

TO: _____

Date: _____

UI Local Office: _____

RE: _____

**CERTIFICATION OF UNSATISFACTORY PROGRESS AND ATTENDANCE
BY TRAINING FACILITY**

§12-5-43(e), Administrative Rules, states “(unemployment) benefits shall be payable for any period in which the trainee demonstrates satisfactory progress and attendance in an approved vocational training or retraining course as determined by the training facility.”

Instructions to the Training Facility: Please use one form for each course that the trainee is enrolled in. Distribute a copy of this form to each of the claimant’s instructor(s). The instructor must complete and submit this form for any period in which the claimant/trainee named above does not demonstrate satisfactory progress and attendance. The form must be sent to the claimant’s local UI office as soon as progress and attendance becomes unsatisfactory.

Name of course:	
Is the trainee still enrolled and attending training?..... <input type="checkbox"/> YES <input type="checkbox"/> NO	
Period of unsatisfactory progress and attendance	Explanation of unsatisfactory progress and attendance. If terminated, provide the last day attended and explain.
From:	
To:	

Certification: By completing the information below, the instructor certifies that the information provided is correct.

Instructor’s Name: _____

Instructor’s Signature: _____

Phone: _____

Date: _____