separated by their intended audience, state agency staff or vendors, and are clearly labeled to indicate the topic level from Foundational to Advanced.

**Training Calendar:** The Instructor-led Training Calendar lists all instructor-led classes available from A&A including Contract Management and Florida Single Audit Act (FSAA) trainings.

**Instructor-led Training Requests:** In addition to dates and courses found on the Training Calendar, it is possible to request instructor-led training at a location outside of Tallahassee. To place a request, follow the Instructor-led Training Requests link to download a Memorandum of Understanding. Complete the Memorandum, then submit the completed form to [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com). Training dates are subject to availability.

**Online Training:** Effective immediately, three online training modules are available to state agency staff. Each training covers a foundational topic: FLAIR Navigation, the FLAIR 29-Digit Account Code, and the Statewide Expenditures Object Code List. Additional information, including registration instructions for online training, is available in the [State Agency Course Catalog](#).

The Office of Florida Financial Education is confident that our new training materials will benefit the many state employees who work with budget, accounting, and other financial topics.

Please contact us at [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com) if you have questions about registration or the webpage.