The Training Benefits program
If you are approved for the program it will:

- Help you train for a high-demand career if you can’t get a job with your current skills.
- Pay additional weeks of unemployment benefits. You must pay for your own books, tuition, and school-related fees.
- Waive your job-search requirements.

Fill out the attached forms to apply for the Training Benefits program. If you have already been approved and you need to change your training plan, do not use this form. Instead, fill out a Request to Modify Training Plan form, which you can get at your local WorkSource Employment Center or from our web site at esd.wa.gov, enter “training benefits” in the search box.

Eligibility
You may qualify for training benefits if you:

- Need job-related training if your occupation is considered in decline by the Workforce Development Council in your area; and
- You are otherwise eligible for unemployment benefits (or have exhausted your benefits).
- Are currently in the Washington National Guard;
- Were honorably discharged from the Washington National Guard or military in the last year;
- Are disabled and unable to return to work in your occupation;
- Are a low-income worker; or
- Are a dislocated worker as defined below:
  - If your unemployment claim started before July 2012, you were fired (but not for misconduct) or laid off and your skills are no longer in demand.
  - If your unemployment claim started July 1, 2012 or later and you were:
    - Laid off because your employer permanently reduced operations; or
    - Laid off or voluntarily quit for a good reason, and there are not many jobs in your type of work.

Training requirements
Your approved training must be:

- Preparation for a high-demand occupation according to the Workforce Development Council in your area.
- In a program and school that is on the eligible training provider (ETP) list at careerbridge.wa.gov or on the Workforce Investment Act approved ETP list in another state.
- Full time, unless you are a dislocated worker or have a disability (you may qualify for part-time training).
- Focused on vocational training. (Generally, a training program does not include an academic course of education primarily intended to meet a bachelors or higher degree.)

Once approved, you must make satisfactory progress in your training program to stay eligible for training benefits.

Application deadlines

- If you are a dislocated worker, you must apply for and enroll in training prior to the end of your benefit year (the 52-week period during which you can receive unemployment benefits).
- Otherwise, you must apply within 90 days and enroll within 120 days.

We will deny training benefits if you do not meet these deadlines unless you show good cause.
Submitting your Training Benefits Application

To submit your application:
- Fax it to 800-301-1796. You may fax from a WorkSource employment center (find the one closest at go2worksource.com);
  or
- Mail it to: Employment Security Department
  Training Benefits Unit
  PO Box 19019
  Olympia, WA 98507-0019

After you submit your application

While you are waiting to hear from us on whether you are approved, you must continue to look for a job and keep a job-search log.

If we decide you aren’t eligible for training benefits, we’ll use information from your Training Benefits Application to see if you qualify for the Commissioner-Approved Training Program. It is similar to training benefits but does not provide additional weeks of unemployment benefits. However, it waives your job search requirements.

If we deny you for both the Training Benefits and Commissioner-Approved Training programs, your job search requirement won’t be waived and you must look for work to be eligible for regular unemployment benefits. You must be available to work customary hours in your occupation while collecting unemployment benefits. We will use information from your Training Benefits Application to see if your school schedule conflicts with working hours that are customary for your occupation and to decide if you are willing to be able, available, and actively seeking work and accept suitable work as required. If there is a conflict, we’ll deny you regular unemployment benefits.

You may receive multiple decisions from us addressing the Training Benefits and Commissioner-Approved Training Programs and your availability for work.

If you need help

To get help or if you have questions about the Training Benefits program:
- Visit esd.wa.gov and enter “training benefits” in the search box.
- Watch a video on the program. Go to esd.wa.gov and type “videos” in the search box.
- Call 877-600-7701 or email seacat@esd.wa.gov and get help from the Training Benefits Unit.

You will need to use these resources to help you find Standard Occupation Classification (SOC) codes required to complete the application:

- O*NET: onetonline.org
- O*NET AutoCoder: onetsocautocoder.com/plus/onetmatch
## Section 1 – Your information

1. Have you received training benefits in the last five years?  
   - Yes  
   - No

2. Were you **honorably** discharged from the military or Washington National Guard in the last year?  
   - Yes  
   - No

3. Are you currently in the Washington National Guard?  
   - Yes  
   - No

4. Do you have a disability, illness or injury that prevents you from working in your main occupation?  
   - Yes  
   - No
   
   If yes, please explain and include support documentation:

   ________________________________________________________________

5. In the past two years, in what occupation did you earn the most money?  

6. What is your **standard occupational classification code** (SOC), or best match?  
   (see [bls.gov/soc/2010/soc_alph.htm](http://bls.gov/soc/2010/soc_alph.htm), [onetsoautocoder.com/plus/onetmatch](http://onetsoautocoder.com/plus/onetmatch) or [onetonline.org](http://onetonline.org))

   ____________________________________________________________________

   Is your occupation in **decline** according to the local Workforce Development Council ([esd.wa.gov/employmentdata/occupations](http://esd.wa.gov/employmentdata/occupations))?  
   - Yes  
   - No

   If you do not live in Washington state, go to [careerinfonet.org](http://careerinfonet.org) for information about your local labor market.  
   Attach a copy of the webpage listing your main occupation and provide written information showing why you need training to be employable.

