

## Eligibility

### Applicants

- » All private and not-for-profit sector employers in Alberta
- » First Nations and Métis Settlements
- » Some Crown Corporations in communities less than 100,000

### Trainees

#### Eligible

- » New or existing employees
- » Unemployed Albertans\*
- » Canadian citizens, permanent residents, or protected persons under the Immigration and Refugee Protection Act (Canada) entitled to work in Canada who are currently residing in Alberta

#### Ineligible

- » Temporary Foreign Workers, or anyone temporarily working in Canada
- » Self-employed individuals, company owners and their immediate family members, board or council members
- » A person who will not be employed by the applicant after the training program is completed

### Training Providers

- » Must be eligible Alberta third-party training providers who are separate and distinct from the employer
- » An explanation must be provided to justify out-of-province training requests

### Training

#### Eligible

- » For existing employees, training must be incremental, meaning that it is in addition to the employer's regular operational training
- » For unemployed trainees\*, may include third-party training required to get the job

#### Ineligible

- » Apprenticeship technical training programs

#### Duration and format

- » Minimum 21 hours of training must start within six months of approval and be completed within 52 weeks of start date
- » Training can be e-learning, part-time, full-time, onsite or in a classroom and must result in a credential

## Reimbursement

### Paying for training

- » Once application is signed and submitted, training can be paid for. However training cannot start before the grant approval date.

### Schedule and Conditions

- » Submit ONE reimbursement form with ALL receipts for all approved training\*
- » Two payments: 1/2 when reimbursement form submitted, 1/2 after training is finished and completion form submitted
- » Training will not be reimbursed if paid for before the application is submitted, or taken before the grant is approved

### Training Costs

#### Eligible

- » Tuition fees or instructional fees
- » Mandatory student fees
- » Examinations fees
- » Textbooks, software and other required materials
- » Some travel costs may be covered\*

#### Ineligible

- » Travel expenses, except as per criteria in Applicant Guide Appendix B\*
- » Recreation/fitness fees
- » Bus passes
- » Childcare, living allowances and healthcare fees
- » Assets your business has or needs to operate such as computers, phones and office/worksites supplies

### Government Contribution and Funding Cap

- » Existing employees: up to 2/3 of approved training costs funded, up to \$10,000 per trainee
- » Unemployed trainees: up to 100% of approved training costs funded, up to \$15,000 per trainee
- » Maximum \$300,000 per employer per fiscal year

### Other Sources of Funding

- » Other training grants cannot be combined CAJG funded training
- » Scholarships must be reported and could affect the amount of eligible funding
- » You must declare if a trainee is receiving Employment Insurance benefits

*\*Refer to the applicant guide for full terms and conditions of the Canada-Alberta Job Grant*

# Canada-Alberta Job Grant

## At a Glance

Before you  
apply

1. Identify training needs
2. Select a training provider

Application  
process

3. Submit application
4. Pay for training now or after grant approval
5. Receive decision and reference #

Training and  
reimbursement

6. Begin training
7. Submit reimbursement form and all training receipts
8. Receive partial reimbursement

Success! You have  
a skilled employee

9. Employee completes training
10. Submit completion form
11. Receive remainder of reimbursement

### Contact us

780-638-9424  
1-855-638-9424 (toll free)