

**WAC 192-270-045 Requirements for applying for training benefits.**

The following information must be included in your application for training benefits:

- (1) Your name and either your Social Security account number or the claimant identification number assigned to you by the department;
- (2) The name of the educational institution;
- (3) The address of the educational institution;
- (4) The department of the educational institution, if applicable;
- (5) The name of the training program;
- (6) A description of the training program, including remedial requirements if necessary;
- (7) The date your training program is expected to start;
- (8) The duration of the training program, including the dates you plan to begin and complete training;
- (9) Your employment history for the previous three years;
- (10) Your plan for completion of the training if training benefits will run out prior to the completion of your plan;
- (11) The occupation(s) trained for;
- (12) A verification of your registration provided by the educational institution;
- (13) A release of information form authorizing the educational institution to release grades, attendance, and other measures of program progress to the department; and
- (14) Your signature.

[Statutory Authority: RCW 50.12.010, 50.12.040, and 50.22.155(12). WSR 12-09-025, § 192-270-045, filed 4/6/12, effective 7/1/12. Statutory Authority: RCW 50.12.010, 50.20.010, and 50.22.150(10). WSR 01-11-085, § 192-270-045, filed 5/16/01, effective 6/16/01.]