



How to File for Unemployment for Class

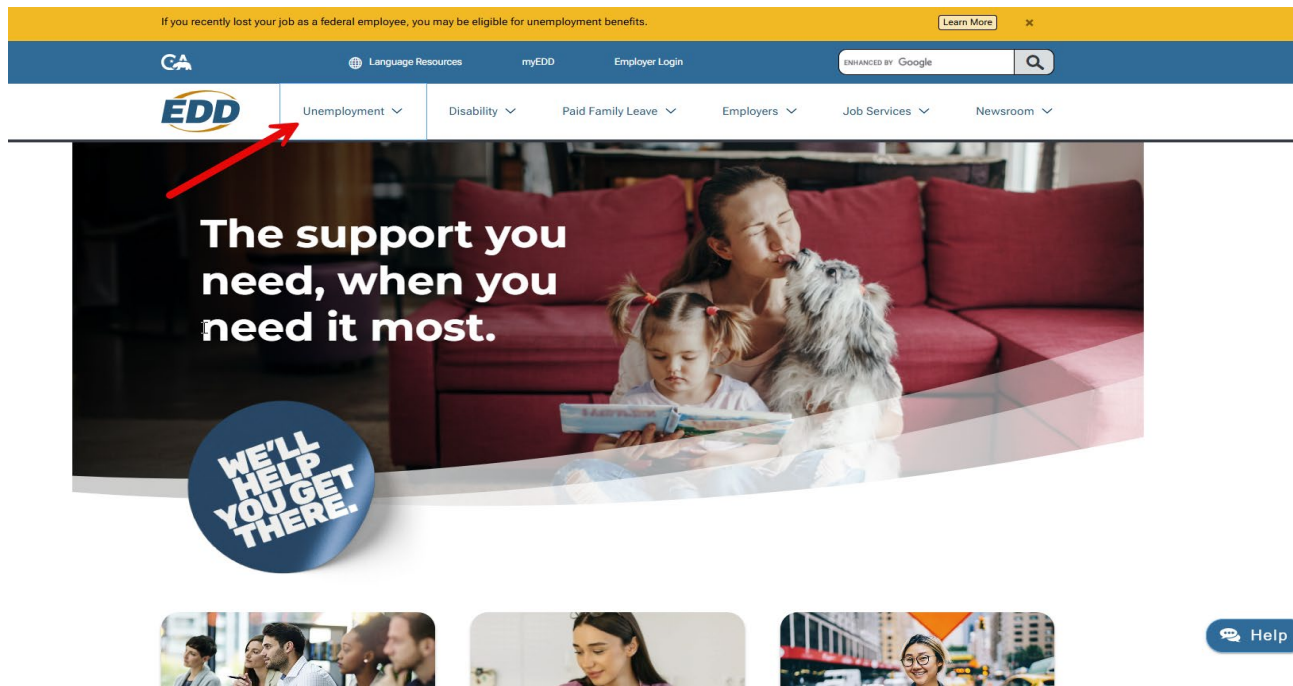
*Notes

- These directions are strictly for the purpose of filing for Unemployment benefits to attend your Mandatory Apprenticeship Training. If you are filing because you were laid off, and not for class, do not use these directions.
- Claim weeks are Sunday to Saturday, so file on the first Monday of class.
- You are ultimately responsible for how you answer the questions when filing for unemployment benefits. This guide is only meant to assist you in answering questions directly related to your mandatory apprenticeship training. Please answer all questions correctly; WECA will not be responsible for incorrect information given.
- The screen shots provided may not match EDD UI Online exactly, we are not able to provide exact screen shots, these should be used as a general guide.
- WECA Recommends you watch the following EDD You Tube Tutorials before starting your claim:
 - Register for a UI Online Account
[myEDD: Overview and Registration for New Users \(YouTube\)](#)
 - Additional videos can be found at the link below.
https://edd.ca.gov/en/unemployment/ui_online_videos/
- WECA Recommends you review the following Resources Provided by EDD before starting your claim:
 - Unemployment Benefits – What You Need to Know -
https://www.edd.ca.gov/pdf_pub_ctr/de1275b.pdf
 - Steps to File a UI Claim - https://www.edd.ca.gov/pdf_pub_ctr/de2338h.pdf
 - UI Overview - https://www.edd.ca.gov/pdf_pub_ctr/de2326.pdf
 - UI FAQ Sheet - <https://edd.ca.gov/en/unemployment/FAQs/>

