

Annex B – Canada Job Grant Provincial and Territorial Implementation
(by element)

CUPE

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	Canada Job Fund Agreement
1. Purpose	The Canada Job Grant provides financial assistance to employers on a cost-shared basis to support the training of Canadians for available jobs.
2. Who Can Apply?	<ul style="list-style-type: none"> • Individual employers in the private and not-for-profit sectors • Organizations acting on behalf of employers (for instance, employer consortia, union halls, industry associations and training coordinators in the private and not-for-profit sectors)
3. Small Business Provisions	<ul style="list-style-type: none"> • 50 employees or fewer <ul style="list-style-type: none"> • contribute a minimum of 15 per cent of the eligible training costs for any individual's Job Grant, <i>or</i> • make up to 50 percent of their required contribution in wages, or wage replacement if their total contribution for a Grant (including the wages or wage replacement) is at least 1/3 of the eligible training costs
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Unemployed individuals who need training to obtain a job • Under-employed individuals who need training for a better job • Individuals who are employed but who need training for a better job <p>[included in AB, MB, NB, NL, ON, and PEI agreements]</p> <ul style="list-style-type: none"> • Canadian citizens • Permanent residents • Protected persons within the meaning of the <i>Immigration and Refugee Protection Act</i> (Canada) entitled to work in Canada
5. Who Can Provide Training?	<ul style="list-style-type: none"> • A third party trainer as determined by the province/territory
6. Delivery Methods	<ul style="list-style-type: none"> • Classroom • Workplace • Online
7. Types of Training	Not specified
8. Duration of Training	Not specified

	Canada Job Fund Agreement
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees or fees charged by a training provider • Mandatory student fees • Textbooks, software and other required materials • Examination fees
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Ensure that training leads to available jobs for Canadians
11. Displacement Provisions	
12. Credentials	<ul style="list-style-type: none"> • Credentials/certification earned [this is a Performance (outcome) indicator]
13. Number of Grants per Employer	Not specified
14. Number of Grants per Participant	Not specified
15. Reporting Requirements	<ul style="list-style-type: none"> • Number of employers by size and sector • Number of participants employed after participation by pre-intervention status – immediately after and 12 months following intervention • Income and hours worked per week pre- and post-participation by pre-intervention status – immediately after and 12 months following intervention • Client satisfaction • Employer satisfaction
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Number of clients • Pre-intervention employment status (employed, unemployed) • Demographic characteristics (that is, gender, age, education, designated groups, etc.)
17. Payment Process	Not specified
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	

	Canada Job Fund Agreement
20. Application Requirements – (A) Applicant Information (i.e. Employers)	N/A
21. Application Requirements – (B) Training Program Information	N/A
22. Application Requirements – (C) Training Participant Information	N/A
23. How To Apply	N/A
24. Additional Information	
25. Forms	N/A
26. Available Documentation	
27. Canada Job Grant Websites	http://www.esdc.gc.ca/eng/jobs/training_agreements/cjf/index.shtml

	Alberta
1. Purpose	The Canada-Alberta Job Grant is a way for employers and governments to support training that leads directly to available jobs, or increases workers' ability to retain jobs.
2. Who Can Apply?	<ul style="list-style-type: none"> • Private sector employers • Not-for profit sector employers • Organizations acting on behalf of employers in both the private and non-profit sectors (such as, unions, employer associations) • Incorporated by or registered under an act of the legislature of a province or the Parliament of Canada, and operating and business that has an established production capability, plant, or place of business in Alberta.
3. Small Business Provisions	No specific provisions
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Canadian citizens • Permanent residents • Protected persons under the <i>Immigration and Refugee Protection Act (Canada)</i> entitled to work in Canada • Current employees • Unemployed <p>Not eligible:</p> <ul style="list-style-type: none"> • Workers temporarily in Alberta • Member of the applicant's immediate family • Any member of the applicant's board or council • Any person who will not be employed by the applicant upon completion of training • Individuals who are self-employed
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Employers responsible for identifying training facilities and programs – government will not be approving training institutions and programs specifically for the CJG • Providers must be separate and distinct from the applicant • Trainer cannot have an employee relationship with the company • Training provider cannot employ the individual(s) it is training (attestation required) • Out of province training may be approved on a case-by-case basis if not available in the province • Application asks if training provider is a: <ul style="list-style-type: none"> • post-secondary institution

	Alberta
	<ul style="list-style-type: none"> • private vocational school • private trainer • union • industry association
6. Delivery Methods	<ul style="list-style-type: none"> • Classroom • Workplace • Online • Distance • Blended
7. Types of Training	<ul style="list-style-type: none"> • Not specified on application form • Pre-apprenticeship training is eligible <p>Not eligible:</p> <ul style="list-style-type: none"> • Apprenticeship technical training
8. Duration of Training	<ul style="list-style-type: none"> • Over 25 instructional hours • Completed within 52 weeks of approval date
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition • Books and supplies • Mandatory fees <p>Not eligible:</p> <ul style="list-style-type: none"> • Travel, including bus/transit passes • Recreation/fitness fees • Health care fees/premiums • Child care costs • Living allowance • Assets the business already has or needs to operated such as computers, phones and office/worksites supplies • Income support

	Alberta
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Employers must have a job vacancy in Alberta that needs to be filled, and must have a current or potential employee who needs training to fill that position • For current employees, it's expected the individual will be hired upon completion of the training
11. Displacement Provisions	<ul style="list-style-type: none"> • Employers must attest that the training funded by the CAJG program is 'incremental', which means that the training is in addition to the existing training, and would not have otherwise taken place
12. Credentials	<ul style="list-style-type: none"> • Training must result in some sort of credential (record of completion, certificate, grade, industry recognized credential)
13. Number of Grants per Employer	<ul style="list-style-type: none"> • Individual employers will have a cap on the amount of grant funding of \$300,000 per fiscal year they can receive annually, to ensure that funding will be available for as many Alberta employers as possible
14. Number of Grants per Participant	<ul style="list-style-type: none"> • \$10,000 per trainee
15. Reporting Requirements	<ul style="list-style-type: none"> • Training Completion Form: <ul style="list-style-type: none"> • trainee personal information • did the trainee complete • reasons if not completed • hours of training • start and end date • credential received • outcome of training – trainee and employer satisfaction • trainee status after training • hours worked after training • annual income after training • training expenditures estimated for all employees in last year • hours of training in last year by occupational group (senior management, management, professional, trades, non-technical, entry-level)

	<p>Alberta</p>
	<ul style="list-style-type: none"> • Within 30 days of trainee completing the training, an evaluation report setting out what was accomplished with the grants or what results were achieved • Maintain adequate financial records, and have them available for a period of two years after the termination or conclusion of the agreement
<p>16. Information Collected on Individual Trainees</p>	<ul style="list-style-type: none"> • Upon application, Social Insurance Number if trainee in receipt of EI • Upon approval, required for reimbursement: <ul style="list-style-type: none"> • name • Social Insurance Number • date of birth • trainee occupation • employment status • entitlement to work in Canada • gender • hours worked prior to training • annual income prior to training • designated group (optional) • highest level of education • EI claim (yes/no) • Upon completion <ul style="list-style-type: none"> • trainee personal information • did the trainee complete • reasons if not completed • hours of training • start and end date • credential received • outcome of training – trainee and employer satisfaction • trainee status after training • hours worked after training

	Alberta
	<ul style="list-style-type: none"> • annual income after training
17. Payment Process	<ul style="list-style-type: none"> • Once approved, employer pays the training provider, and is reimbursed by province for 1/3 of the costs. At the end of training, receipts are submitted for another 1/3 of training costs. • Reimbursement form required with following information about participants: <ul style="list-style-type: none"> • name • Social Insurance Number • date of birth • trainee occupation • employment status • entitlement to work in Canada • gender • hours worked prior to training • annual income prior to training • designated group (optional) • highest level of education • EI claim (yes/no) • Training provider information <ul style="list-style-type: none"> • name • number of trainees • tuition or instructional fees • mandatory student fees • textbooks, software and other required materials • examination fees • Costs will be reimbursed via direct deposit
18. What Happens if Trainee Does Not Complete the Training?	<ul style="list-style-type: none"> • Employers will still be reimbursed, but must submit reasons why on the Completion Form • If the training provider gives a refund, the government portion of the refund must be returned
19. Supports to Assist Employers	

	Alberta
20. Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • Alberta Corporate Access Number • Number of employees • Primary sector • Employers must attest that the training funded by the CAJG program is ‘incremental’, which means that the training is in addition to the existing training and would not have otherwise taken place
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Provider name • Provider type <ul style="list-style-type: none"> • post-secondary institution • private vocational school • private trainer • union • industry association • Hours of training • Delivery method – classroom, workplace, online, distance, blended • Credential awarded upon completion <ul style="list-style-type: none"> • Certificate • Record of completion • Grade • Industry-recognized credential
22. Application Requirements – (C) Training Participant Information	<ul style="list-style-type: none"> • Number of trainees • If participant is in receipt of EI: <ul style="list-style-type: none"> • name • Social Insurance Number • type of claim • trainee occupation • must be referred to full-time training
23. How To Apply	<ul style="list-style-type: none"> • Ministry of Jobs, Skills, Training and Labour Forms to be filled out electronically, and then mailed to

	Alberta
	<p>Canada-Alberta Job Grant (no online application)</p> <ul style="list-style-type: none"> • One form per training plan, specifically course of study (can have multiple trainees and multiple providers) • Agreement is part of application form
24. Additional Information	<ul style="list-style-type: none"> • Trainees not yet employed will be considered as workers of the Government of Alberta of workers compensation purposes • The Job Grant is consider a taxable benefit for the individual • Funding does not include training infrastructure costs or curriculum development costs
25. Forms	<ul style="list-style-type: none"> • Application Form (5 pages) • Applicant Guide (14 pages) • Training Reimbursement Form (4 pages) • Training Completion Form (2 pages)
26. Available Documentation	<ul style="list-style-type: none"> • Agreement • Fact Sheet • Guidelines • Application Form • Applicant Guide • Video • FAQ • Website • Other forms
27. Canada Job Grant Websites	http://www.albertacanada.com/opportunity/employers/jobgrant.aspx

	British Columbia
1. Purpose	The Canada-B.C. Job Grant is a cost-sharing program that helps employers offset the cost of training for new or current employees. The grant helps British Columbians gain the skills they need to fill available jobs; it helps employers invest in their workforces, equipping workers with the training necessary to make their businesses succeed.
2. Who Can Apply?	<ul style="list-style-type: none"> • Private sector employers • Not-for profit sector employers • First Nations band council • Organizations acting on behalf of employers in the private and non-profit sectors (such as, employer consortia, union halls, industry associations and training coordinators) • Legal entity entitled to operate in BC and/or is registered with BC corporate registry • Employer must have employees in BC
3. Small Business Provisions	No specific provisions
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Participants must be Canadian citizens, permanent residents, or Protected Persons Entitled to Work in Canada, as designated by the Immigration and Refugee Board of Canada (IRB) and Citizenship and Immigration Canada (CIC) • Current employee • An individual for a future job • Self-employed; must be able to show a link between the needs of the business and the training, and meet the eligibility requirements as an employer • Students and interns if the employer (not the student or intern) is paying the portion of the training not covered by the grant, and if the employer will be hiring the participant when the training is complete <p>Not eligible:</p> <ul style="list-style-type: none"> • Temporary foreign workers • High school students, although there may be some exceptions; only training costs associated with the non-high school portion of training would be eligible
5. Who Can Provide Training?	<ul style="list-style-type: none"> • There is not list of approved training institutions

	<p>British Columbia</p> <ul style="list-style-type: none"> • Must be delivered by a third party trainer, including but not limited to: <ul style="list-style-type: none"> • university • community or career college • trade union training centre • industry association • private trainer whose fees are in line with the market rate for the same or similar training <p>Not eligible:</p> <ul style="list-style-type: none"> • Training that takes place in house is typically taught by an employee
6. Delivery Methods	<ul style="list-style-type: none"> • Classroom • Training facility • Workplace • Online
7. Types of Training	<ul style="list-style-type: none"> • Meet a business' need of the business • Essential skills training • Technical training • Business training • Management and leadership training • Short-term certificate training <p>Not eligible:</p> <ul style="list-style-type: none"> • Training for personal interest • Any programs currently available without cost cannot be supported (such as Adult Basic Education or Adult Graduation Diploma Programs available through post-secondary institutions or online)
8. Duration of Training	<ul style="list-style-type: none"> • Be completed within 52 weeks of receiving grant approval
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees or fees charged by a third party trainer • Mandatory student fees • Fees for textbooks, software and other required materials • Examination fees

	British Columbia
10. Post-Training Outcomes	<ul style="list-style-type: none"> • For all trainees, the employer must have a guaranteed job available to the participant once the training is complete • The specific job must be located in BC
11. Displacement Provisions	<ul style="list-style-type: none"> • Application form asks if participant would have received this training if the Grant was not available
12. Credentials	<ul style="list-style-type: none"> • Expected certificates/qualifications/credentials – information requested on application form
13. Number of Grants per Employer	<ul style="list-style-type: none"> • There is currently no maximum number of employees from any one business that can access the grant, nor a cap on the overall dollar value of grants that any one business can receive • Government reserves the right to set additional limits in the future
14. Number of Grants per Participant	<ul style="list-style-type: none"> • Maximum government contribution for each participant in a single grant application is \$10,000
15. Reporting Requirements	<ul style="list-style-type: none"> • Funding is subject to audit and verification by the province • Receipts and/or proof of expenditures must be kept for seven years
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Upon application for a grant, employee must provide and sign a form with the following information: <ul style="list-style-type: none"> • name • status in Canada • gender • designated group – person with disability; Aboriginal person (optional) • immigrant status • highest level of education • EI status – when last received • employment status • Participants must agree to participate in two satisfaction surveys; can be asked to provide a testimonial (optional)
17. Payment Process	<ul style="list-style-type: none"> • Employer pays for the training • Employer is reimbursed for the training costs once the participant starts training. Receipts for

	British Columbia
	approved expenses must be submitted. Payments conditional on employer meeting obligations outlined in the Grant Agreement
18. What Happens if Trainee Does Not Complete the Training?	<ul style="list-style-type: none"> • One of the requirements is a guarantee by employers that a supported participant will complete the training that has been proposed. If this does not occur, the employer will not be eligible to receive reimbursement for training, and will be required to repay any training funds already allocated under the program
19. Supports to Assist Employers	<ul style="list-style-type: none"> • BC will be partnering with organizations to help employers assess skill needs and develop training plans (RFP issued in November 2014)
20. Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • Sector (based on NAICS) • Connection to the Liquefied Natural Gas Sector • Number of full-time employees in BC; number worldwide • Average training budget per employee last year • Prior Canada-BC Job Grant • Application form asks if participant would have received this training if the Grant was not available
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Provider name • Title and description of training program • Training location • Training purpose • Total training hours • Expected certificates/qualifications/credentials • Has employer previously offered this training • Delivery method • Type of skills learned • Costs of the training program
22. Application Requirements – (C) Training Participant Information	<ul style="list-style-type: none"> • Participant must sign Participant Information Form <ul style="list-style-type: none"> • name • address

	British Columbia
	<ul style="list-style-type: none"> • citizenship status • gender • level of education • last time receiving EI • employment status • member of a designated group • is participant an owner/part-owner? • would the participant have received this training without the grant? • is the participant an existing or future employee?
23. How To Apply	<ul style="list-style-type: none"> • Ministry of Jobs, Tourism and Skills Training • Employer Application form and Participant Information Form are completed electronically, scanned and sent via email • Employers required to sign an agreement with the province
24. Additional Information	
25. Forms	<ul style="list-style-type: none"> • Employer Application Form (4 pages) • Participant Information Form (2 pages) • Reimbursement Request Form (not available online)
26. Available Documentation	<ul style="list-style-type: none"> • Agreement • Fact Sheet • Eligibility Checklist • Application Form • FAQ • Website • Other forms
27. Canada Job Grant Websites	http://www.jtst.gov.bc.ca/cjfareement/

