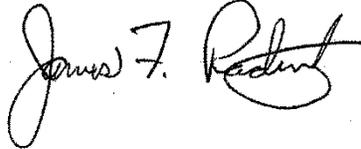


For: State and County Offices

Hot Topics Online Training

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

DAFLP will conduct online training sessions to address areas of concern and answer questions from Field Offices. This training is **not** mandatory, but is intended to provide National Office guidance on hot topics. See Exhibit 1 for the agenda.

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
December 1, 2015	State Offices; State Offices relay to County Offices

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2 Online Training Session Registration

A Registering for a Training Session

Viewing the training sessions in groups is encouraged. If participants are viewing in groups, only 1 person in the group should register for the training. After viewing the training, all participants should then give their names to their State AgLearn Coordinators to receive credit in AgLearn for the training.

To register for a training session, click 1 of the following 10 links:

[June 16, 2015 session, 9:00 - 11:00 AM EST](#)
[June 16, 2015 session, 1:00 - 3:00 PM EST](#)
[June 18, 2015 session, 9:00 - 11:00 AM EST](#)
[June 18, 2015 session, 2:00 - 4:00 PM EST](#)
[June 23, 2015 session, 9:00 - 11:00 AM EST](#)
[June 23, 2015 session, 1:00 - 3:00 PM EST](#)
[June 25, 2015 session, 9:00 - 11:00 AM EST](#)
[June 25, 2015 session, 2:00 - 4:00 PM EST](#)
[June 30, 2015 session, 9:00 - 11:00 AM EST](#)
[June 30, 2015 session, 1:00 - 3:00 PM 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 participant will receive a "Registration Notification" e-mail. This e-mail will contain the "Live Meeting Link" and "Teleconference Line" that the participant will use to join the training session.

Note: If the 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 "**Hot Topics 3 Training**" and CLICK "**Browse**". Under the course title, CLICK "**View Course Dates**". Scroll to the participant's desired date, CLICK "**Register**", and then CLICK "**Confirm**".

B Training Session Questions

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

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2 Online Training Session Registration (Continued)

C Improving Online Training Session Performance

Because of the large number of employees viewing the online training sessions, viewing may be improved by the following:

- sharing connections to the online training session whenever possible
- minimizing or eliminating 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 employees have reviewed this notice and are available for the training, if requested.

Hot Topics Agenda

Hot Topics Agenda

- Welcome/Opening Comments
- Topics and Trainers
- Loans by the Numbers
- Funding
- Underserved
- Use of SBA's and Release of Funds to Borrowers
- Microloan – FO Update
- DLS Update
- ECOA and Co-Signors – Know the Law
- FBP Digital Entries
- Miscellaneous Updates
- PLCE/FMMI/TBA
- PLP Basics
- Wetland Screening Tool (Questions Only)
- Loan Servicing – 7-FLP
- Questions and Comments
- Adjourn/Closing Comments