Step 1:

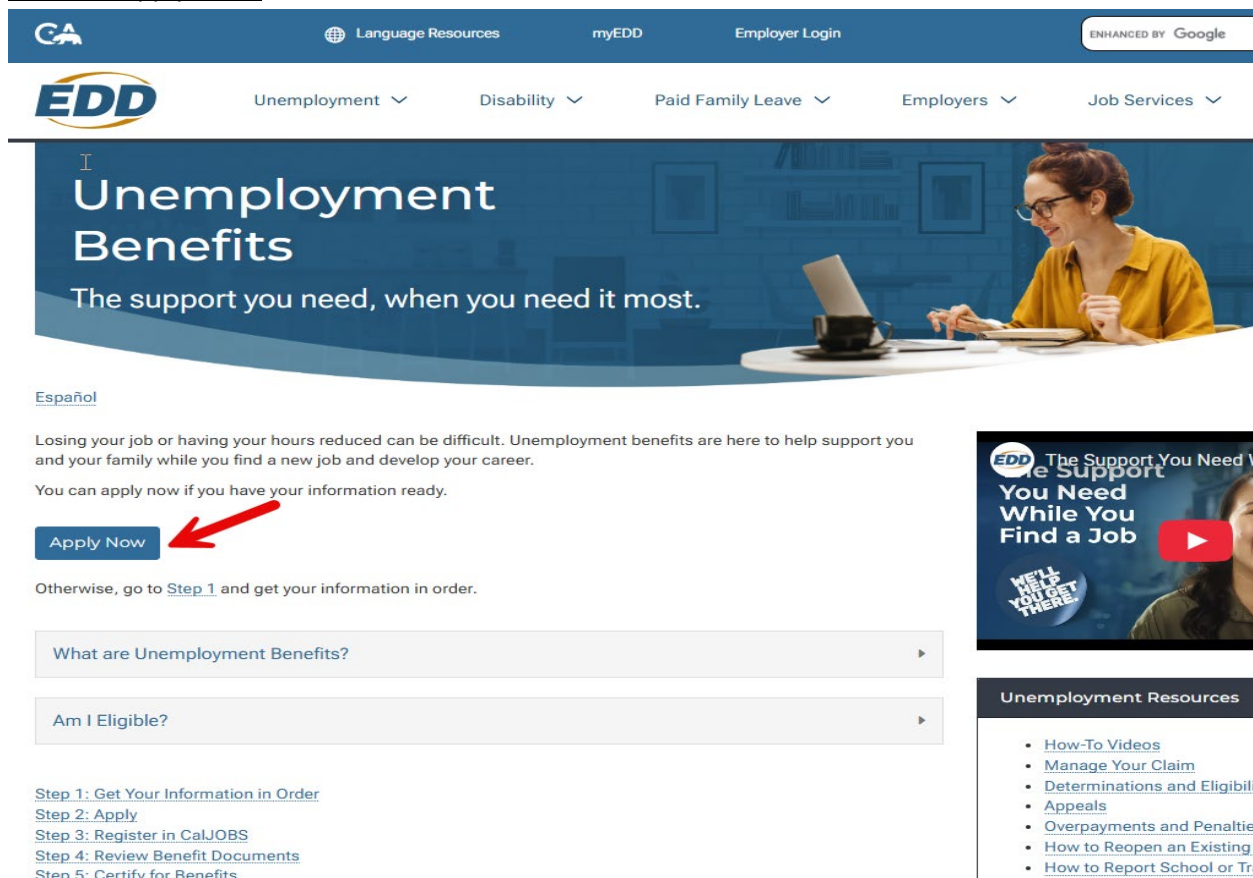
Go to <http://edd.ca.gov> and click on “Unemployment”

From the drop down menu select step 1: Get your information in order and review what will be required to apply online.



