

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

## Background

While receiving Employment Insurance (EI) benefits, an EI recipient is required to complete a report, every 2 weeks, to show they are eligible to continue receiving benefits. Active regular benefit recipients, 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 <b>YES</b> .  You are not required to report any financial assistance received from Alberta's Foundational Learning Assistance Program.
Were you ready, willing and capable of working each day?  If no, give date(s) and reason(s).	Typically will be answered <b>YES</b> .  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.