

Canada-Alberta Productivity Grant

Applicant Guidelines



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



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Ministry of Jobs, Economy, Trade and Immigration

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What is the Canada-Alberta Productivity Grant?

The purpose of the program

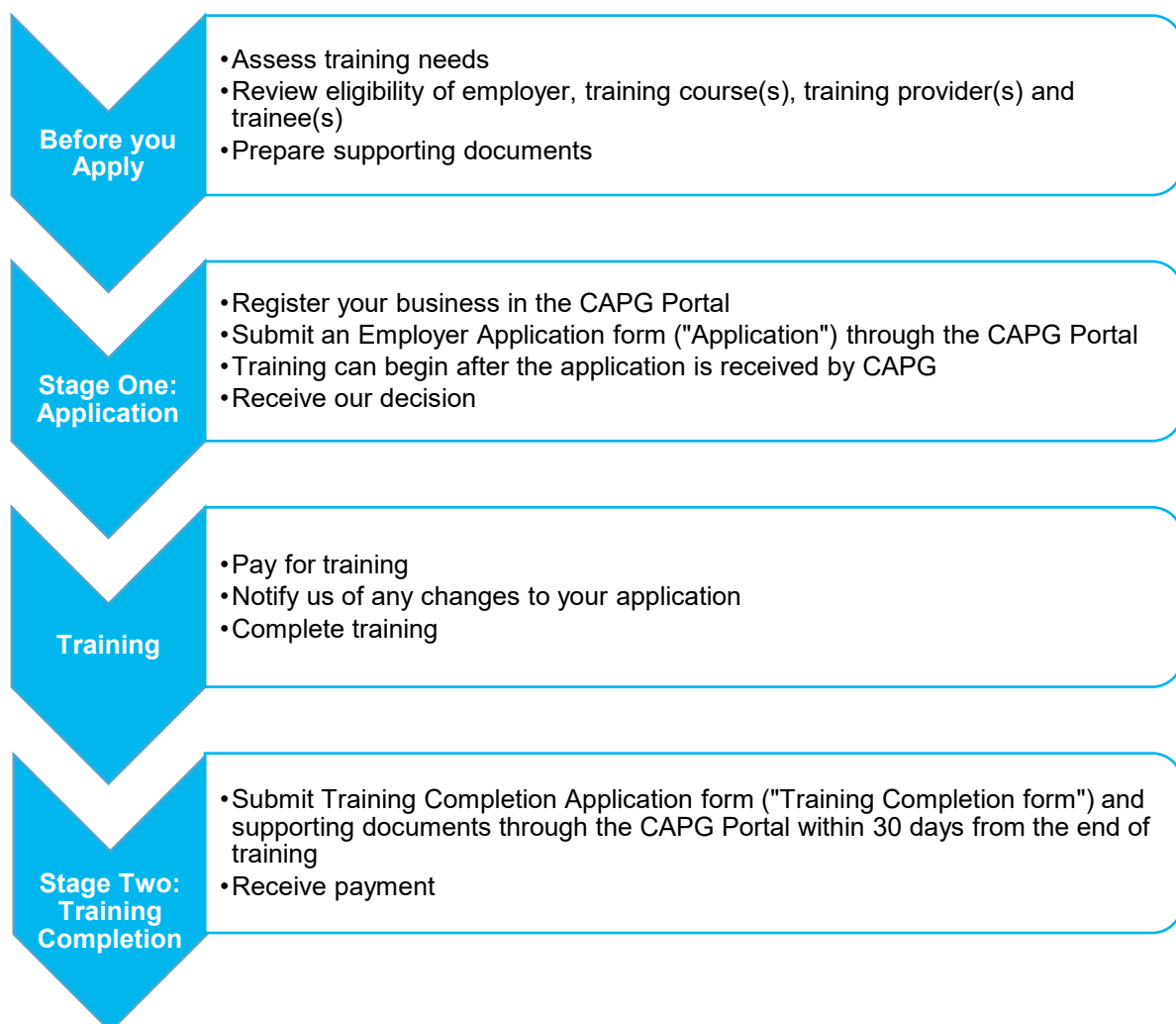
The Canada-Alberta Productivity Grant (CAPG) helps employers invest in productivity-driven training for their employees that aligns with the needs of their business. It is an employer-driven program meant to partially reimburse the cost for an employer to send their employee(s) for training. Employers apply on behalf of their employees and invest in training that enhances productivity and workforce competitiveness.

Funding for CAPG is provided by the Government of Canada through the Workforce Development Agreement.

Employers are responsible for reviewing this document carefully, as it forms part of the grant agreement that all employers must sign to be eligible for reimbursement.

How the grant program is structured

The diagram below outlines the two stages of the grant process an employer applicant must follow.



How much can employers be reimbursed from CAPG?

We cap reimbursement per employer and trainee per fiscal year (April 1 to March 31)

- There is an individual employer cap of \$100,000.
- There are individual trainee caps of:
 - 50 per cent of total eligible training costs up to \$5,000 for employed trainees and;
 - 75 per cent of total eligible training costs up to \$10,000 for unemployed trainees.

Caps are detailed in Table 1 below. Employers may submit multiple Applications and may include a trainee on more than one Application, but the total amount of reimbursement for each employer and each trainee cannot exceed any of these caps in a fiscal year.

