

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 application is signed at the bottom of page 4.	
On the top of page 5, your legal name must be entered in the space provided. This is the first page of the NB-EI Connect Program Agreement.	
I have carefully read pages 5-6 of the NB-EI Connect Program Agreement. If approved these will be the terms and conditions upon which the Department of Post-Secondary Education, Training and Labour will approve and monitor your agreement. If you have any questions, please contact us before signing and submitting the application.	
The NB-EI Connect Agreement is signed and dated at the bottom of page 6.	
The Client Consent Form to Collect, Use, and Disclose Personal Information is signed and dated at the bottom of page 7.	
A letter issued by the training institution providing confirmation of acceptance or proof of enrollment into a full-time training program is included (applications will not be processed without this confirmation).	
The completed application should be submitted to your local regional Employment Office, based on your permanent New Brunswick address.	
I have kept a photocopy of the completed and signed NB-EI Connect Agreement.	

Applications must be submitted to your local regional Employment Office (based on your permanent New Brunswick address). Please visit our website at http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/People/content/employment_development_offices.html for a list of regional Employment Offices.

Important Information

- An individual must qualify for Employment Insurance (E.I.) benefits with Service Canada in order to be considered for NB EI Connect.
- A **voluntary leave of employment to return to school**, will not be eligible for NB EI Connect (refer to Service Canada for information on E.I. Eligibility: 1-800-206-7218 or online <https://www.canada.ca/en/services/benefits/ei.html>)
- Employment Insurance (E.I.) is a Federal program. The provincial program NB EI Connect allows eligible E.I. Claimants to maintain their benefits while attending post-secondary training. The provincial department of Post-Secondary Education Training and Labour (PETL) does not have the authority to overturn any disqualification issued by Service Canada regarding a claim.
- An NB EI Connect application must be submitted **prior to program start date**. Late applications may result in ineligibility.



**NB-EI Connect Program Application
Identification Information**

Last name SIN

First name Middle Initial Date of Birth (yyyy/mm/d)

Phone number Email Address Male Female

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 his home and is ordinarily present in New Brunswick, but does not include:

- Students from another province or on student visas;
- 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.

Language of service English French

Priority Group

Aboriginal Social Assistance Recipient Person with a disability Visible Minority

Residency Status

Canadian Citizen Permanent Resident Other

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

<input type="text"/>	<input type="text"/>
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Country

Postal Code

<input type="text"/>	<input type="text"/>
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Employment Status

Are you currently employed? Yes No

If Yes, please provide:

Name of employer:

Title of your job:

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, (i.e Computer Programmer, Social Worker, electrician etc.)

Financial Plan

Do you have a financial plan in place to cover costs once your E.I. claim has ended? Yes No

Have you applied for a student loan? Yes No

If Yes, in which province? _____



Education

What is the highest level of school you completed?

- Grade 12 or equivalent
- Post-Secondary 1st year
- Post-Secondary 2nd year
- Post-Secondary 3rd year
- College Diploma
- BA
- MA
- Apprenticeship
- Other

Name of School:

Last year in school (yyyy)

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

Program Name	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 a letter issued by the training institution providing confirmation or proof of enrollment into the full-time training program.

Signature

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

Name of Client (*please print*)

Signature

Date



New Brunswick Employment Insurance (NB-EI) Connect Program Client Agreement

CLIENT INFORMATION

First name

Last name

Social Insurance Number

CLIENT AGREEMENT

Under the Section 25 of the Employment Insurance Act, I, _____ (“client”), hereby agree to actively participate in training as part of the NB-EI Connect Program. I certify that I am a New Brunswick resident as per the following definition: A person lawfully entitled to be or to remain in Canada, who makes his home and is ordinarily present in New Brunswick, but does not include: students from another province or on student visas, tourists and visitors to the province, transients, and inmates of federal penitentiaries. In acknowledgment of my employment insurance (E.I.) benefits being authorized while attending _____ (Name of program) at _____ (Name of institution) from _____ to _____ (start date and anticipated graduation date), I understand and I am hereby being made fully aware of the following:

I AGREE TO AND UNDERSTAND THAT

- **If I do not qualify for E.I. benefits with Service Canada, I will be ineligible for NB EI Connect.**
- If I **voluntarily leave my employment to return to school**, I will not be eligible for NB EI Connect (refer to Service Canada for information on E.I. Eligibility: 1-800-206-7218 or online <https://www.canada.ca/en/services/benefits/ei.html>).
- Employment Insurance (E.I.) is a Federal program. The provincial program NB EI Connect allows eligible E.I. Claimants to **maintain** their benefits while attending post-secondary training. The provincial department of Post-Secondary Education Training and Labour (**PETL**) **does not have the authority to overturn any disqualification** issued by Service Canada regarding my claim.
- My NB EI Connects application must be submitted **prior to my program start date**. Late applications may result in ineligibility
- Financial assistance is limited to actual approved E.I. benefits for the duration of entitlement period as determined by Service Canada, **even if my E.I. benefits end before the end date of my approved training program**.
- I must attend training as required and make acceptable progress.
- If, at any time, I fail to provide complete, accurate or updated information and documentation by the required deadlines, or do not comply with the monitoring requirements, it may result in the cancellation of this agreement and therefore the E.I. benefits authorization.
- Any changes to the agreed upon employment action plan must be discussed and approved by the Employment Counsellor prior to the change occurring (e.g. program changes, academic changes, etc.).
- I must notify my Employment Counsellor, in writing, of any changes in my information (e.g. address, academic, financial, marital status, etc.) during my period of training.

