

# Tips for Qualifying for California Training Benefits

Are you unemployed and looking to upgrade your skills or find a new career?  
California Training Benefits might be right for you!



## WHAT IS CALIFORNIA TRAINING BENEFITS?

California Training Benefits (CTB) allows you to further your education, upgrade your skills, or learn a new trade by attending an Employment Development Department (EDD) approved school or training program while you receive Unemployment Insurance (UI) benefits.

### Reasons to Participate

Eligible CTB participants can:

- Enhance existing knowledge and skills.
- Develop new skills for an exciting career path.
- Potentially receive additional weeks of UI benefits if approved for a training extension.

If approved for CTB, you will be exempt from the weekly UI eligibility requirements to be *available for work*, *actively look for work*, and *accept work*, while you attend an EDD approved school or training program.

## FOUR STEPS TO QUALIFY FOR CTB

To participate in CTB, you must have a current and valid UI claim and meet all other UI eligibility requirements.

### STEP 1 - Report Your Interest in CTB

Contact the EDD online, by phone, or in-person at an America's Job Center of California<sup>SM</sup> (AJCC) as early as possible to report your interest in CTB.

**Important:** To be considered for a training extension, you must contact the EDD before you receive your 16<sup>th</sup> week of UI benefit payments.

### STEP 2 - Find a Qualifying Program

You can explore a variety of school and training programs that meet your career goals and qualify you for CTB. For information on qualified training programs that are right for you, see the [Types of Qualified Training Programs](#) section.

If you attend certain government organized programs or training sponsored by an employer, trade association, or union, you may be pre-approved for CTB. However, the EDD will need to verify your enrollment and attendance in training. If you arrange for your own training, you must meet **all** criteria to qualify for CTB.

### STEP 3 - Report the Start of Attendance

If you are currently attending school or a training program, report your attendance to the EDD when you file or reopen a UI claim. Otherwise, notify the EDD in the week when you **begin** school or training when you certify for benefits. You may also contact the EDD online, by phone, or in-person at your local AJCC. You only need to report the start of your attendance *in the week when you began school or training*.

*\* For Workforce Innovation and Opportunity Act (WIOA) or Trade Adjustment Assistance (TAA) training, contact your representative at the AJCC to report your attendance.*

### STEP 4 - Provide Training Information

The EDD will need information about your school or training program to determine your eligibility for CTB. You may receive a questionnaire by mail or be scheduled for a phone interview with an EDD representative.

Be prepared to provide the dates and schedule of your attendance, including any breaks or holidays, your training occupation or career goals, and information about the school or training facility. Verification of your attendance by an authorized representative at your school or training facility may be required by completing a supplemental questionnaire.

**Important:** Complete and return any forms as soon as possible and be available for your scheduled phone interview so the EDD can determine your CTB eligibility.

## **After You Apply**

The EDD will send you a *Notice of Determination*, DE 1080, with your eligibility results. If you are eligible for CTB, the notice will explain your rights and responsibilities.

If you are not eligible for CTB, you may continue to receive UI benefits while you attend school or training. However, the EDD must determine if you are available for work, actively seeking work, willing to accept work, and meet all other eligibility requirements.

**Important:** You must continue to certify for UI benefits while you attend school or training. Notify the EDD if there are any changes to the dates of attendance or your training program.

## **Training Extensions**

If you are eligible for CTB, you may also potentially be eligible for a training extension to complete longer term school or training programs. You may receive a maximum amount of up to 52 times the weekly benefit amount of your UI claim, including any regular or extended UI benefits payable to you. Only one training extension is allowed for each CTB approved training program.

## **Types of Qualified Training Programs**

There are two ways to qualify for CTB. You can participate in one of the pre-approved training programs listed below or arrange your own training that meets the legal criteria.

### **Pre-Approved Training Programs**

#### **Eligible Training Provider List (ETPL)**

The California ETPL is a list of state-approved training providers who meet the Federal Workforce Innovation and Opportunity Act (WIOA) criteria. The ETPL includes a wide range of educational programs including classroom and online school or training.