	Manitoba
1. Purpose	The Canada-Manitoba Job Grant is an employer-driven approach to help Manitobans gain the skills they need to fill available jobs, and to support employers to gain access to skilled labour that meets their needs.
2. Who Can Apply?	Not specified
3. Small Business Provisions	<ul style="list-style-type: none"> • 50 employees or less: <ul style="list-style-type: none"> • make up to 50 per cent of their required 1/3 contribution in wages or wage replacement if their total contribution (including these wages) is at least 1/3 of the eligible training costs, <u>or</u> • contribute a minimum 15 per cent of the eligible training costs
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Training participants must be permanent residents of Manitoba • Unemployed and seeking training to get a job • Working but underemployed and seeking training to get a better job • Employed but looking to train for a better job • Employed, but seeking training to enhance their skills in an existing job <p>Not eligible:</p> <ul style="list-style-type: none"> • Training for temporary foreign workers
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Approved third party trainer, this could include: <ul style="list-style-type: none"> • post-secondary institutions • private vocational institutions • sector councils • industry associations • union halls • Employers may propose other organizations for consideration to deliver the training. Examples include equipment manufacturers, software developers and private trainers (consultants) if they have: <ul style="list-style-type: none"> • applicable curriculum available • curriculum development expertise • specialized equipment and materials required for training

	Manitoba
	<ul style="list-style-type: none"> • qualified trainers (credentials and/or experience)
6. 'Delivery Methods	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Training facility
7. Types of Training	<ul style="list-style-type: none"> • Determined by the employer
8. Duration of Training	Not specified
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees or fees charged by a training provider • Mandatory student fees • Textbooks, software and other required materials • Examination fees
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Participating employers must have a job available for the trainee upon successful completion of the training • For an existing employee, the purpose of training should be to upgrade an individual's skills, so they may move up to a better job or meet employer needs in the workplace
11. Displacement Provisions	
12. Credentials	
13. Number of Grants per Employer	<ul style="list-style-type: none"> • Employers may apply for any number of grants
14. Number of Grants per Participant	<ul style="list-style-type: none"> • \$10,000 per individual
15. Reporting Requirements	Not specified
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Trainees must agree to provide personal information: <ul style="list-style-type: none"> • gender

	Manitoba
	<ul style="list-style-type: none"> • age • education • Social Insurance Number • employment status
17. Payment Process	<ul style="list-style-type: none"> • Employer is responsible for paying the training provider and will be reimbursed by the government
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	<ul style="list-style-type: none"> • Manitoba can assist employers with: <ul style="list-style-type: none"> • identifying their training needs • connecting with suitable job seekers • completing the grant application • information about training delivered by third party service providers • information about other available workforce development programs and services
20. Application Requirements – (A) Applicant Information (i.e. Employers)	Form not available
21. Application Requirements – (B) Training Program Information	Form not available however, fact sheet indicates employers must agree to provide: <ul style="list-style-type: none"> • Confirmation of the direct training costs • Information about how and who the training has helped, and results of the training immediately after it is concluded and again 12 months later. (Examples include hours worked, hourly wages, credentials/certification earned, pre- and post-employment status, etc.)
22. Application Requirements – (C) Training Participant Information	Form not available
23. How To Apply	<ul style="list-style-type: none"> • Contact Ministry of Jobs and the Economy
24. Additional Information	

	Manitoba
25. Forms	
26. Available Documentation	<ul style="list-style-type: none">• Agreement• Fact Sheet• Website
27. Canada Job Grant Websites	http://www.gov.mb.ca/tce/iwd/cig.html

	New Brunswick
<ul style="list-style-type: none"> • Purpose 	The Canada-NB Job Grant is an employer driven program that invests in the skills development and employment needs of the workforce.
<ul style="list-style-type: none"> • Who Can Apply? 	<ul style="list-style-type: none"> • Organizations acting on behalf of employers <ul style="list-style-type: none"> • Training coordinators • Industry associations • Unions • Private sector companies established in New Brunswick • Non-profit organizations established in New Brunswick • First Nations in New Brunswick
<ul style="list-style-type: none"> • Small Business Provisions 	No specific provisions
<ul style="list-style-type: none"> • Who Can Be Trained? 	<ul style="list-style-type: none"> • Legally entitled to work in Canada • Residing or willing to reside in New Brunswick • Employed by the Applicant but who need training to grow in their job or to take advantage of better opportunities within the business/organization • Not employed and require training to obtain an available job with the Applicant <p>Not eligible:</p> <ul style="list-style-type: none"> • Full-time student
<ul style="list-style-type: none"> • Who Can Provide Training? 	<ul style="list-style-type: none"> • Third party Training Providers must be separate and distinct from the business/organization. • Examples include: <ul style="list-style-type: none"> • post-secondary institutions • private company • unions • training coordinators • industry associations
<ul style="list-style-type: none"> • Delivery Methods 	<ul style="list-style-type: none"> • Classroom • Workplace

	New Brunswick
	<ul style="list-style-type: none"> • Online
<ul style="list-style-type: none"> • Types of Training 	<ul style="list-style-type: none"> • Training that is not deemed part of regular business operations for the Applicant; • Training that is required for an individual to perform the duties of an available job;
<ul style="list-style-type: none"> • Duration of Training 	<ul style="list-style-type: none"> • 52 weeks or less
<ul style="list-style-type: none"> • Eligible Costs 	<ul style="list-style-type: none"> • Tuition fees or fees charged by the Training Provider; • Mandatory participant fees; • Textbooks, software and other required materials; • Examinations fees
<ul style="list-style-type: none"> • Post-Training Outcomes 	<ul style="list-style-type: none"> • Required to provide a letter of declaration that there is a job available (new, existing or better) for training participants after training ends • A “better job” is defined as one that results in one or more of the following: (a) improved skills for in-demand job; (b) a new position within the organization that requires an increase in skills level; or (c) new roles/responsibilities within a current position.
<ul style="list-style-type: none"> • Displacement Provisions 	<ul style="list-style-type: none"> • Application form indicates that Training Participants must not replace or displace permanent employees on lay-off, vacation, parental or sick leave.
<ul style="list-style-type: none"> • Credentials 	<ul style="list-style-type: none"> • Certification, qualification or assessment to be obtained – information requested on application form
<ul style="list-style-type: none"> • Number of Grants per Employer 	Not specified
<ul style="list-style-type: none"> • Number of Grants per Participant 	Not specified
<ul style="list-style-type: none"> • Reporting Requirements 	Not specified
<ul style="list-style-type: none"> • Information Collected on Individual Trainees 	Not specified

	New Brunswick
• Payment Process	Not specified
• What Happens if Trainee Does Not Complete the Training?	Not specified
• Supports to Assist Employers	
• Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • Major Activity of Business or Organization • Type of Business/Organization • If private, sole proprietorship, partnership, incorporated • CRA Business Number • Year business started • Prior funding from NB government • Total number of employees (full time, part time, seasonal) • A narrative on: <ul style="list-style-type: none"> • How is proposed training linked to an available job? • How does the proposed training impact the business/industry • How does the proposed training impact the needs of the employee to perform the duties of their current or future job? • How does the proposed training impact the needs of the potential employee to perform the duties of their current or future job? • Other provincial or federal funding that will go towards this training?
• Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Type of provider • Name of training course • Name of training provider • Start and end date • Training proposal (provided by training provider), includes: <ul style="list-style-type: none"> • Location of training • Outcome, objectives, brief description including skills

	New Brunswick
	<ul style="list-style-type: none"> • Name of certification/qualification/assessment • Duration of training • Training method • Costing
<ul style="list-style-type: none"> • Application Requirements – (C) Training Participant Information 	<ul style="list-style-type: none"> • Number of participants • Job titles after training and brief description of key duties
<ul style="list-style-type: none"> • How To Apply 	<ul style="list-style-type: none"> • Contact Department of Postsecondary Education, Training and Labour
<ul style="list-style-type: none"> • Additional Information 	
<ul style="list-style-type: none"> • Forms 	<ul style="list-style-type: none"> • Application Form (7 pages) • Program Information Sheet (2 pages)
<ul style="list-style-type: none"> • Available Documentation 	<ul style="list-style-type: none"> • Agreement • Fact Sheet • Application Form • Website
<ul style="list-style-type: none"> • Canada Job Grant Websites 	http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Jobs/content/EmployerWorkforceDevelopment/Canada-NewBrunswickJobGrant.html

	Newfoundland and Labrador
1. Purpose	The Canada-NL Job Grant is designed to increase labour force participation, help develop the skills necessary to find and keep meaningful and long-term employment, and encourage employer involvement in training to ensure that skills are aligned to job opportunities.
2. Who Can Apply?	<ul style="list-style-type: none"> • Employers • Not-for-profit organizations • Industry associations • Employer consortia • Unions • Aboriginal governments and organizations • Must be incorporated and have a Canada Revenue Agency Business Number • Be in good standing with the Registry of Companies • Have an office location/base in NL
3. Small Business Provisions	<ul style="list-style-type: none"> • 50 employees or less: <ul style="list-style-type: none"> • when training <u>existing employees</u>, may contribute up to 50 per cent of their required contribution in wages or wage replacement if their total contribution for a grant (including the wages or wage replacement) is at least 1/3 of the eligible training costs • when training <u>new employees</u>, must contribute a minimum of 15 per cent of the eligible training costs for any individual grant
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Must be legally entitled to work in Canada • EI and non EI eligible clients • May be unemployed or employed and in need of training
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Third party provincial recognized training provider
6. Delivery Methods	<ul style="list-style-type: none"> • Online • Classroom • Workplace-based
7. Types of Training	<ul style="list-style-type: none"> • Skills enhancement short term training

	Newfoundland and Labrador
	<ul style="list-style-type: none"> • Skills enhancement job specific • Skills enhancement skilled trades • Skills enhancement work place training
8. Duration of Training	<ul style="list-style-type: none"> • Maximum of 12 months
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition • Program materials and supplies • Program examination fees • Course equipment • Registration • Student fees • Text books • Course clothing
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Training must lead to an available or better job and/or improved employment situation for the trainee • Employers are to provide an attestation with their application that training leads to employment
11. Displacement Provisions	
12. Credentials	
13. Number of Grants per Employer	<ul style="list-style-type: none"> • Employers can apply for an unlimited number of grants • The program reserves the right to limit the amount of funding to any one employer
14. Number of Grants per Participant	<ul style="list-style-type: none"> • \$10,000 per employee
15. Reporting Requirements	<ul style="list-style-type: none"> • Activity reports to be filed online through LaMPSS – number of reports dependent on duration and funding allocation • Update/status • Number of trainees • Number who achieved employment, continued employment or improved employment

	Newfoundland and Labrador
	<ul style="list-style-type: none"> • Activity costs incurred • Financial reports
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Within 7 days of signing agreement, employer provides names of participants and employees complete Initial Employee Contact form: <ul style="list-style-type: none"> • first name, last name • date of birth • Social Insurance Number • address • phone • email • Employees sign Consent Form to allow collection, use, and disclosure of personal information
17. Payment Process	Not specified
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • Past agreements with Advanced Education and Skills • Environmental assessment (if applicable) • Evaluation • Audited financial statement • Itemized budget breakdown • Letters from partners confirming financial or in-kind contribution • Organization mandate (industry association, employer, consortia, union) • Organization structure • Training schedule • Business plan (if the employing organization has been in business less than a year) • Employers are to provide an attestation that training leads to employment

	Newfoundland and Labrador
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Training course information • Detailed training description • Training schedule • Training location • Expected results, such as: <ul style="list-style-type: none"> • providing new types of training to trainees • upgrading skills of trainees to improve workforce productivity/operational efficiency • providing employees with skills that are transferable • supporting the introduction of new technology, machinery/equipment, and/or new processes • Costs
22. Application Requirements – (C) Training Participant Information	<ul style="list-style-type: none"> • Number of participants • Trainee target groups: <ul style="list-style-type: none"> • active EI claimants • employed in low skills occupation • income support recipient • LMA eligible clients • low skilled employed • new/re entrants to the labour market • persons with disabilities • unemployed • unemployed and non-EI eligible • youth in care • Expected number who achieve/maintain employment
23. How To Apply	<ul style="list-style-type: none"> • Submit application to Department of Advanced Education and Skills (on-line application process) by registering on the LaMPSS system • Employers required to sign an agreement with the province

	Newfoundland and Labrador
24. Additional Information	
25. Forms	<ul style="list-style-type: none"> • Application form (14 pages) • Program guidelines (12 pages) • Initial employee contact (not available online) • Participant consent form (not available online) • Activity report (not available online) • Financial report (not available online)
26. Available Documentation	<ul style="list-style-type: none"> • Agreement • Fact Sheet • Guidelines • Application form • Website • Other forms
27. Canada Job Grant Websites	http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html

	North West Territories
1. Purpose	The Canada-NWT Job Grant provides employers with the opportunity to: <ul style="list-style-type: none"> • Decide which employee(s) or potential employee(s) receive training • Decide what training is required • Decide who delivers the training.
2. Who Can Apply?	Not specified
3. Small Business Provisions	<ul style="list-style-type: none"> • Less than 50 employees: <ul style="list-style-type: none"> • 50 per cent of employer's one-third contribution can be a wage subsidy
4. Who Can Be Trained?	Not specified
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Employers decide: <ul style="list-style-type: none"> • which employee(s) or potential employee(s) receive training • what training is required • who delivers the training
6. Delivery Methods	None Specified
7. Types of Training	Not specified
8. Duration of Training	Not specified
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees or fees charged by a training provider • Mandatory student fees • Textbooks, software and other required materials • Examination fees
10. Post-Training Outcomes	Not specified
11. Displacement Provisions	
12. Credentials	
13. Number of Grants per Employer	Not specified

14. Number of Grants per Participant	Not specified
15. Reporting Requirements	Not specified
16. Information Collected on Individual Trainees	Not specified
17. Payment Process	Not specified
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (for example, Employers)	Form not available
21. Application Requirements – (B) Training Program Information	Form not available
22. Application Requirements – (C) Training Participant Information	Form not available
23. How To Apply	<ul style="list-style-type: none"> • Contact the regional Education, Culture and Employment Service Centre
24. Additional Information	
25. Forms	
26. Available Documentation	<ul style="list-style-type: none"> • Fact Sheet • Website
27. Canada Job Grant Websites	http://www.ece.gov.nt.ca/advanced-education/career-employment/programs-services

	Nova Scotia
1. Purpose	<p>Nova Scotia has not implemented the Canada Job Grant as a separate program. Information provided in this document is drawn from the Canada-Nova Scotia Job Fund Agreement.</p> <p>In addition, the province has designated one program <i>Workplace Innovation and Productivity Skills Incentive (WIPSI)</i> as being funded under the Canada-Nova Scotia Job Grant. WIPSI is a funding incentive designed to encourage businesses to invest in employee and management skills development and improve productivity; to help companies adapt to the introduction of new technology and innovative processes, and enhance international competitiveness. Information about the WIPSI is included where available.</p>
2. Who Can Apply?	<ul style="list-style-type: none"> • Individual employers and organizations acting on behalf of employers (such as employer consortia, union halls, industry associations and training coordinators), in the private and not-for-profit sectors • Crown Corporations and Aboriginal governments are considered Eligible Employers when training Eligible Beneficiaries for jobs located in small or remote communities (particularly, with a population of 100,000 or less) where the Crown Corporation or the Aboriginal government is a major employer and has demonstrated training needs
3. Small Business Provisions	<ul style="list-style-type: none"> • 50 employees or less: <ul style="list-style-type: none"> • contribute to a minimum of 15 per cent of the eligible training costs for any individual Canada-Nova Scotia Job Grant, <u>or</u> • make up to 50 per cent of their required contribution in wages or wage replacement if their total contribution for a Grant (including the wages or wage replacement) is at least 1/3 of the eligible training costs
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Unemployed and seeking training to obtain a job • Employed, but under-employed and seeking training for a better job • Employed, but seeking training for a better job • For greater certainty, employers may train individuals in their existing job
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Universities • Community colleges • Career colleges • Trade union training centres

	Nova Scotia
	<ul style="list-style-type: none"> Any other organization designated by Nova Scotia
6. Delivery Methods	<ul style="list-style-type: none"> Classroom Workplace Online
7. Types of Training	<ul style="list-style-type: none"> Determined by the employer
8. Duration of Training	[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)] <ul style="list-style-type: none"> Maximum of 12 months
9. Eligible Costs	<ul style="list-style-type: none"> Tuition fees or fees charged by training provider Mandatory student fees Textbooks, software and other required materials Examination fees
10. Post-Training Outcomes	Not specified
11. Displacement Provisions	
12. Credentials	<ul style="list-style-type: none"> Credentials/certification earned – Performance (outcome) indicator
13. Number of Grants per Employer	[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)] <ul style="list-style-type: none"> Employers can apply for unlimited number of grants
14. Number of Grants per Participant	
15. Reporting Requirements	<ul style="list-style-type: none"> Activity reports to be filed (completed on LaMPSS) which include <ul style="list-style-type: none"> number of participants number who achieved employment, continued employment or enhanced employment activity costs Financial Reports submitted on LaMPSS
16. Information Collected on	[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]

