

**Rick Scott**  
GOVERNOR




**Jesse Panuccio**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** May 7, 2015

**TO:** Regional Workforce Board Executive Directors

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

**SUBJECT:** Statewide Summer Training for Trade Adjustment Assistance (TAA) Program Managers

The Department of Economic Opportunity (DEO) is announcing the Statewide Summer Program Manager's Training for the TAA Program. Training will be conducted for two days on June 9 – 10, 2015 in Clearwater from 9:00 a.m. – 4:00 p.m. each day. This training is being made available only to program management level staff. The location of training is at the EpiCenter at Saint Petersburg College - 13805 58<sup>th</sup> Street, North – Room 2-304 - Clearwater, Florida 33760.

Training will be conducted on-site and managers will receive a high level review on petition filing and group eligibility process, customizing information and rapid response meetings, partner program coordination, creating local operating plans, quality assurance, data validation and federal reporting requirements (Trade Activity Participant Report) – TAPR and Data Integrity. The training registration form is attached. To register for this training, please submit the registration form to [WFSTraining@deo.myflorida.com](mailto:WFSTraining@deo.myflorida.com).

For your convenience, a block of rooms has been reserved. If you wish to make reservations at the Homewood Suites – 2233 Ulmerton Road, Clearwater, Florida 33762, please call directly at (727) 573-1500 and reference DEO Trade Program group block or you may reserve on line by visiting [www.clearwater.homewoodsuites.com](http://www.clearwater.homewoodsuites.com). You will need to enter the dates and select the “special code” link and enter corporate code “DEO” and the group name will appear. A government rate of \$104 per night is available through May 24, 2015.

If you have any questions, please feel free to contact Ms. Noble at (850) 921-3317.

LAS/omn

### [Attachment](#)

cc: Tom Clendenning  
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Erica Liem

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