

Rick Scott
GOVERNOR

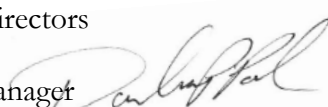


Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 23, 2018

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Daniel P'Pool, Workforce Services Research and Training Manager 

SUBJECT: Required Limited English Proficiency and Program Accessibility Training

To ensure meaningful access to programs and services for individuals with limited English proficiency and individuals with disabilities, ALL Department of Economic Opportunity (DEO) employees, including OPS, must view the Limited English Proficiency and Program Accessibility (LEPPA) training video and acknowledge completion by Friday, May 18, 2018. Employee acknowledgments will be tracked and monitored for compliance by DEO.

The LEPPA training is available but not required for LWDB or career center employees. However, it is recommended that LWDB and career center employees view this training. LWDB or career center employees who are interested in taking the LEPPA training may access the training through the TOPYX Learning Management system by following the attached step-by-step guide.

For LWDBs with access to the DEO Intranet, DEO employees can access the training at: <https://learning.deo.myflorida.com/layouts/15/ShareKnowledge/Assignments/Activity/Show/ea645244-a451-45c6-88ab-a0bab116fa00>

For LWDBs without access to the DEOs Intranet, DEO employees can access the training through the TOPYX Learning Management system by following the attached guide.

If any employee needs assistance accessing TOPYX, please email the Statewide Training Unit at WFSTraining@deo.myflorida.com.

DWP/oel

Enclosure

cc: Maggie Mickler
Shila Salem
Anita Richardson
DEO HR Training Unit
LWDB Training Coordinators