

Canada-Alberta
Job Grant

Applicant Guide



Funding provided by the Government of
Canada through the Canada-Alberta
Workforce Development Agreement

Canada 

Alberta 

Ministry of Labour and Immigration, Government of Alberta

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For more information regarding this content visit: alberta.ca/CAJG

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Canada-Alberta Job Grant (CAJG) Applicant Guide

It is important that you review this document carefully as it forms part of the Grant Agreement which all employers must sign to be eligible for funding.

About CAJG

The Canada-Alberta Job Grant (CAJG) is an employer-driven program that helps employers invest in training for current and future employees. The goal of the CAJG is to increase participation of Albertans in the labour force by helping them develop the skills they need to find and keep a job. The CAJG is also an opportunity for employers to invest in training that is better aligned to job opportunities.

Please Note:

1. Applications will be assessed on a first come, first served basis, with the exception of applications for unemployed trainees, which will be assessed on a priority basis.
2. Meeting eligibility criteria does not guarantee funding approval.
3. Approval of applications does not constitute an endorsement of any training provider or particular training course(s).
4. Previous approval of an employer or training provider does not guarantee approval in the future.
5. All applications are assessed based on information provided in the application

Employers must submit applications electronically through Labour's Workforce Grants Portal available at alberta.ca/CAJG

All decisions regarding the eligibility of employers, trainees, training providers, training courses and reimbursable costs will be made by the Ministry of Labour and Immigration ("Ministry") at the Ministry's sole discretion.

The Ministry reserves the right to contact employers, trainees, training providers or any other person in order to substantiate reimbursement claims, training activities, records or other related matters.

It is recommended that applications be submitted at least 30 days in advance of the start date of the training. Applications are not considered "received" by CAJG until ALL trainees have submitted their consent via email.

Applications for unemployed trainees will be given priority.

Temporary Program Changes

The following temporary program changes are effective from February 18, 2021 until February 28, 2022.

1. Eligible trainee now includes employed family members of eligible employers.
2. Business owners (incorporated, unincorporated/sole-proprietor and partnerships) with 4 or fewer employees, including all owners, are now eligible trainees.
3. Training is not required to be incremental.

Operational Program Changes

The following operational program changes are permanent.

1. Training can start once the application is received.
2. Employers may pay for training at any time; however, the training cannot start until all trainee(s) have signed the application and the application is received by the CAJG.
3. Course information is no longer required to be listed on training provider's website.
4. Customized training is eligible.
5. Revised list of ineligible training cost.

All applications received before the effective date of the changes will be assessed against the criteria in place at the time of application.

Applicants should review the applicant guide and CAJG website regularly for program details and updates.

Eligibility

CAJG applications are assessed using the following eligibility criteria.

| Eligibility Criteria | Clarification |
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| <p>Eligible Employers</p> | |
| <p>Eligible employers include:</p> <ul style="list-style-type: none"> • private businesses (including sole proprietors, see below); • non-profit organizations; • First Nations and Métis Settlements; and • the following provincial Crown Corporations located in communities with a population less than 100,000: <ul style="list-style-type: none"> – Agriculture Financial Services Corporation. – ATB Financial (Alberta Treasury Branches). | <p>Public sector employers are not eligible. This includes:</p> <ul style="list-style-type: none"> • federal, provincial or local governments; • Crown Corporations not listed under Eligible Employers; • hospitals, schools, public post-secondary institutions; and • federal and provincial agencies. <p>Community populations can be found here.</p> |
| <p>Eligible employers must be in good standing with the province.</p> | <p>To be in good standing means the following:</p> <ul style="list-style-type: none"> • Employers must be in compliance with the Employment Standards Code, Occupational Health and Safety Act, will the Workers' Compensation Act, and all other applicable legislation and regulations; and • Employers must have met or currently meet all obligations to the province under previous grant agreements. |
| <p>Eligible employers must be:</p> <ul style="list-style-type: none"> • Incorporated by (for businesses and some non-profits organizations), or registered under (for non-profit organizations), an act of the legislature of a province or the Parliament of Canada; and • Operating as a business that has an established production capability, plant or place of business in Alberta. | <p>Alberta Corporate Access Number (ACAN) is a required field on the Application Form.</p> <p>Your company's ACAN can be found on the following:</p> <ul style="list-style-type: none"> • Your Certificate of Incorporation, issued at any Alberta Corporate Registry office; or • If you have previously filed an Alberta corporate income tax return with Tax and Revenue Administration, you can find your ACAN on the notice of assessment, reassessment or statement of account. <p>Federally incorporated or extra-provincial employers must extra-provincially register to obtain an ACAN and Certificate of Registration. This can be completed through Alberta Corporate Registries at: alberta.ca/incorporate-buisness-organization.aspx</p> |