Step 2:

Click on “Apply Now”



Step 3:

If you are a previous account user with EDD, you may log in here. If you are a first time user, Click on “Create Account.”

Welcome to myEDD
myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services.

Log In

Email

Password [Show](#)

[Forgot password?](#)

[Log In](#)

Don't have an account? [Create Account](#)

Step 4:

Once you register and create an account with myEDD, file for unemployment online <https://edd.ca.gov/en/unemployment/step-2-apply/>

Step 2: Apply

[Español](#)



Tip: Getting your information ready before you apply can make things go more smoothly.

Online

The fastest way to apply for unemployment benefits is through [myEDD](#). Here's a [video](#) if you want to learn about using myEDD.

[Apply Now](#)

Other Ways to Apply

Apply by Phone ▶

Apply by Fax or Mail ▶

[Back to Step 1](#)

[Go to Step 3](#)

Step 5: Information for Applying as an Apprentice in Training only.

https://edd.ca.gov/en/unemployment/Eligible_Training_Types_for_CTB/

CA Language Resources myEDD Employer Login ENHANCED BY Google

EDD Unemployment ▾ Disability ▾ Paid Family Leave ▾ Employers ▾ Job Services ▾ Newsroom ▾

[Español](#)

Eligible Training Types for California Training Benefits

The [California Training Benefits \(CTB\)](#) program allows you to receive [Unemployment Insurance](#) benefits while attending school or training. If you qualify, this program can help you continue your education and expand your skills without having to look for work.

You must contact us before the sixteenth week of your benefit payments to qualify for a training extension. Learn more at [Qualify for a Training Extension](#).

Here's what you'll find on this page:

- How to apply for CTB
- How to report school or training to the EDD
- Types of training for each category
- Eligibility requirements for each program

If you are approved, you are not required to look for work, accept work, or be available for work while attending school or training. You'll still have to [certify for benefits](#).

If you are not approved, you can still receive unemployment benefits while attending school or training as long as you meet all other eligibility criteria. You must be able to work, available for work, actively searching for jobs, and accept any job offers each week that you certify for benefits.

Note: The EDD does not pay for any educational or training-related costs, such as tuition, fees, books, supplies, or transportation. There are state, federal, and employer assistance programs that may fund your school, training, and expenses. If you're arranging your own training, you may have to cover these costs yourself.

How to Apply for CTB

To participate in the CTB program, you need to have a current and valid unemployment claim that is payable.

Take these steps to apply for CTB:

- Contact us before the sixteenth week of your benefit payments to let us know you're interested.
- Choose a training program that works for you and meets the program's requirements.
- Report your school or training to the EDD during the first week of class. For details, see [How to Report School or Training](#).
- Fill out and return any paperwork that the EDD sends you, such as the *California Training Benefits (CTB) Application* (DE 3100TQ) or *California Training Benefits (CTB) Application and School or Training Questionnaire* (DE4365TQ).



If we need more information to see if you qualify for CTB, we will do one of the following:

- Notify you by email and text with the option to participate in an Electronic Determination (E-DET).
- Schedule a phone interview and send you a *Notification of Unemployment Insurance Benefits Eligibility Interview* (DE 4800).
- Mail you a *Request for Eligibility Information* (DE 4365FF).

Remember, your CTB eligibility is based on the information you provided on your application or during the eligibility determination process.

