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TO: Agency Addressed (No. 15, 2024-2025)

FROM: Renée Hermeling, 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 release of the Spring 2024 - 2025 training calendar for all classes offered by the Division of Accounting & Auditing for the **Third and Fourth Quarters** of 2024-2025. The calendar may be found at <https://myfloridacfo.com/division/aa/division-calendar>.

Registration is available in the People First Learning Management System (LMS) 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 Reporting
- 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 (s.) 287.057 (15)(b) and s. 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. | People First |
| Statewide – Contract/Grant Monitoring: Steps for Success For State Agency Personnel. Previous attendance of Advancing Accountability or Florida Certified Contract Manager training is a prerequisite. | People First |
| FLAIR Training For State Agency Personnel. These courses provide an overview of specific functions and activities within Florida Accounting Information Resource (FLAIR). Online and in-person classes are available. | People First |
| Florida PALM Training For State Agency Personnel. These courses provide an overview of specific activities within Florida Planning, Accounting, and Ledger Management (PALM). Available topics include Navigation, Cash Management System (CMS), and Security Access Manager (SAM). | People First |

* As of January 2025, contract/grant managers responsible for contracts/agreements exceeding Category 2 are required to take Advancing Accountability for State Agencies. Advancing Accountability content is no longer included in Florida Certified Contract Manager training offered by the Department of Management Services (DMS) and the Department of Financial Services (DFS).

Registration instructions for all classes offered to State of Florida employees may be found at <https://www.myfloridacfo.com/division/aa/training/state-agency-catalog>.

Registration instructions for all classes offered to vendors and service providers may be found at <https://www.myfloridacfo.com/division/aa/training/vendor-catalog>.

For additional information, please access the training website at <https://myfloridacfo.com/division/aa/training>.