	Nova Scotia
Individual Trainees	<ul style="list-style-type: none"> • Participant information for required payment: <ul style="list-style-type: none"> • name • Social Insurance Number • gender • age • education level • position in the company • employment status (full or part-time), including income and hours worked • language preference • voluntary declaration as a member of a designated group
17. Payment Process	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Participant Information for required payment: <ul style="list-style-type: none"> • name • Social Insurance Number • gender • age • education level • position in the company • employment status (full or part-time), including income and hours worked • language preference • voluntary declaration as a member of a designated group
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Industry sector

	Nova Scotia
(especially Employers)	<ul style="list-style-type: none"> • Description of the organization, products, services, numbers of years/months business has been in business etc. • Employees (such as number of staff (full-time (30 or more hours per week), part-time, seasonal employment) • Wages and salaries paid in Canadian dollars for last fiscal year (wages or owner drawings must be at least \$25,000) • Total sales in Nova Scotia, within Canada, and outside Canada • Most recent financial statement (If financial statement is not available, CRA tax forms or unaudited balance sheet and income statement are required.) • Organizations' training investments in the last three fiscal years • Any outstanding or pending litigation/claims against the organization
21. Application Requirements – (B) Training Program Information	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Title and description of training to be provided • Name of training provider, description of qualifications and references • Anticipated start and end date • Number of hours in training • Cost of training – total and per employee (inclusive of in-kind contribution) • Description of other training related costs (such as travel, meals at provincial per diem rates, training materials, etc.) • Intended Outcomes
22. Application Requirements – (C) Training Participant Information	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Details of employees receiving training by position and type of training • Participant information
23. How To Apply	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Submit application to Department of Economic and Rural development and Tourism (online application process)
24. Additional Information	

	Nova Scotia
25. Forms	
26. Available Documentation	<ul style="list-style-type: none">• Agreement• Website• Other Forms
27. Canada Job Grant Websites	http://novascotia.ca/lae/workforce/

	Nunavut
1. Purpose	Under the Canada-Nunavut Job Grant, eligible employers can receive funding to support the training of Nunavummiut for new and available jobs, and to encourage greater employer involvement in training so that skill development is better aligned to job opportunities.
2. Who Can Apply?	<ul style="list-style-type: none"> • Small employers (50 or fewer employees) • Designated Crown Corporations and Inuit Organizations who wish to target training initiatives for trainees from small remote communities • Organizations acting on behalf of employers with 50 or fewer employees • Be registered in and local to Nunavut
3. Small Business Provisions	<ul style="list-style-type: none"> • Less than 50 employees: <ul style="list-style-type: none"> • may contribute one-sixth in wages/wage replacement
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Must be employed with an eligible employer and require further training to increase their job advancement opportunities
5. Who Can Provide Training?	<ul style="list-style-type: none"> • An institution recognised by the Canada-Nunavut Job Grant Program including, <ul style="list-style-type: none"> • universities • community colleges • trade union training centres • other approved accredited institutions
6. Delivery Methods	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Combination • Other
7. Types of Training	Not specified
8. Duration of Training	Not specified
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees or fees charged by training provider • Mandatory student fees

	Nunavut
	<ul style="list-style-type: none"> • Textbooks, software and other required materials • Examination fees
10. Post-Training Outcomes	<ul style="list-style-type: none"> • A position available for the designated trainee to advance in to after training • Expected employment outcomes for trainees could be a new position, a promotion and/or increased pay within the organization
11. Displacement Provisions	<ul style="list-style-type: none"> • The intent of grant is not to subsidize regular operational training. Rather, the intent is to support training that would not have otherwise occurred without the grant opportunity
12. Credentials	<ul style="list-style-type: none"> • Credential to be received through training – information requested on application form
13. Number of Grants per Employer	Not specified
14. Number of Grants per Participant	<ul style="list-style-type: none"> • One time only grant, \$10,000 maximum per trainee
15. Reporting Requirements	Not specified
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Participant information required upon application: <ul style="list-style-type: none"> • participant's name • apprentice (yes/no) • trainee wage/hour • gender • marital status • health card number • date of birth • Social Insurance Number • do you have children or custody of children? • Aboriginal status • Inuit land claims beneficiary • citizenship • person with a disability

	Nunavut
	<ul style="list-style-type: none"> • language • address • previous education • name of employer • working 30 hours or more per week (yes/no) • hourly wage • permanent employee (yes/no)
17. Payment Process	
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (especially Employers)	<ul style="list-style-type: none"> • Number of employees (with payroll documentation) • Organizational sector (NAICS)
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Name of provider • Type of provider • Type of training • Training delivery • Certification to be received • Training start and end dates • Training hours per week • Training cost per trainee • Expected employment result (promotion, new position, increased capacity for current job, increased pay for current job)
22. Application Requirements – (C) Training Participant Information	<ul style="list-style-type: none"> • Participant’s name • Apprentice (yes/no)

	<p>Nunavut</p> <ul style="list-style-type: none"> • Trainee wage/hour • Gender • Marital status • Health Card Number • Date of birth • Social Insurance Number • Do you have children or custody of children? • Aboriginal status • Inuit Land Claims Beneficiary • Citizenship • Person with a disability • Language • Address • Previous education • Name of employer • Working 30 hours or more per week (yes/no) • Hourly wage • Permanent employee (yes/no) • Participant signs application form at time of application
23. How To Apply	<ul style="list-style-type: none"> • Submit application to Department of Education Regional Directors and Career Development Officers (application form available online) [website is under Department of Family Services]
24. Additional Information	
25. Forms	<ul style="list-style-type: none"> • Information Package for Employers (7 pages) includes employer application form and trainee form
26. Available Documentation	<ul style="list-style-type: none"> • Application Form • Applicant Guide • Website • Other Forms

	Nunavut
27. Canada Job Grant Websites	http://gov.nu.ca/family-services/information/canada-nunavut-job-grant-cnig

	Ontario
1. Purpose	The grant will provide direct financial support for employers who wish to purchase training for their workforce. In this grant program, employers choose the individuals they would like to have trained and the training that meets their workforce development needs. This program is intended to support employers in taking a greater role in workforce development.
2. Who Can Apply?	<ul style="list-style-type: none"> • Individual private and not-for-profit sector employers • First Nations band councils • Organizations acting on behalf of employers (including union training halls, industry associations, training coordinators, and other employer consortiums that meet the requirements below). An employer consortium is defined as an organization which has a formal agreement to represent, and/or co-ordinate activities benefiting a specific group of two or more employers that will pool their resources to support common training activities and achieve common training objectives and goals. Each employer within a consortium must meet the employer eligibility requirements in order for the consortium to be considered for grant funding. Informal organizations of employers (particularly, employers not represented by a separate legal entity that have opted to form a consortium and prepare a joint grant application) are eligible to apply. However, one employer must be the “lead” applicant on behalf of the other employers within the consortium. If approved, the lead applicant would be the holder of the legal agreement with the ministry or service provider and would be accountable for all activities and outcomes. • Eligibility criteria apply to all employers regardless of whether they are training one or multiple individuals. <p>Not eligible:</p> <ul style="list-style-type: none"> • Federal, provincial or municipal government and/or agency • Designated broader public sector organization, as defined by the Broader Public Sector Accountability Act (such as a school board, university, college or hospital) • District social services administration boards established under the <i>District Social Services Administration Boards Act</i> (notwithstanding their exclusion under the <i>Broader Public Sector Accountability Act</i>) • A Canada-Ontario Job Grant service provider or an Employment Service provider

