
Canada-Alberta Job Grant

Applicant guide



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

Canada  Alberta 

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Canada-Alberta Job Grant Applicant Guide

It is the responsibility of the employer applicant to review this document carefully, as it forms part of the Grant Agreement which all employers must sign to be eligible for funding.

About Canada-Alberta Job Grant

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 are assessed on a first-come, first-served basis, with the exception of applications for unemployed trainees, which are 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, training course(s) or training provider does not guarantee approval in the future.
5. All applications are assessed based on information provided in the application. Ensure that submitted applications are complete and accurate to avoid delays or declines.

Employers must submit applications electronically through the CAJG 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 Jobs, Economy and Northern Development (“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.

Training can be purchased before the application is submitted. However, applications must be received prior to the start of training. Applications should also be received at least 30 days in advance of the start date of the training.

Applications are not considered received by CAJG until ALL trainees have actioned the generated email by clicking “I confirm”. Applicants are required to monitor the status of their files through the portal to ensure all trainees confirm their involvement on the application.

Applications for unemployed trainees are given priority.

The Ministry reserves the right to refuse to fund training through CAJG where an employer applicant, training provider, or its controlling party (parties) has (have) previously been found by the Ministry to have provided inaccurate, misleading, or incorrect information in order to circumvent the program guidelines and receive funding.

The Canada-Alberta Job Grant Process

The Canada-Alberta Job Grant program is a two-step process:

1) Application Stage: Employers fill out and submit a CAJG application through Canada-Alberta Job Grant Portal available at alberta.ca/CAJG.

2) Reimbursement Stage: Once the training has ended, employers complete and submit a Training Completion form along with detailed receipts to receive payment. Review payment documentation requirements before submitting an application.

It is the responsibility of the employer applicant to ensure they understand the application and the reimbursement requirements before applying to the CAJG program.

Program eligibility cannot be determined over the phone or via email. An application must be submitted and assessed in order for an eligibility determination to be made.

All application decision emails will be sent to the primary contact identified on the application. Also, all decisions can be viewed in the portal.

Employer Eligibility

The Canada-Alberta Job Grant is open to private businesses, non-profit organizations, First Nations & Metis Settlements and the following provincial crown corporations located in communities with a population less than 100,000: Agriculture Financial Services Corporation and ATB Financial (Alberta Treasury Branches).

Private businesses include sole-proprietors, general and limited partnerships and corporations.

Employers must have a current or new position available in Alberta for the trainee at the end of training.

Employers must intend to hire and/or continue to employ trainees upon completion of the training.

Eligible employers

Employers must be one of the following:

- Incorporated under the Business Corporations Act (Alberta);
- A partnership registered under the Partnership Act (Alberta);
- A sole proprietor with a trade name registered under the Partnership Act (Alberta);
- Registered under an act of the legislature of a province or the Parliament of Canada;
- A non-profit registered under a special act or a private act of the Alberta legislature;
- A non-profit registered under part 9 of the Companies Act (Alberta).
- Crown Corporations: Agriculture Financial Services Corporation and ATB Financial (Alberta Treasury Branches) in communities with a population less than 100,000;

- First Nations
- Metis Settlements.

And an Employer must:

- Be registered and operate as a business that has an established production capability, plant or place of business in Alberta for a minimum of 1 year before the application received date;
- Provide safe working conditions, be in good standing and comply with the **Employment Standards Code, Occupational Health and Safety Act, Workers' Compensation Act** and all other applicable legislation and regulations; and
 - Good standing is defined as: Workers' compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; and/or any Employment Standards orders are resolved.
- Have met or currently meet all obligations to the province under previous grant agreements.

Unincorporated businesses (Sole proprietors or unincorporated partnerships), **must** provide the following documentation with their applications:

- Trade name or partnership registration number; and
- Unincorporated business in a WCB-Alberta exempt industry under the Workers' Compensation Act must submit a WCB- Alberta exempt industry letter; or
- Unincorporated businesses with coverage under the Workers' Compensation Act must submit a Workers' Compensation Board (WCB-Alberta) clearance letter; and
- One of the following:
 - A copy of their federal payroll deductions;
 - GST Registration;
 - Statement of Business or Professional Activities Form (T2125) for the year prior to the application received date.

Unincorporated businesses registered for less than one year prior to the date the application is received may be considered as eligible employers if they can demonstrate they have been operating for more than one year. To do so, unincorporated businesses will need to provide a copy the T2125 Statement of Business or Professional Activities form they submitted to the CRA for the one year prior to the application received date.

For sole proprietors, the trade name that is registered in the Alberta Corporate Registry should be entered in the "Legal Entity Name" field on the application form.

Ineligible employers

Ineligible employers include:

- Federal, provincial or municipal governments;
- Other public sector employer such as hospitals, health authorities etc.
- Public post-secondary institutions, schools, school boards, and any school and authority listed on the School & Authority index on Alberta Education's website.
- Political parties;
- Provincial or federal crown corporations not listed under **Eligible Employers**;

- Businesses and organizations that have not been incorporated or registered for at least a year.

Extra-Provincial Type of Provincial/Territory Corporations or Federal Corporations must be registered for a minimum of 1 year in the Alberta Corporate Registry to meet the Employer eligibility requirement. Additional information can be found on [Alberta Corporate Registries](#).

To obtain the required WCB-Alberta clearance letter, sign into your [myWCB account](#) or call WCB-Alberta at 1-866-922-9221.

To obtain the required WCB-Alberta exempt industry letter, call WCB-Alberta at 1-866-922-9221.

Trainee Eligibility

Eligible trainees include:

- Employed Trainees, defined as:
 - Trainees currently employed with the employer applicant; or
 - Trainees that have been unemployed for 30 days or fewer, prior to being hired.
- Unemployed Trainees, defined as:
 - Trainees that have been unemployed for more than 30 consecutive days; or
 - New hires that have worked for the employer for 90 days or fewer and were previously unemployed for more than 30 consecutive days.
- Employed Family Members
 - The term 'family member' is defined as any relative of the employer applicant including common-law partner and adult interdependent partner.
 - Family members must be employed for a minimum of 90 days before the application received date.
 - Family members must be currently employed with the employer applicant (Family Business).
- Business owners (incorporated, unincorporated/sole-proprietor and partnerships) with 4 or fewer employees, including all owners.
 - Business owners are only eligible under the CAJG Application for Employed Trainees.
 - Businesses are required to be registered for a minimum of 1 year in Alberta before the application received date.

Trainees must be:

- Canadian citizens, permanent residents or persons protected under the Immigration and Refugee Protection Act (Canada), who are legally allowed to work in Canada; and Living in Alberta.

Verification

Applicants may be required to verify the employment start dates of their employed eligible family members.

Employee count may be validated at the discretion of the Minister.

Verification of employment status may be required. Verification may be in the form of a previous year's T4, a paystub, or other suitable documentation.

In cases in which the business owner is a trainee, the business owner may be required to provide documentation that confirms the existence of business operations. Eligibility will be determined at the discretion of the minister.

Calculating the number of employees of an applicant company

The number of employees of an applicant company is calculated by adding the number of employees working for the company at the time of application and all owners of the company. Note that owners who are not active in the day to day operation of the company are still included in the owner's count.

A company owner is eligible to be listed as a trainee on an application when the applicant business has no more than four employees. In such cases, the company owner listed as a trainee on the application is included in the count of employees in company.

Contractor(s)

Contractors are eligible trainees only if they are the employer applicant. Contractors are ineligible trainees if they are not the employer applicant.

Trainee email address

Trainees are required to provide a personally identifiable business or personal email address on the trainee form. A general email address is not acceptable and may result in a delay in processing the application. For example: If the trainee's name is John Smith, Nickname124@gmail.com is not an identifiable personal email address. By contrast, Johnsmith@gmail.com is an identifiable personal email address.

Trainees cannot use a shared or reusable email address (ie. Info@business.ca or accounting@company.com).

Ineligible trainees

Ineligible trainees include:

- Business owners of businesses, employer's board or council with 5 or more employees including all owners at the time of application;
- Unemployed family members;
- Contractors who are not the employer applicant;
- Temporary Foreign Workers, or anyone temporarily working in Canada or has temporary status except where identified;
- Any person who will not be employed by the employer once the training is completed; and

- Any person who is not living in Alberta.

Unemployed trainees

For unemployed trainees, the employer must submit the following with the application:

- A conditional offer of employment letter or a letter of employment. Both documents must include the trainee's name and job title, the employer's signature, the trainee's signature and the employment start date. The letterhead of the letter must match the legal entity name of the applicant.
- The employer must provide one of the following federal government documents as proof of unemployment on behalf of the trainee:
 - an itemized statement of Employment Insurance (EI) benefits claimed by the trainee in a calendar year; **or**
 - the trainee's most recent Record of Employment.

The employer's intent must be to hire the unemployed trainee upon completion of the training.

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. At the end of training, trainees must not bear any of the employer training costs incurred.

Trainees who attend post-secondary studies full-time and work part-time only qualify on the employed application.

Example of an unemployed trainee:

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.

Obtaining documents that verify an individual's unemployment status

Where an unemployed person has been out of the labour force for a significant period of time and does not have any of the required proof of unemployment, please contact the CAJG program at: 780-638-9424 (within Edmonton) or 1-855-638-9424 (in Alberta).

Eligible trainees can obtain their Record of Employment or itemized statement through the following methods:

- Online through their [My Service Canada Account](#)
- 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

If an employer is hiring an individual who meets the definition of an unemployed trainee, the employer must complete the CAJG Application for Unemployed Trainees.

Temporarily laid-off employees and seasonal employees

A temporarily 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.

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 periods of unemployment because of regular fluctuations in demand for their set of skills and experience. A definition of seasonal worker can be found in Appendix B.

Seasonal employees who are returning to their former employers are eligible under the CAJG Application for Employed Trainees only.

Seasonal employees can start and complete their training during their off season.

Workers Compensation Benefits

For the sole purpose of receiving workers' compensation benefits under the Workers'

Compensation Act, 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.

If a trainee is injured in an accident during training, 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.

Employment Insurance (EI) benefits

Employers must declare on the application if trainees are receiving Employment Insurance (EI) benefits.

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.

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. It is recommended that trainees receiving EI benefits do not start training until Application is approved.

If you think the trainee may need approval to take training while on EI, please contact the Career and Employment Service Contact Centre at 780-422-4266 (Edmonton) or toll-free at 1-800-661-3753 for more information.

If your staff are not receiving regular benefits, attending training part-time, or have other questions relating to EI benefits, please contact the Service Canada Contact Centre at 1-800-206-7218.

Trainees receiving EI should wait until approval before starting training.

Signing the Forms

The CAJG application is a legally binding agreement. As such, only authorized personnel can sign the application form, grant agreement and training completion form.

Who can sign

In most cases, the employer is the application owner and signs the application. If there is only one trainee listed on an application, the trainee can fill out – but not sign – the application form. In this case, if a trainee signs the application, the application may be rejected and the employer will need to submit a new application.

A 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 is able to sign the application.

Third party

Third parties, including consultants, are not able to sign the application, grant agreement or training completion form. Consultants may still be retained by an employer to assist with completing the application, but the above would bar the consultants from signing the application, grant agreement and training completion form.

Application owners

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.

If the application owner's contact information changes, this information must be updated in MADI-B.

Training Eligibility

Training must be relevant to the current operational needs of the business and the available job, and includes one of the following:

- Training to improve the performance of existing or new employees in current or new roles
- Pre-apprenticeship training

- High school completion courses

Only courses with instructional hours of training are eligible for the CAJG. The definition of 'Instructional hours of training' is outlined in **Appendix B**.

The following activities are not considered to have instructional content and therefore do not count towards instructional hours of training: course assignments, homework, exams, quizzes, coaching, consulting, mentoring, research, implementation, projects, and pre-course work. This is not an exhaustive list; other non-instructional course activities may be identified.

Training activities that are not considered to have instructional content will not count toward the minimum number of instructional hours requirement for CAJG applications.

Eligible training

Employers will be required to demonstrate that training aligns with the needs of the business and the employee's job.

Training must result in skills development and be directly connected to employment. Training that is for personal interest is not eligible.

The CAJG will not fund the same or substantially the same training previously approved under the grant for the same trainee.

Training listed on an application, whether one course or multiple courses, must:

- meet or exceed 21 trainer instructional hours;
- start within six months of the application approval date;
- be completed within 52 weeks from the start date of the first training course on the application;
- result in some form of a credential, such as a record of completion, certificate, grade, mark or industry-recognized credential; and
- have interaction with an instructor.

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.

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.

Self-directed online learning must include instructor interaction. The training provider's course outline must state that students will have access to an instructor.

Location of training

Training must take place in Alberta, except under exceptional circumstances.

Online training is considered to take place in Alberta.

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.

Out-of-province training where similar or substantially similar training is available in Alberta is not eligible.

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 and meets all other criteria.

Mandatory Entry Level Training (MELT)

All employed applications for MELT training must include employment verification documents that demonstrate the trainee is an employee of the applicant company prior to the application received date.

One of the following documents will need to be submitted with applications for MELT training:

- Pay stub;
- PD7A Summary of Federal Deductions; or
- T4

Note: Applications for seasonal workers taking MELT training must include a letter of employment or conditional offer of employment letter.

Ineligible Training

The following types of requested training and activities are ineligible for CAJG funding:

- Apprenticeship training
- Practicums
- Research Papers
- Coaching
- Conferences
- Business Consulting services
- Consulting
- Self-study for an exam
- Self-study without instructor interaction
- Pre-recorded video content with no instructor interaction.
- Instructional DVDs
- Audio books

Only instructional hours are eligible for CAJG funding. Coaching and consulting may be a part of the training but do not count toward the 21 minimum hours requirement and are not funded by the CAJG.

Business consulting services are defined as: any situation in which the proposed training would consist of a review of the business or organization rather than the development or improvement of skills of the training participants.

Example: If the proposed training consists of providing expert opinions, analysis and recommendations to the business or individuals; this training would be considered business consulting and be ineligible for CAJG.

Software Providers/IT consultants are defined as those that sell software or are involved in customizing, installing or implementing software. Training must be billed separately from the other services rendered by these providers. Training costs cannot include the implementation of new software. It is the responsibility of the applicant to apply only for funding for training and not for the purchase, customization and/or installation of a digital asset.

Owners must complete the purchase, the customization and the installation of the product prior to the submission an application for training. Documentation will be required to demonstrate this.

Post-secondary training courses

The CAJG is not a bursary program and is not intended to fund Bachelor degree programs, diploma programs or MBA programs.

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.

Courses not directly related to the trainee's job will not be funded. **For example**, the trainee is an accountant. The requested training is for "Event planning". This type of training is not related to the trainee's job or the current needs of the business and therefore is ineligible.

Training start date

Trainee(s) can start training once the application has been **received** by the CAJG. An application is considered to have been received once all trainee(s) on the application have signed and the application status is at **Application Received**.

The CAJG sends a consent form to each trainee via the email address the trainee provided on the application form. It is the employer's responsibility to ensure that trainee(s) action the email by clicking **I confirm**.

Applications should be received at least 30 business days in advance of the start date of the training to allow for application processing.

By starting the training before the application is approved, the employer applicant bears all financial risks if their application is declined, rejected, or partially funded.

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.

Application with a status "**Waiting for trainee signature**" will be rejected once the course(s) have started.

Incomplete applications may be declined at the Ministry's discretion to avoid processing backlogs.

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). If courses, dates or trainee types are different, separate application forms are required.

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, on the same date, the employer needs to complete **only one** application for all trainees as a group.

If multiple trainees are taking different training courses, separate applications are required for each trainee.

Example: Two trainees are taking a leadership development course, and three trainees are taking a series of accounting courses. Two applications are required.

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.

Multiple courses on a single application

Each course must be listed separately on the application using the “**add training**” button. An application in which the courses are not listed separately may be rejected and the employer may need to submit a new application.

If a trainee is taking a course or courses as part of a Bachelor degree program, diploma program or certificate program, please provide the name and information for each course on the application. It is not sufficient to only list the name of the program.

If a training program is bundled to provide cost savings, each course in the bundle must be listed separately on the application.

Training Provider Eligibility

Training must be delivered by an acceptable third-party training provider, as defined below:

- The training provider must be separate and distinct from the employer.
 - The employer must attest to this as part of the application process.
- Training must be a main business activity of the training provider.
 - Qualified instructors should have relevant education and experience directly related to the type of training.
- Training providers must be in business and providing training for a minimum of 2 years at the time of application. A business registration may be required to confirm years in business.

Ineligible training providers

- Employer applicants
- Relatives of the employer applicant
- Employees of the employer applicant
- Driver training schools not included on Alberta’s approved list of MELT training providers
- Franchisers and training providers exclusive to one employer.

Training providers must provide the employer applicant with a valid receipt to support the reimbursement process. Receipts must show what was paid for (training course(s), date(s) trainee name(s)), when it was paid and by whom.

Training providers must also provide a breakdown of their training and travel costs on their training quote or unpaid invoice provided to the employer applicant at the time of application.

Trainer qualifications

All individuals delivering CAJG training should have relevant education and experience.

Educational credentials must be relevant to the nature of the training and must include:

- 4 years of experience acquired within the preceding 10 years working in a profession/trade relevant to the training being provided, or teaching a program for a minimum of 2 years to prepare a student for the relevant occupation (or a combination of the two to total 4 years); or
- At least 2 years of experience, within the previous 10 years, working or teaching in the profession/trade relevant to the training being provided, plus one of the following qualifications:
 - Canadian bachelor's degree (or equivalent foreign degree);
 - A certificate of qualification issued under the Alberta Apprenticeship and Industry Training Act, 1991 (to be remanded "Skilled Trades and Apprenticeship Education Act", 2022); or
 - Status as a graduate of a college of applied arts and technology or registered private career college (or equivalent institution outside Alberta).

In addition, trainers in programs subject to the requirements of a third-party regulator must meet the qualifications prescribed by that regulator. **For example:** instructors in dental hygiene programs must be registered (as dental hygienists) with the College of Dental Hygienists of Alberta.

Trainer qualification may be verified at the time of application assessment and impact decisions on applications.

Eligible training costs

Eligible training costs include:

- 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

The training costs (tuition and other costs) entered on an application form should reflect the total costs for all trainees listed on the application.

Ineligible training costs

Ineligible training costs include, but are not limited to:

- Travel (**except as per criteria in Appendix A**)
- Health care, dental fees/premiums
- Child care costs
- Living allowances

- U-pass
- Athletics fees
- Assets your business already has or needs to operate (e.g. computers, phones, and office/worksites supplies)
- Membership Fee
- Subscription fee
- Professional association fees
- Annual fee
- Trainee wages (including regular wages, completion bonuses, compensation wages, etc.)
- Costs associated with physical or digital assets (e.g. laptops, software, software licenses, hardware, etc.) that are retained after training is completed are ineligible

This list is not exhaustive and may include other costs.

Supporting documents for applications

All applications submitted to the CAJG must include a course outline and any other documentation that may aid in assessing the application.

Supporting documentation must be provided at the time of application.

Training provider course outline

A satisfactory course outline or course curriculum **must** be provided at the time of application and demonstrate the training meets the minimum 21 instructional hours of training.

Course outlines must include a breakdown of the following:

- A description of the training course objectives.
- Course structure including:
 - 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.
- Dates of each training courses
- Credential received at the end of the training

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. If a clear and consistent per person rate cannot be established, the application cannot be processed. Per person rates should be stable and consistent between applications. See Reasonability section below.

Providing a link to the training provider website is not sufficient.

Conflict of Interest

All parties involved in CAJG funding must disclose any actual or potential conflicts of interest involving the employer, training provider or training participants.

Failure to disclose a conflict of interest may lead to the denial of a CAJG application or reimbursement. Disclosure must be provided in the form of a letter with the application.

Ministry's Discretion

For all applications, the Ministry must deem the tuition, training material, software and other training fees charged by the selected training provider to be reasonable.

Reasonability

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 and if the cost is stable and consistent.

As part of the CAJG application process, the Ministry may define thresholds where the training cost and fees are beyond what is considered 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 a quote from two different training providers.

Changes after Application Submission

Approved Applications

It is the responsibility of the employer applicant to ensure any changes made to an application after approval is communicated to the CAJG via email and is subject to review and approval.

All changes will be reviewed for eligibility requirements. Changes that do not meet eligibility requirements may affect the approved government contribution amount or the application may be deemed ineligible for funding.

We recommend employer applicants review the eligibility requirements before changing course dates, providers or trainees.

Trainee Substitution

Sometimes an employer may need to send a different trainee to attend training after the CAJG Application Form has been received or approved. The substitute trainee must attend the approved training dates and **must** meet all other program eligibility requirements.

Trainee substitutions must be requested before applying for payment from the CAJG. To request a trainee substitution, contact the CAJG processing centre via email at jobgrant@gov.ab.ca before submitting the training completion form for assistance.

Course changes

Changes to the approved training must be provided to the CAJG in writing before the training ends.

If there is a change to the course dates or the training provider, please email jobgrant@gov.ab.ca immediately, quoting your reference number, so adjustments can be made to your application. Changes are subject to approval and must meet program requirements.

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

Reimbursement

Once all approved training is completed, employer applicants must submit a Training Completion Form in order to be considered for reimbursement.

If other grants or sources of educational funding are issued for the training listed on the CAJG application form, the CAJG reimbursement amount will be reduced on a dollar-for-dollar basis.

Training Completion Form

(Formerly the Reimbursement and the Completion forms):

- Submit **within 30 days** following the completion of the last approved training course.
- Must submit original, itemized receipts in Canadian dollars. If the training was paid for in any currency other than the Canadian dollar, the Canadian equivalent must be provided.
- 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.

Optional:

On request, employers are still eligible for two payments of CAJG funds:

- **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.

Documents required for reimbursement

Applicants must provide the following documentation along with their Training Completion forms:

- Receipts from the training provider:
 - The receipt must include the trainee's name(s), course title(s), cost of the training in CAD, and payment date. Handwritten trainee name(s), course title(s), etc., on a receipt will invalidate the receipt and a new receipt from the training provider will be required.

- Proof of payment transaction:
 - Such documentation includes a copy of the canceled cheque, a copy of credit card or bank statement, or a copy of the wire transfer.

Training Completion forms for MELT training must provide a photocopy of the updated driver's license of each trainee listed on the application.

Internal company documents, such as reports from QuickBooks, reports from sage accounts, ledgers and expense reports, are not considered acceptable proofs of payment.

An invoice is not a receipt. An invoice marked "**paid**" is not an acceptable as proof of payment.

Example: A receipt that states "tuition" is insufficient as it does not list the name of the course(s). If your receipt states "tuition" as the course title you must provide a copy of the course completion certificate or registration confirmation document that identifies the actual course name.

All proof of payment must be submitted with the Training Completion Form.

Proof of employment may be requested at the completion stage.

Reimbursement cannot exceed the amount of funding or the number of trainees approved at the application stage.

Grants in which the training completion form is not submitted within 30 days of the last approved training course may be closed without notice.

The following costs are not eligible for CAJG funding

- Training that started before the application was received; and
- Costs or courses that were not approved on the application.

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.

The Training Completion Form must be submitted **within 30 days** following the last day of the last course.

If the form(s) are not submitted within the timelines indicated, there is a risk the funding will be no longer available, and the employer will be responsible for all training costs.

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 reason for non-completion is beyond the employer's control.

The employer must notify the Government of Alberta of any changes so a recalculation can be completed for the final reimbursement amount. **The employer will not be reimbursed for training that the trainee(s) did not attend.**

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.

Trainee reimbursement

An employer applicant must pay all training costs before submitting a training completion form in order to receive a reimbursement payment. 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.

Proof of trainee reimbursement includes, but is not limited to:

- payroll information and/or paystubs
- expense reports
- copies of deposited cheques

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.

At the end of training, trainees must not bear any of the employer training costs incurred.

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 CAJG Portal located at alberta.ca/CAJG.

If you provided your banking information on a previous Training Completion Form, this information is not required **unless your banking information has changed**.

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.

Bank direct deposit forms/letters are not sufficient.

If no direct deposit information is provided, or it is incomplete/incorrect, a paper cheque will be issued by regular mail.

CAJG Funding Model

Eligible Funding

Any training that starts before an application is received cannot be reimbursed.

There is an individual employer cap of **\$300,000** of approved funding per fiscal year (April 1 to March 31).

Eligible travel costs will be funded as outlined in Appendix A.

Employers and Employees cannot use any other provincial or federal funding to offset training costs of a trainee funded under the CAJG program.

Loans and payment plans must be paid off in full before a Training Completion form is submitted.

Employed trainees

An employer is eligible to receive up to \$10,000 in funding per employed trainee per fiscal year (April 1 to March 31).

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.

Employers will pay 100 per cent upfront and receive reimbursement for up to two-thirds of eligible costs as verified by receipts.

Unemployed trainees

An employer is eligible to receive up to \$15,000 in funding per trainee per fiscal year (April 1 to March 31).

Employers training and hiring unemployed Albertans will have 100 per cent of their eligible training costs funded under the CAJG program.

Employers must pay 100 per cent upfront and receive reimbursement for eligible costs verified by receipts.

Unemployed trainees can be included on 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.

Trainees on multiple applications

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.

Example 1:

Training costs	\$6,600
Government pays	\$4,400
Employer pays	\$2,200

Example 2:

Training costs	\$23,000
Government pays	\$10,000 (max/trainee)
Employer pays	\$13,000

For tax questions pertaining to the CAJG program, please contact Canada Revenue Agency (CRA).

Reporting Requirements

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 for reporting. 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 (5) training course days** at the rates shown in the table below, for eligible trainees and a maximum of two trainers.

For trainer travel to be considered, eligible trainers must provide a breakdown of their training costs and travel costs with a quote or unpaid invoice provided with the Application Form.

Employers must either directly pay the travel costs or reimburse the trainee for the cost of travel in order to be issued a payment that covers travel costs.

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 a meal is provided without extra charge, no claim for that meal can be made.

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

ACAN – Alberta Corporate Access Number

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. Refer to Business Consulting Services definition on page 14.

Business consulting services: Any situation in which the proposed training would consist of a review of the business or organization rather than the development or improvement of skills of the training participants. For example, if the proposed training consists of providing expert opinions, analysis and recommendations to the business or individuals, this training would be considered business consulting and be ineligible for CAJG.

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 operates a separate business and 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.

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.

Family member: all relatives of the employer applicant, including common-law partner and adult interdependent partner

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.

Instructional hours of training: For CAJG eligibility, courses must have mandated or assigned training hours in which trainees are engaged in directed programming and learning activities and **have interaction** with the training provider. The instructional format can be blended; provided individually or in a group setting; and delivered online, onsite or in a classroom by an accepted third-party training provider.

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).

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.

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 ski resort hires ski instructors to work each year from October through March (six months). (2) A farm hires staff 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 on pages 4 and 5.

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 90 days 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: Canada-Alberta Job Grant Portal

In order to access the Canada-Alberta Job Grant (CAJG) Portal and submit an application, an employer must create a MyAlberta Digital ID for Business (MADI-B). When you select the Access the CAJG Portal from the the alberta.ca/CAJG website, you will be redirected to the MyAlberta Digital ID for Business home screen.

A one-time registration is required in Portal upon your first login.

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

To create a MADI-B for Business account:

Step 1

Select the Sign Up button from the MADI-B for Business home screen.

Step 2

Fill out the General Business Information section for your employer organization. Review and 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.

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 the CAJG Portal. Please return to the program area website to gain access to the portal.

Step 8

Enter the ACAN in the provided space on the first log in. For Unincorporated Businesses this will be your trade number or Partnership number. For non-profits or registered charities this may be your registered

charity or the act under which the organization was incorporated. For Indigenous Governments just put Government in the ACAN.

Important information

Managing your MyAlberta Digital ID for Business Account and inviting other users

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.

Do not re-use the same password for multiple users or share passwords. It is the responsibility of each user to protect their password to ensure personal and private information supplied through the secure portal is not compromised.

Please note only the person that submits a grant and the person that signs (if different) will be able to see the grant. However, if the person that signs is not the Application Owner they will see less information for privacy reasons.

Changing Owner of the application:

New owner with existing account in the CAJG Portal.

- Request to move application(s) to new owner by emailing jobgrant@gov.ab.ca and provide the name of the new owner and file numbers to be moved.

New owner without existing account in the CAJG Portal.

- Original owner will send an invite in MADI-B to the new owner to create a new account (refer to instruction on inviting other users above)
- Once the new owner's account is created, log-in at least once to the CAJG Portal to push the account, and email jobgrant@gov.ab.ca to provide the name of the new owner and file numbers to be moved.