

How to Report to EI Your Status over the Reading Week:

Did you attend a school or training course during the period of this report? Internet Reporting or Telephone Reporting response:

Learners who are on a break from school during the Reading Week (February 14, 2010 to February

20, 2010 should continue to report **"YES"**

to the training question when reporting to EI **AND** indicate at least one hour of training in each week of the break period.

Did you attend a school or training course during the period of this report? Paper Reporting Cards response:

Learners who are required to complete paper report cards, must include in the space provided that they are on **"BREAK"** in addition to the above instructions.

Should a learner report **"NO"** or **0 hours attended** to the question asking if they are in school, their card will be **rejected**.

If you are experiencing technical difficulties related to EI Internet Reporting Service, please call **1 800 206-7218** from 8:30 am to 4:30 pm to speak to a representative. Please note that if you are using a phone line to access the Internet and you exit to call us before completing and submitting your report by Internet, your information will not be saved and you will need to start over.

Extended hours! To better assist you in completing your electronic reports, EI has extended our hours of operation to include **Saturdays**, from 8:00 a.m. until 4:00 p.m. Please give them a call on Saturdays at 1 800 531-7555.

NAIT Financial Aid Office