Table 1: Reimbursement amounts available per trainee per fiscal year

Trainee type	CAPG will pay	Employers pay	Example		Example of Max Yearly Amount (Trainee Cap)	
Employed trainees	50% of total eligible training costs up to \$5,000	50% of total eligible training costs	Training costs:	\$3,000	Training costs:	\$12,000
			CAPG pays:	\$1,500	CAPG pays:	\$5,000
			Employer pays:	\$1,500	Employer pays:	\$7,000
Unemployed trainees	75% of total eligible training costs up to \$10,000	25% of total eligible training costs	Training costs:	\$5,000	Training costs:	\$16,000
			CAPG pays:	\$3,750	CAPG pays:	\$10,000
			Employer pays:	\$1,250	Employer pays:	\$6,000

When do employers receive reimbursement from CAPG?

Employers pay for 100 per cent of the training costs and are reimbursed later

CAPG will reimburse employers based on the eligible costs after the training is completed and the Training Completion form, along with required documentation, has been submitted. The reimbursement amount is calculated based on the actual amount spent on training costs. You, as the employer applicant, may receive less than the approved reimbursement amount if ineligible training costs are included on the Training Completion form, or if the training costs less than anticipated.

If you have tax questions about CAPG, please contact the Canada Revenue Agency (CRA).

What training costs will reimbursement cover?

See the [Eligible costs](#) section for a list of costs that are eligible for reimbursement.

The Ministry makes all final decisions

Ministry discretion

The Ministry of Jobs, Economy, Trade and Immigration ("Ministry") will make all decisions regarding eligibility and reimbursable costs at its sole discretion. The Ministry reserves the right to:

- contact any person (employers, training providers, and trainees) to substantiate reimbursement claims, training activities, records, employee counts or other related matters;
- refuse to fund training through CAPG to parties who provided misleading or incorrect information to circumvent the program guidelines and receive reimbursement; and
- decline incomplete or incorrect Applications.

Reasonableness

The Ministry must deem the tuition, textbook and other training fees to be reasonable. To determine reasonableness, the Ministry might:

- consider factors like total training costs per trainee, duration of training, cost of similar training approved by CAPG, cost stability and consistency; and
- request additional quotes from different training providers.

Eligibility requirements

Employers, trainees, training providers and training courses must meet the requirements listed in this section to be eligible for reimbursement. These requirements must be met throughout the grant term.

Please note:

- We may request additional information to verify eligibility when we assess the Application.
- We can only determine eligibility once we receive an Application through the CAPG Portal, not over the phone or via email.
- Approval at the Application stage confirms eligibility of the maximum approved amount. The actual reimbursement amount is determined after the Training Completion form and required documents are submitted.
- Employers must intend to hire or continue to employ their trainees upon completion of the training.

For employers

1. Employers must be one of the following eligible types

- For profit businesses (incorporated and unincorporated businesses)
- Non-profit organizations
- First Nations or Métis Settlements
- The following crown corporations located in a [rural Alberta community](#):
 - Agriculture Financial Services Corporation (AFSC)
 - ATB Financial

The following employer types are ineligible:

- federal, provincial or municipal governments
- public sector or publicly funded organizations such as hospitals and health authorities
- provincial or federal crown corporations not listed under eligible applicants
- public post-secondary institutions, schools, school boards and any school and authority listed on [Alberta Education's Schools and Authorities index](#)
- political parties
- holding companies whose primary purpose is ownership of assets

2. Employers must be operational in Alberta for at least one year

Employers must be registered, have a mailing address, be operational and located as a business in Alberta for at least one year before the Application is submitted. The definition of *Operational* can be found in [Appendix B](#).

3. If applicable, registered Employers must have an “active” legal entity status

Employers registered with the Alberta Corporate Registry must have an “active” legal entity status throughout the grant term. A legal entity is considered “active” if it is currently registered and valid in Alberta. Employers with a dissolved, struck, cancelled or otherwise terminated status are not eligible.¹

¹ This list is non-exhaustive.

4. Employers must be in good standing

Employers must, at the time of Application and during the grant term:

- provide safe working conditions; and
- 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.

5. Employers must carry Workers Compensation Benefits coverage for trainees

For the purpose of receiving workers' compensation benefits under the Workers' Compensation Act, trainees participating in training under CAPG are deemed to be workers of the Government of Alberta. Employers must continue to carry Workers Compensation Board (WCB) coverage for trainee(s) as required by law.

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

6. Employers must comply with provincial agreements

Employers must meet or have met all obligations to the province under any laws and regulations that may apply, and under previous grant agreements.

For training courses

Training can be full- or part-time and have any of the following delivery formats: online, onsite and/or in a classroom.

1. Training must be focused on productivity-skills development

Training must be in at least one of the following skills categories listed in Table 2 below.

Table 2: Eligible Training Skills Categories

Skill Category	Definition and Examples ²
Business Process and Operations Management	• Training that equips employees with the skills to improve and optimize processes, operations, systems and resource management. • This includes, but is not limited to: • business planning and operations • corporate finance and accounting • project and program management • quality assurance management • supply chain and resource management
Technical	• Training that equips employees with the technical expertise and specialized skills to enhance efficiency, quality and problem-solving capabilities. • This includes, but is not limited to: • tool usage • equipment setup and maintenance • design and monitoring • repair and troubleshooting • automation and robotics

² The examples are a broad list of training types, and are non-exhaustive.

