

External Training Request Form



Local Workforce Development Boards (LWDBs) can request training or technical assistance from the Florida Department of Commerce (FloridaCommerce) by using this online form. Fill out the form and then select to "Submit" your request. If you have questions related to training opportunities, please email us at WFSTraining@commerce.fl.gov. This form submission constitutes a formal training request.

1. Please keep in mind that training may be conducted on-line through Go-to-Webinar or Microsoft Teams.
2. If you want personalized training on-site for your learners, please indicate this information below.
3. FloridaCommerce doesn't organize local training events but participates in those hosted by LWDBs. Therefore, we are requesting details about the event where FloridaCommerce is asked to participate.

FloridaCommerce has uploaded various training materials to the [FloridaCommerce website](#) and the [TOPYX](#) learning management system. LWDBs can download a "Traditional Training" or a presentation without sound and customize it, or choose a presentation with sound, under the "Narrated Training" tab on the [FloridaCommerce website](#). All training materials are available on the resources page of the [FloridaCommerce website](#).

Requestor's Full Name:

Job Title:

Phone Number (including area code):

Email Address:

LWDB Number:

What type of training are you requesting? Virtual Live/Webinar In-person (on-site)

How many staff will be attending the training?

Please list the LWDBs who are scheduled to participate:

What are the request dates of the training event:

Are these dates flexible? Yes No Alternative dates:

Training Audience (select all that apply)

Program staff Program managers LWDB staff Board members

Reporting staff Job developers Case managers

Other (please explain):



To what program will the training be related?

- Federal Bonding
 - Grants and Special Initiatives
 - Human Trafficking
 - Labor Market Information (LMI) by WSER
 - Migrant and Seasonal Farmworker (MSFW)
 - Performance Reporting/Measures
 - Re-Employment Services and Eligibility Assessment Program (RESEA)
 - Registered Apprenticeships
 - Supplemental Nutrition Assistance Program (SNAP)
 - Trade Re-Adjustment Allowance (TRA), Trade Adjustment Assistance (TAA), Rapid Response
 - Wagner-Peyser (WP)
 - Welfare Transition (WT)
 - Work Opportunity Tax Credit (WOTC)
 - Workforce Innovation and Opportunity Act (WIOA)
 - Veterans Programs
- Other: (example, general case management or serving youth):

What are the specific training topics that the LWDB would like FLORIDACOMMERCE to cover?

If "on-site," provide information about the location, including the address and how many people the meeting space will hold in classroom or team style.

Does the location include a computer lab? Yes No If yes, number of computers?

If you have not already invited another region to participate, are you open to inviting another LWDB to attend?
Yes No, we want personal attention.

WTC Team Use Only

Date Received:

Received by: