

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

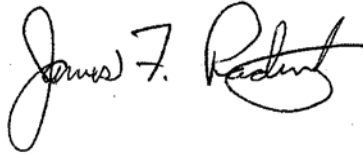
**Notice FLP-728**

3-FLP

**For:** State and County Offices

**Expanding Our Horizon: Mandatory Training for the New Microloan Programs**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

DAFLP will conduct online training sessions to introduce and discuss:

- the direct farm ownership microloan (FO ML)
- guaranteed operating and farm ownership microloans
- the new guaranteed microlender designation (MLP).

This training is **mandatory** for **all** farm loan programs personnel and DD's, **including** program technicians and analysts. SED's and SOC's are welcomed and encouraged to attend.

**B Purpose**

This notice provides the following:

- online training session registration instructions
- information about questions during the training
- participant and State Office action.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact LMD at 202-720-3889.

Disposal Date	Distribution
March 1, 2016	State Offices; State Offices relay to County Offices
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## 2 Online Training Session Registration

### A Registering for a Training Session

There are 7 sessions scheduled for this training with a maximum of 125 lines per session. **County and State Office farm loan staff are encouraged to attend the training session as a group.** DD's should plan to attend with a County Office where possible. There are enough lines to allow every State and County Office with an FLP presence to attend one of the sessions. However, additional lines are available when attending as a group is not an option. **Only 1 person per group should register for the training.**

Participants will register for "Expanding Our Horizon: Mandatory Training for the New Microloan Programs" in AgLearn. After participating in the training, all participants should then provide their names to their State AgLearn Coordinators to receive credit in AgLearn for attending.

To register for a training session, click 1 of the following 7 links:

- Session 1: **January 7, 2016, 9:00 a.m. - 11:00 a.m. EST**
- Session 2: **January 7, 2016, 1:00 p.m. - 3:00 p.m. EST**
- Session 3: **January 12, 2016, 9:00 a.m. - 11:00 a.m. EST**
- Session 4: **January 12, 2016, 2:00 p.m. - 4:00 p.m. EST**
- Session 5: **January 14, 2016, 9:00 a.m. - 11:00 a.m. EST**
- Session 6: **January 14, 2016, 2:00 p.m. - 4:00 p.m. EST**
- Session 7: **January 19, 2016, 1:00 p.m. - 3:00 p.m. EST.**

On the eAuthentication Warning Page, enter the user's ID and password and then CLICK "Login". On the Registration Page, CLICK "Confirm".

In approximately 5 minutes, the registrant will receive a registration notification e-mail. This e-mail will contain the Live Meeting link and teleconference line that the office or participant will use to join the training session.

**Note:** If a participant is **not** able to register through the links in this subparagraph, log into AgLearn at **<http://www.aglearn.usda.gov/>**. On the AgLearn Home Page, in the "Search Catalog" box, ENTER "**Expanding Our Horizon Training for the New Microloan Programs**" and CLICK "**Browse**". Under the course title, CLICK "**View Course Dates**". Scroll to the participant's desired date, CLICK "**Register**", and then CLICK "**Confirm**".

**2 Online Training Session Registration (Continued)**

**B Training Session Questions**

Verbal and online questions submitted during the online training will be answered during the training session as time permits.

**C Improving Online Training Session Performance**

Because of the large number of employees participating in the online training sessions, viewing may be improved by minimizing or eliminating other network activities during the scheduled time for the online training session.

**3 Action**

**A Obtaining Additional Training Materials**

The PowerPoint slides and other training materials developed for the online training sessions will be made available after all training sessions have been completed.

**B Documenting Training**

Direct any questions about AgLearn to the State Training Officer.

**C State Office Action**

State Offices shall ensure that **all** FSA farm loan personnel and DD's have reviewed this notice and are available for the training.