Digital and Technological	• Training that equips employees with skills to effectively use, manage and integrate digital tools and technologies to perform tasks, solve problems and adapt to evolving technology needs. • This includes but is not limited to: • software or product development • data analytics • digital tools and technologies • cyber security and system infrastructure • emerging technologies
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2. Training must be relevant to the trainee's job

Training must be relevant to the current operational needs of the business and the current or future job.

***Example:** The trainee is an accountant. The requested training is for "Cooking Classes". This type of training is not considered related to the trainee's job or the current needs of the business.*

3. Training must be completed within 52 weeks

Training must finish within 52 weeks from the Application received date. The Application received date is determined once all trainees on an Application click "I confirm" in the consent form email we send them. For more information, see the [How to apply](#) section.

4. Training must take place in Alberta

Online training is considered as taking place in Alberta. Requests for in-person, out-of-province training will be reviewed if the training required is not offered in Alberta but meets all other criteria. If the training is taking place outside of Alberta, the employer must provide detailed reasoning on the Application, which includes:

- A list of Alberta-based courses that were actively considered, and
- A clear explanation of why each Alberta-based option was not viable.

Incomplete or insufficient reasoning may result in the Application being delayed or declined.

5. Training must have interaction with a qualified instructor

All learning must include instructor interaction. The training provider's course outline must state that students will have access to an instructor who meets the eligibility requirements. For more information, see the definition for *Qualified Instructors* in [Appendix B](#).

6. Training must be instructional

Trainees must be engaged in directed programming and learning activities and interact with the training provider. Homework, exams, quizzes, pre-course work and research do not count as instructional training.

Ineligible training is³:

- leadership development
- Occupational Health and Safety (OHS) training

³ This list is non-exhaustive.

- basic safety courses including but not limited to First Aid, WHMIS, TDG and H2S Alive training
- training that is intended to complete post-secondary diploma or degree programs
- apprenticeship training
- business start-up funding/training
- consulting services
- training for practicums
- coaching and mentorship
- conferences
- self-study for an exam
- pre-recorded video or audio content with no instructor interaction
- project-based research, including capstones and research papers
- Class 1 Learning Pathway
- same or similar training already funded for the same trainee

Please note: The productivity skills requirements outlined above are not met by training that develops basic skills, soft skills, or interpersonal skills (such as general communication, relationship-building and guiding others). Such training is also ineligible for CAPG reimbursement.

For training providers

1. Training providers must be third-party

They must be separate and distinct from the employer, and employers must attest to this as part of the Application process. In-house training is not eligible.

The following are not considered third-party training providers:

- employer applicants
- relatives of the employer applicant
- employees of the employer applicant
- training provided by product vendors on how to use their specific products or services
- training providers and franchisers exclusive to one employer

2. Instructors must be qualified

Instructors must meet certain qualification requirements to be eligible - see the definition of *Qualified Instructor* in [Appendix B](#).

Please note: On Applications where the training provider is a private career college, the training provider must be on the [Private Career Colleges Registry](#).

3. Training providers must be well-established

Training must be a main business activity of the training provider. Training providers must be in business and providing training for a minimum of two years at the time of Application.

For trainees

1. Trainees must be one of the following eligible types

There are two types of application forms based on the type of trainee you are applying for – Employed and Unemployed. A trainee will fall into one of the following categories of Application type.

Table 3: Application type based on trainee type

Trainee Type	Definition	Application Type
Employed	- are currently employed by the employer applicant at the time of application, either full or part-time, receiving wages for their work and engaged in the day-to-day operations of the business or - have been unemployed for 30 days or fewer, prior to being hired by the employer applicant.	Employed
Seasonal/ Temporarily Laid Off	- a temporarily laid-off individual, as set out in Sections 62-63 of the Alberta Employment Standards Code <i>Seasonal employees</i> (defined in Appendix B) who are returning to their former employers can start and complete their training during their off season.	
Unemployed	- are not working at the time of application and have not been working for more than 30 consecutive days; or - a new hire that has worked for the employer applicant on a part- or full-time basis, receiving wages for their work, and engaged in the day-to-day operations of the business for no more than 30 calendar days and were previously not working for more than 30 consecutive days.	Unemployed

Ineligible trainees are:

- business owners or board members
- unemployed trainees who will not be employed by the employer once the training is completed
- individuals who do not have a paid employer-employee relationship with the employer applicant (e.g.: contractors and volunteers)
- an immediate family member (this includes spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, and siblings) of
 - the employer, a board member or shareholder
 - someone who has authority or power over the employer (this includes executive directors, C-suite executives, office managers, human resources managers, etc.)
- individuals working in Canada temporarily or who have temporary status (except where identified), such as temporary foreign workers

2. Trainees must live in Alberta

3. Trainees must be Canadian citizens, permanent residents, or persons protected under the [Immigration and Refugee Protection Act \(Canada\)](#)

Eligible costs

This section outlines costs that can be reimbursed by CAPG. Not all fees are eligible for CAPG reimbursement, so it is important to understand what can be requested on an Application.