- I must notify my Employment Counsellor if I withdraw from or abandon my training program. Withdrawal or abandonment (with or without just cause) will result in the cancelation of my NB-EI Connect Program Agreement and upon review of my E.I. file by Service Canada, could result in penalties and/or disqualification of benefits.
- The training that I am undertaking does not guarantee employment.
- I must actively search for employment after completion of my training program, and if applicable seek employment during periods of training interruptions. (e.g. summer breaks).
- I must provide a copy of my diploma within 4 weeks following my graduation date.
- Following the completion of my training, I may be contacted for the purpose of collecting information concerning my employment and/or training status and for the monitoring and evaluation of the NB-EI Connect program for research and improvement purposes.
- The Department of Post-Secondary Education, Training and Labour (PETL), its agents, and service providers can collect, use, and disclose my personal information to educational institutions, other branches within PETL, its agents, its service providers, and to other provincial and federal departments and agencies related to the NB-EI Connect Program.

FINANCIAL SUPPORT

- I understand that under this program, the only financial support I will receive is my E.I. benefits and that I must submit bi-weekly reports to Service Canada as required. If my E.I. claim ends, there will be no other funds provided unless I have sufficient hours for a new E.I. claim and have served the waiting period for the new claim.
- This agreement is valid for the full duration of my training program; however I understand I will only receive E.I. benefits until the end of my regular benefit period as established by Service Canada. As such, I understand that I must notify my Employment Counsellor in the event that I have sufficient hours for a new E.I. claim. E.I. funding under the NB-EI Connect program will not be automatically continued when a new E.I. claim is established.
- I understand that I will be responsible for all training related costs.

Authorization

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

Name of Client (*please print*)

Signature

Date

CLIENT CONSENT FORM TO COLLECT, USE, AND DISCLOSE PERSONAL INFORMATION

The Department of Post-Secondary Education, Training and Labour (PETL), its agents, and third party external service providers (service providers) are the organizations that provide employment-related programs and services. In providing you, the client, with these services, PETL, its agents and service providers must abide by the principles and the Code of Ethics contained in the *Canadian Standards and Guidelines for Career Development Practitioners*.

Personal information provided by you for these programs and services is collected by PETL, its agents and service providers in accordance with paragraph 37(1)(b) of the *Right to Information and Protection of Privacy Act*, SNB 2009, c. R-10.6 (RTIPPA) and subsection 27(1) of the *Personal Health Information Protection and Access Act*, SNB 2009, c. P-7.05 (PHIPAA) for the purposes of administering the employment-related programs and services established under the Canada-New Brunswick Labour Market Agreements.

Personal information provided by you is protected and handled in accordance with RTIPPA, PHIPAA, and the *Document and Record Management Policy*. If you have any questions or concerns regarding this Consent Form, the handling of your personal information, or the programs and services, please contact your Department or Agency Representative.

All personal information provided by you must be accurate; please immediately inform PETL, its agents, and service providers of any changes.

Consent to Collect, Use, and Disclose Personal Information

I _____ (*please print name*), hereby consent to allow PETL, its agents, and service providers to collect and use my personal information:

- to determine and verify my eligibility for the program(s) and/or service(s) for which I am applying and/or receiving;
- to assist me in attaining my employment and/or training goals, which includes monitoring my progress; and
- to contact me for a period of up to seven (7) years following my participation in the program(s) and/or service(s), for the purpose of collecting information concerning my employment and/or training status to monitor and evaluate the program(s) and/or service(s) for research and continuous improvement to programming.

I understand that in order to accomplish these purposes, my personal information may need to be shared. I hereby consent to allow PETL, its agents, and service providers to disclose my personal information, if and when necessary, to:

- other branches within PETL;
- other New Brunswick provincial departments;
- the federal Department of Employment and Social Development Canada; and
- third party evaluators.

I acknowledge that this authorization is valid for the duration of my participation in the program(s) and/or service(s) and the monitoring associated with it, and to carry out the evaluation of the program(s) or service(s), as established by PETL.

I understand that I can revoke 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(s) and/or service(s), because of the requirements established by the Canada-New Brunswick Labour Market Agreements.

Name of Client (*please print*)

Signature

Date