

Advice for completing Employment Insurance Reports for participants in an EMPLOYMENT SERVICE (Job Placement, Transition to Employment Service, Group Workshop, or an Exposure course)

Background

While receiving Employment Insurance (EI) benefits, an EI recipient is required to complete a report, every 2 weeks, to show that they are eligible to continue receiving benefits. Active regular benefit recipients, authorized to participate in an eligible employment activity, are considered to be unemployed, capable of, and available for work during the period they have been authorized to attend.

Employment Service participants

Question	Response
<p>Did you attend school or a training course during the period of this report?</p> <p>If yes, indicate the number of hours attended and any Training Allowance received, and indicate from whom this money was received.</p>	<p>Typical response is NO.</p> <p>Participation in an employment activity shows that you have a desire to work and are willing to improve or acquire the job search skills that will increase your opportunities to find employment.</p> <p>Employment services are considered to be part of your job search and should be recorded as proof of one of your efforts to find work but would typically not be included on the biweekly report.</p>

EI Biweekly Reports

For [additional advice](#), please contact the EI Telephone Information Service at

1-800-206-7218.