Table 4: Eligible Reimbursable and Ineligible Costs⁴

Eligible Reimbursable Costs	Ineligible Costs
• Tuition fees or instructional fees charged by the training provider • Textbooks or software linked to the training course(s) • Examination fees linked to the training course(s) • Approved travel costs (see Appendix A: CAPG Travel Costs Policy for eligibility requirements) • Other required materials (supplies directly relevant to the training course and are distinct from materials required to run your business)	• Mandatory student fees not directly related to training (e.g.: U-pass, building levy fees, student union fees, library fees, mandatory donations, etc.) • Health and dental fees/premiums • Wellness fees • Service fees • Athletics and recreation fees • Business assets a company has or needs to operate (e.g., computers, hardware, office/worksites supplies, software purchase/licenses for the business, phones, etc.) • Membership or subscription fees • Professional association fees • Annual fees • Facility rental fees • Childcare fees • Living allowances • Trainee wages (including regular wages, completion bonuses, compensation wages, etc.) • Non-instructional training (See Eligibility Requirements For Training Courses)

⁴ The list of costs listed in this table are non-exhaustive.

How to apply

Please ensure that you, as the employer applicant, follow these instructions carefully to complete your Application accurately. Applications are processed as submitted. If the Application is incomplete or incorrect, we may reject it, and you can reapply.

Please note: All applications are processed on a first-come, first-served basis.

When to apply

We recommend that you submit your Application at least 30 days before training starts.

Please note: Training that starts before the Application is received cannot be reimbursed. Training cannot start before the Application status is “Application Received” in CAPG Portal. CAPG considers an application received once all trainees click “I confirm” in the consent form email we send them; the Application status will then change to “Application Received”.

The employer accepts all financial costs without an approved Application

If eligible training starts before an Application is approved, the employer applicant accepts all financial costs if their Application is declined, rejected, or partially funded.

When to pay for training

You may register and/or pay for training at any time.

Step 1 Gather the necessary documents and information

As you progress through the Application process in the CAPG Portal (see [Step 2](#)), you will use the information gathered in this section to complete required fields and upload specific documentation.

1. Information required from employers

We will require certain information about the employer applicant including:

- employer legal name
- [Alberta Corporate Access Number \(ACAN\)](#)⁵
- business start year
- number of employees
- business address⁶
- phone number
- primary sector⁷

2. Documents required if applying as an unincorporated business

Information showing business operation

Unincorporated businesses must provide one of the following to show business operation:

- A copy of their federal payroll deductions
- A copy of their most recent GST/HST Netfile/Telefile Confirmation
- A copy of the most recent T2125

⁵ If your organization doesn't have an ACAN, please see the [Step 2: Apply Online section](#).

⁶ The mailing address will be required if different from the main business address.

⁷ Using the North American Industry Classification System (NAICS) Canada, an industry classification according to your business principle, or majority, activity.

Worker's Compensation Board (WCB-Alberta) documents

If applicable to your business, we require a copy of a WCB-Alberta clearance letter - to obtain it, sign into your [myWCB account](#) or contact WCB-Alberta by calling 1-866-922-9221. If this does not apply to your business, you can either provide a WCB-Alberta exemption letter or other documentation showing your industry is exempt.⁸

3. Information and documents required from the training provider

Information about the training provider and course(s)

We require certain information about the training provider and training courses, including:

- company name
- address
- phone number
- provider type
- course name(s)
- instruction delivery method (e.g. in-class)
- type of training
- description of the course
- productivity skill course category
- type of skills to be learned
- training start and end dates
- costs for tuition, materials, and exams

Training course documentation

You must upload course documentation (e.g. a course outline, quote) from the training provider with your Application. Links to the training provider's website alone are unacceptable.

The documentation must include the following details for each course on the Application:

- description of the course
- training start and end dates
- total cost per person
- instruction delivery method
- name of instructor, if available
- number of participants, if applicable

The documentation must break down training and travel costs. We need a clear per-person rate to process your Application. If you cannot provide a per-person rate, we will consider group, daily, or session rates on a case-by-case basis. Training costs may be pro-rated at the Application stage based on the information provided.

4. Information required for each trainee

Please be aware that you, as the employer applicant, may need to work with the trainee(s) on the Application to gather the required information.

You must provide certain basic information about each trainee, including:

- first and last name
- address
- phone number
- personally identifiable email address
- social insurance number
- date of birth
- gender
- level of education
- citizenship status
- EI status
- job title, and job description/NOC⁹

⁸ Other acceptable documentation includes a screenshot of the [WCB Exempt Activities List](#) or [WCB Premium Rate Manual](#) showing your industry as exempt.

⁹A [National Occupation Classification \(NOC\)](#) code identifies and standardizes how occupations are described in Canada.

Personally identifiable trainee email address

Each trainee needs an identifiable email address like AlexSmith@company.ca or AlexSmith@gmail.com. The following address types are not acceptable and may result in processing delays:

- unidentifiable email address (e.g. Nickname124@gmail.com)
- general, shared, or reusable email address (e.g. Info@biz.ca, accounting@company.com)

Trainee Employment Insurance (EI) status

You will need to declare on the Application if any trainees are receiving EI benefits. Failure to properly declare EI claim information may result in the forfeiture of trainee's EI benefits.

