

DATE: December 7, 2015

TO: Agency Addressed (No. 13, 2015-2016)

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

SUBJECT: FLAIR CLASSES FOR JANUARY AND FEBRUARY 2016

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) For those with 6 months or more experience in FLAIR	2 days	January 12 – 13, 2016 February 17 – 18, 2016
FLAIR Fundamentals (Pre-requisite for FLAIR Expenditures and Revenue) For those with 6 months or less experience in FLAIR	2 days	January 7 – 8, 2016 February 10 – 11, 2016
FLAIR Expenditures	2 days	January 26 – 27, 2016 February 23 – 24, 2016
FLAIR Revenues	2 days	January 20 – 21, 2016
Purchasing Card for Approvers For those with access to the PCard Module in FLAIR only	½ day	January 29, 2016 February 5, 2016

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.