

INTEREST IN THE SELECTED RETRAINING

by a job applicant - jobseeker ¹

pursuant to Section 109a of Act No. 435/2004 Coll., on Employment, as amended

A. To be completed by the job applicant* - jobseeker* (* delete as appropriate):

| | | | |
|---|--|---|------------------|
| Surname and first name: | | | |
| Birth number: | | | |
| Contact | | | |
| Phone no.: | | | |
| E-mail: | | | |
| Address: | | | Data box: |
| Education and skills including language skills, driving licence etc.: | | | |
| | | | |
| Completed retraining: | | Completed in the year: | |
| | | | |
| | | | |
| | | | |
| Occupations and work activities performed: | | Number of years (months) of experience | |
| a) | | | |
| b) | | | |
| c) | | | |
| I am interested in the selected retraining (write the name of the course): | | | |
| | | | |
| Retraining facility: | | | |
| | | | |

1) Forms A, B, and C are available for download at: <https://www.mpsv.cz/web/cz/formulare>

Justification for the requested retraining - please indicate how the retraining will contribute to your employment:

| | |
|--|--|
| | |
|--|--|

| | |
|---|--|
| Planned employment after retraining - from when: | |
| Prospective employer: | |
| Commencement of self-employment, in what field: | |
| Date: | |
| Signature of the person interested in the selected retraining: | |

Required annexes:

The jobseeker/applicant shall provide the Labour Office of the Czech Republic with:

1. Confirmation from the retraining facility of the cost of the retraining course.
2. In the event that the retraining facility requires a medical assessment of health before entering the retraining course, it is the jobseeker's/applicant's duty to submit this medical examination to the Labour Office of the Czech Republic. The cost of medical examinations is borne by the jobseeker/applicant.

B. Information provided to the candidate for the selected retraining:

There is no legal right to reimbursement of the cost of the selected retraining. The Labour Office of the Czech Republic (hereinafter referred to as the "Labour Office") can only reimburse the cost of the selected retraining if certain conditions are met, which are regulated by Act No.435/2004 Coll., on Employment.

Therefore, please familiarize yourself with the following important information.

The Labour Office may reimburse the cost of the selected retraining under the following conditions:

