

# **ELIGIBILITY REQUIREMENTS FOR THE TOP PROGRAM**

You may qualify for the Training Opportunities Program if:

- You no longer work for your former employer
- You filed an unemployment claim and are eligible for unemployment benefits
- It will be difficult for you to get a new job, unless you learn new skills
- You have the basic skills to complete and benefit from approved training. Individuals who do not speak English or require remedial education may first participate in a basic skills enhancement course.
- You submit a completed TOP application within the first 20 weeks that you receive your unemployment benefits
- Your training program is full time and approved by the TOP unit

## **Basic skills enhancement**

If it is determined that you need basic skills enhancement before you can participate in a training program, you may be required to take a basic skills enhancement course, such as:

- English for Speakers of Other Languages (ESOL)
- Adult Basic Education (ABE)
- General Equivalency Diploma (GED)

A basic skills enhancement program together with approved training will be considered one training program.

## **How to maintain eligibility while in training**

To remain eligible, you must do the following:

- Continue to [request unemployment weekly benefits](#)
- Maintain attendance and make satisfactory progress in your training program
- Complete your program within 2 years. If you must take a basic skills enhancement course, your approved training program must be completed within 3 years.
- You may take part in only 1 approved training program during your unemployment eligibility period

If your job training program has vacation breaks, you will continue to receive TOP benefits if:

- The vacation period is less than 3 weeks, and
- You go back to the training program right after the break ends

If the vacation period is more than 3 weeks, and you continue searching for work as required, you may be able to get regular benefits but no extended unemployment benefits.