



Category/Subject: Regular Approved Training Requests
Colorado Policy Guidance Letter#: WP-2011-02, change 1 (prior #11-14-P)
Revise/Replace PGL#: 11-14-P
Date: February 25, 2013
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

**I. REFERENCE(S):**

Workforce Investment Act, Public Law 105-220; Wagner-Peyser Act of 1933 as amended by Title III of WIA of 1998; Trade Adjustment Assistance Act of 2002, Public Law 107-210; Colorado Employment Security Act (CESA) 8-73-114 and 8-73-107(4) and Regulations Concerning Employment Security (RCES) 2.6.

**II. PURPOSE:**

To update policy, guidelines, attachments, and the UI email address for processing a Regular Approved Training request and waiving job search contacts for unemployment insurance claimants while they are in training.

**III. BACKGROUND:**

Unemployment Insurance (UI) customers who are taking classes that impact their availability to work (and as a result, might cause a loss of UI benefits), may be eligible to receive a waiver of their job search requirements while in training. The legal basis for the Regular Approved Training waiver includes the following regulations that apply to implementing provisions of the Colorado Employment Security Act:

- 2.6.2 Approved Training.

The claimant must produce evidence of continued attendance and satisfactory progress in an approved-training course when requested by the division. In determining whether or not a training course will be approved for an individual claiming benefits under the provisions of 8-73-107 (4), C.R.S.

- 2.6.3 Effect of Participation in Approved Training.

With respect to any week in which a claimant is participating in a training program with the approval of the division and meets the requirements of this section, he or she shall not be denied benefits for the reason that he or she is not actively searching for work or that he or she has failed to apply for or refused to accept suitable work.

With the increased number of UI claimants in training, CDLE recognized the need to formalize a process for workforce centers and unemployment office staff to process approved training requests for those served by all workforce center or partner programs. In September 2009, UI developed a B643 - Regular Approved Training Authorization Form Revised (Attachment 1) to establish consistent procedures for submitting requests among Employment Services (ES), Workforce Investment Act (WIA), and other workforce programs. This form is available for use by both workforce center and unemployment office representatives; however, workforce center representatives have the primary responsibility for initiating the regular approved training request process.

NOTE: The process described above is not applicable to TAA/TRA customers. The TAA and TRA program will continue to record Approved Training Status for TAA/TRA applicants.

#### **IV: POLICY/ACTION:**

Definition of Training – WIA Section 134(d)(4)(D) states that training services may include occupational skills training including training for nontraditional employment; on-the-job training; programs that combine workplace training with related instruction; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities; and customized training conducted with a commitment by an employer or groups of employers to employ an individual upon successful completion of the training. For purposes of Approved Training Status, training may also include internships and work experiences.

Taking classes or participating in an internship may impact a UI claimant’s weekly benefits since claimants must be “available for and actively seeking” work. Claimants must report any training to the workforce and/or UI system in a timely manner to avoid overpayments or other issues with their claim. Claimants may start training on their own or through a program that pays for training, such as WIA, Vocational Rehabilitative Services, or other training partners. In all cases, training status must be reviewed and approved by the Workforce or UI program staff for the claimant to receive UI benefits for their weeks in training. This policy will discuss the forms and procedures required to process an approved training request for a UI claimant.

##### **A. No Full SSNs on any UI forms emailed to UI and WDP (UI programs)**

When completing any forms or submissions that will be emailed to UI, including submission documents for Regular Approved Training (B643), DO NOT include the full Social Security Number (SSN) on any documents. Instead, you may include the last 4 digits of the SSN and the Full Name (including middle initial, when available), or the UI - CID Number (the SSN can be converted to a CID number on the 60 screen in CUBS). Since not all UI staff have access to Connecting Colorado, the WF system Mask ID is not to be used on these documents.

##### **B. Processing a Regular Approved Training Request**

Workforce and Unemployment Insurance representatives are expected to evaluate the appropriateness of an authorization to waive job contacts during the time frame of the class or classes. This waiver should be approved for a short period of time (semester by semester preferred) and Workforce center (or UI) staff should review the progress and results of past semesters (grades or some kind of progress report) to determine the appropriateness and satisfactory progress of the training for subsequent job search waiver authorizations.

In order for the UI claimant to qualify for benefits during training, workforce representatives (or UI staff) must submit an authorization notice (Form B643 - revised) to waive job search contacts to the following UI email address box:

[cdle\\_ui-wfc@state.co.us](mailto:cdle_ui-wfc@state.co.us)

In the subject line of the email, include the last 4 digits of the social security number, the claimant’s last name, and “Regular Approved Training” in the order mentioned.

For example: 1234 Jones, Regular Approved Training

NOTE: This email address is for CDLE and Workforce Center staff only. Do not share this address with customers.

NOTE: For those workforce programs that provide career counseling, training reviews and case management to their participants, you may submit the Form B643 - Revised OR a current program authorization form verifying that the claimant is enrolled in a specific program and the

program approves the training for the specific timeframe identified on the submission form.

All Regular Approved Training requests should be emailed to [cdle\\_ui-wfc@state.co.us](mailto:cdle_ui-wfc@state.co.us)

In ALL cases, the training program must meet the five UI criteria listed below and can be used when the evaluation of the training has not been reviewed by a Workforce Development program, such as WIA or TAA. 2.6.1 Statutory Reference: 8-73-107 (4), C.R.S.

1. Whether the claimant's skills are such that reasonable employment opportunities do not exist or have substantially diminished in the labor-market area of the claimant to the extent that, in the judgment of the division, the individual has little or no prospect of obtaining suitable employment;
2. Whether the claimant possesses the qualifications and aptitudes to successfully complete the program of training;
3. Whether there is a reasonable expectation that the claimant will complete the training course;
4. Whether the training relates to an occupation or skill for which there are, or are expected to be, reasonable employment opportunities for the claimant; and
5. Whether the training course is reasonably designed to result in the claimant's prompt reemployment in suitable work.

**C. Revoking an Approved Training Program Status**

If Workforce Center or UI staff have reason to believe that a claimant has discontinued the training, failed a course(s), has not provided progress reports, or has demonstrated insufficient progress to continue training, the staff member should immediately notify the UI Benefits section to revoke the approved training status. This notification can be emailed to [cdle\\_ui-wfc@state.co.us](mailto:cdle_ui-wfc@state.co.us).

In the subject line of the email, include the last 4 digits of the social security number, the claimant's last name, and "Regular Approved Training", then "Revocation" in the order mentioned.

For example: 1234 Jones, Regular Approved Training – Revocation

Workforce Center and UI staff may elaborate on the reason for the revocation in the body of the email.

**V. IMPLEMENTATION DATE:** Upon receipt of this PGL.

**VI. INQUIRIES:**

Please direct all inquiries to your Regional Liaison at Workforce Development Programs.

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Elise Lowe-Vaughn, Director  
Workforce Programs, Policy, and Strategic Initiatives

**ATTACHMENTS:**

1. B643 Regular Approved Training Authorization Form - Revised