To search for an ETPL provider, visit [www.caljobs.ca.gov](http://www.caljobs.ca.gov). Select the **More Career Services** link to access the CalJOBS<sup>SM</sup> system. Navigate to the **Education Services** tab and select the **Training Providers and Schools** link.

#### **Workforce Innovation and Opportunity Act (WIOA)**

The federal WIOA provides services or funding or both to job seekers for employment, education, training, and other support services to obtain a job.

#### **Trade Adjustment Assistance (TAA)**

The federal TAA assists workers who have lost or may lose their jobs as a result of foreign trade or a shift in production to other countries.

#### **Apprenticeship Training**

Apprenticeship programs may include paid-on-the-job training and other opportunities to obtain skills in high-demand jobs and earn educational credits while you work.

To learn more about apprenticeship programs, visit the California Department of Industrial Relations, Division of Apprenticeship Standards at [www.dir.ca.gov/DAS](http://www.dir.ca.gov/DAS).

#### **Employer Training Panel (ETP)**

The California ETP provides funding to employers for customized training to assist in upgrading the skills of their workers.

#### **California Work Opportunity and Responsibility to Kids (CalWORKs)**

The CalWORKs program provides work and training opportunities for eligible individuals enrolled in CalWORKs.

#### **Union, Trade Association, or Employer-Sponsored Training**

Journey-level union or trade association members and employer or employer association-sponsored participants may be pre-approved for CTB participation. Training must be industry related and necessary to retain your job or to become more competitive in obtaining employment.

#### **Teaching Credential Program**

Certain public school teachers may be pre-approved with EDD verification for K-12 single subject teacher credential programs in math, science, or special education. The program must be approved by the Commission on Teacher Credentialing.

### **Self-Arranged Training**

If you arrange and fund your own training, you may qualify for CTB as long as you meet the legal criteria. In most cases, you must be unemployed for at least four weeks due to a lack of demand for your current skills in the local labor market.

All of the following criteria must be met if you arrange and fund your own training. The school or training must be:

- Related to an occupation or skill that is in demand in the California labor market where you intend to seek work.
- Accredited by the United States Department of Education or the California Bureau for Private Postsecondary Education.
- Completed within a reasonable period of time, which is generally within 2 years.
- Full time, which is typically considered to be at least 20 hours per week, or 12 semester or quarter units.
- More than 3 years after the start date of any previous CTB participation.

You must be able to complete the training program successfully, *even if the maximum amount of UI benefits is not sufficient to cover the entire period of training.*

### **Cost of Training**

The EDD does not cover any training related expenses, such as tuition, fees, books, supplies, or transportation. However, you may be eligible for other state, federal, or private financial aid. For more information, visit [www.studentaid.ed.gov/sa/](http://www.studentaid.ed.gov/sa/).

### **Career Planning and Resources**

The EDD provides online and in-person resources to help you seek work and develop your skills to further your career goals.

The EDD's Labor Market Information Data Library provides web-based information to quickly research the fastest growing jobs, explore wage information, and understand your local labor market. To access the data library, visit [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov).

The America's Job Center of California<sup>SM</sup> (AJCC) offices provide in-person assistance to job seekers. You can receive help to assess your skills, look for training, find job opportunities, prepare a résumé, and more. To locate your nearest AJCC, visit [www.edd.ca.gov/office\\_locator](http://www.edd.ca.gov/office_locator).

### **For More Information**

For additional information on CTB, training extension benefits, and other school or training resources, visit [www.edd.ca.gov/CTB](http://www.edd.ca.gov/CTB).

How the EDD applies law and policy is available online in the *UI Benefit Determination Guide*, Miscellaneous Volume, in section 85, at [www.edd.ca.gov/UIBDG](http://www.edd.ca.gov/UIBDG).



The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.