**EMPLOYMENT INSURANCE (EI)**

**CHEAT SHEETS**

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|  **TO KNOW**1. You can **apply** for Regular EI benefits on or after your last day of employment.
2. It is **IMPORTANT** to use your permanent address during the application.
3. **Service Canada** determines: **Eligibility** to benefits, number of **weeks** and **rate** **($) -** not your Employment Counsellor.
4. **Employer(s)** must send your **RECORD(S) OF EMPLOYMENT** to Service Canada for your application to be processed.
5. Have your **social insurance number, banking information for direct deposit**, **start and end date of employment, employer’s name and address, your salary and reason for termination** indicated on your record of employment.

For all **information regarding your EI file,** we encourage you to create a **My Service Canada Account (www.canada.ca/myservicecanadaaccount).** |
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|  **STEPS:**1. **Apply for Regular EI benefits**
2. **Complete and send the NB-EI Connect application form** to your employment counselor or local Working NB office.
3. Once you have applied, follow the instructions **provided by Service Canada** on how to submit your bi-weekly reports, etc.

All **QUESTIONS** regarding your EI claim should be **directed towards a Service Canada agent** by calling**1-800-206-7218** (press “0” to talk to an agent) |

**Applying for Employment Insurance**

***Training related questions***

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| **Questions** | **Answers** |
| Are you taking a course or other training program? | *Yes* |
| What is the total number of hours you spend per week on your studies? | *30 or more* |
| Have you been approved by a Government official from a Provincial, Territorial or Aboriginal Government, or their service provider, to attend this course or program as part of an Employment or Skills Development program? | *Yes, I have been approved….* |
| Please confirm if you have received this authorization to participate in the training course or employment program. | *I confirm that I have been authorized…* |
| What is the name of the organization that approved your course/program?Employment Counsellor’s Name: | *PETL*  |
| Start date: | *The date you start school* |
| End date: | *The date you graduate* |

**\*\*\*The training start and end dates might differ from your eligible EI benefits period\*\*\***