

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

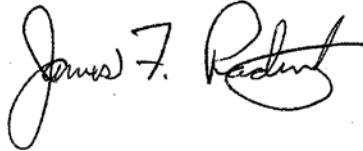
Notice FLP-732

3-FLP

For: State and County Offices

**Additional Training Sessions for
“Expanding Our Horizon: Mandatory Training for the New Microloan Programs”**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

DAFLP will conduct 2 additional online training session 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** FLP personnel and DD's, **including** program technicians and analysts. SED's are welcomed and encouraged to attend.

B Purpose

This notice provides the following:

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

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

2 Online Training Session Registration

A Registering for a Training Session

There are 2 additional 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.**

Note: These additional sessions are intended for those individuals who were unable to participate in one of the initial 7 sessions. Anyone who has already attended the training may listen again; however, because of the limitation of available lines, do **not** register again or use an individual telephone line, if at all possible.

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

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

- **Make-Up Session 1: Thursday, February 11, 2016, 9:00 a.m. - 11:00 a.m. EST**
- **Make-Up Session 2: Thursday, February 11, 2016, 1:00 p.m. - 3:00 p.m. EST**

On the eAuthentication Warning Page, enter user 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, then log into AgLearn at <http://www.aglearn.usda.gov/>. On the AgLearn Home Page, in the "Search Catalog" box, ENTER "**Expanding Our Horizon**" 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 of 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.