

## Apprenticeship support: tips for managing your benefits

### Two-step process

Receiving benefits while in training is a two-step process.

- Step 1: Apply for benefits or restart a claim if you don't already have an active claim.
- Step 2: File weekly claims each week you want to receive benefits.

### Start date

It's important to apply for benefits or restart your claim before your training week ends. If you try to do this later, it can cause delays and your request to backdate may not be approved.

You can ask to backdate your claim up to two weeks. If you ask to backdate more than two weeks, we'll need more information before deciding if you can receive benefits for backdated weeks.

### Temporary employer separation

If you work for a union or apprenticeship employer and stop work for a classroom training session as part of your apprenticeship, you can choose "temporarily out of work to attend mandatory union or open-shop apprenticeship training" as your separation reason.

### Union local chapter number

Union names in our eServices system may vary. You can choose the union local chapter number in the dropdown menu that matches the union local number on your card.

If you are working through an out-of-state union, you can choose "88889 – Out of State Union."

### Job search activities or standby not required

You don't need to look for a job or request standby while you attend apprenticeship training classes. However, when you are not in class, you may need to request standby or seek work per your union or training program rules.

### Able and available

You are considered able and available for work, if you can work or attend each day of training without any issues.

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**Phone**

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8:00 AM – 4:00 PM, Monday – Friday

### Equal Opportunity is the Law

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. We provide free help in many languages. People who need hearing or speech help can dial 711 for the Washington Relay.