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| <p>Sole proprietors (unincorporated single owner businesses) are eligible to apply to train their employees.</p> <p>Sole proprietors must have been in operation and registered under the Partnership Act (Alberta) for a minimum of 30 days.</p> <p>Sole proprietors registered for 1 year or less must provide the following documentation:</p> <ul style="list-style-type: none"> • Trade name or partnership registration number <p>Sole proprietors registered for more than 1 year must provide the following documentation:</p> <ul style="list-style-type: none"> • Trade name or partnership registration number • Sole proprietors with coverage under the <i>Workers' Compensation Act</i> must submit a Workers' Compensation Board (WCB-Alberta) clearance letter. • Sole proprietors in a WCB-Alberta exempt industry under the <i>Workers' Compensation Act</i> must submit the following: <ul style="list-style-type: none"> • A WCB-Alberta exempt industry letter; and • A copy of their federal payroll deductions, Statement of Business or Professional Activities Form (T2125 E) for the year before the application, or GST Registration. <p>The documentation must be provided at least once per fiscal year.</p> | <p>Sole proprietors are required to provide sufficient documentation to demonstrate the existence of the organization's operations.</p> <p>A sole proprietorship cannot be created for the singular purpose to use the CAJG as a bursary.</p> <p>Sole proprietors unable to provide documentation are not eligible for funding under the CAJG program.</p> <p>Unregistered businesses are not eligible.</p> <p>Partnerships registered under the Partnership Act (Alberta) are treated like sole proprietors.</p> <p>To obtain the required WCB-Alberta clearance letter, sign into your myWCB account at wcb.ab.ca/insurance-and-premiums/clearance-letters/ or call WCB-Alberta at 1-866-922-9221.</p> |
| <p>Non-profit organizations must provide documentation demonstrating they are incorporated, established or registered. Non-profits must submit one of the following:</p> <ul style="list-style-type: none"> • Alberta Corporate Access Number (ACAN); • Canada Revenue Agency Charity Number; or • Other documentation demonstrating they are incorporated, established or registered. | |
| <p>Employers must have a current or a new position available in Alberta for the trainee at the end of training.</p> | <p>Employers must intend to hire or continue to employ trainees upon completion of the training.</p> |

| Eligibility Criteria | Clarification |
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| <p>Eligible Trainees</p> <p>Eligible trainees include:</p> <ul style="list-style-type: none"> • Employed Trainees, defined as: <ul style="list-style-type: none"> – Trainees currently employed by the employer; or – Trainees that have been unemployed for 30 days or fewer, prior to being hired. • Unemployed Trainees, defined as: <ul style="list-style-type: none"> – Trainees that have been unemployed for more than 30 consecutive days; or – New hires who have worked for the employer for four weeks or fewer and were previously unemployed for more than 30 consecutive days. • Employed family members • Business owners (incorporated, unincorporated/sole-proprietor and partnerships) with 4 or fewer employees, including all owners. <p>Eligible trainees must be:</p> <ul style="list-style-type: none"> • Canadian citizens, permanent residents or persons protected under the <i>Immigration and Refugee Protection Act (Canada)</i>, who are legally allowed to work in Canada; and • Living in Alberta. | <p>The following persons are not eligible trainees:</p> <ul style="list-style-type: none"> • Company owners of businesses with 5 or more staff including all owners ; • Any member of the employer’s board or council unless they are also employed with a company with 4 or fewer employees including all owners; • Unemployed family members; • Temporary Foreign Workers, or anyone temporarily working in Canada; • Any person who will not be employed by the employer once the training is completed; or • Any person who is not living in Alberta. <p>For further information and definition of sole proprietor, please refer to Appendix B.</p> <p>Sometimes an employer may need to send a different trainee to attend training after the CAJG Application Form has been submitted. Please ensure the substituted trainee meets all eligibility requirements, then contact the CAJG processing centre by email at jobgrant@gov.ab.ca for further instructions <i>before submitting the Completion Form</i>.</p> <p>Business owners are eligible under the CAJG Application for Employed Trainees.</p> <p>All owners of a business are included in the employee count of 4 or fewer. For example, 2 owners and 2 employees or 1 owner and 3 employees.</p> <p>Verification of employment status may be required. Verification may be in the form of a previous year’s T4 or paystub.</p> <p>Employee count may be validated at the discretion of the Minister.</p> |
| <p>Unemployed Trainees</p> <p>The employer must submit one of the following:</p> <ul style="list-style-type: none"> • Conditional offer of employment; or • Letter of employment. <p>(Both document must include the trainee’s name and the employer’s signature)</p> | <p>If you are hiring an individual who meets the definition of unemployed, you must complete the CAJG Application for Unemployed Trainees.</p> <p><u>Example of an Unemployed Trainee:</u></p> |

