DATE: June 13, 2017

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director  
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 17-23  
INTRODUCTION TO THE TELETYPewriter (TTY) TRAINING

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to announce the following Equal Opportunity Compliance training sessions:

- Introduction to the Teletypewriter (TTY) Training

BACKGROUND
Signed into law on July 26, 1990, the Americans with Disabilities Act is a wide-ranging legislation intended to make the American Society more accessible to people with disabilities. As shown in the Americans with Disabilities Act—Title IV, it states telecommunications companies offering telephone service to the general public must have telephone relay service to individuals who use telecommunication devices for the deaf (TTYS) or similar devices.

A teletypewriter (TTY) is a telephone device that enables hearing-impaired individuals to make and receive telephone calls. The device requires two TTY users to type messages back and forth to communicate. When messages are typed on the TTY keyboard, the information is displayed on the TTY display panel and transmitted through the phone line to a receiving TTY.
There will be three separate training sessions offered throughout the day:

**DATE:**  Tuesday, August 1, 2017

**TIME:**  9:00 a.m. to 10:15 a.m.
           10:30 a.m. to 11:45 a.m.
           12:00 p.m. to 1:15 p.m.

**LOCATION:** Economic and Workforce Development Department
               1200 West Seventh Street, 6th Floor, Main Conference Room
               Los Angeles, CA 90017

This training will be an introduction to TTY basics: how to operate and communicate effectively using the TTY, along with basic operational etiquette and helpful advice.

This training is predominantly for those who have never used or has only had minimal interaction with TTY equipment the in the past.

**Please RSVP with:**
- The name of the individual(s) attending,
- Their e-mail address(es), and
- Which session(s) they plan to attend.

**PLEASE NOTE:** Parking will NOT be validated. Please plan accordingly if you intend to utilize public transportation, carpool, or park in one of the nearby surface parking lots.

**RESERVATION DEADLINE**

If you have questions regarding the training, please contact Maureen Brown, EO Compliance Officer, at (213) 744-7272 or TTY: (213) 744-7290 Maureen.Brown@lacity.org.

GR:RC