


Tips for Qualifying for the California Training Benefits Program



WHAT IS THE CALIFORNIA TRAINING BENEFITS PROGRAM?

The California Training Benefits (CTB) program allows you to continue collecting Unemployment Insurance (UI) benefits while you are in school or training if there are no jobs available that require your current skills or experience, and retraining or upgrading your skills would make you more employable.

If the Employment Development Department (EDD) determines your training or school attendance meets the CTB eligibility criteria and you continue to meet all other UI eligibility criteria, you are not required to look for work or be available for work while you collect UI benefits. To help you assess your eligibility for CTB, the EDD offers the following tips.

→ GETTING STARTED

Understand how school or training attendance could potentially affect your eligibility to receive UI benefits:

- ✓ Know what is needed for CTB approval by reading this tip sheet.
- ✓ Go online to www.labormarketinfo.edd.ca.gov to explore career and employment information and projected growth occupations when selecting a training opportunity.

→ QUALIFYING FOR CTB

The EDD cannot approve your training plan under CTB until **after** you are enrolled and attending school or training and have a valid UI claim. The EDD will schedule you for a phone interview or send you a questionnaire to determine your eligibility for CTB. There are two types of approval criteria the EDD uses to determine CTB eligibility.

Authorized Training

The EDD will approve your CTB participation if you meet all other UI eligibility criteria and you meet one of the following:

- ✓ If your training is authorized and verifiable by one of the following State or federal programs,
 - Workforce Investment Act (WIA)
 - Employment Training Panel (ETP)
 - Trade Adjustment Assistance (TAA)
 - California Work Opportunity and Responsibility to Kids (CalWORKs)
- ✓ You are attending a training program with a training provider on the California Eligible Training Provider List (ETPL). The ETPL is online at <http://etpl.edd.ca.gov/wiaetplind.htm>.
- ✓ You are journey-level union member attending union-approved training because of industry demands.

You can learn more about some of these programs by reviewing the EDD Web site at www.edd.ca.gov or by visiting a local One-Stop Career Center.

Self-Arranged Training

If you secure training on your own and your training does not meet one of the above conditions, the EDD must then determine if you meet specific criteria to be eligible for the CTB program including:

- ✓ You must currently be eligible for and receiving UI benefits.
- ✓ You are unemployed or partially unemployed for four or more continuous weeks or you are unlikely to return to your most recent work place for certain reasons. For example, you are unemployed due to a plant closure, a disability preventing use of your skills, or technological changes in your occupation.
- ✓ You are unemployed due to a lack of demand for your current skills in your local labor market.
- ✓ Your selected training can successfully be completed within two years from the beginning date of CTB approval, or longer if federal extended benefits are in effect in California, even if your UI benefits run out or are no longer available.
- ✓ Your training occupation is in demand within your local labor market.

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- ✓ Your training is full time (typically 20 hours a week or 12 units a semester).
- ✓ Your beginning date of training is three years or more after the beginning date of any prior CTB participation.

Review the law and entire criteria for the CTB program used by the EDD to make determinations at www.edd.ca.gov/UIBDG/Miscellaneous_MI_85.htm.

→ **PREPARING FOR A JOB IN DEMAND**

The EDD also reviews your most current occupation and the occupation you are training for on the EDD Labor Market Information Web site to determine if there are job growth opportunities in those fields. To qualify for CTB, your training must provide you with marketable job skills to make you more employable when you finish training.

- ✓ Be sure your training prepares you for an occupation that is in demand by reviewing projected job growth occupations.
- ✓ Check job growth occupation statistics by visiting www.labormarketinfo.edd.ca.gov. This is the same information used by the EDD to determine your CTB eligibility.

→ **CONTACT THE EDD**

Once you start school or training, you must notify the EDD of your start date and training plan when you file a claim (doing so through the EDD Web site remains the most convenient method), or after you have filed a claim by doing one of the following:

- ✓ When submitting your continued claim form (DE 4581) for the week you actually begin attending school or training.
- ✓ E-mailing the EDD by visiting www.edd.ca.gov and selecting "Contact EDD."
- ✓ Calling the EDD using one of its toll-free telephone numbers.

→ **DETERMINING CTB ELIGIBILITY**

Once the EDD is aware of your school attendance and you have a valid UI claim, additional information is needed by the EDD to determine if you meet the CTB eligibility criteria. You will either be mailed a notice with the date and time for a CTB telephone eligibility interview, or you will be mailed a questionnaire to complete and return. It is very important that you provide all the necessary information to help the EDD determine your CTB eligibility.

- ✓ Some of the information that is needed is:
 - Dates of enrollment
 - Type of training and training occupation
 - Days and hours of attendance and number of units for the entire period of training
 - Name, address, and telephone number of the school or training facility
 - Name and contact information of the individual who will verify your enrollment information
 - Dates of all school or training holidays and school breaks
- ✓ Be sure a school contact is willing to verify your training enrollment if you found the training on your own instead of through one of the designated government programs.
- ✓ Be sure you sign and deliver the Training Provider Letter (DE 3100D) that you receive in the mail to your school or training contact person as an authorization to release information to the EDD. This form must be kept on file with the training provider.
- ✓ If your training is authorized by the WIA or TRA programs, your program representative will submit CTB eligibility information on your behalf.

Following your telephone eligibility interview, the receipt of your completed questionnaire or information from your WIA or TRA program representative, the EDD will notify you by mail with your eligibility for the CTB program.