

## **INSTRUCTIONS FOR COMPLETING CERTIFICATE OF ATTENDANCE – APPROVED TRAINING**

If you claim unemployment insurance benefits while in approved training, you **MUST**:

1. Have the **Certificate of Attendance** form on Page 2 of this document completed.
  - An authorized school official needs to complete the form **EVERY FOUR WEEKS** that you claim unemployment benefits.
2. Complete an **Eligibility Review Form**.
  - Available by clicking [here](#) or go to [www.laworks.net](http://www.laworks.net) > Downloads > Unemployment Insurance and selecting “Eligibility Review Form” in the list.
  - Where the form asks for the “Record of work search or union contacts,” indicate “Training.”
  - For more information on eligibility reviews, refer to your [Benefits Rights Information](#).
3. When you request payment for benefits, you will be notified when your Eligibility Review Form is needed.
4. For **each FOUR WEEK period**, return the completed Eligibility Review Form **AND** the completed Certificate(s) of Attendance by mail or fax to:  
  

Mail: Louisiana Workforce Commission Adjudication Support Unit P O Box 91253 Baton Rouge, LA 70821-1253	OR	Fax: (225) 346-6068
--	----	---------------------
5. It is **REQUIRED** that you verify your continued attendance in approved training in order to receive unemployment benefits while in training. The completed forms will be required approximately once every four weeks as long as you are in approved training.
6. When you claim for weekly benefits **while in approved training**:
  - Answer “YES” to the question, “Were you able, available and looking for work this week?” **AND**
  - Respond “**Approved Training**” when asked to provide information on your weekly work searches.
7. You must **IMMEDIATELY** report any changes to your enrollment status in approved training to the Louisiana Workforce Commission.
  - Anyone who collects unemployment benefits is legally responsible to follow the requirements set by state law. Failure to follow the rules can result in serious consequences.
  - Consequences for not following unemployment regulations can include **prosecution** by government authorities, **repaying** the benefits with penalties, **forfeiting a future income tax refund**, **losing future eligibility** for collect unemployment benefits and a possible **jail sentence**.

**QUESTIONS?** Call our Claim Center at **(866) 783-5567**. Representatives are available Mondays-Fridays, 8 a.m. – 5 p.m.



CLAIMANT: REFER TO INSTRUCTIONS ON THE FIRST PAGE OF THIS DOCUMENT


DATE: \_\_\_\_\_

### CERTIFICATE OF ATTENDANCE

This is to certify that \_\_\_\_\_  
(Student's Name and Social Security Number)

has met the attendance requirements while enrolled in \_\_\_\_\_  
(Name of School)

FOR THE LAST FOUR (4) WEEKS.

X  \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

School Phone Number \_\_\_\_\_  
(Area Code) (XXX-XXXX)



CLAIMANT: REFER TO INSTRUCTIONS ON THE FIRST PAGE OF THIS DOCUMENT


DATE: \_\_\_\_\_

### CERTIFICATE OF ATTENDANCE

This is to certify that \_\_\_\_\_  
(Student's Name and Social Security Number)

has met the attendance requirements while enrolled in \_\_\_\_\_  
(Name of School)

FOR THE LAST FOUR (4) WEEKS.

X  \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

School Phone Number \_\_\_\_\_  
(Area Code) (XXX-XXXX)