

**How to Complete EI Reports – JOB PLACEMENT, EXPOSURE COURSE, GROUP SESSIONS, CAREER COUNSELLING**

Internet reporting Service and Telephone reporting Service are available to most clients.

Question	Response:
Did you attend a school or training course during the period of this report?	Choose <b><u>NO</u></b> . Alberta Employment and Immigration is the organization that referred you to training. Indicate the number of hours of training attended in each week.
Were you ready, willing and capable of working each day?	Answer will usually be <b><u>YES</u></b> . If NO, give dates and reasons.
Did you or will you receive training allowance from your employer or anyone else for this week?	Answer will usually be <b><u>NO</u></b> .

**For learners completing Employment Insurance Reporting Cards:**

*Side 2 of card*

- This card should not be dated before the completion of the time period covered by the card. (Cards will always expire on a Saturday).
- Section D Training Allowance and Total Hours: DO NOT enter the Employment Insurance amount or the financial assistance/living allowance you receive from Alberta Employment and Immigration, or aboriginal group who approved you to continue receiving EI while in training.
- Section F Other Monies: If answered “Yes” to Question 5 on Side 1 of the Report Card, the amount of money received is entered in this space.