

Subject: Business Process for Additional Time to Complete a Program /Session for learners with Employment Insurance Claims  
(E18.2. Additional Time to Complete a Program/Session - Cost Implications)

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**MESSAGE:**

Occasionally due to unforeseen circumstances, a learner may not be able to complete a program session by the scheduled end date. As a one-time occurrence, it may be possible for the learner to receive additional time immediately following the session end date to complete the session.

There are two business processes that provide direction on how to enter additional time to complete a program/session depending on whether or not there are cost implications for the extension. Currently, these business processes provide different direction on how to update the Employment Insurance (EI) screen within Mobius.

In order to streamline the business processes and prevent learners from experiencing problems with their EI benefits, the EI entry requirements for Additional Time to Complete a Program/Session- Cost Implications/No Cost Implications have been aligned. The [E18.2 Additional Time to Complete a Program/Session- Cost Implications](#) has been updated in the Mobius User Guide to reflect this alignment.