	Ontario
	<ul style="list-style-type: none"> • Currently in receipt of other government funds related to the same skills training for the same individual (such as Employment Service or Youth Employment Fund Job Placements)
3. Small Business Provisions	<ul style="list-style-type: none"> • Employers with 50 or fewer employees <ul style="list-style-type: none"> • can make up-to-half of their contribution through wages paid to the employee • are required to contribute a minimum 1/3 towards the training costs of each individual participating in training funded through the grant • a minimum of 1/2 of their 1/3 contribution must be in cash and applied towards eligible training costs • the remainder of the employer's contribution can be made in-kind through wages paid to the individual while they are participating in training • for employers applying for multiple grants, a minimum 1/3 contribution must be made for each participating individual (that is, an employer cannot contribute more than 1/3 for some individuals and less than 1/3 for others) • In-kind employer contributions will result in an equivalent training cost shortfall that requires funding in order to fully pay the training provider. These shortfalls can be covered through the government grant contribution. If a shortfall remains after the maximum \$10,000 government contribution, an additional government contribution can be made to cover the shortfall up to a maximum of \$2,500 per grant.
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Employed individuals acquiring new skills for their current job or to prepare for another job with the same employer • Unemployed individuals seeking a new job • Individual suitability is determined by employers • The priorities are: <ul style="list-style-type: none"> • supporting unemployed individuals • supporting job creation • increased job quality • job advancement • Residents of Ontario and either a Canadian citizen, permanent resident or protected person

	<p>Ontario</p>
	<ul style="list-style-type: none"> • Eligibility requirements are as follows: <ul style="list-style-type: none"> • employed individuals must be identified by their employer • unemployed individuals must also be sponsored by an employer, demonstrated through a permanent or conditional offer of employment • Trainees can only participate in one training course at a time, and may not repeat the same training. Trainees may be put forward by their employer to participate in subsequent training through a separate application. • Trainees must declare they will not participate in any other full-time training during period of grant, and that they are not participating in any other government training intervention <p>Not eligible:</p> <ul style="list-style-type: none"> • The owner of a sole proprietorship • An individual must not be participating in full-time training or education or any other government training intervention that offers funding support for same tuition, books or other training related costs (such as Second Career)
<p>5. Who Can Provide Training?</p>	<ul style="list-style-type: none"> • Colleges of Applied Arts and Technology • Publicly-assisted universities • School boards • Private trainers operating in compliance with the <i>Private Career Colleges Act, 2005</i> • Union-based training centres • Product vendors with manufacturer-recognized training certifications (such as Microsoft software, Cisco Systems, etc.) • Other organizations (such as literacy organizations and organizations that provide mandatory training) can be deemed eligible if they are operating in accordance with the <i>Private Career Colleges Act, 2005</i>
<p>6. Delivery Methods</p>	<ul style="list-style-type: none"> • Classroom • Onsite • Online

	Ontario
	<ul style="list-style-type: none"> • Blended
7. Types of Training	<ul style="list-style-type: none"> • Career or Development Training: This type of training is designed to upgrade the knowledge, skills, and ability of employees to help them assume greater responsibility in higher positions. • Maintenance and Refresher Skills Training: This training is offered to update and maintain the specialized subject-matter knowledge of the beneficiaries. Refresher training keeps the specialists, administrators, subject-matter officers, extension supervisors, and frontline workers updated and enables them to add to the knowledge and skills they have already. Maintenance or refresher training usually deals with new information and new methods, as well as review of older materials. • Essential skills: Are the skills needed for work, learning and life (such as reading, writing and numeracy). They are the foundation for learning all other skills and are used in every job. They help people to find and get a job, as well as to adapt and succeed in the workplace. <p>Not eligible:</p> <ul style="list-style-type: none"> • Apprenticeship training is not eligible for funding; in-class apprenticeship training is already funded by the ministry through the apprenticeship seat purchase
8. Duration of Training	<ul style="list-style-type: none"> • Not to exceed one year in duration
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition or other training provider fees • Textbooks, software and other required materials (such as training clothing, tools, equipment, disability supports, etc.) • Mandatory student fees • Examination fees • Employers with total funding of more than \$100,000 may be eligible to receive funding to conduct an audit <p>Not eligible</p> <ul style="list-style-type: none"> • Operating costs • Income support for trainees
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Employer must employ the individual selected for training. If the employer has hired an unemployed individuals to fill a vacancy, the offer of employment can be conditional upon the

	Ontario
	<p>individual having completed training and subject to the employer's regular probationary period. For exceptional circumstances, this may involve entering into a job placement agreement with an unemployed individual that would commence during or after training.</p> <ul style="list-style-type: none"> • Employer must be applying for training that is delivered in Ontario, is related to a job that is also located in Ontario, and employees to be trained live in Ontario
11. Displacement Provisions	<ul style="list-style-type: none"> • Employers must attest that the training request does not displace existing staff or replace staff currently on lay-off
12. Credentials	<ul style="list-style-type: none"> • Credential to be obtained part of mandatory information provided on application form
13. Number of Grants per Employer	<ul style="list-style-type: none"> • An employer may apply for the grant more than once, as long as they continue to meet the employer eligibility criteria in the guidelines, and have been successful in previous participation • As there is a limited budget for the grant, applications will be assessed on an individual basis and prior funding does not entitle an employer to future funding
14. Number of Grants per Participant	Not specified
15. Reporting Requirements	<ul style="list-style-type: none"> • Ministry will make at least one site visit to training providers; additional visits based on scale, cost and complexity of training; for online training alternative methods will be used such as review of paper and electronic records • Employers submit training outcome reports • Financial activities will be validated by confirmation the employer contribution to the training service providers, checking for possible reimbursement to the employer from the trainer for participants who withdraw, ensuring that all financial reporting is complete, reviewing the attestation document, reconciling financial details before processing final payment • Follow-up with both employers and individuals is required; however follow-up requirements differ for employers in the interest of not becoming too onerous • For employers: <ul style="list-style-type: none"> • 100% follow-up at exit and at three and twelve months post-exit regarding training impact and customer satisfaction

	Ontario
	<ul style="list-style-type: none"> • For individuals: <ul style="list-style-type: none"> • 100 per cent follow-up at exit and six and twelve months post-exit to track short and longer-terms employment and training outcomes
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Required on Participant Registration Form (post-application): <ul style="list-style-type: none"> • name • gender • date of birth • marital status • status in Canada • member of designated group (optional) • Social Insurance Number • highest level of education, name of institution, dates of study, program description • employment history (most recent) <ul style="list-style-type: none"> ▪ name of employer ▪ job title ▪ country of employment ▪ dates of employment ▪ wage ▪ employment hours/week ▪ pay period ▪ reasons for leaving (if not current position) • Internationally Trained Professional (yes/no) <ul style="list-style-type: none"> ▪ credentials held that are not recognised in Ontario • current employment status • source of income (if unemployed) • how long unemployed or out of school • Must have an individual training plan
17. Payment Process	<ul style="list-style-type: none"> • Employers must pay training provider directly

	<p>Ontario</p>
	<ul style="list-style-type: none"> • In the case of consortiums, the lead organization must collect the cash contributions from consortium employers and provide payment to training provider • First payment of 85 per cent after receipt and review of: <ul style="list-style-type: none"> • signed COJG Training Agreement • valid certificate of insurance • copy of Training Provider Training Agreement • proof of employer payment to training providers • Final 15 per cent upon receipt and review of: <ul style="list-style-type: none"> • Training outcome report(s) for all training module(s) • proof of employer cash contribution • employer attestation of in-kind contribution (if applicable) • Depending on the size of the agreement and risk management, the first payment could be divided into more than one payment
<p>18. What Happens if Trainee Does Not Complete the Training?</p>	<ul style="list-style-type: none"> • Province will verify that training provider has reimbursed the employer
<p>19. Supports to Assist Employers</p>	<ul style="list-style-type: none"> • Employment Ontario service providers will provide support to employers. Service providers will receive operating funds to deliver the Canada-Ontario Job Grant. Costs covered include: <ul style="list-style-type: none"> • staff and management salaries, wages and benefits • hiring and training of staff (including professional development) • marketing (signage, print/web ads, outreach, etc.) • facilities (rent) • other direct operating expenditures related to deliver of the COJG • For training applications involving 25 or fewer participants, the Canada-Ontario Job Grant service provider will make grant funding decisions and manage/administer grant agreements with employers. • For training applications involving over 25 participants, the Ministry of Training, Colleges and Universities will make grant funding decisions and manage/administer grant agreements with employers

