

Worksheet: Keeping track of information

I am asking DUA to approve my training program.

- It is full-time (20 hours or 12 credits).
- It is a vocational program.
- It has a 70% job placement rate. The percentage of trainees the program has placed in jobs over the last 12 months is _____%. Get this number from your training provider.

I plan to take:

- ESOL alone
- Vocational Training alone and I can complete the training in 2 years.
- GED and Vocational Training and I can complete the training in 3 years.
- ABE and Vocational Training and I can complete the training in 3 years

I got my 1st unemployment check the week of: _____

The 20th week after my 1st check is: _____

The reason I missed my deadline is reason # ___ below.

1. The training provider cannot make an accommodation for my disability, so I need to apply for another program.

2. DUA took too long to tell me they will not give me TOP benefits. So I do not have enough time to apply for another training program.

3. DUA did you not tell me that I have the right to apply for TOP.

4. The information DUA gave me about my right to apply, was wrong.

I spoke to: _____

On this date: _____

5. I need to address physical, psychological or legal effects of domestic violence.

6. My job was in a "declining industry" or the company does not have as much work as it used to, and this is a permanent.

7. I did not understand that I had a deadline to apply because,

I do not read very well.

English is not my first language.

I have a mental disability.

There was a natural disaster.

There was a death or serious illness in my family or household.

10. The training provider delayed in completing the application

11. DUA or MassHIRE Career Services discouraged me from applying.

[MassLegalHelp.org/employment-unemployment/ui-training/how-to-apply](https://www.masslegalhelp.org/employment-unemployment/ui-training/how-to-apply)