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| <p>The employer must also submit the following documents as proof of unemployment on behalf of the trainee:</p> <ul style="list-style-type: none"> • Itemized statement of Employment Insurance (EI) benefits claimed in a calendar year; or • Their most recent Record of Employment. <p>Where an unemployed person has been out of the labour force for a significant period of time and does not have any of the above proof of unemployment, please contact the CAJG program at: 780-638-9424 (within Edmonton) or 1-855-638-9424 (in Alberta).</p> <p>A temporary laid off individual as set out in Sections 62-63 of the Alberta Employment Standards Code is not included in the definition of an Unemployed Trainee.</p> <p>Seasonal employees are not eligible under the unemployed stream. A definition of Seasonal Worker can be found in Appendix B.</p> <p>Business owners are ineligible under the unemployed stream.</p> | <p>Amy, who had been unemployed for the past six weeks, was hired by an IT company. Two weeks later, her employer decided to use a new design program and had to send Amy for training. By applying to the CAJG program, the company was reimbursed 100% of Amy's training costs, to a maximum of \$15,000 per fiscal year.</p> <p>Eligible trainees can obtain their Record of Employment or itemized statement through the following methods:</p> <ul style="list-style-type: none"> • Online through their My Service Canada Account at canada.ca/en/employment-social-development/services/my-account.html • By telephone through the EI Telephone Information Service at 1-800-206-7218 (TTY: 1-800-529-3742) • Locating and visiting a Service Canada Centre near you at servicecanada.gc.ca/tbsc-fsco/sc-hme.jsp?lang=eng <p>Seasonal jobs provide temporary work that is expected to last only until the end of a season – the period for which services are in demand. Seasonal workers are individuals who face annual spells of unemployment because of regular fluctuations in demand for their set of skills and experience.</p> <p>Seasonal employees are eligible under the CAJG Application for Employed Trainees.</p> |
| <p>For the sole purpose of receiving workers' compensation benefits under the <i>Workers' Compensation Act</i>, trainees participating in training under the CAJG program are deemed to be workers of the Government of Alberta. Employers must continue to carry WCB coverage for trainee(s) as required by law.</p> | <p>If a trainee is injured in an accident, he or she is entitled to claim workers' compensation benefits and has resigned their right to take legal action against the Government of Alberta, or against any other employer or worker covered by the Workers' Compensation Act.</p> |
| <p>Employers must declare on the application if trainees are receiving Employment Insurance (EI) benefits.</p> <p>Employed and Unemployed Trainees receiving EI benefits must notify their EI case worker of the training as soon as possible, to ensure they continue to receive their benefits.</p> | <p>Failure to properly declare EI claim information may result in the forfeiture of trainee's EI benefits. For more information see the Trainee Information section of the CAJG Application.</p> |

Who can sign the application

In most cases, the employer is the application owner and signs the application.

If the trainee is the only one on an application, the trainee can fill out the application form but cannot sign it. The trainee may sign for a group of trainees on the same application if authorized by the employer.

In the case where the trainee is an eligible business owner, the trainee can sign for themselves.

The application owner is the person who fills in the application form for the grant and usually signs it. The application owner is also responsible for completing and submitting the Training Completion request stage(s) for the employer to receive payment.

The application owner may invite another existing contact from the same company to sign and submit the form. This is done after filling out the Application Form but not signing, by clicking the link at the top of the Declaration page. Existing contacts will appear in the drop-down menu on the new page. Select the appropriate contact, invite them and then close the application. The contact will receive an email with instructions on how to sign and submit.

If the contact needed to sign does not appear in the drop-down, another contact can be invited through MADI-B as a delegate or administrator. Once the new contact has completed the registration in MADI-B, they will need to log-in at least once in the CAJG portal to appear.

| Eligibility Criteria | Clarification |
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| <p>Eligible Training</p> <p>Training must be relevant to the current operational needs of the business and the available job, and includes the following:</p> <ul style="list-style-type: none"> • Training to improve the performance of existing or new employees in current or new roles • Pre-apprenticeship training • High school completion courses <p>Post-secondary courses that lead to a degree or diploma are eligible, if the course(s) is/are relevant to the current needs of the business and the available job.</p> <p>Employers will be required to demonstrate that training aligns with the needs of the business and the employee's job.</p> | <p>Training must result in skills development and be directly connected to employment. Training that is for personal interest is not eligible.</p> <p>Apprenticeship training courses are not eligible under the CAJG.</p> <p>The CAJG is not a bursary program and is not intended to fund full degree or diploma programs. If a trainee is taking a course or courses as part of a degree, diploma or certificate program, please provide the name and information for each individual course</p> <p>The CAJG will not fund the same or substantially the same training previously approved under the grant.</p> <p>A portion of conference costs may be eligible when the conference specifically focuses on skills training and a portion or all of the conference fee can be tied to the skills training.</p> |
| <p>Length of training</p> <p>Whether it is one training course or a combination of training courses, training must:</p> <ul style="list-style-type: none"> • Meet or exceed 21 trainer instructional hours; • Start within six months of the application approval date and • Be completed within 52 weeks from the start date of the first training course on the application. | <p>Example of eligible training course(s): A 10-hour software skills training course and an 18-hour project management course for one trainee, totaling 28 hours of training and taken within two months of being approved.</p> <p>If course dates have changed, please email jobgrant@gov.ab.ca immediately, quoting your reference number, so adjustments can be made to your application</p> |
| <p>Credential</p> <p>Training must result in some form of credential, such as a record of completion, certificate, diploma, degree, mark or industry-recognized credential.</p> | |