7. Are you willing to commute for your current occupation?  
   - Yes  
   - No
   
   a. If yes, attach a copy of the webpage showing whether your current occupation is in demand or decline in the area(s) you are willing to commute to.

   Where are you willing to commute?  

   ________________________________________________________________

   b. If not, please explain why you aren’t willing to commute for your current occupation.

   ____________________________________________________________________

8. Are you willing to move for your current occupation?  
   - Yes  
   - No
   
   a. If yes, attach a copy of the webpage showing whether your current occupation is in demand or decline in the area(s) you are willing to move to.

   Where are you willing to move?  

   ________________________________________________________________

   b. If not, please explain why you aren’t willing to move for your current occupation.

   ____________________________________________________________________
9. What is your highest level of education? ____________________________________________

<table>
<thead>
<tr>
<th>Name:</th>
<th>SSN or claimant ID number:</th>
</tr>
</thead>
</table>

10. Do you have a degree or certificate? ☐ Yes ☐ No
    If yes, please provide the following information:
    Name of school: _________________________________________________________________
    Name of training program or major: _______________________________________________
    Type of degree or certificate earned: _____________________________________________
    Date degree or certificate was earned: ___________________________________________

11. Did you receive a Worker Adjustment and Retraining Notice (WARN)? ☐ Yes ☐ No
    If yes:
    Name of employer that issued the WARN: ___________________________________________
    Date notice was issued: _________________________________________________________

Section 2 – Training program information

1. Is the school and training program you wish to attend on the eligible training provider (ETP) list at careerbridge.wa.gov? ☐ Yes ☐ No

2. If you are out of state, your school and program must be on the WIA approved ETP list found at servicelocator.org/program_search.asp?prgcat=1&officeType_1=0? (Attach a copy of the webpage.)
   What is the name of the training program that you wish to attend, exactly as shown on the ETP list at careerbridge.wa.gov? ___________________________________________
   List the school name and city where the campus is located: ____________________________

3. When will your training start? (mm/dd/yy): ____/____/____   When will it end? ____/____/____

4. Does the school consider your training to be full time? ☐ Yes ☐ No

5. This training will lead to a (check all that apply):
   ☐ Certificate ☐ Two-year degree ☐ Two-year transfer degree
   ☐ Four-year degree ☐ Higher than four-year degree ☐ Other _________________________

6. Job(s) you will qualify for when you finish training:
   Job title and SOC code: _________________________________________________________ Monthly pay range: $ ______________
   Job title and SOC code: _________________________________________________________ Monthly pay range: $ ______________

7. Did you check the Workforce Development Council website where you live now to make sure the job you listed in question #7 is in demand? (esd.wa.gov/employmentdata/occupations) ☐ Yes ☐ No
   Attach a copy of the webpage. If you do not live in Washington state, provide labor market information for where you live. (careerinfonet.org)
   If not in demand, attach a copy of the webpage and written information showing your training will lead to a high-demand job.
8. Are you willing to commute for the occupation for which you will train?  
   □ Yes  □ No
   a. If yes, where are you willing to commute? ____________________________

   Attach a copy of the webpage showing whether the new occupation is in demand or decline in
   the area(s) you are willing to commute to.

   If you answered earlier that you are not willing to commute for your current occupation (#8 in
   section 1), why are you willing to commute for a new occupation?
   ________________________________________________________________
   ________________________________________________________________

   b. If no, please explain why you aren’t willing to commute for your new occupation.
   ________________________________________________________________
   ________________________________________________________________

9. Are you willing to move for the occupation for which you will train?  
   □ Yes  □ No
   a. If yes, where are you willing to move? ____________________________

   Attach a copy of the webpage showing whether the new occupation is in demand or decline in
   the area(s) you are willing to move to.