1. Only a **jobseeker** registered in the register of jobseekers or a **job applicant** registered in the register of job applicants of the Labour Office (hereinafter also referred to as "candidate" or "participant") may participate in the selected retraining.
2. The candidate for the selected retraining chooses the type of work activity he or she wants to retrain for and the retraining facility that will carry out the retraining. The retraining facility must be authorised to provide retraining, i.e. **have accreditation or a similar document**. Retraining must be completed by a **final examination**. The Labour Office does not seek or provide any necessary documents or suitable retraining facilities for those interested in the selected retraining.
3. If the retraining facility requires proof of entry requirements, such as a medical assessment of health or proof of educational attainment, prior to entry into retraining, it is the applicant's obligation to provide the Labour Office with this document. The costs associated with this are borne by the candidate for the selected retraining.
4. **The maximum amount of money that the Labour Office may spend on the selected retraining of one candidate for the selected retraining may not exceed CZK 50 000 in the period of three consecutive calendar years from the date of entry into the first selected retraining.** The Labour Office may reimburse the cost of one or more retraining courses during this period up to the maximum limit. The candidate can pay the amount that is above this limit for the selected retraining from his/her own pocket. **The cost of retraining is paid by the Labour Office to the retraining facility.**
5. The application for retraining ("*Interest in the chosen retraining*") must be delivered to the contact point of the Labour Office where the person interested in the selected retraining is registered in the register of job seekers/job applicants **at least 14 working days before the date of commencement of the retraining so that** it can be administratively processed and assessed by the expert committee of the Labour Office. Approval for retraining is assessed taking into account the health of the person seeking retraining, his/her qualifications, skills, work experience and current or future employment, and the requirement for the efficient and cost-effective use of funds.
6. In the event of a refusal to pay, the candidate will receive an opinion, including a written justification.
7. The candidate will be informed of the approval of the retraining and will be issued with the document "I. Confirmation of Payment of the Retraining Price" and "II. Informed Consent of the Retraining Facility" (hereinafter referred to as the "Confirmation and Informed Consent").
8. One copy of the "Confirmation and Informed Consent" document, completed and signed on behalf of the retraining facility, must be delivered before the date of commencement of the retraining to the contact address of the Labour Office that issued the "Confirmation and Informed Consent", one copy remains with the retraining facility.
9. the "Confirmation and Informed Consent" shall expire if the retraining commences prior to the date specified in the "from" provision in the "Confirmation and Informed Consent" document or does not commence within 30 calendar days of that date. It will not expire only if, on the basis of a written request from the retraining facility to postpone the commencement date by more than 30 calendar days, such a request is approved by the Labour Office. The retraining facility and the participant will be notified in writing of the approval or rejection of the application.
10. The participant in the selected retraining is obliged to fulfil the study or training obligations set by the retraining facility during the period of participation in the retraining. He/she shall immediately notify the Labour Office of any changes related to his/her participation in the retraining. A jobseeker who, without serious reason, fails to fulfil the study or training obligations set by the retraining institution shall be removed from the register of jobseekers by a decision of the Labour Office.
11. **The Labour Office can only cover the cost of retraining for the period during which the participant is registered as a jobseeker or job applicant.**
12. At any time during the retraining, the participant has the possibility to apply for inclusion in the register of job seekers/job applicants and vice versa, starting from the day following the end of his/her registration in the register of job seekers/job applicants, and thus complete the retraining with reimbursement of the retraining price by the Labour Office.
13. If the participant ceases to be registered as a jobseeker or job applicant at the time of the retraining and does not register as a jobseeker or job applicant as of the day following the date of the termination of this registration, the cost of retraining will be reimbursed by the Labour Office in proportion to the days of the retraining when the participant was registered as a jobseeker or job applicant.
14. The Labour Office will reimburse the cost of retraining if the participant completes it successfully.

15. If the participant does not complete the selected retraining for serious reasons, the Labour Office will reimburse the retraining facility for the cost of the retraining or a pro rata part thereof. If the participant does not complete the selected retraining without serious reason, the Labour Office will not cover the cost of retraining. The severity of the reasons will be assessed by the Labour Office in accordance with Section 5(c) of Act No 435/2004 Coll., on Employment.
16. The person interested in the selected retraining can also choose the retraining and the retraining facility to carry out the retraining in [Database of retraining and further education](#) (hereinafter referred to as the "Database"). In this case, it is possible to submit an interest in the selected retraining through the Database at least 30 calendar days before the date of commencement of the retraining.
17. If, after completing the selected retraining, the graduate refuses to take up employment corresponding to the newly acquired qualification without serious reason, he or she is obliged to pay the cost of the retraining to the Labour Office.

I confirm that I have read the information provided to the candidate for the selected retraining.

In..... on.....

Signature of the person interested in the selected retraining:

C. Confirmation from the retraining facility of the cost of the retraining course

Retraining facility:

..... Company ID No.:

Contact person:

phone no.: e-mail:

data box:

website:

bank details:

c o n f i r m s

the cost of a retraining course (including a final exam) for a work activity

Name:

in the amount of CZK excl. VAT (in words)

Details of accreditation granted: granted by

ref. no. dated valid until

if applicable, the name of the legal regulation, or the mandate of the competent authority if the retraining is carried out under special legislation

Total hours of retraining (including exams):

hrs., of which:

Theory: hrs.

Distance learning (of the total amount of theoretical teaching) hrs, (i.e. %)

From distance learning: synchronoushrs.

asynchronous hrs.

Practical training: hrs.

Exam: hrs.

Date of the retraining course: from to

Medical examination required: YES NO¹

In on

Signature of the authorized person for the retraining facility, stamp