Trainees receiving EI benefits must also notify their EI case worker of the training as soon as possible, to ensure they continue to receive their benefits. **We recommend they do not start training until the Application is approved.** 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.

If you think that 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)
- 1-800-661-3753 (toll-free)

Additional information

In some cases, we may ask you to verify employment status by providing a previous year's T4, a pay stub, or other related documentation.

5. Documents required for Unemployed Trainee Applications

You must submit both an offer letter and proof of unemployment status documentation for unemployed trainees as [defined in Table 3](#).

Conditional or confirmed offer of employment letter

The letter should be on letterhead from the employer applicant, and it must include all the following:

- trainee's name
- trainee's job title
- employer's signature
- trainee's signature
- employment start date

Proof of trainee unemployment status

Proof of unemployment must be either:

- an itemized statement of EI benefits claimed by the trainee in a calendar year, or
- the trainee's most recent Record of Employment.

Eligible trainees may obtain either of these documents by:

- logging in to their [My Service Canada Account](#)
- calling the EI Telephone Information Service at 1-800-206-7218 (TTY: 1-800-529-3742)
- visiting a [Service Canada Centre](#)

Please [contact us](#) by email if you do not have the required proof of unemployment because the trainee has been out of the labour force for a significant time.

6. A letter disclosing of any conflicts of interest

All parties involved in CAPG reimbursement must disclose any actual or potential conflicts of interest by submitting a letter with the Application. Failure to disclose a conflict of interest may lead to the denial of a CAPG Application or reimbursement.

Step 2 Apply online through the CAPG Portal

1. Open an Alberta.ca Account for Organizations and login to the CAPG Portal

You will need an [Alberta.ca Account for Organizations](#) to access the CAPG Portal, which hosts the Application. If you do not have an existing Alberta.ca Account for Organizations, a new one will need to be created. Once an account has been created, log into the CAPG Portal to gain access.

If you have questions about or issues with your Alberta.ca Account for Organizations account, visit [their website](#) or call 1-844-643-2789.

2. Determine how many Applications to submit

Check the [eligible trainees](#) section to determine if an Employed or Unemployed Application form is required. Read through this section to determine whether you require one or more Applications.

Create **one** Application if:

- all trainees are taking the same training at the same time.

Create **separate** Applications if:

- some trainees are employed, and some are unemployed
- trainees will attend different training courses
- trainees will be taking the same course but on different dates

***Example 1:** An existing employee is taking a software training course, and an unemployed individual is taking the same software training course. Complete two different Applications – one employed, and one unemployed.*

***Example 2:** Four trainees are taking the same three accounting courses on the same dates. Complete only one Application for all trainees as a group.*

***Example 3:** Two trainees are taking a supply chain management course, and three trainees are taking a digital marketing course. Complete two Applications.*

We encourage applicants to submit the fewest number of Applications possible to reduce delays in processing. If you are unsure how many Applications to submit, please [contact us](#).

3. Fill out the Application form correctly

The Application will ask you for the information gathered in Step 1 above. Incorrect or missing information could result in processing delays or declines.

Ensure that the ACAN for the Employer is accurate

If the employer does not have an ACAN registered in Alberta Corporate Registry, enter the information listed below as the ACAN according to your employer type.

Table 5: ACAN for Companies or non-profit organizations not found in the Alberta Corporate Registry

Organization Type	What to enter in the “ACAN” field
Non-profit Organization or Registered Charity	- Full Registered Charity (RR) number; or - Name of the act under which the organization was incorporated¹⁰
First Nations and Métis Settlements	Enter the word “Government”

Ensure that the Employer Legal Name is accurate

The employer legal name is the name an incorporated or unincorporated employer is registered under in the Alberta Corporate Registries. For charities, non-profits and organizations incorporated under an Act, enter their registered name. If you are unsure what to enter, please [contact us](#).

Please note: If this field does not have the correct employer legal name for the applicant company, [email us](#) so we can update the CAPG Portal, then go back into your Alberta.ca Account for Organizations account and correct this information.

Enter each training course separately

If the training includes multiple courses or modules, use the “Add Course” button to enter the course names and their information separately. It is insufficient to list the program or certificate name as one course on an Application.

For example, the following program types contain courses that must be entered individually:

- Certificate program
- Separate courses bundled together at a discounted rate
- Modules if they have their own cost

Example: The trainee is taking a Certificate in Supply Chain Management with five modules. Each module of this program must be entered as five separate courses on the Application.

Please note: An Application without separately listed courses may be rejected and the employer may need to submit a new Application.

Enter the correct training provider name

Enter the organization or company name that will be paid for the training as the provider name, not the instructor’s name who will be teaching it.

Enter course costs and fees correctly

We require that all relevant types of fees be filled out in their own field. Ensure you provide the total cost for all trainees in each field in Canadian dollars. See [Eligible Costs](#) for details.

- Tuition or Instructional fees – include the total training cost.
- Textbooks and Software fees – include all eligible material fees required for training.
- Examination fees – include all mandatory examination fees that are not included in tuition.
- Travel fees – see [Appendix A](#) for more information about travel fees.

¹⁰ If your organization’s employer legal name is not listed in the Act, please [contact us](#).

