DATE: September 8, 2021

TO: Agency Addressed (No. 11, 2021-2022)

FROM: Paul Whitfield, Division Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED

The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the **Second Quarter** (October, November, and December) of 2021 has been published. The calendar may be found at http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf.

Registration is available in the People First Learning Management System for classes offered to State of Florida employees. Classes available to all State of Florida employees will contain "Statewide" at the beginning of the class title and be assigned to one or more categories.

Categories assigned to Office of Florida Financial Education training:

- Business and Financial Operations
- Statewide: Accounting & Financial Rptg
- Statewide: Contract & Grant Management
- Statewide: Contracts & Purchasing

State employees may follow the steps below to view and register for available classes:

1. Log into People First.
2. Click on the **Talent Management** tile.
3. Select **Learning** from the dropdown menu at the top left next to the Home icon.
4. Using the **Find Learning** tile, search for the statewide classes in the catalog by title or by choosing a category (see list above). The search box or **Browse all Courses** link may be used.
5. Scroll to find the appropriate class title.
6. Click on **See Classes** to view available dates.
7. Click on **Register Now**.

For questions regarding registration, please contact the Office of Florida Financial Education at DFSFinancialEd@myfloridacfo.com.

Classes being offered include:

Class	Registration
Statewide – Advancing Accountability – Best Practices for Contract and Grant Management* For State Agency personnel. Provided to meet requirements of Section 287.057 (14) and Section 215.971(2)(a)1., Florida Statutes.	People First
Advancing Accountability – For Service Providers For recipients/sub-recipients of state and federal financial assistance and other providers of client services.	State Training and Tracking System
Payroll Fundamentals For State Agency Personnel.	People First

***Contract/grant managers responsible for contracts/agreements exceeding $100,000 will not register for this course. They are required to become a Florida Certified Contract Manager**. For additional information on this certification please visit the Department of Management Services Website.

Registration instructions for all classes offered to State of Florida employees may be found at http://www.myfloridacfo.com/Division/AA/Training/StateAgency.htm.

Registration instructions for all classes offered to vendors and service providers may be found at http://www.myfloridacfo.com/Division/AA/Training/Vendors.htm.

For additional information, please access the training website at http://www.myfloridacfo.com/Division/AA/Training/FinancialEd.htm.