



**Labour and Advanced Education**  
**Travail et Éducation postsecondaire**

Program applied for:

**Temporary Policy for Permanently Unemployed Workers**  
**Extended EI Training Incentive**  
**Severance Investment in Training Initiative**

*N.B. This form is not applicable for Seasonal FeePAYERS*

**PROTECTED WHEN COMPLETED B**

**Referral to Training under  
Section 25 of the Employment Insurance (EI) Act**

The purpose of this form is to document:

- Your request to be referred to training activity described in Part B below for purposes of section 25 of the EI Act, and
- Your agreement to be referred to the training activity

OFFICIAL USE			YY/MM/DD
EI TYPE	FINANCIAL CONTROL	OPTION CODE	INPUT IN LMDA ACCESS

**PART A- PARTICIPANT INFORMATION:**

SURNAME		GIVEN NAMES AND INITIALS		S.I.N.	
ORDINARY RESIDENCE- ADDRESS			TEMPORARY RESIDENCE -ADDRESS		
CITY	PROVINCE		CITY	PROVINCE	
POSTAL CODE	TELEPHONE		POSTAL CODE	TELEPHONE	

**PART B- DESCRIPTION OF TRAINING ACTIVITY:**

NAME OF TRAINING INSTITUTION		COURSE NAME		INSTITUTION CODE	
START DATE OF TRAINING	END DATE OF TRAINING	START DATE OF SECTION 25 REFERRAL	END DATE OF SECTION 25 REFERRAL		
YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD		

**PART C- AMENDMENTS**

AMENDMENTS ONLY	EFFECTIVE DATE	REASON FOR AMENDMENT
	YYYY MM DD	

**PART D- EI CLAIM INFORMATION**

GROSS WEEKLY EI BENEFIT RATE	EI BENEFIT PERIOD END DATE
	YYYY MM DD

**PART E: CERTIFICATION AND AGREEMENT:**

1. I certify that I have read and understand the information on page 2 of this form explaining the conditions of my entitlement to receive EI benefits while I am participating in the training activity described above in Part B if I am referred to the activity by Employment Nova Scotia, and
2. I agree to be referred by Employment Nova Scotia to the training activity.

PARTICIPANT'S SIGNATURE	DATE
<hr/>	YYYY MM DD

For the purposes of section 25 of the EI Act the participant is hereby referred to the training activity described above.

SIGNATURE FOR EMPLOYMENT NOVA SCOTIA	DATE
<hr/>	YYYY MM DD

## **General Information and Conditions for Section 25 Referral to Training Activity- Seasonally or Temporarily Unemployed Workers**

### **Section 25 Referral**

**Under section 25 of the *Employment Insurance (EI) Act*, a claimant is unemployed, capable of and available for work and, therefore, eligible to receive EI benefits when the claimant is:**

- a. Attending a course or program of instruction or training at the claimant's expense or under an employment benefit, to which Employment Nova Scotia, or an authority designated by Employment Nova Scotia, has referred the claimant; or
- b. Participating in any other employment activity for which assistance has been provided for the claimant under prescribed employment benefits to which Employment Nova Scotia, or any authority designated by Employment Nova Scotia, has referred the claimant.

Under the provisions of section 25, you will maintain your eligibility to receive EI benefits while you carry out the training activity but only to the end of your entitled EI benefit period. If your entitlement to EI benefits is not expired at the end of your training activity (described in Part B on the previous page), you may continue to receive such EI benefits under the same conditions that prevailed before you were referred under section 25.

### **Conditions**

Your referral to a course or program of instruction or training under section 25 of the EI Act is subject to the terms and conditions set out below. You must:

1. Carry out the training activity described in Part B on the previous page. If you agree to participate, but do not, your entitlement to EI benefits may be terminated and you may be required to repay some, or all, of the benefits you have received. Employment Nova Scotia may impose penalties on you under the EI Act if you:
  - a. Make a representation, a declaration or provided information that you knew was false or misleading, or
  - b. Fail, without good cause, to attend, carry out or complete the course, program or training activity, or
  - c. Are expelled from the course, program or training activity.
2. Pursue the training diligently and make your best efforts to complete it successfully;
3. Notify Employment Nova Scotia in writing if the course is cancelled, if you complete the course early or if you intend to withdraw from the course and provide reasons for the withdrawal;
4. Notify Employment Nova Scotia in writing of any change to the course start day or finish date;
5. Authorize the training institution giving the course to (i) provide Employment Nova Scotia with your attendance records and progress reports, (ii) notify Employment Nova Scotia in the event you are expelled from the course or if you withdraw from it, and (iii) provide Employment Nova Scotia with a copy of the written authorization which you gave to the training institution.

Under the EI Act, you become disqualified from receiving EI benefits if Employment Nova Scotia, with your agreement, referred you to a course, program of instruction or training, and the referral has been terminated because:

- a. Without good cause, you have not attended or participated in the course, program of instruction or training, or
- b. Without good cause, you have withdrawn from the course, program of instruction or training, or
- c. The organization providing the course, program of instruction or training has expelled you from it.

This section 25 referral shall terminate:

- a. At the end of the Section 25 referral period, or
- b. If the course is cancelled, on the date of the cancellation is effective, or
- c. If you withdraw from the course, on the date you withdraw, or
- d. If you are expelled from the course, on the date you are expelled, or
- e. If you complete the course early, on the date you complete the course.

Employment Nova Scotia may also terminate this section 25 referral upon written notice if:

- a. You fail to comply with a condition referred to above: or
- b. Any information you provided to Employment Nova Scotia in support of your request for referral is materially false or misleading.