

6. INFORMATION

You will receive a packet in the mail after you notify EDD of your enrollment or attendance in training.

The packet contains the following:

- **Telephone Interview Notification and Instructions letter, DE 4800.**
Please read and follow instructions for your telephone interview. You must notify EDD if you are not available for the scheduled appointment.
- **CTB Pamphlet, DE 3550,**
Read and keep for your records.
- **Training Provider Letter, DE 3100D,**
Please give the training provider letter to your training facility for their records.

Once you have been found eligible, you will need to have the training facility sign Section C on the reverse side of your continued claim form, DE 4581.

Short holiday and semester breaks are normally considered a part of the training period. A DE 4581 must be submitted for these weeks indicating the type of break and the date you are to return to school or training.

Notify EDD immediately if for some reason you are not attending full-time training. (Summer break, schedule change, quit, etc.)



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

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 1-800-300-5616 (voice), or TTY 1-800-815-9387.

THIS PAMPHLET IS FOR INFORMATION ONLY AND DOES NOT HAVE THE EFFECT OF LAW, RULE OR REGULATION.

Visit our Web site at www.edd.ca.gov

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CALIFORNIA TRAINING BENEFITS AND TRAINING EXTENSION CLAIMS

Learn A New Skill While Receiving Unemployment Insurance

Do You Need To Learn A New Skill?

You may need training or retraining if you are unemployed and unlikely to return to your usual occupation due to plant closure, mass layoff, technological changes, automation, competition from foreign imports, or have a physical or mental disability.

This pamphlet describes:

- California Training Benefits (CTB) eligibility criteria
- How to apply for CTB
- The Training Extension Program
- Workforce Investment Act (WIA)
- What to expect after you apply for CTB

1. CTB ELIGIBILITY CRITERIA

If you are eligible for Unemployment Insurance (UI), you may continue to receive UI benefits while attending an **approved** training program.

What is considered an approved training program?

Training offered under the Workforce Investment Act (WIA), Employment Training Panel (ETP), Trade Readjustment Act (TRA), or California Work Opportunity and Responsibility to Kids (CalWORKs) would be considered approved training programs.

How do I contact WIA, ETP, TRA, or CalWORKs?

For information, contact your local One-Stop Center for the name and location of the training providers in your area. To locate the One-Stop Center nearest you, contact EDD. See APPLYING FOR THE CTB PROGRAM in this pamphlet to contact EDD.

What if I live in a state other than California?

You must contact EDD for eligibility criteria. See APPLYING FOR THE CTB PROGRAM in this pamphlet to contact EDD.

What if I am not approved to attend a training course through WIA, ETP, TRA, or CalWORKs?

If you do not meet the eligibility criteria of WIA, ETP, TRA, or CalWORKs, you may be

eligible for other approved training if you meet **all** of the following criteria:

- Be out of work for four or more **continuous** weeks or unlikely to return to your usual occupation due to a plant closure, mass layoff, technological changes, automation, competition from foreign imports, or have a physical or mental disability that prevents use of existing job skills.
- There **must** be a lack of demand for your skills in the local labor market.
- There must be a **demand** for the occupation for which you will be trained.
- You **must** complete the training course within one year, including scheduled breaks and vacation periods.
- The training **must** be full-time, not less than 20 hours per week, or 12 semester or quarter units.

If I meet all of the above criteria, where would I get job training if not through WIA, ETP, TRA, or CalWORKs?

Public schools, including community colleges, are approved training facilities. The EDD will determine approval of other training facilities on a case-by-case basis.

2. APPLYING FOR THE CTB PROGRAM

If you enrolled in training, contact EDD. Be prepared to provide the training facility's name, telephone number and the date training is scheduled to begin.

Call EDD at:

| | |
|-----------------|----------------|
| ENGLISH | 1-800-300-5616 |
| SPANISH | 1-800-326-8937 |
| CANTONESE | 1-800-547-3506 |
| MANDARIN | 1-866-303-0706 |
| VIETNAMESE | 1-800-547-2058 |
| TTY (NON VOICE) | 1-800-815-9387 |

Follow the automated step-by-step instruction to reach a representative.

3. TRAINING EXTENSION PROGRAM

Extended training benefits **may** be available beyond your regular UI claim while you are in approved training. **To be eligible for extended benefits, you must ask for information about CTB or apply for CTB training approval with EDD no later than the 16th week of UI benefits paid. If your UI claim award is 16 weeks or less, you must ask for information about CTB or apply for CTB training approval before you receive your last UI benefit check.**

See APPLYING FOR THE CTB PROGRAM in this pamphlet to contact EDD to apply for extended training.

4. TUITION, BOOKS, AND FEES

Training under WIA, ETP, or TRA is provided at no cost to you. All other costs incurred are your responsibility.

5. WIA NEEDS RELATED PAYMENTS

If you are a dislocated worker and approved for WIA training, you may be entitled to needs-related payments. Eligibility is determined by the WIA service provider in your area. Not all WIA providers offer such payments.