

Rick Scott  
GOVERNOR



Jesse Panuccio  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** July 16, 2014  
**TO:** Regional Workforce Board (RWB) Executive Directors  
**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support  
**SUBJECT:** Tier Two

The Florida Department of Economic Opportunity (DEO) has developed basic training for each of the major programs and uploaded those training lessons in the form of a curriculum into the Adobe Connect Learning Management System: the curriculums are being titled Tier Two for each of the major programs.

This means training lessons have been grouped together under the

- Wagner-Peyser (WP) Tier Two training curriculum
- Workforce Investment Act (WIA) training curriculum
- Welfare Transition (WT) training curriculum
- Supplemental Nutrition Assistance Program (SNAP) training curriculum
- Migrant Seasonal Farmworker (MSFW) training curriculum

We anticipate additional training materials will be developed and added to these groupings over time to grow the Tier Two curricula. If new materials are added, notifications will be sent to the RWBs' Training Coordinators.

The Tier Two curriculums are listed in the *Training Catalog* in the Adobe Connect Learning Management System, allowing staff to self-enroll. Staff members can complete all or part of the materials based on guidance provided by their managers. We have provided a [step-by-step guide](#) on how to access the *Training Catalog* with this memorandum to provide to Training Coordinators, managers and programmatic staff members.

If you have any questions, please call Erica Mott directly at (850) 245-7416 or email Erica Mott at [Erica.Mott@deo.myflorida.com](mailto:Erica.Mott@deo.myflorida.com).

LAS/oem

cc: Tom Clendenning James Finch Michael Lynch Anita Richardson Kenneth Williams

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax  
[www.floridajobs.org](http://www.floridajobs.org) | [www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)