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| <p>Format of training Training can be delivered online, onsite or in a classroom, and it may be undertaken on either a part-time or full-time basis.</p> <p>Only actual instructional hours are eligible for CAJG funding. Coaching and consulting can be a part of training but do not count toward the minimum hours criteria.</p> | <p>Ineligible training includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-study for an exam • Audio books • Instructional DVDs • Business consulting • Mentoring |
| <p>Location of training Training must be provided by an Alberta based trainer or take place in Alberta, except under exceptional circumstances.</p> <p>If the employer is requesting out-of-province training, the employer must indicate this under the Training Provider section of the application and provide an explanation as to why this request is necessary.</p> | <p>Out-of-province training where similar or substantially similar training is available in Alberta is not eligible.</p> <p>Requests for out-of-province training will be reviewed on a case-by-case basis if the training required is not offered by an Alberta based training provider.</p> |
| <p>Start date Training can start once the application is received.</p> | <p>Applications for unemployed trainees will be given priority.</p> <p>Trainee(s) can start training once all trainee(s) have signed the application and the application is received by the CAJG.</p> <p>All trainee(s) must sign and submit their consent form before the application will be considered received.</p> <p>The CAJG recommends submitting your application a minimum of 30 days in advance of the training start date to allow for application processing clarification.</p> <p>By starting the training before the application is approved, applicant bears all financial risks if their application is declined</p> <p>Once training starts, the application will be processed as submitted. Dollar amounts and number of trainees cannot change but the CAJG can remove ineligible costs and trainees.</p> <p>Incomplete files may be declined at the Ministry's discretion.</p> <p>To check the status of your application,</p> <ol style="list-style-type: none"> 1. Open Labour's Workforce Grants Portal. |

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| | <p>2. From the home page, select “Applications in Progress”</p> <p>This page will display the list of all active applications with the status for each one.</p> |
| <p>Training multiple employees If trainees are taking the same training/dates, one application may be submitted, unless they are different types of trainees (employed vs. unemployed).</p> <p>If courses, dates or trainee types are different, separate application forms will be required.</p> | <p>List each course separately on the application using the “add training” button.</p> <p>Example: Four trainees are taking the same three accounting courses and are enrolled in the same computer skills course on the same dates. Given that all trainees are taking the same training courses, the employer needs to complete only one application for all trainees.</p> <p>If multiple trainees are taking different training courses, separate applications are required for each trainee.</p> <p>Example:</p> <ul style="list-style-type: none"> • Two trainees are taking a leadership development course, and three trainees are taking a series of accounting courses. Two applications are required. <p>An existing employee is taking a software training course and an unemployed individual is taking the same software training course. In this case, two different applications need to be submitted.</p> |

| Eligibility Criteria | Clarification |
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Eligible Training Providers

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| <p>Third party training providers Training must be delivered by an accepted third-party training provider, as defined below:</p> <ul style="list-style-type: none"> • The training provider must be separate and distinct from the employer. <ul style="list-style-type: none"> – The employer must attest to this as part of the application process. • Training must be a main business activity of the training provider. <ul style="list-style-type: none"> – Qualified instructors should have relevant education and experience directly related to the type of training. – Training rates and course descriptions must be posted on a <i>publicly accessible</i> (any person may access the information without a password, an account or provision of personal information) area on the training provider's website and remain consistent – A satisfactory course outline must be accessible online. | <p>Course outlines must include a breakdown of the following:</p> <ul style="list-style-type: none"> • A description of the training course objectives. • Course structure including: <ul style="list-style-type: none"> – Description of each module of the course with instructional hours and intended learning outcomes. – Description of how participant(s) will receive instruction (e.g. online, in-class etc.) for each module. • Description of how participant's learning will be assessed/evaluated. • Total training duration/length. • Total training hours. • Total cost of the course(s) per person. • Name of instructor. • Course capacity (number of participants), if applicable. <p>Group/daily/session rates will be considered on a case-by-case basis. These rates may be pro-rated based on information provided with the Application.</p> <p>Franchisers and training providers exclusive to one employer are not eligible.</p> |
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Eligible Training Costs

