

MEMORANDUM

DATE: March 20, 2014

TO: Regional Workforce Board (RWB) Executive Directors

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

SUBJECT: Re-Launch of the Adobe Connect Learning Management System



The Adobe Connect Learning Management System is up and running again. If a staff member was required to complete the Tier One Certificate Exam between October 1, 2013 and March 31, 2014 but could not complete the exam due to the system being down, the staff member has 60 days from the date of this memorandum to study the Tier One curriculum and pass the exam. This memorandum should be retained in the staff members' file for documentation to support action taken and the 60-day time period extending his or her six month Tier One completion requirement.

Attached are several documents to help you re-engage with the Adobe Connect Learning Management System.

- The Florida Department of Economic Opportunity's (DEO's) Training Coordination Unit has taken the staff lists provided by the Regional Workforce Boards (RWBs) during the branding project and created new profiles for those staff who were not already in the Adobe Connect Learning Management System.
 - The learners' user names are included as the first attachment, which is specific to the RWB.
 - The request to update email addresses for the learning management system will come at a later date.
- The second attachment is a guide on how to access the Adobe Connect Learning Management System. This guide should be forwarded to users along with the staff members' user names and passwords.
- To register additional staff, training coordinators must complete the Adobe Connect Request Form, the third attachment. The Adobe Connect Request Form has been updated and posted to the [DEO website](http://www.floridajobs.org). All staff should be registered in the system, not just new staff.
- The fourth attachment is a calendar of scheduled webinars for learners and training coordinators. Sessions include information about:
 - Re-Launching the Adobe Connect Learning Management System;
 - Registering a Customer in the Adobe Connect System;
 - Making Tier One a Success; and

- How to Successfully Proctor the Tier One Exam.
- The Tier One Certificate Exam Request Form is attachment five. When a learner has completed the Tier One curriculum and is ready to take the Tier One Certificate Exam, the training coordinator must complete the Tier One Certificate Exam Request Form and email it to WFSTraining@deo.myflorida.com or select the **Submit** button when completing online.
 - The staff member will be registered for the exam within 72 hours. The training coordinator can follow up with an exam request by contacting Valdrada Grissom via email at Valdrada Grissom at Valdrada.Grissom@deo.myflorida.com.

We appreciate your assistance with this process. If you have any questions, please Erica Mott by email at Erica.Mott@deo.myflorida.com or by phone at (850) 245-7416.

LAS/oem

Attachment: Adobe Connect Learning Management System User Profile List
[Guide to Accessing the Adobe Connect Learning Management System](#)
[Adobe Connect Access Request Form](#)
[Webinar Schedule](#)
[Tier One Certificate Exam Request Form](#)

cc: Tom Clendenning
RWB Training Coordinators