**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\*\*\***