

Referral to Training

What is a Feepayer?

Employment Insurance (EI) provides temporary financial assistance to unemployed Canadians who have lost their job through no fault of their own.

A Feepayer is an individual who pays the cost of their training, tuition, books and supplies and has been referred by a delegated authority. To continue to collect regular benefits while attending full-time training, EI recipients must be referred by Alberta Human Services.

Who qualifies for a referral to training?

The objective for providing a referral to training is to help unemployed individuals who do not have the required skills obtain skills for employment.

To be eligible for a referral to training an individual must be:

- unemployed
- in receipt of **regular EI** benefits
- willing to pay all training and living costs while in training,
- able to acquire a recognized credential as a direct result of the training within 12 months.
- in need of training to improve their employment potential or that will lead directly to employment.

Which programs are eligible for a referral to training?

A referral may be provided to training programs that are full-time, as defined by the training provider. Programs longer than six weeks in length must be approved (designated) by Alberta Human Services or Alberta Enterprise and Advanced Education.

How to apply?

To request consideration as a Feepayer, complete a Feepayer Application form (EMP 5534) and contact the Alberta Works Centre nearest you. A list of offices can be found at

<http://alis.alberta.ca/ec/cp/cs/abcareer.html>

As part of the application process, it will be necessary to receive an assessment and to develop a Service Plan.

It is important to note that submitting an application or payment of costs, prior to receiving a referral to training from Alberta Human Services, does not guarantee approval.

How are EI benefits issued?

Information about EI claims may be obtained by calling Service Canada's Telephone Information Service at **1- 800 206-7218** – Select option 1.

In order to receive EI benefits, reporting cards must be completed by internet, telephone or mail every two weeks.