

Advice for completing Employment Insurance Reports for participants in WORKPLACE 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, 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.

Workplace Training participants

Question	Response
Did you work during the period of this report? If yes, you will be asked to declare the hours and dates work, the name of the employer and your weekly earnings.	Will be answered YES . Be prepared with the dates you worked and the amount of earnings you expect to be paid.
Did you start a full-time job during the period of this report? If yes, give the date started	Typically will be answered YES .
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 who the money was received.	Typically will be answered NO . Workplace training occurs at the worksite while you are on the job.

EI Biweekly Reports

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

1-800-206-7218.