Enter trainee information correctly

Ensure that a trainee's SIN, personally identifiable email, and other information are entered correctly for that trainee.

4. Sign and submit the Application correctly

Confirm who will correspond with CAPG

The CAPG Portal automatically assigns the [Application Owner](#) as the Application's Primary Contact. The Primary Contact receives communication from CAPG about the Application and should be prepared to respond to requests for information as needed throughout the grant process. If they are unable to do so, please invite and/or assign another user within your company's Alberta.ca Account for Organizations account as the Primary Contact.

Only the Application Owner and the [Alternate Signatory](#) (if different) can see the Application in the CAPG Portal. However, the Alternate Signatory will see less information for privacy reasons and is not able to upload documentation or submit the Training Completion form.

Only authorized personnel can sign CAPG forms

Only approved personnel within your company can sign the Application, grant agreement, and Training Completion form. The following staff types are valid authorized staff:

- Owners and management
- An alternate signee authorized by the Application Owner, called the Alternate Signatory

To invite another company contact or a trainee to sign as the Alternate Signatory, follow these steps:

1. In the middle of the Declaration page, click "Select Alternate Signatory" button.
2. Choose a contact name¹¹ from the drop-down list.
3. Click "Assign" button at the bottom of the page.
4. The selected contact receives an email with instructions on how to sign and submit the application and grant agreement.

Please note: The CAPG Application is a legally binding agreement. A third-party may assist with the Application process but cannot sign forms or the grant agreement.

5. Ensure trainees give their consent

We require trainees to give their [consent to participate](#) in CAPG. The employer is responsible for ensuring each trainee completes this step.

An Application is considered received once all trainees click "I confirm" in the consent form email we send them. If the trainee confirmation email needs to be resent, use the "Resend Email" button in the CAPG Portal on the Application page. Applications with a status of "Waiting for trainee signature" will be rejected once the course has started.

¹¹ If the Alternate Signatory's Name does not appear in the drop-down list, please review the instructions on the Select Alternate Signatory page in the CAPG Portal.

Step 3 Receive a decision on the Application

Please monitor the CAPG Portal and the Primary Contact's email for any communications from CAPG. We will contact you through email if your Application is incomplete and additional information is required.

Once received, we review your Application, then communicate the decision by:

- sending an email to the Primary Contact; and
- posting a copy of the email on the Application page in the CAPG Portal.

If approved:

- the status of your Application in the CAPG Portal will change from "Application Received" to "Application Approved".
- an approval letter, sent via email, will detail the maximum reimbursement amount the Application can receive. After an Application is approved, we cannot modify the maximum reimbursement amount or number of trainees.

Please note:

- Previous approval of an employer, training course, or training provider does not guarantee approval in the future.
- Approval of an Application does not represent CAPG endorsement for any training provider or particular training course(s).

After you apply

This section explains when to start training, how the employer stays informed about the progress through the processing stages, and what to do if a change to the Application is needed.

When to start training

Training can start any time after an Application is received.

Email us about any changes to your Application within 30 days of the earliest approved training start date

[Email us](#) if there are any changes to the Application, including any changes in trainees, courses, course dates, or training providers. Changes to an Application must be requested by email within 30 days of the approved training start date.

We review them based on eligibility requirements and, if approved, update the Application. If the change is not approved and does not meet the program's eligibility requirements, we may:

- reduce the approved government contribution amount
- decline reimbursement

All trainee replacements must be received before the approved training start date. Please note that CAPG determines final eligibility and approval for replacement trainees at the [Training Completion form](#) step.

Changes will not be considered when:

- requests are received 30 days or more after the approved training start date.
- requests for trainee substitutions are received after the approved training start date.
- requests are received after all the approved training courses end dates have passed.

Changing the Application Owner

If there is a change to the original Application Owner, we need to be contacted to change this information in the CAPG Portal. If there is a:

- New owner with an existing user profile in the CAPG Portal:
 - [Email us](#) providing the name of the new owner and Application number(s) we need to reassign.
- New owner without an existing account in the CAPG Portal:
 - The original owner invites the new owner in your company's [Alberta.ca Account for Organizations](#) to create a new user profile (there are instructions on inviting other users on the CAPG Portal log-in page)
 - Once the new owner's user profile is created, they need to log-in to the CAPG Portal at least once to push the new profile to the CAPG system.
 - [Email us](#) providing the name of the new owner and Application numbers we need to reassign.

Please note: Do not overwrite existing staff/user profiles. Each staff member that requires access to the CAPG Portal needs to have their own user profile and password. Please follow the Alberta.ca Account for Organizations [Terms of Use](#) when creating, using and updating accounts.

How to get reimbursed

This section explains the guidelines around reimbursement, the process of applying for it and gives guidance on how to deal with common issues that may arise. Before you submit a Training Completion form, consider the following, if applicable:

If the trainee paid for training

You must fully reimburse any trainees that paid for their own training. At the end of training, trainees must not bear any of the training costs incurred.

If the trainee did not attend the training

CAPG will not reimburse for training a trainee did not attend.

If the trainee started but did not complete the training

You may be reimbursed for eligible training costs if the reason for the trainee not completing their training is beyond the employer's control. You must indicate that the trainee did not complete the training on the Training Completion form and provide the reason why.

