



**Nunatsiavut Government – EDUCATION DIVISION**  
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### **EI Claimant Instructions**

If you will be on an EI Claim while you are in school, here are the instructions for completing your EI report online or by phone:

When reporting your EI, answer questions as listed below:

1. You are in training (give weeks/dates of actually in training)
2. For 35 hours per week (report as 7 hours per day, even if you aren't in for that amount of time, or are in longer than that.)
3. Are ready, willing and capable for work
4. Not receiving any other monies (even if you are receiving a top-up, receiving any other monetary supports, or being reimbursed for something from the Nunatsiavut Government-Education Division)

Any questions, please contact the Nunatsiavut Government-Education Division office on our toll free line: 1-877-923-2171.

Above you will find the information to respond to each question the system will ask. If you make a mistake while reporting, please call the general EI Inquiries # 1-800-206-7218 and tell them you made a mistake when reporting and they will correct it for you. OR you can wait and call the NG-Education Division and speak to someone and they can help you.

**NOTE: We are not authorized to contact Service Canada on your behalf. Any inquiries re. your claim have to be made by you.**

**However, if Service Canada calls us directly, after receiving permission from you, we can discuss your file with them.**