New Brunswick Employment Insurance (NB-EI) Connect Program

Application Checklist

Please use this checklist to ensure that your application contains all required information at the time you submit your application. Applications missing required information will **NOT** be processed.

<table>
<thead>
<tr>
<th>Required Information</th>
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</thead>
<tbody>
<tr>
<td>All sections of the Application Form have been completed.</td>
</tr>
<tr>
<td>The NB-EI Connect Agreement is signed and dated at the bottom of <strong>page 8</strong>.</td>
</tr>
<tr>
<td>The Client Consent Form to Collect, Use, and Disclose Personal Information is signed and dated at the bottom of <strong>page 10</strong>.</td>
</tr>
<tr>
<td>A letter issued by the training institution providing confirmation of enrollment / letter of acceptance or proof of enrollment into a full-time training program is included (applications will not be processed without this confirmation).</td>
</tr>
<tr>
<td>You have applied for EI through Service Canada  <a href="https://www.canada.ca/en/services/benefits/ei.html">https://www.canada.ca/en/services/benefits/ei.html</a>.</td>
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</tbody>
</table>

Applications must be submitted to your local regional WorkingNB Office based on your permanent New Brunswick address.

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>North-West Region</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Edmundston</td>
<td>121 de l’Église Street, Carrefour Assomption Suite 308, P.O. Box 5001 Edmundston, NB E3V 3L3</td>
<td>(506) 735-2444</td>
<td><a href="mailto:EPFTTravailNRegionNordOuest@gnb.ca">EPFTTravailNRegionNordOuest@gnb.ca</a></td>
</tr>
<tr>
<td>Grand Falls</td>
<td>160 Réservoir Street, Suite 101 P.O. Box 5001 Grand Falls, NB E3Z 1G1</td>
<td>(506) 473-7572</td>
<td><a href="mailto:EPFTTravailNRegionNordOuest@gnb.ca">EPFTTravailNRegionNordOuest@gnb.ca</a></td>
</tr>
<tr>
<td><strong>Central Region</strong></td>
<td></td>
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<tr>
<td>Fredericton</td>
<td>300 St. Mary’s Street, P.O. Box 6000 Fredericton, NB E3B 5H1</td>
<td>(506) 453-2377</td>
<td><a href="mailto:PETLWorkingNBFrederictonRegion@gnb.ca">PETLWorkingNBFrederictonRegion@gnb.ca</a></td>
</tr>
<tr>
<td><strong>Western Valley Region</strong></td>
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<tr>
<td>Woodstock</td>
<td>111 Chapel Street, Unit 201 Woodstock, NB E7M 1G6</td>
<td>(506) 325-4406</td>
<td><a href="mailto:PETLWorkingNBWoodstock@gnb.ca">PETLWorkingNBWoodstock@gnb.ca</a></td>
</tr>
<tr>
<td>Region</td>
<td>Location</td>
<td>Address</td>
<td>Phone</td>
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<tr>
<td>Perth-Andover</td>
<td></td>
<td>19 Station Street Perthen-Andover, NB E7H 4Y2</td>
<td>(506) 273-4559</td>
</tr>
<tr>
<td><strong>Restigouche/Chaleur Region</strong></td>
<td></td>
<td>Bathurst 275 Main Street, Suite 300 Bathurst, NB E2A 1A9</td>
<td>(506) 548-4084</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Campbellton 157 Water Street, Main Floor, Suite 100 Campbellton, NB E3N 3L4</td>
<td>(506) 759-6666</td>
</tr>
<tr>
<td><strong>South-West Region</strong></td>
<td></td>
<td>Saint John 1 Agar Place, P.O. Box 5001 Saint John, NB E2L 4Y9</td>
<td>(506) 643-7258</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Stephen 73 Milltown Blvd, Ganong Place, 2nd floor, Suite 202 St. Stephen, NB E3L 1G5</td>
<td>(506) 466-7627</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sussex 707 Main Street Sussex, NB E4E 7H7</td>
<td>(506) 432-2110</td>
</tr>
<tr>
<td><strong>South-East Region</strong></td>
<td></td>
<td>Moncton 200 Champlain Street Suite 320, P.O. Box 5001 Dieppe, NB E1A 1P1</td>
<td>(506) 869-6061</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sackville 170 Main Street, Unit C-1 Sackville, NB E4L 4B4</td>
<td>(506) 869-6061</td>
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<tr>
<td></td>
<td></td>
<td>Richibucto 25 Cartier Blvd., P.O. Box 5004 Richibucto, NB E4W 5R6</td>
<td>(506) 523-7602</td>
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<tr>
<td></td>
<td></td>
<td>Shediac 342 Main Street, CentreVille Mall, Unit 144 Shediac, NB E4P 2E7</td>
<td>(506) 533-3325</td>
</tr>
<tr>
<td>Region</td>
<td>Address</td>
<td>Phone Number</td>
<td>Email Address</td>
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<tr>
<td>Miramichi Region</td>
<td>Miramichi 152 Pleasant Street Miramichi, NB E1V 1Y1</td>
<td>1-833-998-2659</td>
<td><a href="mailto:PETLWorkingNBMiramichi@gnb.ca">PETLWorkingNBMiramichi@gnb.ca</a></td>
</tr>
<tr>
<td>Neguac</td>
<td>Neguac 1175 Principale Street, Suite 60 Neguac, NB E9G 1T1</td>
<td>1-833-998-2659</td>
<td><a href="mailto:PETLWorkingNBMiramichi@gnb.ca">PETLWorkingNBMiramichi@gnb.ca</a></td>
</tr>
<tr>
<td>Acadian Peninsula Region</td>
<td>Tracadie-Sheila 3514 Principale Street, 2nd Floor Tracadie-Sheila, NB E1X 1C9</td>
<td>(506) 726-2639</td>
<td><a href="mailto:EFPTTravailNBPeninsuleAcadienne@gnb.ca">EFPTTravailNBPeninsuleAcadienne@gnb.ca</a></td>
</tr>
<tr>
<td>Caraquet</td>
<td>Caraquet 20E St-Pierre Ouest Blvd., P.O. Box 5644 Place Bellevue Caraquet, NB E1W 1B7</td>
<td>(506) 726-2639</td>
<td><a href="mailto:EFPTTravailNBPeninsuleAcadienne@gnb.ca">EFPTTravailNBPeninsuleAcadienne@gnb.ca</a></td>
</tr>
<tr>
<td>Shippagan</td>
<td>Shippagan 182 J.D.Gauthier Blvd. Shippagan, NB E8S 1P2</td>
<td>(506) 726-2639</td>
<td><a href="mailto:EFPTTravailNBPeninsuleAcadienne@gnb.ca">EFPTTravailNBPeninsuleAcadienne@gnb.ca</a></td>
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**Important Information**

