

MEMORANDUM

DATE: September 16, 2020

TO: Local Workforce Development Board Executive Directors

FROM: Keantha B. Moore, Administrator, Bureau of One-Stop and Program Support

SUBJECT: Training - Wagner-Peyser Program Webinars



The purpose of this memorandum is to announce upcoming Wagner-Peyser program webinars. The following training topics will be included:

1. **Jobseeker Registrations** - outlines the minimum requirements for a jobseeker registration in Employ Florida.
2. **Effective Validation Methods for Employer Accounts** - outlines the minimum requirements for employer account validation in Employ Florida.
3. **Job Orders: Reviews, Placements and Obtained Employment** – outlines the minimum requirements for documenting and recording job orders and placements in Employ Florida.

Webinar Information:

Staff may choose to attend one webinar session for each of the below topics:

Training Topic	Webinar Dates/Times*	Registration
Jobseeker Registrations	Tuesday, 9/29/20 9:30 a.m. to 10:30 a.m. OR Thursday, 10/1/20 1:00 p.m. to 2:00 p.m.	Advance registration is required. Click here to register.
Effective Validation Methods for Employer Accounts & Job Orders: Reviews, Placements and Obtained Employment	Tuesday, 9/29/20 11:00 a.m. to 1:00 p.m. OR Thursday, 10/1/20 2:30 p.m. to 4:30 p.m.	Advance registration is required. Click here to register.

*All times are listed in Eastern Time

After the registration is complete, a confirmation email will be sent containing webinar access information.

If you have any questions or need additional information, please contact Keantha B. Moore at Keantha.Moore@deo.myflorida.com or (850) 245-7413.