



DES Approved Training Unemployment Insurance Claim

Information for NAU Extended Campuses Students

- 1) If you are an Approved Training participant, please ensure that the Extended Campuses Service Center is notified at the beginning of each term (see #3 below).
- 2) Authorized Signers for your Approved Training Continued Claim (UB-106T) are located at the Extended Campuses Service Center on the Flagstaff Mountain Campus.
- 3) You may take your completed weekly claim form to your local NAU Community Campus and have it faxed to the Extended Campuses Service Center for verification and signature, or you may submit your completed claim form directly to the Extended Campuses Service Center:

By Fax: 866-644-3519 toll-free or 928-523-1169
ATTN: Authorized Signer-DES Approved Training

By Email: EC.enrollment@nau.edu, ATTN: Authorized Signer-DES
Approved Training (submit via your NAU student email; cannot
be accepted via a non-NAU email)

- 4) Please allow 24 hours for verification and return of the signed claim form, as verification may require that we contact your instructor.
- 5) The signed claim form will be returned to you via email to your NAU student email address.
- 6) You are responsible for submitting your signed claim form to DES.
- 7) Verification of enrollment and satisfactory progress require that you remain enrolled and actively attend, participate in class, submit assignments, and work toward completing the class with a passing grade.
- 8) The Extended Campuses Service Center cannot accept claim forms dated or submitted prior to the end of each week (ending Saturday at midnight).
- 9) If you have questions about your claim or need additional blank claim forms, please contact the Approved Training unit at DES.