



# Training Orientation

## Frequently Asked Questions

### **How do I apply for training assistance?**

You must first meet eligibility requirements for the Workforce Innovation and Opportunity Act (WIOA) program. Please view the Workforce Development Center Information Session for information on services and how to access services. Then call your nearest Workforce Development Center and ask to speak to an available Career Coach.

### **Am I guaranteed to be approved for training?**

Training is not guaranteed service. WIOA offers several services such as Career Coaching, workshops & job search, see Information Session for further details. There is a process to request training and approval is determined on an individual case by case basis. Training services are based on suitability, prior education/training, work experience and funding availability. A training interview will be conducted by a Career Coach to determine program suitability after you have been determined WIOA eligible.

### **What is the timeline for training approval? When can I begin training?**

The training approval process timeline varies for each individual. There are several factors that need to be considered such as training provider requirements and completion of the Recommendations for Success Checklist. You will be informed if and when, you are approved. WIOA will not fund a training that you have already started.

### **Are all training programs eligible for assistance under the Workforce Innovation and Opportunity Act?**

No, not all training programs are available for funding assistance. Training programs must be listed on the Eligible Training Provider List (ETPL) on the CalJOBS website and be a Riverside County Workforce Development Center In-Demand industry.

### **What are the In-demand Industries for Riverside County?**

The current in-demand industries for Riverside County are:

- Manufacturing
- Logistics and Transportation
- Construction
- Healthcare
- County-wide & Regional Occupations that are high demand/higher wage and Not in the above industries.

### **I am currently working part-time/full-time, can I still request Training Assistance?**

Yes, if you meet the income guidelines under the WIOA program, you may be considered for training services. As noted, training services are based on suitability, prior education/training, work experience and funding availability. Please keep in mind that attending training requires a time commitment for studying and attending class, we highly encourage you to sit down and thoroughly examine your current commitments (work, caring for family members, volunteering activities; etc.).

### **Are Online training programs eligible under the Workforce Innovation and Opportunity Act?**

Yes, however; we highly encourage you to sit down and thoroughly examine your current commitments (work, caring for family members, volunteering activities; etc.) as online trainings require a tremendous amount of self-discipline and time management skills. It is recommended that you make a day to day schedule and see if an online training will fit your current schedule as many courses require a minimum of 20 hours or more per week log in time. Additional items to consider when thinking about online trainings as an option is the equipment that may be required such as a high-performance computer with supporting devices. All training programs must be listed on the CalJOBS Eligible Training Provider List.

**Do I qualify for Training Assistance if I am not receiving Unemployment Insurance (UI) benefits or have exhausted my unemployment insurance benefits?**

You may be eligible for training assistance even if your unemployment insurance benefits end or if you are not receiving any benefits. Unemployment Insurance and WIOA are two separate programs. We recommend that you inform UI that you are interested in training, please see the California Training Benefits fact sheet for additional information. If approved WIOA can assist in paying for a training, but they do not cover living expenses. Individuals interested in training must have means to support them self while in training.

**If I get approved for training, will I still receive my Unemployment Insurance benefits?**

The Employment Development Department Unemployment Insurance (UI) Office is the agency who determines eligibility for UI benefits. You may qualify for the California Training Benefits Program if you notified Unemployment Insurance of your interest in going to training before your 16<sup>th</sup> week of receiving benefits. Please see CTB fact sheet for additional information such as training provider requirements and required training hours per week.

**Will I receive Unemployment Insurance throughout my entire training?**

If your training program is longer than your regular Unemployment Insurance claim, there is a possibility that the Unemployment Insurance office may award you a training extension. If the Unemployment Insurance office awards you a training extension, please keep in mind that they are only for the duration of the time you attend training and/or for a maximum of up to twenty-six (26) weeks. These extensions are not guaranteed and can only be issued by the Unemployment Insurance Department. Please read the California Training Benefits (CTB) Program Fact Sheet for additional information.

**How do I notify the Unemployment Insurance Department that I was approved for training through the WIOA program?**

A WIOA Training Career Coach will verify your training start date with your training provider and will notify the Unemployment Insurance office as a courtesy. You will notify unemployment by noting it on your claim form once you have begun training. The Unemployment Insurance office will contact you for additional information after they have been notified.

**I have received WIOA funding in the past. Can I be funded again?**

WIOA funding is determined on a case by case basis and normally only funds one training. If you have received WIOA funds in the past, additional documentation will be needed from you and authorization from the department director will be needed. This process will be longer than normal and is not guaranteed.

**Can WIOA fund a college degree?**

WIOA funds can only be used for Vocational training programs that lead to an industry recognized credential or license. If you are searching for funding for higher education there are several other sources that may be available for you to use, please contact your higher education institute for additional assistance.

**I am currently attending training at a vocational school. Can I still apply for funds to help me pay for my training? Will previous training or higher education degrees disqualify me for training funds?**

If you are currently enrolled in a program or already have a signed contract with a training provider, WIOA funds cannot be used to assist you with paying for that training. You can apply for the WIOA program and receive services such as job search and resume writing assistance. When considering an individual for WIOA funded training, previous education and training is considered and evaluated by Career Coaches.

**How will my vocational training be paid? Will I receive a check to pay for my training?**

Once approved for training, the WIOA program will send a voucher directly to the training provider you selected. No checks will be directly issued to individuals requesting training services.

**How long can my training last?**

The WIOA program helps fund individuals for short-term vocational training that leads to an industry recognized credential or license. Individuals seeking higher education degrees can not be assisted with WIOA funds.