If the training provider issued a tuition refund

The employer applicant must report on the Training Completion form if a partial or full refund of any training costs were received from the training provider.¹²

If financing is used to pay for training

If any loans or financing are used to pay for training, they must be paid in full before reimbursement to the employer is paid.

Please note: If you are using other grants or funding (e.g.: bursaries) to offset training costs, the reimbursement amount will be reduced on a dollar-for-dollar basis.

Step 4 Request reimbursement after training

Once training is complete, the employer applicant must submit a Training Completion form within 30 days. If this deadline is missed, the applicant risks losing reimbursement from CAPG.

- Reimbursement amounts cannot exceed the amount of reimbursement or number of trainees approved at the Application stage.
- Any training courses that started before the Application is received cannot be reimbursed.

1. Fill out the Training Completion form and provide the required documents

Log in to the CAPG Portal and complete a Training Completion form along with at least one of each of the relevant required documents from the table below.

If training is paid for in a foreign currency, the cost equivalent in Canadian dollars must be provided through proof of payment documentation; otherwise, we will convert it at the rate based on the date of payment.

¹² This is the case even after the training completion has been processed and funds distributed. The employer must reimburse the Government of Alberta for its contribution within 30 days of the refund date.

Table 6: What to submit with the Training Completion form

Information Type	Acceptable Documentation
Proof of payment from the training provider	Documentation from the training provider (such as receipts or paid invoices) that includes the: • cost of the training; • payment date; and • training provider company name. This documentation is also required for textbooks, materials and other eligible costs. Hand-written receipts are not acceptable.
Proof of registration or completion	Documentation that demonstrates the course registration or completion for all of the trainees and courses listed on the Application, including: • transcripts • certificate of completion • enrollment confirmation • paid invoice showing these specific details • letter or email from the training provider verifying the trainee(s) and completion of the course(s) by name
Proof of payment transaction for training costs from a third-party	Dated payment verification documentation provided by a third-party¹³ such as: • the deposited cheque¹⁴ • a credit card or bank statement¹⁵ • the electronic funds transfer (EFT) • the wire transfer
Proof trainees were reimbursed by the employer if they paid for training	Documentation that shows the trainee was reimbursed in full for all eligible approved training, material, exam and travel costs, including: • payroll information (e.g., pay stubs) • accounting systems-generated expense reports¹⁶ • copies of EFTs or deposited cheques⁶
Proof all loans used to pay for training were paid back in full	Documentation that shows the financing was repaid such as payment in full confirmation from the loan provider.

2. Ensure we have the latest banking information

Setting up direct deposit (preferred payment method)

For reimbursement by direct deposit, you must upload both of the following documents with your Training Completion form:

- a completed Application for Electronic Payment (AEP) form, and
- an acceptable bank document, detailed in the AEP form

¹³ Internal company documents showing payment such as expense reports from QuickBooks and Sage Accounts and Excel Spreadsheets are not acceptable.

¹⁴ An acceptable copy shows the front and back of the deposited cheque, paid to the approved training provider.

¹⁵ Payments not related to training costs may be redacted.

¹⁶ Word documents or excel spreadsheets are not acceptable as expense reports.

The AEP form is found on the CAPG website. Ensure you read all instructions carefully and complete it with the business' information.

- When filling out the AEP, enter the company's full employer legal name that matches the employer applicant on the Application.
- Ensure the AEP and bank document are current; the date for both documents must be less than one year old.
- Confirmation of payment will be sent electronically to the email address listed on the form. General email addresses are preferred. The person managing this email address is responsible for notifying employer applicants, as required.
- **If you gave us your banking information with a previous Application**, you do not need to upload the same banking documentation again. You only need to upload documentation if anything has changed with your banking information.

Default payment method - If we do not have your banking information

We will issue a cheque by regular mail to the business mailing address listed on the CAPG Portal, Company Profile page if the banking details are missing, incomplete, or incorrect. A cheque stub showing payment details will be included with the cheque.

Please note: To prevent misdirected payments, employers are responsible for notifying us of any address or account changes.

3. Sign and submit the Training Completion form

The Application Owner must sign the Training Completion form to submit it. Upon submission, your Application's status is switched to "Completion Received" in the CAPG Portal and we will process it for reimbursement. At the Training Completion form stage, eligibility is validated. Previous approval at the Application stage does not guarantee reimbursement.

Please monitor the CAPG Portal and the Primary Contact's email for any communications from CAPG. We will contact you through email if your Training Completion form is incomplete and additional information is required.

Other important information

We may need to disclose your information

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 Employer Application form and the Training Completion Application form, as well as information on the outcome(s) of the training.

Employers will be asked to provide personal information on trainees and training outcomes when completing an Application. Employers must comply with relevant privacy legislation and inform trainees of the disclosure of their personal information.

We abide by federal and provincial reporting requirements

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

The Government of Canada also requires the Government of Alberta to collect and report on certain information from program participants. Please see the Agreement hyperlink in the first line of this main section above to learn more.