	Ontario
	<ul style="list-style-type: none"> • All training participants require a training participant service plan and follow-ups • Available upon request, employers can receive needs determination and service referrals • All employers must have an employer service plan (between the employer and service provider)
20. Application Requirements – (A) Applicant Information (especially Employers)	<ul style="list-style-type: none"> • One application per training course • CRA Number • Business Identification Number • Type of business (private, not-for-profit, First Nation) • Year business registered • Total number of employees in company; total number in branch/location • Type of sector • Applicant must <ul style="list-style-type: none"> • be licensed to operate in Ontario • be In compliance with <i>Occupational Health and Safety Act</i> and the <i>Employment Standards Act</i> • be In compliance with all applicable federal and provincial human rights legislation, regulations and other relevant standards • have third party liability insurance coverage in the amount of \$2M • have Workplace Safety Insurance coverage (Indicate Type: WSIB Alternative Workplace Safety Insurance, specify Insurer) • comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards • Employers must attest that the training request does not displace existing staff or replace staff currently on lay-off • Consortiums must also submit the Employer Registration for Consortiums form
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • If the training request is greater than \$25,000, employers must include information on three training institutions that offer the training being requested. Under circumstances where there are not three viable institutions (such as a very specific training that only the product vendor delivers, etc.), the employer must provide a clear rationale on the application form for why they have not

	<p>Ontario</p>
	<p>provided three options, in order to be considered for funding.</p> <ul style="list-style-type: none"> • Training provider name • Training provider CRA number • Type of provider • Type of training • Course title and description (with learning outcomes) • Credential to be obtained (such as certificate) • Method of training • Total cost of training • Training start and end dates • Hours/week • Breaks in training (start and end dates) • Is training company specific? [not clear if this is an allowable type of training or not] • Will incumbent staff be working during training? • Will new hires be paid during training? • Will incumbent staff be paid during training? • Will employer support the completion of training through flexible work arrangements for existing workers? • Impact of Training <ul style="list-style-type: none"> • part-time to full-time employment • number of seasonal position • number of layoffs avoided • number of employees in a more advanced occupation • number of employees with increase in wages • number of employees planned to be hired
<p>22. Application Requirements – (C) Training Participant Information</p>	<ul style="list-style-type: none"> • For incumbent workers: <ul style="list-style-type: none"> • number of employees • position title (current and post-training)

	<p>Ontario</p>
	<ul style="list-style-type: none"> • hourly salary (current and post-training) • number of hours weekly (current and post-training) • For new hires <ul style="list-style-type: none"> • number of new hires • position title • hourly salary • number of hours weekly
<p>23. How To Apply</p>	<ul style="list-style-type: none"> • 25 or fewer training participants <ul style="list-style-type: none"> • Completed applications will be submitted to an Employment Ontario Service Provider • Over 25 training participants and consortium <ul style="list-style-type: none"> • Completed applications will be submitted to the appropriate regional Ministry of Training Colleges and Universities office • Employers will sign an agreement with the province
<p>24. Additional Information</p>	<ul style="list-style-type: none"> • Employers are not guaranteed funding solely on meeting the eligibility criteria. • The grant is not taxable to individuals if the employer pays the tuition. However, if a third party pays the tuition on behalf of the employer, it may become taxable. An employer in receipt of a Canada-Ontario Job Grant must declare the grant as revenue on their tax return. An employer receiving the grant through a consortium must also declare the grant as revenue. Employers are encouraged to consult with their accountant for any tax advice. • Under exceptional circumstances, job placements are available to employers hiring unemployed individuals to fill job vacancies, and who wish to use the grant to purchase existing training for their new hires. Individuals who the employers feel require a placement need to be assessed by a service provider. Job placements would only be available to employers, and the individuals they have identified for training if all of the following exceptional circumstances are met: <ul style="list-style-type: none"> • the employer has hired an unemployed individual to fill a job vacancy (specifically, job placements do not apply where a new hire has not taken place and incumbent workers are training for same or new position) • the individual has barriers to employment that have been identified by the service provider,

	<p>Ontario</p> <p>and that may impact the individual’s long-term labour market attachment</p> <ul style="list-style-type: none"> • the employer has indicated that the offer of employment is conditional upon the individual’s completion of training, and that they would like to assess the individual’s performance on the job prior to hiring them permanently • job placements offered as part of Canada-Ontario Job Grant must not exceed four months in duration and may begin during or following completion of training (based on occupational requirements and the nature of skills training). Exceptions to the maximum four months duration may be made for persons with disabilities. • Ontario is using the Canada Job Grant to support the concurrent launch of two pilot programs, Customized Training and UpSkill. These pilot programs will allow the ministry to test different design features and different ways of delivering training to better meet the needs of employers. The results of the pilots will be used to inform the future development of employment and training services.
25. Forms	<ul style="list-style-type: none"> • Employer/Consortium Application Form (6 pages) • Employer Registration for Consortium (2 pages) • Participant Registration Form (3 pages) • Placement Agreement (4 pages) • Training Agreement (3 pages) • Electronic Funds Transfer Forms (not available online)
26. Available Documentation	<ul style="list-style-type: none"> • Agreement • Guidelines • Application form • Website • Other forms
27. Canada Job Grant Websites	<p>http://www.tcu.gov.on.ca/eng/employmentontario/employers/jobGrant.html</p>

	Prince Edward Island
1. Purpose	The Canada-PEI Job Grant provides employers with financial assistance to train new or existing employees to meet the skill requirements for available jobs
2. Who Can Apply?	<ul style="list-style-type: none"> • Private sector businesses based in Prince Edward Island • Organizations acting on behalf of a group of employers • Have a CRA Business Number
3. Small Business Provisions	No specific provisions
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Current employees • Underemployed • Unemployed
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Employer decides
6. Delivery Methods	None specified
7. Types of Training	Not specified
8. Duration of Training	Not specified
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees/training fees • Textbooks, software and other required materials • Examination fees • Mandatory student fees
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Projects must result in a new hire or a better job for an under-employed or employed individual • Employer must specify if the participant will be hired/retained by the employer upon completion of training
11. Displacement Provisions	<ul style="list-style-type: none"> • Application form asks, “Will the request result in the displacement of existing employees?”
12. Credentials	
13. Number of Grants per Employer	Not specified

14. Number of Grants per Participant	Not specified
15. Reporting Requirements	Not specified
16. Information Collected on Individual Trainees	Not specified
17. Payment Process	Not specified
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • CRA business number • GST, HST or rebate number • Major product/ service • Number of employees • Number of signatures required to bind the organization; number required to sign a payment reimbursement form • Liability insurance policy number • Workers compensation number • Previous experience with Government of PEI • Amounts owing government • Presence of labour stoppage or dispute • Union concurrence (if subsidy requested) • Will request result in the displacement of existing employees? • As a result of the grant, will the individual(s) be hired/retained?
21. Application Requirements – (B) Training Program Information	<ul style="list-style-type: none"> • Description of training • Name of training institution/trainer (with quote for costs) • How the training will be delivered and location • Start and end date; number of hours
22. Application Requirements – (C)	<ul style="list-style-type: none"> • Participant names with employment status and position within company

	Prince Edward Island
Training Participant Information	<ul style="list-style-type: none"> • Anticipated position upon conclusion of training • If the participant(s) is/are an existing employee, will they continue to work while receiving the proposed training?
23. How To Apply	<ul style="list-style-type: none"> • Submit application to Skills PEI (application form available online) • Agreement is part of application form
24. Additional Information	
25. Forms	<ul style="list-style-type: none"> • Application form (3 pages) • Payment reimbursement form (not available online)
26. Available Documentation	<ul style="list-style-type: none"> • Agreement • Fact Sheet • Application Form • Website • Other Forms
27. Canada Job Grant Websites	http://skillspei.com/programs-for-employers/about-job-grant

	Saskatchewan
1. Purpose	The Canada-Saskatchewan Job Grant will put skills training decisions in the hands of Saskatchewan employers and help workers get the training they need for available jobs. The purpose of the grant is to support new investments in training and is not intended to replace an employer's existing investments in training.
2. Who Can Apply?	<ul style="list-style-type: none"> • Private employers and not-for-profit sector employers • Organizations acting on behalf of eligible employers • Registered in Saskatchewan <p>Not eligible:</p> <ul style="list-style-type: none"> • Publicly funded organizations such as health regions, municipalities, and school divisions
3. Small Business Provisions	<ul style="list-style-type: none"> • Up to 50 employees: <ul style="list-style-type: none"> • may be able to apply trainee wages towards a portion of their contribution
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Canadians or permanent residents <p>Not eligible:</p> <ul style="list-style-type: none"> • Temporary foreign workers
5. Who Can Provide Training?	<ul style="list-style-type: none"> • The employer is responsible for the selection and direct contracting of the training agency • Third party trainers could include: <ul style="list-style-type: none"> • post-secondary education institutions • private vocational schools • trade unions • private industry trainers <p>Not eligible:</p> <ul style="list-style-type: none"> • A third-party training agency affiliated with the employer
6. Delivery Methods	<ul style="list-style-type: none"> • Classroom • Workplace • Training facility