After You Apply

[Español](#)

How to Report School or Training

You can report school or training when you file or reopen a claim, or when you certify for benefits by reporting it on the *Continued Claim Form* (DE 4581).

Note: Report your school or training the week you begin attending.

The following table shows you how to report each type of school or training.

Type of School or Training	How to Report
California Training Benefits: <ul style="list-style-type: none"> California Work Opportunity and Responsibility to Kids (CalWORKs) Journey Level Union Members Training Journey Level Trade Association Member (JLTAM) Training Employer Sponsored Training Employment Training Panel (ETP) Eligible Training Provider List (ETPL) Self-Arranged Training Single Credential Training for Teachers Any other school or training program 	<p>Use one of the following methods:</p> <ul style="list-style-type: none"> UI OnlineSM (recommended) By phone using EDD Tele-CertSM By mail on your paper <i>Continued Claim Form</i> (DE 4581) <p>Note: If you use UI Online, you may be asked questions to help us determine your eligibility, and to avoid unnecessary phone interviews.</p>
State Approved Training: <ul style="list-style-type: none"> Apprenticeship training Union journey level training Non-union journey level training 	<p>Using one of the following methods:</p> <ul style="list-style-type: none"> UI Online (recommended) By phone using EDD Tele-Cert By mail on your paper <i>Continued Claim Form</i> (DE 4581) <p>Note: You are no longer required to submit your certificate of completion.</p>

[Help](#)

Below are recommended ways to fill out questions on your application.

- The slides below may appear differently on your UI application, but the information is relevant.

4. Reason No Longer Working:

4a. Please provide a brief explanation (Maximum 150 characters):

5. If you received, or if you expect to receive, any payments from your very last employer or any other employer other than your regular salary, report the payment below.

	Amount	From Date (mm/dd/yyyy)	To Date (mm/dd/yyyy)
5a. <input type="checkbox"/> Holiday Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5b. <input type="checkbox"/> Vacation Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5c. <input type="checkbox"/> Severance Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5d. <input type="checkbox"/> In-Lieu-Of-Notice Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
5e. <input type="checkbox"/> Other Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>

5f. Please explain Other Pay, if any (Maximum 150 characters):

Buttons: Cancel, Previous, Next

Availability Information

Steps: 1 2 3 4 5 6 7 8 9

- 1. What is your usual occupation?
- 2. What other work-related skills do you have?
- 3. Is your usual occupation seasonal? Yes No
- 4. Do you expect to return to work for a former employer? Yes No
- 5. Do you have a date to start work?
- 6. Are you ready and willing to accept work that matches your occupational skills and educational background? (Example: If offered a job, would you be able to accept it?) Yes No
- 7. Are you currently self-employed (have your own business or work as an independent contractor) or plan to become self-employed? Yes No
- 8. Are you a member of a union or a non-union trade association? Yes No

If Yes:

- 8a. What is the name of your union or non-union trade association?
- 8b. What is your union local number?
(Enter zero "0" for non-union trade association)
- 8c. What is the phone number of your union or non-union trade association?
- 8d. Does your union or non-union trade association look for work for you? Yes No
- 8e. Does your union or non-union trade association control your hiring? Yes No
- 8f. Are you registered with your union or non-union trade association as out of work? Yes No
- 8g. Are you going to receive strike benefits? Yes No

Complete Question 8 as shown here

Cancel

Previous



Next

Additional Information

Steps: 1 2 3 4 5 6 7 8 9

Correct the following error(s) below.

- Item 4f-1 may only contain letters A through Z, hyphens, or spaces.

1. In the past 2 years did you file a claim for Unemployment Insurance (UI) or Disability Insurance (DI)? Yes No

2. Are you receiving, or will you receive in the next year, a pension other than Social Security or Railroad Retirement, which is based on your own work or wages? Yes No

3. Are you receiving or do you expect to receive Workers' Compensation? Yes No

4. Are you currently attending or are you planning to attend school or training? Yes No

If Yes:

4a. School Start Date (mm/dd/yyyy) First Day of Class

4b. Ending Date of Current Session (mm/dd/yyyy) Last Day of Class

4c. School Name WESTERN ELECTRICAL CONT. ASSOC. Western Electrical Cont. Assoc.

