

## Training Benefits

<b>Course Description:</b>	This course provides staff with information on processing Training Benefits (TB) applications using the new process established through a cooperative and collaborative effort between ECDD/WorkSource and the UI Division TB Unit. Information and tools will be provided to assist WorkSource Staff in working with Claimants seeking TB.
<b>Duration:</b>	8 hours
<b>Audience:</b>	ESD employees that have been selected by their administrators as leads for Training Benefits.
<b>Objectives:</b>	<ul style="list-style-type: none"><li>• Explain Commissioner Approved Training (CAT) and Training Benefits (TB) and articulate associated timelines and requirements to customers.</li><li>• Know the training program requirements available in the WorkSource office to properly steer job seekers to the correct programs.</li><li>• Access and demonstrate the use of the various documents and online tools required to process TB applications.</li><li>• Explain the process for submitting TB applications using the TB checklist.</li></ul>
<b>Authorization:</b>	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
<b>Prerequisites:</b>	Must have GUIDE access.
<b>Refreshments/Meals:</b>	On your own
<b>Special Needs:</b>	Notify us at <a href="#">ESD GP ECDD Training Academy</a> if you need an accommodation.
<b>Registration:</b>	<a href="#">E-Train</a>
<b>Class Size:</b>	Class limited to 15 participants.
<b>Schedule:</b>	<a href="#">ECDD Training Calendar</a>  Additional classes may be scheduled upon request.