

APPLYING FOR THE TRAINING OPPORTUNITIES PROGRAM (TOP)

You must submit your TOP application within the first 20 weeks that you receive unemployment benefits, at least 3 weeks before your training program begins.

What you need when applying for the Training Opportunities Program

When you complete your TOP application, you will need the following information:

- The type of training program you have selected
- The name of the school(s) offering the training
- The start and end dates of the training program
- The cost of tuition and other related expenses

How to apply for the Training Opportunities Program:

Online

1. Find an approved training program that meets your needs by:
 - Visiting a [Massachusetts Career Center](#)
 - Searching online through the MassHire [JobQuest](#) system: select “[Locate Training](#)” at the top
2. Log in to your [UI Online account](#).
3. Click **Request TOP application** on the left navigation pane and print the application.
4. Fill out your section of the application and ask your training program to complete their section.
5. Send your completed application to the Training Opportunities Program unit **at least 3 weeks before your program starts**.

By Phone

1. Find an approved training program that meets your needs by:
 - Visiting a [Massachusetts Career Center](#)
 - Searching for training online through [JobQuest](#)
2. Call the Training Opportunities Program unit at (617) 626-5521 to request an application.
3. Fill out your section of the application and ask your training program to complete their section.
4. Send your completed application to the Training Opportunities Program unit **at least 3 weeks before your program starts**.

More info about Apply for the Training Opportunities Program

If you don't hear from the TOP unit within 3-4 weeks of submitting your completed application, please call (617) 626-5521.

Contact Training Opportunities Program (TOP) Unit

[Call Training Opportunities Program \(TOP\) Unit at \(617\) 626-5521](#)