

**KENTUCKY  
PERSONNEL  
CABINET**

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**THOMAS B. STEPHENS**  
SECRETARY

**PERSONNEL MEMORANDUM 17-06**

**MEMORANDUM**

**To:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**From:** Thomas B. Stephens, Secretary



**Date:** June 7, 2017

**Re:** Kentucky Enterprise Learning Management System (KELMS) Upgrade

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The Kentucky Enterprise Learning Management System (KELMS) has served as the primary learning portal for the Executive Branch since July 1, 2015. This system is undergoing an upgrade to improve overall functionality. Improvements include:

- Easier and more intuitive navigation within the system;
- Expanded reporting and tracking capability;
- Inclusion of full library of statewide learning opportunities; and
- Expanded search functionality.

**To ensure successful implementation, KELMS will be unavailable beginning at 6:00 p.m. on June 22, 2017. The Office of Diversity, Equality and Training recommends employees complete all training in progress prior to this date, as the system will be inaccessible until the newly upgraded system becomes available again on June 27, 2017.**

Agency training coordinators are currently receiving instructions on the new features. An online course, "KELMS Essentials," will be available for registration for all employees on June 27, 2017. Should you have further questions, please contact Wes Swarner at [WesA.Swarner@ky.gov](mailto:WesA.Swarner@ky.gov) in the Office of Diversity, Equality, and Training.

Additional details and updates will be available at <https://personnel.ky.gov/Pages/diversity.aspx>. The Personnel Cabinet looks forward to working with you to ensure KELMS continues to provide useful learning and development opportunities for our state employees.