- An individual MUST qualify for Employment Insurance (EI) benefits with Service Canada in order to be considered for NB-EI Connect Program.

- **A voluntarily leave of employment to return to school** will NOT be eligible for NB-EI Connect (refer to Service Canada for information on EI Eligibility: 1-800-206-7218 or online [https://www.canada.ca/en/services/benefits/ei.html](https://www.canada.ca/en/services/benefits/ei.html)).

- Employment Insurance (EI) is a Federal program. The provincial program NB-EI Connect allows eligible EI Claimants to maintain their benefits while attending post-secondary training. WorkingNB does not have the authority to overturn any disqualification issued by Service Canada regarding a claim.
NB-EI Connect Program Application

An NB-EI Connect Program Application can only be submitted after you have an active EI claim or have applied for EI through Service Canada.

El Benefits Payable

Do you have an active EI Claim?  Yes  No

If “No”, have you made an application with Service Canada to open an EI Claim?

Yes  Date you made application to EI (yyyy/mm/dd):

No

If “No”, you are not able to make an application to NB-EI Connect at this time. Please visit Service Canada website to make your application: https://www.canada.ca/en/services/benefits/ei.html

Are you a New Brunswick resident?  Yes  No

New Brunswick Resident is defined as: A person lawfully entitled to be or to remain in Canada, who makes their home and is ordinarily present in New Brunswick, but does not include:

- Students from another province;
- Tourists and visitors to the province;
- Transients; and
- Inmates of federal penitentiaries

Are you enrolled in a full-time post-secondary education program?  Yes  No

If you answered “No” to any of the two questions above, you do not meet the requirements of this program; please do not submit your application.
Client Information

Last Name: [ ]

Social Insurance Number (SIN): [ ]

First Name: [ ]

Middle Initial: [ ]

Date of Birth (yyyy/mm/dd): [ ]

Phone Number(s): [ ]

Email Address: [ ]

M F Prefer not to disclose

Permanent Address

Street Address: [ ]

City: [ ]

Province: [ ]

Country: [ ]

Postal Code: [ ]

Temporary Address (Address where you live during your studies if different from your permanent address.)

Street Address: [ ]

City: [ ]

Province: [ ]

Country: [ ]

Postal Code: [ ]
Language of Service  English  French

Priority Group
Indigenous  Social Assistance Recipient  Person with a disability  Visible minority
(prefer not to disclose)

Employment Status
Are you currently employed?  Yes  No

Employment Goal and Labour Market Information
Please describe your employment goal and how your chosen program of study will lead you to employment:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Occupation / career goal: ________________________________________________________________
Please provide a specific occupation name (e.g., Computer Programmer, Social Work, Electrician, etc.)