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| <p>Eligible training costs include:</p> <ul style="list-style-type: none"> • tuition fees or instructional fees charged by the training provider • mandatory student fees • textbooks or software • examinations fees (if requested in addition to course costs) • other required materials (supplies directly relevant to the training course and are distinct from materials required to run your business) • approved travel costs (refer to Appendix A) for participant and trainers (outside of Edmonton and Calgary) when training is over 100 km one way within Alberta for small and medium-sized organizations | <p>Ineligible training costs include, but are not limited to:</p> <ul style="list-style-type: none"> • travel (except as per criteria in Appendix A) • health care fees/premiums • child care costs • living allowances • assets your business already has or needs to operate (e.g. computers, phones, and office/worksite supplies) • trainee wages (including regular wages, completion bonuses, compensation wages, etc.) • costs associated with physical or digital assets (e.g. laptops, software, software licenses, hardware) that are retained after training is completed are ineligible |
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For all applications, the Ministry must deem the tuition and mandatory fees charged by the selected training provider to be reasonable.

In the context of the CAJG, reasonableness may be determined by considering factors such as, but not limited to: total training costs per trainee, duration of training, type of credential to be received, type of training provider, cost of similar training approved by the CAJG, cost is stable and consistent.

As part of the CAJG application process, the Ministry may define thresholds where the training cost is beyond what is consider reasonable.

Furthermore, the Ministry reserves the right to request additional information from employers to assist in determining reasonability. Additional information may be in the form of one quote from two different training providers.

CAJG Funding Model

| Eligibility Criteria | Clarification | | | | | | | | | | | | |
|---|---|----------------|---------|-----------------|---------|---------------|---------|----------------|----------|-------------------------------|----------|---------------|----------|
| Eligible Funding | | | | | | | | | | | | | |
| <p>Employed Trainees An employer is eligible to receive up to \$10,000 in funding per trainee per fiscal year (April 1 to March 31).</p> <p>Employers will cover a minimum of one-third of total eligible training costs, and the grant will cover two-thirds of total eligible training costs up to the above maximum funding per trainee.</p> <p>Employers will pay 100 per cent upfront and receive reimbursement for up to two-thirds of eligible costs as verified by receipts.</p> <p>Eligible travel costs will be funded as outlined in Appendix A.</p> <p>Employers may pay for training at any time; however, the training cannot start until all trainee(s) have signed the application and the application is received by the CAJG.</p> <p>All trainees must sign before the application is considered received.</p> <p>By paying for the training before the application is approved, applicant bears all financial risks if their application is unsuccessful.</p> <p>Unemployed Trainees An employer is eligible to receive up to \$15,000 in funding per trainee per fiscal year (April 1 to March 31).</p> <p>Employers training and hiring unemployed Albertans will have 100 per cent of their eligible training costs funded under the CAJG program.</p> <p>Employers must pay 100 per cent upfront and receive reimbursement for eligible costs verified by receipts.</p> <p>Eligible travel costs will be funded as outlined in Appendix A.</p> | <p>Employed Trainees can be included in more than one grant application in a fiscal year. The total amount of funding requested per fiscal year for each trainee cannot exceed \$10,000 in grant funding.</p> <p>Example 1:</p> <table data-bbox="873 640 1258 735"> <tr> <td>Training costs</td> <td>\$6,600</td> </tr> <tr> <td>Government pays</td> <td>\$4,400</td> </tr> <tr> <td>Employer pays</td> <td>\$2,200</td> </tr> </table> <p>Example 2:</p> <table data-bbox="873 793 1274 919"> <tr> <td>Training costs</td> <td>\$23,000</td> </tr> <tr> <td>Government pays (max/trainee)</td> <td>\$10,000</td> </tr> <tr> <td>Employer pays</td> <td>\$13,000</td> </tr> </table> <p>Any training that starts for before an application is received cannot be reimbursed.</p> <p>Unemployed trainees can be included in more than one grant application in a fiscal year. The total amount of funding requested per fiscal year for each trainee cannot exceed \$15,000 in grant funding.</p> | Training costs | \$6,600 | Government pays | \$4,400 | Employer pays | \$2,200 | Training costs | \$23,000 | Government pays (max/trainee) | \$10,000 | Employer pays | \$13,000 |
| Training costs | \$6,600 | | | | | | | | | | | | |
| Government pays | \$4,400 | | | | | | | | | | | | |
| Employer pays | \$2,200 | | | | | | | | | | | | |
| Training costs | \$23,000 | | | | | | | | | | | | |
| Government pays (max/trainee) | \$10,000 | | | | | | | | | | | | |
| Employer pays | \$13,000 | | | | | | | | | | | | |

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| Funding Cap There is an individual employer cap of \$300,000 of approved funding per fiscal year (April 1 to March 31). | |
| Employers cannot use any other provincial or federal funding to offset training costs of a trainee funded under the CAJG program. | |

