Building Careers

Students must provide the following information to receive training approval:

1. Acceptance date and start date
2. Training completion date
3. Class schedule
4. Course of study or major
5. Degree or certificate to be earned

Make an appointment now to:

- Discuss training opportunities
- Work with a trained counselor and receive help with the application process

Name: __________________________

Phone: __________________________

Email: __________________________

To be approved, your training program must:

- Consist of a minimum of 12 classroom hours each week or 12 credit hours every semester.
- Be completed within 24 months of your approval date.
- Improve your ability to find more regular long-term employment.
- Be career specific.

Other factors to consider:

1. Does the training meet the minimum educational requirements to qualify for work in a specific career goal?
2. Are job opportunities in your career goal expected to be available in the state?
599 Program Information
Approval for the 599 Program excuses you from Unemployment Insurance work search requirements while you are attending your approved training program and meeting all eligibility requirements.

Approval for the 599 Program offers you the opportunity to earn a High School Equivalency Diploma (HSE formerly GED) or attend college or a certificate program.

599 Program approval is time sensitive. You must apply for training approval within the first 13 weeks of your Unemployment Insurance claim in order to receive the maximum benefits.

Your Journey Starts Here
A Workforce Counselor will provide guidance to help with the application process and give you all the forms you need to apply for the 599 Program.

Withdrawing from your training program, failing to demonstrate that you are making progress, or changing the terms of your 599 approval may make you ineligible for the 599 Program. This means you would be subject to work search requirements.

Important Details
The 599 Program does not provide tuition assistance. Contact your training provider’s Financial Aid department to discuss funding options.

599 Program approval does not guarantee extra benefits beyond 26 weeks of unemployment. Extra benefits may be available depending on available funding.