   If you answered earlier that you are not willing to move for your current occupation (#9 in
   section 1), why are you willing to move for a new occupation?
   ________________________________________________________________
   ________________________________________________________________

   b. If no, please explain why you aren’t willing to move for your new occupation.
   ________________________________________________________________
   ________________________________________________________________

10. Did you apply for a special grant or program, such as the Workforce Investment Act (WIA) Dislocated
    Worker Program, Trade Act (TRA) or Worker Retraining?  
    □ Yes  □ No
    a. If yes, provide the following information:

    Name of grant/program: __________________________________________
    Counselor/advisor name: __________________________________________
    City of counselor/advisor location: _________________________________
    Counselor/advisor phone number: _________________________________
    Counselor/Advisor email address: _________________________________

    b. Have you been approved for the special grant or program?  
    □ Yes  □ No

11. If this application is turned in past the deadline, explain why it is late.
   ___________________________________________________________________
   ___________________________________________________________________
Financial planning

12. Most people run out of unemployment benefits and training benefits before they finish their training program. Where will you get the money to pay for all of your:

a. Training? _______________________________________________________________________
   _______________________________________________________________________________

b. Living expenses? __________________________________________________________________
   _______________________________________________________________________________

Section 3 – Work history

Record your work history for the past two years, starting with your last employer. In the job description, include all skills, tools and equipment you used in detail. If you held different positions for the same employer, specify the job title, duties and dates of employment for each position. We may use this information to update or correct your main occupation on your unemployment claim. Attach additional pages if you need more space.

<table>
<thead>
<tr>
<th>Last employer:</th>
<th>Job title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address (street address or PO box #):</td>
<td>City:</td>
</tr>
<tr>
<td>Dates worked in this position:</td>
<td>State:</td>
</tr>
<tr>
<td>From (mm/dd/yy) To (mm/dd/yy)</td>
<td>Zip:</td>
</tr>
<tr>
<td>Description of job duties and responsibilities:</td>
<td></td>
</tr>
<tr>
<td>Reason you are no longer working for this employer (check one):</td>
<td>What were your wages per month?</td>
</tr>
<tr>
<td>Voluntarily quit</td>
<td>Strike/lockout</td>
</tr>
<tr>
<td>Fired</td>
<td>Still employed</td>
</tr>
<tr>
<td>$__________ per hour/month</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next employer:</th>
<th>Job title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address (street address or PO box #):</td>
<td>City:</td>
</tr>
<tr>
<td>Dates worked in this position:</td>
<td>State:</td>
</tr>
<tr>
<td>From (mm/dd/yy) To (mm/dd/yy)</td>
<td>Zip:</td>
</tr>
<tr>
<td>Description of job duties and responsibilities:</td>
<td></td>
</tr>
<tr>
<td>Reason you are no longer working for this employer (check one):</td>
<td>What were your wages per month?</td>
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<td>$__________ per hour/month</td>
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<td>Fired</td>
<td>Still employed</td>
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<tr>
<td>$__________ per hour/month</td>
<td></td>
</tr>
</tbody>
</table>
Section 4 – Availability for work

If we do not approve you for the Training Benefits or Commissioner-Approved Training Program, you may still be eligible for regular unemployment benefits. While you are in school, you must be:

- Able to work.
- Available and actively looking for work, unless we tell you otherwise.
- Available to work all hours, days and shifts required for your usual occupation. Attending school may make you unavailable for work and ineligible for unemployment benefits.

Job-Search Requirements
You must attach a copy of your job-search log(s) for all weeks you have claimed benefits so far showing you looked for work. Visit esd.wa.gov and enter “job search log” in the search box for a blank job-search log.

To meet our job-search requirements, you must:

- Make employer contacts; or
- Participate in job-search activities in person at WorkSource.

Make sure you do at least three total job-search activities each week. For example, make one employer contact and two in-person job search activities.

Approved in-person job-search activities are free services provided through a WorkSource employment center or American Job Center (in another state) to assist you with your job-search efforts. Learning about job-search strategies, résumés, and interview techniques are examples of in-person job-search activities.

School plans
1. What are your job search and employment plans if you are not approved for training benefits or commissioner-approved training? ____________________________________________

2. Are you currently:
   a. Attending training? ☐ Yes ☐ No
   b. Registered for training? ☐ Yes ☐ No

3. How many credits are you or will you be taking? __________________________
   Attach a copy of your current registration.