Financial Plan
Have you applied for a student loan or have the financial resources to cover your training costs once your EI claim has ended?  Yes  No

Education
Grade 12 or equivalent?  Yes  No

Year graduated (yyyy):  ________

Name of school: ___________________________
What is the highest level of school you completed? (select below)

- Post-secondary 1st year
- Post-secondary 2nd year
- Post-secondary 3rd year
- College diploma
- Bachelor’s degree
- Master’s degree
- Apprenticeship program
- Other

What was the last year you attended academic training? (yyyy):

Please provide details on the full-time program you are/will be attending:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Start Date (yyyy/mm/dd)</th>
<th>Anticipated Graduation Date (yyyy/mm/dd)</th>
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<tr>
<td>e.g., Bachelor of Science: Chemistry</td>
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Training Institution Name

Training Institution Location

You MUST attach proof issued by the training institution providing confirmation of enrollment/acceptance into the full-time training program.
New Brunswick Employment Insurance (NB-EI) Connect Program

Client Agreement

I AGREE TO AND UNDERSTAND THAT:

- I must refer to Service Canada for information on EI Eligibility: 1-800-206-7218 or online (https://www.canada.ca/en/services/benefits/ei.html).
- Employment Insurance (EI) is a federal government program delivered by Service Canada.
- If I do not qualify for EI benefits with Service Canada, I will be ineligible for NB-EI Connect.
- The provincial program NB-EI Connect allows clients who are eligible for EI benefits to collect their EI while attending post-secondary training (please note your EI benefits may end prior to the end date of your training program).
- WorkingNB does not have the authority to overturn a decision issued by Service Canada.
- I must attend training as required, should I withdraw from my training program I must notify my local WorkingNB Office.
- I understand that I will be responsible for all training related costs.
- Upon graduating from my program, I must contact my local WorkingNB office to confirm employment status and program completion.

Authorization

I hereby certify that the information provided above is true and accurate.

Name of Client (please print)  Signature  Date
# CLIENT CONSENT FORM

## Authority to Disclose

Under the authority of the *Employment Development Act*, S.N.B. 2011, c.148, the Department of Post-Secondary Education, Training and Labour (the Department) collects, accesses, uses, discloses and protects information provided by you in accordance with section 46(1)(a) of the *Right to Information and Protection of Privacy Act*, SNB 2009, c. R-10.6 (*RTIPPA*); section 37(1) of the *Personal Health Information Protection and Access Act*, SNB 2009, c. P-7.05 (*PHIPAA*); and the Department's *Document and Record Management Policy* for the purposes of administrating programs and services.

## Consent to Collect, Access and Use Personal Information

I allow the Department, its agents, and service providers to collect only as much personal information as is reasonably necessary and use my information for the following purposes:

- To determine and verify my eligibility and/ or participation in the program/ service for which I am applying and/or receiving;
- To assist me in attaining my employment /business /training /academic upgrading goals, which includes monitoring my progress and any pre- and/or post-assessments; and
- To administer programs and services;
- To contact me both during and for a period of up to seven (7) years following my participation in the program/service to monitor and evaluate my employment/training status.

I consent to receive text messages, when applicable, on my cell phone provided in the application. I understand that standard or higher text messaging rates may be applied.

## Consent to Disclose Personal Information

I understand that in order to accomplish these purposes, my information may need to be shared. I hereby consent to allow the Department, its agents and external service providers to disclose my information if and when necessary to other branches within the Department; other New Brunswick provincial departments; federal government departments as per information sharing agreements; eligible employers; and third-party researchers/evaluators.

## Acknowledge Revoke

I understand that I can cancel my consent in writing at any time and in doing so I understand that I will no longer be able to participate in the program/ service because of its administrative requirements and the requirements established by the Canada-New Brunswick Labour Market Agreements and in accordance with the *RTIPPA*. 
Signatures

I have read the above information in its entirety. I understand that all information provided by me must be accurate; and that I am responsible to immediately notify the Department, its agents and service providers of any changes. I acknowledge that this authorization is valid for the duration of the program(s) or service(s) and the monitoring associated with it, and to carry out the evaluation of the programs(s) or service(s) as established by the Department of Post-Secondary Education, Training and Labour.

If you have any questions regarding how your personal information is collected or used, you may contact the Program Officer/Consultant/Employment Counsellor at the Department of Post-Secondary Education, Training and Labour in your region. A list of all departmental Employment Development offices and their contact information can be found online at: www.snb.ca/PETLContact

<table>
<thead>
<tr>
<th>Name of Client (please print)</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<th>Name of Parent/Guardian/Trustee (if applicable) (please print)</th>
<th>Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Name of Department or Agency Representative (please print)</th>
<th>Signature</th>
<th>Date</th>
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Funded by the Governments of Canada and New Brunswick through the Canada-New Brunswick Labour Market Agreements