4d. School Phone Number (916) 453-0112

4e. What are the days and hours you are attending or plan to attend school or training? (Maximum 150 characters)

Monday - Friday, 7am - 3:30pm

4f. Is your school or training program authorized or funded by:

- Workforce Innovation and Opportunity Act (WIOA)
- Employment Training Panel (ETP)
- Trade Adjustment Assistance (TAA)
- California Work Opportunity and Responsibility to Kids (CalWORKS)
- State or Federal Approved Apprenticeship Program
- Union or a Trade Association of which you are a Journey Level Member
- Employer (Employer Sponsored Training)
- Not authorized by any of the above

4f-1. Name of Union or Trade Association WESTERN ELECTRICAL CONT. ASSOC. Western Electrical Cont Assoc

4f-2. Union or Trade Association Phone Number (916) 453-0112

4f-3. Union Local Number 0

4f-4. Training Representative Name CHRISTINE [REDACTED]

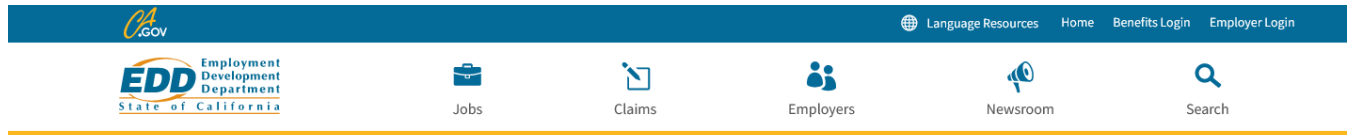
4f-5. Training Representative Phone Number (916) 453-0112

Complete Question 4 as shown here

Note: If you are in a State or Federal Approved Apprenticeship training for only one or two weeks, you must mail your training completion certificate with your Continued Claim Form, DE 4581, for the week(s) of training.

Step 6: Manage Your Account

UI Online is the fastest most convenient way to manage your Unemployment Account. Once you have an account with myEDD, you can view the status of your claim, certify for benefits, and get up to date claim and payment information all on UI Online.



[Español](#)

Apply and Manage Your Claim Online

UI Online

Want to file for unemployment online? Use UI Online—the fastest and most convenient way to apply for unemployment and manage your claim online. You can access UI Online through a desktop or mobile device.

[Create Account](#) | [File and Manage Account](#) | [Technical Support](#)

How to Use UI Online

Now that you have your myEDD and UI Online accounts set up, you can use UI Online to:

- File a claim.
- Reopen a claim.
- Certify for benefits and report work and wages.
- Monitor the status of eligibility issues.
- Get your latest claim and payment information.
- Change your address and phone number.
- Verify your identity.
- Receive notifications including reminders to certify for benefits.
- View in-person and phone appointments.
- Reschedule a phone interview.
- View, print, or request a copy of your tax information from the past five years.
- Check your UI Online inbox for important messages.
- Ask a question.

Note: To apply for benefits online, you must be at least 18 years old. If you are underage, you can apply by [phone](#), [fax](#), or [mail](#).

[Log In](#)

Know When to Apply

You can apply through UI Online during the times (Pacific time) listed below:

When you can apply with UI Online

Days of the Week	Available Time
Sunday	5 a.m. – 8:30 p.m.
Monday	4 a.m. – 10 p.m.
Tuesday – Friday	2 a.m. – 10 p.m.
Saturday	2 a.m. – 8 p.m.

Note: Whether you select UI Online or UI Online Mobile you will be directed to the full UI Online site and have access to all online features.

