

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.

Required Information	
All sections of the Application Form have been completed.	
The NB-EI Connect Agreement is signed and dated at the bottom of page 8 .	
The Client Consent Form to Collect, Use, and Disclose Personal Information is signed and dated at the bottom of page 10 .	
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). NOTE: Enrollment / letter of acceptance or proof of enrollment must indicate the dates of the full academic year in which you have been enrolled / accepted	
You have applied for Regular EI benefits through Service Canada https://www.canada.ca/en/services/benefits/ei.html .	

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

	Office	Address	Telephone	Email
North-West Region	Edmundston	121 de l'Église Street, Carrefour Assomption Suite 308, P.O. Box 5001 Edmundston, NB E3V 3L3	(506) 735-2444	EPFTTravailNBregionNordOuest@gnb.ca
	Grand Falls	160 Réservoir Street, Suite 101 P.O. Box 5001 Grand Falls, NB E3Z 1G1	(506) 473-7572	EPFTTravailNBregionNordOuest@gnb.ca
Central Region	Fredericton	300 St. Mary's Street, P.O. Box 6000 Fredericton, NB E3B 5H1	(506) 453-2377	PETLWorkingNBFrederictonRegion@gnb.ca
	Woodstock	111 Chapel Street, Unit 201	(506) 325-4406	PETLWorkingNBWoodstock@gnb.ca

Western Valley Region		Woodstock, NB E7M 1G6		
	Perth-Andover	19 Station Street Perth-Andover, NB E7H 4Y2	(506) 273-4559	PETLWorkingNBWoodstock@gnb.ca
Restigouche/Chaleur Region	Bathurst	275 Main Street, Suite 300 Bathurst, NB E2A 1A9	(506) 548-4084	PETLTravailNBcampbellton@gnb.ca
	Campbellton	157 Water Street, Main Floor, Suite 100 Campbellton, NB E3N 3L4	(506) 759-6666	PETLTravailNBcampbellton@gnb.ca
South-West Region	Saint John	1 Agar Place, P.O. Box 5001 Saint John, NB E2L 4Y9	(506) 643-7258	PETLWorkingNBSaintjohn@gnb.ca
	St. Stephen	73 Milltown Blvd. Ganong Place, 2 nd floor, Suite 202 St. Stephen, NB E3L 1G5	(506) 466-7627	PETLWorkingNBSaintjohn@gnb.ca
	Sussex	707 Main Street Sussex, NB E4E 7H7	(506) 432-2110	PETLWorkingNBSaintjohn@gnb.ca
South-East Region	Moncton	200 Champlain Street Suite 320, P.O. Box 5001 Dieppe, NB E1A 1P1	(506) 869-6061	PETLWorkingNBMonctonregion@gnb.ca
	Sackville	170 Main Street, Unit C-1 Sackville, NB E4L 4B4	(506) 869-6061	PETLWorkingNBMonctonregion@gnb.ca
	Richibucto	25 Cartier Blvd., P.O. Box 5004 Richibucto, NB E4W 5R6	(506) 523-7602	PETLWorkingNBMonctonregion@gnb.ca
	Shediac	342 Main Street, CentreVille Mall, Unit 144	(506) 533-3325	PETLWorkingNBMonctonregion@gnb.ca

		Shediac, NB E4P 2E7		
Miramichi Region	Miramichi	152 Pleasant Street Miramichi, NB E1V 1Y1	1-833-998-2659	PETLWorkingNBMiramichi@gnb.ca
	Neguac	1175 Principale Street, Suite 60 Neguac, NB E9G 1T1	1-833-998-2659	PETLWorkingNBMiramichi@gnb.ca
Acadian Peninsula Region	Tracadie-Sheila	3514 Principale Street, 2nd Floor Tracadie-Sheila, NB E1X 1C9	(506) 726-2639	EFPTTravailNBPeninsuleAcadienne@gnb.ca
	Caraquet	20E St-Pierre Ouest Blvd., P.O. Box 5644 Place Bellevue Caraquet, NB E1W 1B7	(506) 726-2639	EFPTTravailNBPeninsuleAcadienne@gnb.ca
	Shippagan	182 J.D.Gauthier Blvd. Shippagan, NB E8S 1P2	(506) 726-2639	EFPTT ravailNBPeninsuleAcadienne@gnb.ca

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](https://www.canada.ca/en/services/benefits/ei.html) 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 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.

EI 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

Citizenship

Canadian Citizen Other Undisclose Permanent Resident Immigration year

Priority Group

Indigenous Social Assistance Recipient Person with a disability (including learning disability) Visible minority

Prefer not to disclose

Marital Status

Divorced Married or Common Law Separated Single Widowed Prefer not to disclose

of Dependants

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:

Program Name (e.g., Bachelor of Science: Chemistry)	Start Date (yyyy/mm/dd)	Anticipated Graduation Date (yyyy/mm/dd)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

NOTE: Enrollment / letter of acceptance or proof of enrollment must indicate the dates of the full academic year in which you have been enrolled / accepted.



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Client Agreement

I AGREE TO AND UNDERSTAND THAT:

- I must refer to [Service Canada](https://www.canada.ca/en/services/benefits/ei.html) 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
<p>Under the authority of the <i>Employment Development Act</i>, 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 <i>Right to Information and Protection of Privacy Act</i>, SNB 2009, c. R-10.6 (<i>RTIPPA</i>); section 37(1) of the <i>Personal Health Information Protection and Access Act</i>, SNB 2009, c. P-7.05 (<i>PHIPAA</i>); and the Department's <i>Document and Record Management Policy</i> for the purposes of administrating programs and services and supports.</p>
Consent to Collect, Access and Use Personal Information
<p>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:</p> <ul style="list-style-type: none"> • To determine and verify my eligibility and/ or participation in the program/ service / support 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 a program, services and support • To contact me both during and for a period of up to seven (7) years following my participation in the program/service/support to monitor and evaluate my employment/training status. <p>I consent to receive text messages, if applicable. I understand that standard or higher text messaging rates may be applied.</p>
Consent to Disclose Personal Information
<p>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.</p>
Acknowledge Revoke
<p>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/ support because of its administrative requirements and the requirements established by the Canada-New Brunswick Labour Market Agreements and in accordance with the <i>RTIPPA</i>.</p>

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 program/ service/ support 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 a WorkingNB representative at the Department of Post-Secondary Education, Training and Labour in your region. A list of all regional WorkingNB offices and their contact information can be found online at: www.snb.ca/PETLContact

_____	_____	_____
Name of Client (please print)	Signature	Date
_____	_____	_____
Name of Parent/Guardian/Trustee (if applicable) (please print)	Signature	Date
_____	_____	_____
Name of Department or Agency Representative (please print)	Signature	Date

*Funded by the Governments of Canada and New Brunswick
through the Canada-New Brunswick Labour Market Agreements*