



The Local Workforce Development Boards (LWDBs) can request training or technical assistance from the Florida Department of Commerce (FloridaCommerce) by using this online form. Submit your request to WFSTraining@commerce.fl.gov. This form submission constitutes a formal request.

1. For small staff numbers, training may be conducted online virtually through Go-to-Webinar or Microsoft Teams.
2. For larger groups or over 20 staff across multiple regions, FLORIDACOMMERCE may travel to the LWDB for training facilitation.
3. FLORIDACOMMERCE doesn't organize local training events but participates in those hosted by LWDBs. Therefore, we are requesting details about the event where FLORIDACOMMERCE is asked to participate.

FLORIDACOMMERCE has uploaded various training materials to the [FLORIDACOMMERCE website](#) and the [TOPYX](#) learning management system. LWDBs can download a "Traditional Training" or a presentation without sound and customize it, or choose a presentation with sound, under the "Narrated Training" tab on the [FLORIDACOMMERCE website](#). All training materials are available on the resources page of the [FLORIDACOMMERCE website](#).

Requestor's Full Name:

Job Title:

Phone Number (including area code):

Email Address:

LWDB Number:

What type of training are you requesting? Virtual Live/Webinar In-person (on-site)

How many staff will be attending the training?

Please list the LWDBs who are scheduled to participate:

What are the request dates of the training event:

Are these dates flexible? Yes No Alternative dates:

Training Audience (select all that apply)

Program staff Program managers LWDB staff Board members

Reporting staff Job developers Case managers

Other (please explain):



To what program will the training be related?

- | | |
|---|--|
| <input type="checkbox"/> Federal Bonding | <input type="checkbox"/> Wagner-Peyser (WP) |
| <input type="checkbox"/> Grants and Special Initiatives | <input type="checkbox"/> Welfare Transition (WT) |
| <input type="checkbox"/> Human Trafficking | <input type="checkbox"/> Work Opportunity Tax Credit (WOTC) |
| <input type="checkbox"/> Labor Market Information (LMI) by WSER | <input type="checkbox"/> Workforce Innovation and Opportunity Act (WIOA) |
| <input type="checkbox"/> Migrant and Seasonal Farmworker (MSFW) | <input type="checkbox"/> Veterans Programs |
| <input type="checkbox"/> Performance Reporting/Measures | |
| <input type="checkbox"/> Re-Employment Services and Eligibility Assessment Program (RESEA) | Other: (example, general case management or serving youth): |
| <input type="checkbox"/> Registered Apprenticeships | |
| <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) | |
| <input type="checkbox"/> Trade Re-Adjustment Allowance (TRA), Trade Adjustment Assistance (TAA), Rapid Response | |

What are the specific training topics that the LWDB would like FLORIDACOMMERCE to cover?

If "on-site," provide information about the location, including the address and how many people the meeting space will hold in classroom or team style.

Does the location include a computer lab? Yes No If yes, number of computers?

If you have not already invited another region to participate, are you open to inviting another LWDB to attend?
Yes No, we want personal attention.

WTC Team Use Only

Date Received:

Received by: