

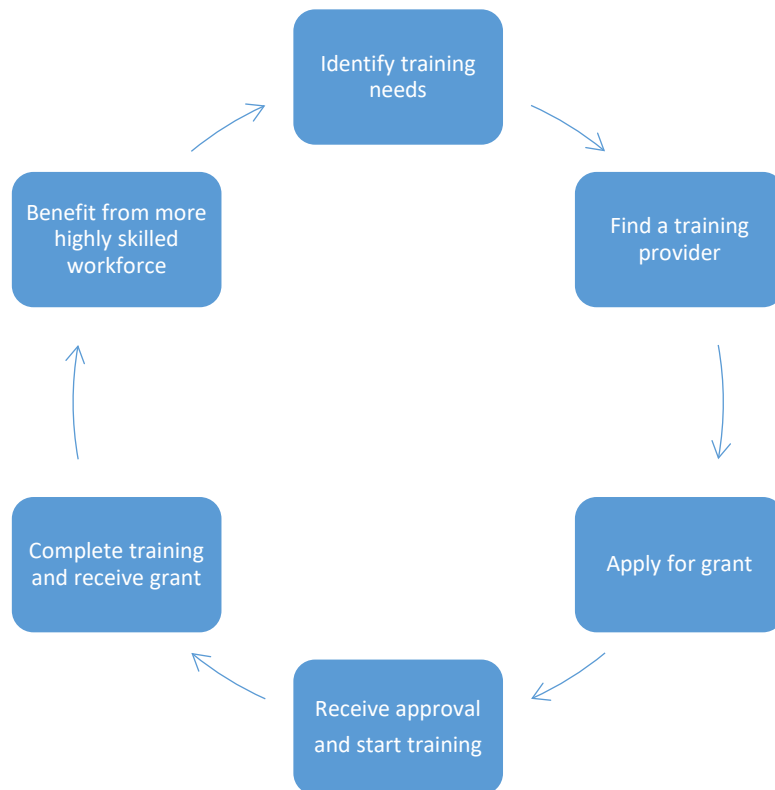
# Canada-Alberta Job Grant

The Canada-Alberta Job Grant (CAJG) is a training program where an employer applies on behalf of their employee(s) for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees.

## Benefits

The CAJG will reimburse up to **two-thirds** of the direct training costs for qualifying programs and courses, with the employer paying the remaining third. Funding is available up to \$10,000 per person and \$300,000 per employer. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

## Process at a Glance for Employers



## Steps

<b>Before you apply</b>	<ul style="list-style-type: none"><li>▪ Identify training needs.</li><li>▪ Select a training provider.</li><li>▪ The training provider can develop a customized program keeping in view the eligibility criteria for the grant.</li></ul>
<b>Application process</b>	<ul style="list-style-type: none"><li>▪ Visit Canada-Alberta Job Grant website.</li><li>▪ Submit application at least 30 days before start date.</li><li>▪ Pay for training now or after grant approval.</li><li>▪ Receive decision/approval and reference number.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>▪ Employees begin training.</li><li>▪ (Optional) Submit reimbursement form and training receipts to receive partial reimbursement.</li></ul>
<b>Completion</b>	<ul style="list-style-type: none"><li>▪ Employee(s) complete training.</li><li>▪ Submit training completion form.</li><li>▪ Receive reimbursement (or remainder, if partial payment has already been received).</li><li>▪ Benefit from a more highly skilled workforce.</li></ul>

## Eligible Employers

Eligible employers include:

- Private and non-profit employers in Alberta
- First Nations and Métis Settlements
- Specific Crown corporations (Agriculture Financial Services Corporation and Alberta Treasury Branches) located in communities with a population of 100,000 or less
- Sole proprietors

## Eligible Trainees

All trainees must be living in Alberta and must be Canadian citizens, permanent residents or refugees who are legally allowed to work in Canada. Trainees may be:

- Existing employees **or**
- Unemployed Albertans, defined as:
  - Trainees who have been unemployed for more than 30 consecutive days **or**
  - New hires who have worked for the employer for four weeks or less and were previously unemployed for more than 30 consecutive days

## Ineligible Trainees

People who are not eligible for CAJG funding include:

- Temporary foreign workers, those with temporary work permits and students here on student visas
- Business owners or their immediate family members
- Any person not living in Alberta
- Anyone self-employed

## Eligible Training Provider

Training must be delivered by a third-party training provider:

- The training provider must be separate and distinct from the employer (e.g., Metro Continuing Education).
- Training must be a main business activity of the training provider.

## Eligible Costs

Only direct training costs are eligible. These include:

- Tuition fees or fees charged by training provider
- Mandatory student fees
- Textbooks, software and other required materials

## Eligible Training

Training can be delivered online, onsite or in a classroom, part time or full time. It must:

- Total at least 21 instructional hours per trainee (courses may be bundled to reach minimum hours)
- Start within six months of approval and be completed within 52 weeks of the start date
- Result in a credential (e.g., a Metro's Certificate of Completion)

## Program Funding Model

Employed Trainee	Unemployed Trainee
<ul style="list-style-type: none"><li>• CAJG contribution: <b>2/3</b> of eligible training costs</li><li>• Employer contribution: <b>1/3</b> of eligible training costs</li><li>• Maximum \$10,000 grant funding per trainee</li><li>• Funding cap per organization per fiscal year (April–March): \$300,000</li></ul>	<ul style="list-style-type: none"><li>• CAJG contribution: <b>100%</b> of eligible training costs for employers hiring and training unemployed Albertans</li><li>• Employer contribution: <b>\$0</b></li><li>• Maximum \$15,000 grant funding per trainee</li><li>• Funding cap per organization per fiscal year (April–March): \$300,000</li></ul>

## Grant Process

Application forms can be accessed from the Canada-Alberta Job Grant website:

<https://www.alberta.ca/canada-alberta-job-grant.aspx>.

There are two applications forms:

- Application for Employed Trainees
- Application for Unemployed Trainees

## Online Application Overview

Submit CAJG applications online via Labour's Workforce Grants Portal:

1. Visit the CAJG website at <https://www.alberta.ca/canada-alberta-job-grant.aspx> and click the **Labour's Workforce Grant Portal** button.
2. Create a MyAlberta Digital ID for Business account. (You only need to create this account once. After signing up, you can log in using your existing account.)
3. Return to the CAJG website and click the **Labour's Workforce Grant Portal** button.
4. Log in to Labour's Workforce Grants Portal.
5. Click the **Create New CAJG Application** button.
6. Enter the application information and click the **Submit** button.

## Training Reimbursement

The reimbursement process for employers is as follows:

1. Pay the full cost of training up front.
2. Optionally, request to receive reimbursement in two payments (one before training is completed, and one after completion).
3. Once all training is complete, submit the training completion form with receipts.
4. Receive the grant payment (or the remainder, if payment is made in two instalments).