

Advice for completing Employment Insurance Reports for participants in Work Foundations, Integrated Training, English-as-a-Second Language, and Occupational Training

Background

An Employment Insurance (EI) recipient is required to declare participation in a training program when completing their biweekly report for benefits. Active regular benefit recipients, who are authorized to participate in an eligible training program, are considered to be unemployed, capable of, and available for work during the period they have been authorized to attend.

Training participants

Question	Response
Did you attend a school or training course during the period of this report? If yes, indicate the number of hours attended and any Training Allowance received and indicate from whom this money was received.	Typically will be answered YES . You are not required to report any learner benefit assistance received from Alberta Works.
Were you ready, willing and capable of working each day? If no, give date(s) and reason(s).	Typically will be answered YES . Participation in a training activity shows that you have a desire to work and are willing to improve or acquire the skills needed to return to work.

EI Biweekly Reports

For additional advice, please contact the
EI Telephone Information Service at

1-800-206-7218.