Register and Create an Account

Creating an account is an important step as soon as you [qualify for unemployment benefits](#).

With this account, you can apply for unemployment benefits, reopen an existing claim, and manage a claim.

[Create Account](#)

[Log In](#)

Additional Resources

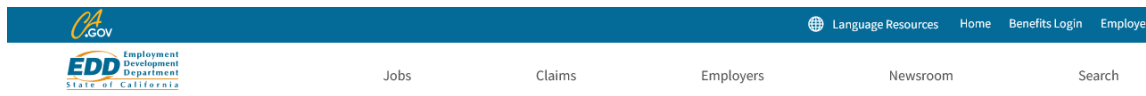
Can't find what you're looking for? View these resources for more information.

- [Quick Links](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [UI Online Videos](#)
- [UI Benefit Calculator](#)
- [UI Forms and Publications](#)
- [California Training Benefits](#)

- While it is preferred that you apply online, you can still apply by phone, fax or mail.

<https://edd.ca.gov/en/unemployment/apply>

https://edd.ca.gov/siteassets/files/pdf_pub_ctr/1101i/de1101id.pdf



Apply Now

[Online](#) | [By Phone](#) | [By Fax or Mail](#)

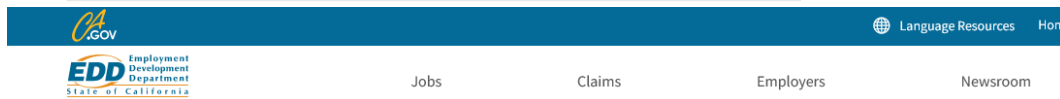
Call us to file a claim at the following toll-free numbers, Monday through Friday from 8 a.m. to 5 p.m. (Pacific time) except on [state holidays](#).

- **English and Spanish** 1-800-300-5616
- **Armenian** 1-855-528-1518
- **Cantonese** 1-800-547-3506
- **Korean** 1-844-660-0877
- **Mandarin** 1-866-303-0706
- **Tagalog** 1-866-395-1513
- **Vietnamese** 1-800-547-2058
- **TTY** 1-800-815-9387

General Unemployment Questions or Technical Help with UI Online

If you have general questions about unemployment, call one of the phone numbers listed above.

If you need help with UI Online account setup or login issues, call 1-833-978-2511 and select **option 1** after the introductory messaging. The phone line is available from 8 a.m. to 5 p.m. (Pacific time), Monday through Friday, except on [state holidays](#).



months after the start of your **Benefit Year**.

For more information, refer to your *Notice of Unemployment Insurance Award* (DE 429Z) for your claim ending date or review [Benefit Year End](#).

Apply Now

[Online](#) | [By Phone](#) | [By Fax or Mail](#)

Unemployment Insurance Application

Use the paper Unemployment Insurance Application. Select one of the following that best describes your employment. If you have been affected by a disaster, complete the disaster section of the unemployment application.

- Worked in California [English](#) | [Spanish](#)
- Worked in California and Another State [English](#) | [Spanish](#)
- Served in the Military [English](#) | [Spanish](#)
- Worked for the Federal Government [English](#) | [Spanish](#)

Fax

Fax your application to the number listed on the form. You can contact your local [America's Job Center of California](#) for help with faxing your paper application.

Tip: The fastest way to apply is through [UI Online](#).

Mail

Mail your application to the address on the form and allow extra time for processing. You can contact your local [America's Job Center of California](#)SM for help with mailing your paper application.

- **Technical Support is available.**

https://edd.ca.gov/en/about_edd/technical_help/

- **Additional Resources**

Can't find what you are looking for? View these resources for more information.

https://edd.ca.gov/en/unemployment/forms_and_publications/

https://edd.ca.gov/en/unemployment/ui_online_videos/

https://edd.ca.gov/en/unemployment/understanding_the_continued_claim_certification_questions/

<https://www.youtube.com/watch?v=U2gfknyNHZl>