Contact us

Phone: 780-638-9424 (within Edmonton)

Toll free: 1-855-638-9424 (in Alberta)

Email: jobgrant@gov.ab.ca

Website: alberta.ca/CAPG

If you are contacting us about an active Application, updating company information, or requesting a change to the Application Owner, please have the Application number ready when you call. The Application number can be found in the CAPG Portal under “Active Applications” and on the Employer’s Application Approval letter sent via email.

Appendix A: CAPG Travel Costs Policy

You must apply for travel costs for trainees and/or training providers (trainers) with your initial Application, and they must be approved in order to receive reimbursement. All travel reimbursements are included towards [employer and trainee caps](#).

Employers must either pay the travel costs or reimburse the trainee(s) to receive reimbursement. All travel costs must align with training dates, and any travel costs outside of approved training dates are not eligible.

The CAPG will only fund travel costs if all the following criteria are met:

- The employer applicant is a small (49 and fewer employees) or medium-sized business (50 to 499 employees), located outside of the [Edmonton](#) and [Calgary](#) Census Metropolitan Area (CMA)
- The training is taking place in Alberta and being delivered by an Alberta-based training provider
- Travel must be 100 km or greater one way, from either:
 - The trainer(s) travelling to the training site; or
 - The trainee(s) travelling to the training site from the employer applicant's address

Rates

CAPG will provide assistance for 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.

Table 7: Travel Cost Reimbursement Rates

Transportation		Accommodation	Meals ¹⁷
Round trip	Lump sum	Per training day	Per training day
200-400 km	\$49.50	\$100	\$41.55
401-600 km	\$82.50		
601 km or more	\$148.50		

Supporting documents

Eligible trainer(s) must provide a breakdown of their training costs and travel costs with a quote or unpaid invoice provided with the Application.

Eligible trainee(s) 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.

Ministry discretion

The Ministry reserves the right to determine whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Audits may occur at the Ministry's discretion.

¹⁷ Where a meal is provided without extra charge, no claim for that meal can be made.

Appendix B: CAPG Terms and Definitions

Alberta Corporate Access Number (ACAN): specific to a corporation, unincorporated business (such as a partnership), or non-profit registered with the Alberta Corporate Registry: a unique nine or 10-digit business number. It can be found on the Alberta Certificate of Incorporation or relevant incorporation document. It is distinct from Alberta Corporate Account Number and the federal business number assigned by the CRA.

Alternate Signatory: the person an Application Owner invites to sign the Application or Training Completion form.

Application Owner: the person who fills in the Application and, usually, signs it and the grant agreement. They are also responsible for communicating with CAPG throughout the grant process, as well as completing and submitting the Training Completion form for the employer to receive payment.

Business Owner / Board Member: for the purposes of the CAPG, company owners and board members are individuals that have an ownership stake in the company (this includes directors, board members, voting shareholders, and individuals listed as trade name declarants).

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

Contractor: someone who 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 and are not considered employees of an applicant company.

Employed Trainee: individuals working, at the time of application, in the business on a part-time or full-time basis, receiving wages for their work/labour and engaged in the day-to-day operations of the business or have been unemployed for 30 days or fewer, prior to being hired by the employer applicant. 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).

Employer: an eligible business or organization who may qualify for CAPG reimbursement, including individual employers in the for-profit and not-for-profit sectors, First Nations and Métis Settlements.

Good Standing: for the purposes of CAPG, employer applicants workers' compensation premiums are paid, they have no Occupational Health and Safety (OHS) administrative penalties that are outstanding to be paid to the Government of Alberta, and/or any Employment Standards orders are resolved.

Immediate Family Member: individuals who are related to the employer, a board member, a shareholder, and/or someone who has authority or power over the employer. This includes spouses, common-law partners, adult interdependent partners, children (biological, step, adopted), parents, siblings, etc.

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

Operational: a business or organization is considered operational when it is actively engaged in its regular, day-to-day activities that support its core purpose—whether that involves generating profit, delivering services, and/or producing goods.

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.

Qualified Instructor: individuals teaching a course should have relevant education credentials and experience directly related to the type of training within four of the preceding 10 years. This includes four years experience acquired working in a relevant profession/trade. At a minimum, two years of relevant experience is required if the instructor also has a Canadian bachelor's degree (or equivalent), certificate of qualification from the Skills, Trade and Apprenticeship Education Act, or are a graduate of a college of applied arts and technology or registered private career college. Instructors who teach in programs subject to the requirements of a third-party regulator must meet the qualifications prescribed by that regulator.

Rural Alberta Community: a community outside the [Edmonton](#) and [Calgary](#) census metropolitan areas (CMAs) and under 100,000 in population.

Seasonal Worker: 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. They earn income through conducting profitable operations from a trade or business they operate directly. Self-employed individuals are not eligible to apply to CAPG as trainees. Please see details in the [Eligible Trainee](#) section of the Guidelines.

Training Provider: an independent organization or institution, separate and distinct from the employer applicant, that delivers training.

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

Training Course(s): the training course(s) taken by the trainee(s), described in the Training Information section of the Application form in the CAPG Portal.

Unemployed Trainee: includes (a) trainees that are not working at the time of application and have not been working for more than 30 consecutive days; or (b) a new employee who is working in the business on a part-time or full-time basis, receiving wages for their work/labour and engaged in the day-to-day operations of the business for no more than 30 calendar days and were previously not working for more than 30 consecutive days.