Reimbursement

| Eligibility Criteria | Clarification |
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| Training Reimbursement | |
| <p>Training Completion Form (Formerly the Reimbursement and the Completion forms):</p> <ul style="list-style-type: none"> Submit within 30 days following the completion of the last approved training course. Must submit original, itemized receipts in Canadian dollars. Employers will receive two-thirds of eligible training costs for Employed Trainees. Employers will receive 100 per cent of eligible training costs for Unemployed Trainees. Employers will receive eligible travel costs. <p>Optional: On request, employers are still eligible for two payments of CAJG funds:</p> <ul style="list-style-type: none"> If you require interim reimbursement after all training has been paid for, email: jobgrant@gov.ab.ca Employers will receive one-third of eligible training costs for Employed Trainees. Employers will receive one-half of eligible training costs for Unemployed Trainees. Employers will receive one-half of eligible travel costs. The remaining eligible grant allocation will be available after all training is completed. | <p>Payment cannot exceed the amount of funding or the number of trainees an employer was approved for.</p> <p>The following costs are not eligible for funding:</p> <ul style="list-style-type: none"> Training that started before the application was received; and Costs or courses that were not approved on the application. <p>Upon reviewing any forms and documents relating to the disbursement of CAJG funds, if any trainee(s) is found to be ineligible, the training costs associated with the ineligible trainee will not be funded. The employer must ensure that all substitute trainees meet eligibility requirements.</p> <p>Trainee substitutions must be requested before requesting payment from the CAJG. An employer must call 1-855-638-9424 or 780-638-9424 or email jobgrant@gov.ab.ca and work with CAJG staff regarding any changes to the information on the original Application Form.</p> <p>The Training Completion Form must be submitted within 30 days following the last day of the last course.</p> <p>If the form(s) are not submitted within the timelines indicated, there is a risk the funding will be re-allocated or no longer available, and the employer will be responsible for any remaining training costs.</p> |
| <p>Incomplete training The employer may be reimbursed for eligible training costs where the training course(s) has started but has not been completed by the trainee, provided the</p> | <p>The employer must notify the Government of Alberta of any changes so a recalculation can be completed for the final reimbursement amount. The employer</p> |

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| <p>reason for non-completion is beyond the employer's control.</p> <p>Tuition refunds If the third-party training provider issues a tuition refund, the employer must reimburse the Government of Alberta for its contribution within 30 days of the refund date.</p> | <p>will not be reimbursed for training that the trainee(s) did not attend.</p> <p>Contact us: Phone: 780-638-9424 (within Edmonton) Toll free: 1-855-638-9424 (in Alberta) Email: jobgrant@gov.ab.ca Website: alberta.ca/CAJG</p> |
| <p>Trainee reimbursement If the trainee has funded his/her own training costs, the employer must submit documentation demonstrating that the employer has reimbursed the trainee for the full training cost(s) before any grant funding can be issued.</p> | <p>Proof of trainee reimbursement includes, but is not limited to:</p> <ul style="list-style-type: none"> • payroll information and/or paystubs • expense reports • copies of deposited cheques <p>Unemployed trainees are not permitted to fund their training costs upfront and be reimbursed. The employer applicant must pay the training provider directly on these applications.</p> <p>At the end of training, trainees must not bear any of the employer training costs incurred.</p> |
| <p>Direct deposit information The preferred method of reimbursement is through direct deposit. To receive direct deposit, the employer must upload a Request for EFT – Direct Deposit Form along with a copy of a void cheque into Labour's Workforce Grants Portal located at alberta.ca/CAJG</p> | <p>If you provided your banking information on a previous Training Completion Form, this information is not required unless your banking information has changed.</p> <p>If an employer does not notify CAJG when their banking information changes, the employer is responsible for lost or misdirected funds sent to previous addresses or accounts.</p> <p>Bank direct deposit forms/letters are not sufficient.</p> <p>If no direct deposit information is provided, or it is incomplete/incorrect, a paper cheque will be issued by regular mail.</p> |

Federal communication and reporting requirements

As part of the Workforce Development Agreement, the Government of Canada requires the Government of Alberta to collect certain information from program participants. To receive reimbursement of training costs, employers are required to provide personal information on trainees as outlined in the CAJG Application Form and the CAJG Training Completion Form, as well as information on the outcome(s) of the training. Employers must comply with relevant privacy legislation and also inform trainees of the disclosure of their personal information.

Provincial reporting requirements

The Government of Alberta is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded grants may be publicly disclosed online.

Contact

If you require additional information, please contact us at:

Phone: 780-638-9424 (within Edmonton)

Toll free: 1-855-638-9424

Email: jobgrant@gov.ab.ca

Website: alberta.ca/CAJG

Appendix A: CAJG Travel Policy

All travel reimbursements are included towards employer and trainee funding caps.