4. How much have you spent on tuition, books, fees and expenses for this training? _____________

5. What is your class schedule this quarter or term?

<table>
<thead>
<tr>
<th>Class name</th>
<th>Course number</th>
<th>Credit hours</th>
<th>Class time</th>
<th>Class days</th>
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</thead>
<tbody>
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</tbody>
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6. How do you attend? (Check all that apply) ☐ Online ☐ In-person ☐ Correspondence
   ☐ Other please explain: ____________________________________________________________

7. How many hours do you or will you spend studying, in class or preparing for class each day? ________________
## Training Benefits Application

<table>
<thead>
<tr>
<th>Name:</th>
<th>SSN or claimant ID number:</th>
</tr>
</thead>
</table>

### Availability

1. Have you been and are you now looking for full-time work?  
   - Yes  
   - No

   a. If no, when did you stop looking for full-time work?  
   ____________________________

2. Have you limited your job search in any way, such as the hours you are available to work, only working until training starts, or the type of work you’re willing to do?  
   - Yes  
   - No

   If yes, please explain:  
   ____________________________

3. What shifts are you available to work? (check all that apply)  
   - Days  
   - Swing  
   - Graveyard

4. How many hours per day and days per week can you work?  
   - _______ hours per day:  
   - _______ days per week

5. What days can you work each week? (check all that apply)  
   - Su  
   - Mo  
   - Tu  
   - We  
   - Th  
   - Fr  
   - Sa

6. Are your classes available other hours?  
   - Yes  
   - No

7. If we do not allow training benefits or commissioner-approved training and you are offered full-time work that conflicts with your class schedule, will you drop classes to accept the job?  
   - Yes  
   - No

   a. If yes, will you still drop out of training if the school will not give you a refund?  
      - Yes  
      - No

   b. If no, please explain:

   ____________________________

8. If we do not give you a job-search waiver, what would you do if you were offered full-time work that requires you to work at the same time that you normally go to your classes?

   ____________________________

9. Will you have to return money you received to pay for school if you drop any of your classes, (such as grants, worker retraining funds, or other funding sources, etc.)?  
   - Yes  
   - No

10. In the past, have you worked full time while attending school?  
    - Yes  
    - No

    If yes, how were you able to manage it?

    ____________________________

11. What will you tell employers about your availability for work when you apply for or are offered a job?

    ____________________________
Section 5 – Rights and certification

Your rights
You have the right to an interview by phone or in person before we make a decision on whether you are eligible for benefits. If you want an interview, contact the Training Benefits Unit at 877-600-7701. You may have any person, including an attorney, assist you at the interview. You may present evidence, documents or witnesses; cross-examine witnesses or parties present; and ask for copies of all related records or documents.

Applicant certification

I have read and understand my rights. I made this statement(s) to get training benefits, commissioner-approved training or regular unemployment benefits. The information I provided is true to the best of my knowledge.

I understand that the facts I give on my application may be verified, and I must immediately report any changes in my training plan to the Training Benefit Unit at 877-600-7701. If I am approved for benefits, I understand that if I later change my training program without prior approval from the Employment Security Department, I may be denied benefits and have to pay back any benefits I was not entitled to receive.

I authorize my school counselor or advisor to give the Employment Security Department information about my enrollment, attendance, grades and training-program progress.

Signature: __________________________________________________________________________

Date: ___________________________ Phone: ___________________________

Before you submit your application, make sure to include these items:

☐ Support documentation verifying disabilities (if applicable).

☐ Workforce Development Council printouts of your main occupation and training occupation.

☐ Career Bridge printouts showing your school and program are on the Eligible Training Provider list.

☐ Job-search logs.

☐ Current school registration.
Take this completed application packet to your school advisor or representative to complete this section.

**Training provider certification**

1. Is the applicant’s training full time?  □ Yes  □ No
2. Are the applicant’s training start and end dates correct as shown?  □ Yes  □ No
3. Will your school certify the applicant’s satisfactory progress and enrollment in training every six weeks?  □ Yes  □ No
   
   If no to any of the above, please explain: __________________________________________________________
   
   __________________________________________________________

4. Is the applicant taking English as a Second Language classes?  □ Yes  □ No
5. Is the applicant taking basic-education classes?  □ Yes  □ No
6. When did the applicant pre-register or get on a waiting list to start training? (mm/dd/yy) _____ / _____ / _____
7. What is the applicant’s first day of school? (mm/dd/yy): _____ / _____ / _____
8. When will the applicant complete their program? (mm/dd/yy): _____ / _____ / _____
   
   *I have reviewed Section 2 – Training program information, and certify the information I provided is true to the best of my knowledge.*

**School advisor or representative - Please print your name and title**

Name: _______________________________ Title/position: _________________________________

Phone: _______________________________ Email: _________________________________

Signature: _______________________________ Date: _________________________________

**WorkSource staff**

If the application is received at a WorkSource employment center (or other American Job Center if living outside Washington), staff please date and sign below and forward to the Training Benefits Unit.

Print name: _______________________________ Email: _________________________________

Signature: _______________________________ Date received: _________________________________

The Employment Security Department is an equal-opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing- or speech-impaired individuals. Individuals with limited English proficiency may request free interpretive services to conduct business with the department.