



# FECA

Florida Electric Cooperatives Association, Inc.

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Tallahassee, Florida 32301  
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Date: February 15, 2017

To: General Managers  
Personnel Directors

From: Edie Beiner

Subject: NRECA Supervisory Institute  
August 28-September 1, 2017

We are looking into holding the week-long Supervisory Institute here in Florida with employees earning a certificate at the conclusion of the week. We currently have a cooperative that wants to send about 7 employees to this training. I have contacted instructor Bryan Singletary to determine his availability and he presently is holding the week of August 28 through September 1, 2017 on a first right of refusal. This program is designed for cooperative employees who have or are working toward a supervisory role. The class schedule is attached for your information, along with course descriptions and an enrollment form. **It is important that we receive either a response indicating the number of employees that your system will send to the course or the names of your attendees no later than March 1 so that Bryan can be firmly scheduled through NRECA.** Details will be determined after we schedule the meeting but the meeting would begin Monday morning, August 28, and conclude by noon on Friday, September 1, 2017.

Cooperatives will be billed after the conclusion of the training. The *approximate* cost will be \$1,250 per person with at least fifteen (15) people attending. This meeting is partly subsidized by Federated so it is important to have enough participants. The final price may go up or down, depending on the actual number of enrollees.

Please complete the attached enrollment form and return it via fax to Edie Beiner at (850) 656-5485. You can also return it via e-mail to [ebeiner@fecacom](mailto:ebeiner@fecacom) or mail it to the address listed above.

## NRECA SUPERVISORY TRAINING INSTITUTE

Please enroll the following employees from our cooperative for the week-long NRECA Supervisory Training Institute for the dates of August 28-September 1, 2017.

Name or Number of Employees

E-mail address

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Please check below the location that you prefer but also check all that apply. We will choose the location that receives the most requests.

☐ We prefer the Tallahassee, FL area

☐ We prefer a Central Location such as Ocala, Tampa, or Orlando

☐ We can send our employees to either area.

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Cooperative Representative

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Cooperative

Please return the form via fax to Edie at (850) 656-5485, or e-mail at [ebeiner@fecanet.org](mailto:ebeiner@fecanet.org).