The CAJG program will only fund travel costs in the following circumstances:

- a small or medium-sized business (located outside of Edmonton and Calgary) is training their current and/or future employees; and
- the training is taking place in Alberta and being delivered by an Alberta training provider; and
- the training provider hired must travel 100 km or greater one way, within Alberta, from their workplace to the training site (located outside of Edmonton and Calgary), to deliver the training; or
- the employee(s) sent for training must travel 100 km or greater one way, within Alberta, from their workplace (located outside of Edmonton and Calgary) to the training site, to receive the training.

The CAJG will provide assistance with transportation, accommodation and meal costs for a maximum of five training course days at the rates shown in the table below, for eligible trainees and a maximum of two trainers.

Travel Cost Reimbursement Rates

| Transportation | | Accommodation (per training day) | Meals (per training day) |
|---------------------|------------------|-------------------------------------|-----------------------------|
| Round-trip Distance | Lump-sum Payment | | |
| 200-400 km | \$49.50 | \$100 | \$41.55 |
| 401-600 km | \$82.50 | | |
| 601 km or more | \$148.50 | | |

Approval of travel costs at the application stage does not guarantee full reimbursement of travel costs. Travel costs will be reviewed once an employer has submitted their Training Completion Form. The Ministry reserves the right to determine at reimbursement whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be funded if not pre-approved and included in the CAJG Application.

All travel costs must align with training dates and any travel costs outside of approved training dates are not eligible. Where travel is for a partial day, only meals that are applicable to that portion of the day may be claimed. For instance, for training that starts the next morning, dinner only may be claimed on the travel day. Where a meal is provided without charge, no claim for that meal can be made.

Eligible trainers must provide a breakdown of their training costs and travel costs on their training with a quote or unpaid invoice provided with the Application Form.

Employee travel receipts are not required when submitting a reimbursement claim. However, under the Grant Agreement, employers must maintain full, accurate and complete financial records of all training activities and expenditures for a period of two years. Audits may occur at the Ministry's discretion.

Appendix B: Definitions to Assist with CAJG Forms

Business Consulting: The business of giving expert advice to other professionals. Consulting is deemed services rendered and not training provided for the employees of the business.

Company owners/Board Members (For Non-Profit Organizations. For the purposes of the CAJG, company owners/board members are individuals that have an ownership stake in the company. Examples include: directors, board members, voting shareholders and anyone listed on the Alberta Corporate Registry.

Contractors: a contractor that operates a separate business and who enters into a contract for service. The relationship is temporary and the length of the relationship is often defined in the terms of the contract. Compensation is in the form of lump sum or installment payments invoices are often required to receive payments. Contractors only receive payment for the work that they do. Contractors maybe eligible for CAJG funding. Please see details in the Eligible trainee section of the Guide.

Employed: employed persons are those who work at a job or business; that is, those who are paid to work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be permanent or temporary (temporary employment comprises work under a fixed-term contract, in contrast to permanent work where there is no end-date).

Employed trainee: includes (a) trainees currently employed by the employer; or (b) trainees that were unemployed for 30 days or less, prior to employment with the employer.

Employer: an eligible employer who qualifies for CAJG funding, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors, Indigenous governments and Crown Corporations.

Entry-level training: basic training required for a trainee to obtain an entry level position with the employer.

Essential skills: skills needed for work, learning and life: reading, writing, document use, numeracy, oral communication, thinking, digital technology, working with others, continuous learning.

Gender: male, female or other (for those who do not associate with male or female or do not report).

High school: describes the education level of an individual who has a high school diploma or equivalent (e.g. General Equivalency Diploma) but who does not have any post-secondary education.

Immediate family: immediate family members include, but are not limited to: spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, sibling.

Immigrant: an individual who self-identifies as having immigrated to Canada (Permanent Resident, Landed Immigrant and Protected Person under the Immigration and Refugee Protection Act) and has been residing in Canada for more than five years.

Indigenous: an individual who self-identifies as a member of one of the following: First Nations (Status, Non-Status and Treaty), Inuit or Métis.

Industry or occupation credential or certificate: includes short duration courses (10 hours or less) such as CPR, First Aid, WHMIS, Safety, H2S, work related computer skills (such as Computer Assisted Drafting and Design, Accounting spreadsheets), as well as longer duration courses (greater than 10 hours) such as professional, recognized skill standard, license or occupational proficiency.

Less than high school: describes the education level of an individual who has not achieved a high school diploma or equivalent, and who has not participated in any post-secondary courses, diplomas or certificates.

Management and business skills: includes strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising.

Mentorship: is the guidance provided by a mentor, especially an experienced person in a company or educational institution, through a formal or informal mentoring process.

No credential/certification: a trainee who completed the training but did not receive formal documentation (i.e. did not earn a record of completion, credential or certificate).

Person with disability: an individual who self-identifies as a person with a disability.

Proprietary (firm issued) credential or certificate: designation from a third-party training curriculum that is specific to a company and/or workplace.

