



Training PEI Financial Assistance Information

Training PEI is an employment benefit program designed to provide financial assistance to eligible individuals with some of their costs associated with skills training.

ELIGIBILITY CRITERIA

Training PEI can be used to assist eligible individuals who must meet the definition of an >insured participant= found in Section 58 of the *EI Act*. Individuals must:

- § be unemployed and legally authorized to work in Canada (Canadian citizen or permanent resident); and
- § have a current claim for Employment Insurance benefits; or
- § have a previous EI claim whose benefit period ended in the preceding 36 months; or
- § have a previous benefit period that began in the preceding 60 months, during which the individual was paid maternity or parental benefits, after which they left the labour market to care for a newborn or newly adopted child and are now seeking to re-renter the labour market; and
- § Clients must be out of school and have an attachment to the labour force for 24 months;
- § Other criteria may also apply.

RETURN TO WORK ACTION PLAN

As a first step in the application process for Training PEI, it is required that applicants have an employment needs assessment interview and develop a **Return to Work Action Plan (RTWAP)** with a case manager from an External Service Provider approved by SkillsPEI. A Return to Work Action Plan (RTWAP) is a mutually agreed upon plan that the applicant and case manager develop together to assist the applicant in becoming employed. These services are provided, with no cost to the applicant, by an approved external organization. A list of these organizations can be found on the SkillsPEI website:

<http://www.skillspei.com>

APPLICATION INFORMATION

Training PEI applications can be accessed at any SkillsPEI office or by visiting the SkillsPEI website:

<http://www.skillspei.com>

IMPORTANT

Due to the volume of applications, it normally takes 4-6 weeks for your Training PEI application to be assessed once it is received at SkillsPEI. It is recommended that you go to an External Service Provider listed on the SkillsPEI website and begin your application process right away. Also, if you quit your job (including summer, seasonal, or part time employment) or begin training **WITHOUT PRIOR APPROVAL** from a Program Officer at SkillsPEI you will be ineligible for support under the Training PEI program.

INFORMATION SESSIONS

Individuals interested in applying for financial assistance under the Training PEI program are strongly encouraged to attend one of the information sessions delivered by SkillsPEI in your area. To register, please contact the SkillsPEI office nearest you.

O'Leary

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Summerside

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Charlottetown

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90 University Avenue
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Montague

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