	Saskatchewan
	<ul style="list-style-type: none"> • Online
7. Types of Training	<p>Not specified</p> <p>Not eligible:</p> <ul style="list-style-type: none"> • Training to maintain a worker's existing professional designation
8. Duration of Training	<ul style="list-style-type: none"> • Minimum of 25 hours • Completed within 52 weeks
9. Eligible Costs	<ul style="list-style-type: none"> • Tuition fees • Mandatory student fees • Textbooks, software and other required materials • Examination fees <p>Not eligible:</p> <ul style="list-style-type: none"> • Training costs incurred prior to the approval of a CSJG application
10. Post-Training Outcomes	<ul style="list-style-type: none"> • Employer must have a Saskatchewan job available for the candidate at the end of the training
11. Displacement Provisions	<ul style="list-style-type: none"> • The grant will not replace an employer's existing investments in training
12. Credentials	<ul style="list-style-type: none"> • Training must result in a credential (record of completion, certificate, grade, etc.)
13. Number of Grants per Employer	<ul style="list-style-type: none"> • No restriction on the numbers of trainees, programs or applications under CSJG • To ensure Saskatchewan employers have equitable access to the program, each employer is capped at \$250,000 per year in grant funding
14. Number of Grants per Participant	<ul style="list-style-type: none"> • \$10,000 per trainee per year
15. Reporting Requirements	<ul style="list-style-type: none"> • Approved employers and trainees will be required to report on the supported training and results. The CSJG requires that this information be collected immediately upon completion and 12 months post-project.
16. Information Collected on	Not specified

	Saskatchewan
Individual Trainees	
17. Payment Process	Not specified
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (i.e. Employers)	Form not available
21. Application Requirements – (B) Training Program Information	Form not available
22. Application Requirements – (C) Training Participant Information	Form not available
23. How To Apply	<ul style="list-style-type: none"> • Contact local Ministry of the Economy – Labour Market Services office
24. Additional Information	
25. Forms	
26. Available Documentation	<ul style="list-style-type: none"> • Fact Sheet • Eligibility Checklist • FAQ • Website
27. Canada Job Grant Websites	http://economy.gov.sk.ca/job-grant

	Yukon
1. Purpose	The Canada Job Grant supports employers to provide third-party training to existing or potential employees in order to prepare for specific and available positions within the employer's business.
2. Who Can Apply?	<ul style="list-style-type: none"> • Individual employers and organizations acting on behalf of employers (such as employer consortia, union halls, industry associations and training coordinators) in the private and not-for-profit sectors • First Nation Governments • Selected crown corporations are also eligible recipients.
3. Small Business Provisions	<ul style="list-style-type: none"> • Employers with less than 50 employees: <ul style="list-style-type: none"> • may use participant's wages or replacement wages to account for up to 50% of the required one-third employer contribution
4. Who Can Be Trained?	<ul style="list-style-type: none"> • Eligible participants include all Canadian citizens and permanent residents who are: <ul style="list-style-type: none"> • unemployed individuals who need training to obtain a job • employed individuals who need training for a new job, including a promotion • employed individuals who need training to increase capability in current job • Applications that align with the top 100 in-demand Yukon jobs will be given priority.
5. Who Can Provide Training?	<ul style="list-style-type: none"> • Employer decides on trainer. However, Yukon government will review the application and determine if the suggested trainer is approved to deliver the training. • Eligible third-party trainer which may include: <ul style="list-style-type: none"> • post-secondary institutions • private vocational institutions • sector councils • industry associations • union halls
6. Delivery Methods	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Training facility

	Yukon
7. Types of Training	<ul style="list-style-type: none"> • A learning experience to gain specialized skills and/or credentials that are needed for a specific job or field
8. Duration of Training	<ul style="list-style-type: none"> • Training under 52 weeks is preferred
9. Eligible Costs	<ul style="list-style-type: none"> • Payments made for the purpose of procuring formal training provided by a certified training institution, paid either to the participant or directly to the institution. This includes mandatory institutional costs such as student fees, exam fees, lab fees, etc. • Materials necessary for the project that will be used or consumed by project participants, such as supplies, books, and required course materials <p>Not eligible:</p> <ul style="list-style-type: none"> • Training costs incurred prior to the approval of a Canada-Yukon Job Grant are not eligible for reimbursement
10. Post-Training Outcomes	<ul style="list-style-type: none"> • The expected results of all Canada-Yukon Job Grant activities are increased capacity, new employment/promotion for the participant beyond the training period
11. Displacement Provisions	
12. Credentials	<ul style="list-style-type: none"> • Not specifically required but part of reporting elements
13. Number of Grants per Employer	<ul style="list-style-type: none"> • There are no limits on the number of participants per application, or the number of applications submitted by an employer
14. Number of Grants per Participant	<ul style="list-style-type: none"> • There is a \$10,000 lifetime maximum per participant
15. Reporting Requirements	<ul style="list-style-type: none"> • Employers are required to complete the activity report detailing the outcome of the training and the employment results including, but not limited to: <ul style="list-style-type: none"> • hours worked • hourly wages • National Occupation Classification (NOC) codes pre- and post-training • credentials earned

	Yukon
	<ul style="list-style-type: none"> • pre- and post-training status, etc. • narrative • Employers must also provide the results of the training twelve months after completion of the training including, but not limited to: <ul style="list-style-type: none"> • hours worked • hourly wages • National Occupation Classification (NOC) codes pre- and post-training, etc.
16. Information Collected on Individual Trainees	<ul style="list-style-type: none"> • Required at time of application: <ul style="list-style-type: none"> • name • Social Insurance Number • contact information • employment status (employed, under-employed, unemployed) • if employed, the participant's current job title & National Occupational Classification (NOC) • if unemployed, the participant's last job title & National Occupational Classification (NOC)
17. Payment Process	<ul style="list-style-type: none"> • The first payment of 90% will be made upon signing of the agreement • The final 10% is paid on completion of the activity report
18. What Happens if Trainee Does Not Complete the Training?	Not specified
19. Supports to Assist Employers	
20. Application Requirements – (A) Applicant Information (i.e. Employers)	<ul style="list-style-type: none"> • Employer information, including: <ul style="list-style-type: none"> • organization legal name • Yukon Government vendor ID • economic sector of business • contact information • Participant training cost calculation sheet
21. Application Requirements – (B)	<ul style="list-style-type: none"> • Name of training

	Yukon
Training Program Information	<ul style="list-style-type: none"> • Start date and end date • Description of proposed training • Training method (such as, in class, on-line, at worksite) • Name of training institution • Location of the third-party trainer/ institution • Cost details from the third-party trainer or training institution
22. Application Requirements – (C) Training Participant Information	<ul style="list-style-type: none"> • A specific participant to be trained, including: <ul style="list-style-type: none"> • name • Social Insurance Number • contact information • employment status (employed, under-employed, unemployed) • if employed, the participant’s current job title & National Occupational Classification (NOC) • if unemployed, the participant’s last job title & National Occupational Classification (NOC) • member of designated group • Employment results (new hire, promotion, increased capability for current job) • Resulting job title & National Occupational Classification (NOC) • Participants sign application form
23. How To Apply	<ul style="list-style-type: none"> • Submit by hand, mail or fax the application form and participant form to Yukon Education (application form and participant form available online); one form per participant • Employers are required to sign a Transfer Payment Agreement with Yukon Education
24. Additional Information	
25. Forms	<ul style="list-style-type: none"> • Employer application form (2 pages) • Guidelines document (10 pages) • Client application form (2 pages) • Activity Report Template (2 pages)
26. Available Documentation	<ul style="list-style-type: none"> • Guidelines • Application form

	Yukon
	<ul style="list-style-type: none">• Website• Other forms
27. Canada Job Grant Websites	http://www.education.gov.yk.ca/employers/cjf.html