Recent immigrant: an individual who self-identifies as a recent immigrant (Permanent Resident, Landed Immigrant and Protected Person under the Immigration and Refugee Protection Act) and has been residing in Canada for five years or less.

Seasonal Workers: a seasonal worker is defined as a person who is hired into a position for which the customary annual employment is six months or less in approximately the same part of the year, such as summer or winter. Examples: (1) A municipality hires lifeguards each summer to work at the beach or the public pools, from May through August (4 months). (2) A ski resort hires ski instructors to work each year from October through March (six months). (3) A farm hires “pickers” each year from July through November to pick vegetables and fruits (five months).

Self-employed: an individual that operates their own business and generates revenue through selling products or services instead of working for an employer that pays a salary or a wage. A self-employed individual earns income through conducting profitable operations from a trade or business they operate directly. Self-employed individuals may be eligible to apply to the CAJG. Please see details in the Eligible trainee section of the Guide.

Soft skills: includes job readiness skills, personal management skills (e.g. personal goal setting, time management, etc.), working as a team, etc.

Sole Proprietor: sole proprietorship exists when an individual is the sole owner of a business and assumes all debts and obligations incurred by the enterprise. A sole proprietorship is an unincorporated business and has unlimited liability. Sole Proprietors may be eligible for the CAJG, please see details in the Eligible Employers section of the Guide.

Partnership: A partnership is an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.

Some post-secondary: describes the education level of an individual who has attended post-secondary education, vocational or technical training but did not achieve a certificate, diploma or degree. (This category includes apprentices who have not achieved Journeyman status.)

Specialized or technical skills: skills required to operate a particular machine or use a particular technology.

Trades certificate or diploma: describes the education level of an individual who has achieved journeyman status in one or more trades.

Trainee: persons identified by the employer as someone who would benefit from a training course to acquire skills to obtain a new or better job with the employer. This person must be employed by the employer by the end of the training applied for.

Training costs: the costs directly incurred by the employer to train the trainee.

Training course(s): the training courses described in the Training Information section of the application.

Unemployed trainee: includes (a) trainees that are currently unemployed for more than 30 consecutive days; or (b) new hires who have worked for the employer for four weeks or less and were previously unemployed for more than 30 consecutive days. An Unemployed trainee is not considered the same as an individual who is temporarily laid off, as set out in Section 62-63 of the Alberta Employment Standards Code.

University degree: describes the education level of an individual who has achieved one or more of the following: bachelors, master or post-graduate degree.

Upskilling or upgrading: training required to advance, progress or move to a different and/or better job.

Appendix C: Labour's Workforce Grants Portal

In order to access Labour's Workforce Grants Portal to submit a Canada-Alberta Job Grant (CAJG) application, an employer must create a MyAlberta Digital ID for Business. When you select the Access Labour's Workforce Grants Portal from the CAJG website, you will be redirected to the MyAlberta Digital ID for Business home screen.

To create a MyAlberta Digital ID for Business account:

Step 1

Select the Sign Up button from the MyAlberta Digital ID for Business home screen.

Step 2

Fill out the General Business Information section for your employer organization. Accept the Terms and Conditions, and then select the Next button.

Note: If you are an Indigenous Government, please select non-profit organization as the business type. Labour's Workforce Grants Portal will ask you to provide a more specific employer type on your first login.

Step 3

Fill out the Business Administrator Information section, review and accept the terms and conditions and then select the Submit button.

Step 4

After hitting the Submit button, you will see a screen confirming the submission of your registration. It explains that you will receive an email in order to complete the registration process.

Step 5

Open your email. Look for the Business Registration Confirmation email from SA-NoReply ID. Click on the Complete Registration link within 96 hours to continue registering for MyAlberta Digital ID for Business.

Step 6

After clicking the link, you will be asked to login to MyAlberta Digital ID for Business.

Step 7

Login with your password and the registration is completed. You will now be able to access Labour's Workforce Grants Portal. Please return to the program area website to gain access to the portal.

Canada Alberta Job Grant (CAJG) website: alberta.ca/CAJG

Important Information

Managing your MyAlberta Digital ID for Business Account

Your employer organization may have several individuals who submit grants on your behalf. MyAlberta Digital ID for Business allows you to invite users and manage those business users in order to allow them to do government business on your behalf.

On the MyAlberta Digital ID for Business page - Select Manage My Account. Then select Invite Users, you will be asked for the email address of the person you are inviting. They will then get an invitation to complete their registration as part of your MyAlberta Digital ID for Business account.

There are two types of users in the MyAlberta Digital ID for Business account. There are Business Administrators and Delegates. Business Administrators are able to manage business details, manage business users and invite delegates. Delegates are only able to access government services that use MyAlberta Digital ID for Business. It is good practice to have at least two Business Administrators for your employer organization in order to manage your account. If you have any questions about how to manage your MyAlberta Digital ID for Business account, please use the contact button while logged into your MyAlberta Digital ID for Business account.