

**How to Complete EI Reports – WORK FOUNDATIONS, INTEGRATED TRAINING, OCCUPATIONAL TRAINING**

Internet reporting Service and Telephone reporting Service are available to most clients.

Question	Response:
Did you attend a school or training course during the period of this report?	<p>Choose <b><u>YES</u></b>.            Alberta Employment and Immigration is the organization that referred you to training. Indicate the number of hours of training attended in each week.</p> <p><b>Break Periods:</b> If you experience a break in training where you do not attend classes in any one week between the start and end of your training (for example due to Christmas or spring break), you must:</p> <p>(a) Choose <b><u>YES</u></b>            (b) Declare Training of at least one hour in each week of the report to prevent rejection of the report period</p>
Were you ready, willing and capable of working each day?	Answer will usually be <b><u>YES</u></b> . If NO, give dates and reasons.
Did you or will you receive training allowance from your employer or anyone else for this week?	Answer will usually be <b><u>NO</u></b> . DO NOT enter the Employment Insurance amount or the financial assistance/living allowance you receive from Alberta Employment and Immigration, or aboriginal group who approved you to continue receiving EI while in training.

**For learners completing Employment Insurance Reporting Cards:**

***Side 2 of the card:***

- The card should not be dated before the completion of the time period covered by the card. (Cards will always expire on a Saturday).
- Section D Training Allowance and Total Hours: DO NOT enter the Employment Insurance amount or the financial assistance/living allowance you receive from Alberta Employment and Immigration, or aboriginal group who approved you to continue receiving EI while in training.
- Section F Other Monies: If answered “Yes” to Question #5 on Side 1 of the Report card, the amount of money received is entered in this space.