

DATE: October 12, 2015

TO: Agency Addressed (No. 09, 2015-2016)

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

SUBJECT: FLAIR CLASSES FOR NOVEMBER 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
Purchasing Card for Approvers <b>For those with access to the PCard Module in FLAIR only</b>	½ day	November 13, 2015
Purchasing Card for Approvers <b>For those with access to the PCard Module in FLAIR only</b>	½ day	November 20, 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](mailto: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.