

DATE: July 28, 2015
TO: Agency Addressed (No. 01, 2015-2016)
FROM: Christina Smith
Division of Accounting and Auditing
Department of Financial Services
SUBJECT: FLAIR CLASSES FOR AUGUST 2015

The Department of Financial Services is pleased to announce the following FLAIR classes for agency fiscal staff:

| COURSE TITLE | LENGTH OF COURSES | DATES OF COURSES |
|---|--------------------------|-------------------------|
| FLAIR Fundamentals (Pre-requisite for FLAIR Expenditures and Revenue) | 2 days | August 11-12, 2015 |
| FLAIR Expenditures | 2 days | August 26-27, 2015 |

Descriptions of the above courses are available on the FLAIR Education website at <http://www.myfloridacfo.com/aadir/EnterpriseEducation/FLAIREducation.htm>.

The Department uses a [Learning Management System](#) (LMS), which will allow agency staff to view course descriptions, course availability, register, cancel, review course history, and print certificates of completion for all courses offered.

To register for a class, please use the [LMS](#) link. Registrations will no longer be accepted via email.

Instructions for creating a user account and course registration are included on the [FLAIR Education](#) web page.

Please contact us at FLAIREducation@myfloridacfo.com if you need assistance with the registration process.

All FLAIR courses are currently held at the Fletcher Building in Tallahassee and are free of charge to agency staff.