Rick Scott
GOVERNOR

Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: January 15, 2014

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Extension for Completion of Training Requirement for the Branding Initiative

The due date for regional workforce boards (RWBs) to complete the required branding training (Criterion 6) as outlined in the October 31, 2013, *CareerSource Florida Unified Brand Implementation Guidelines Final Guidance*, has been extended to February 28, 2014, due to challenges encountered with the online Learning Management System. We hope to have the system issue resolved soon and will advise RWBs when they can begin to access the required training online. In the meantime, we encourage regions to explore one of the following alternatives to achieve Criterion 6 sooner than the extended date.

1. DEO is offering web-based sessions for RWB staff members as an alternative for them to participate in the orientation/training. As previously communicated with your Brand Champion, sixteen (16) webinars have been scheduled (see attached schedule). As soon as the Learning Management System is back online we will discontinue the webinars. We will notify everyone when this happens.

   Attached are instructions that staff will need to log in to the webinar. While staff may access the webinars as individuals from their individual computers, RWBs may organize group sessions to increase participation.

2. All RWBs have been provided the course via CD and may elect to use this method for training staff individually or in a group setting.

Attendance must be taken and reported to DEO on the spreadsheets previously provided to the RWBs that include all staff in the Adobe Connect Learning Management System. If the RWB needs a copy of the spreadsheet, please email Erica.Mott@deo.myflorida.com. Please send all spreadsheets for completion credit to Erica.Mott@deo.myflorida.com.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Please note that the extension applies only to Criterion 6. To be eligible for branding implementation incentive funding, all other deadlines must be achieved as outlined in the Final Guidance. Please share this memorandum with the appropriate staff and providers in your regions.

Attachments: CareerSource Florida Branding Webinar Schedule
Instructions for Logging into the CareerSource Florida Webinars

LAS/cnn

cc: Adriane Glenn Grant
Scott Fennell
Tom Clendenning