

CSM for UI Program

For Participants

CSM for UI Program Overview

The **CSM for UI Program** is offered by West Virginia Adult Education and is an Approved Vocational Training program for unemployment insurance claimants. Participating in the CSM for UI Program provides a **6-week waiver of the UI work-search requirements** with a **possible 2-week extension**.

The **Core Strategies for Mathematics (CSM)** course is a self-paced online course that uses next-generation educational technology to build high performance skills that are important for success in whatever you do, including:

- strong practical math skills
- problem-solving strategies and mindsets
- the ability to learn independently
- the intention to excel, with persistence and attention to detail
- self-efficacy, your belief in your ability to succeed at what you put your mind to

The CSM Course is highly personalized and supportive. In the **CSM for UI Program** you'll also have a personal coach from West Virginia Adult Education assisting you and cheering you on!

When you finish the CSM Course, you'll earn the **CSM Certificate**, and a **digital Credly badge** that you can add to your resume! This shows **employers** that you have valuable High Performance skills, and you can send a transcript of your CSM Certificate to **colleges** to be evaluated for college math credit.

KEY CONTACTS			
West Virginia Adult Education – State Coordinator	Elizabeth Jarrett	ejarrett@k12.wv.us 304-766-0011 x37	Questions about CSM for UI Program
Excel Together West Virginia	Kaitlin Garrow	contact@smilabs.org 303-862-7233	Help locating your adult ed center, how to use your CSM Certificate
Local Adult Ed Center	Various		Program intake, CSM coaching
Workforce WV UI	Hotline	1-800-252-JOBS (5627)	UI Requirements, Form D-127

PROGRAM REQUIREMENTS

During the 6-week CSM for UI Program, you will:

- **log into the CSM Course at least once every week**
- **work at least 42 hours on CSM (with at least 21 of those hours in the first 3 weeks) (an average of 1 hour a day)**
- **complete a math TABE post-test**

If you have completed the requirements of the 6-week program but have not completed the CSM Course, you can request an additional 2-week extension, during which you must:

- **log into the CSM Course at least once every week**
- **work at least 14 hours on CSM during the 2-week extension period or complete the course**

NOTE: Failure to adhere to the program requirements may result in loss of unemployment benefits.

FAQs

How do I check how many hours I have worked on CSM?

Log into your SeeMore (CSM) account and click the Home icon. You will see a display of your weekly logins and time.

If I haven't earned my CSM Certificate after the CSM for UI Program, can I finish it?

Your SeeMore (CSM) student account is yours for life! You will still be registered with West Virginia Adult Education and are welcome to continue working with your coach.

What happens if I earn my CSM Certificate before the end of the CSM for UI Program?

Congratulations, and you don't have to do anything else! You still have a valid waiver from the work search requirements for the 6 week duration of the program.

If I get a job in the middle of the CSM for UI Program, do I need to finish the program?

Make sure that you are completing the CSM for UI Program requirements for any weeks that you are claiming unemployment insurance. If you have any questions, contact the Workforce WV Hotline (listed above).

How can I use my CSM Certificate?

Visit <https://www.exceltogetherwv.org/csm/certificate> to learn about employers and colleges who recognize the CSM Certificate.



CSM FOR UI PROGRAM TRACKER

Before you start

- ☐ Complete the West Virginia Adult Ed intake paperwork and get assigned a CSM Coach (an adult education instructor).
- ☐ Get registered for CSM by your CSM Coach
- ☐ Forward your "Welcome to CSM for Unemployment Claimants" email to your local Workforce WV office
- ☐ Get ready to start the CSM for UI Program on the Monday of your starting week!

CSM FOR UI 6-WEEK PROGRAM

Week 1 ____/____ to ____/____

LOG INs	CSM HOURS
<i>At least 1 required</i>	<i>7 recommended</i>

Week 2 ____/____ to ____/____

LOG INs	CSM HOURS
<i>At least 1 required</i>	<i>7 recommended</i>

Week 3 ____/____ to ____/____

LOG INs	CSM HOURS	TOTAL CSM HOURS TO DATE
<i>At least 1 required</i>	<i>7 recommended</i>	<i>At least 21 required</i>

Week 4 ____/____ to ____/____ D-127 Due Date ____/____ (5pm Fri Week 4)

LOG INs	CSM HOURS	D-127 Signed	D-127 Submitted to Workforce WV
At least 1 required	7 recommended		

CSM Coaches can sign D-127 forms in-person or by email.

Failure to submit Form D-127 by the end of Week 4 will result in a flag on your UI account!

Week 5 ____/____ to ____/____

LOG INs	CSM HOURS
At least 1 required	7 recommended

Week 6 ____/____ to ____/____

LOG INs	CSM HOURS	TOTAL CSM HOURS TO DATE	TABE Math Test	Request extension from coach if desired
At least 1 required	7 recommended	At least 21 required		

You qualify for a 2-week extensions if you have satisfied the program requirements and not yet earned your CSM Certificate.

CSM FOR UI 2-WEEK EXTENSION

Week 7 ____/____ to ____/____

LOG INs	CSM HOURS
At least 1 required	7 recommended

Week 8 ____/____ to ____/____

LOG INs	CSM HOURS	TOTAL CSM HOURS TO DATE
At least 1 required	7 recommended	At least 14 required