

Annex A – Canada Job Grant Implementation Elements
(by province and territory)

CUPE

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	1. PURPOSE
CJF Agreement Provisions	The Canada Job Grant provides financial assistance to employers on a cost-shared basis, to support the training of Canadians for available jobs.
ALBERTA	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.
BRITISH COLUMBIA	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.
MANITOBA	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
NEW BRUNSWICK	The Canada-NB Job Grant is an employer driven program that invests in the skills development and employment needs of the workforce.
NEWFOUNDLAND AND LABRADOR	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.
NORTHWEST TERRITORIES	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.
NOVA SCOTIA	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. 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

	1. PURPOSE
	international competitiveness. Information about the WIPSI is included where available.
NUNAVUT	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.
ONTARIO	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.
PEI	The Canada-PEI Job Grant provides employers with financial assistance to train new or existing employees to meet the skill requirements for available jobs.
SASKATCHEWAN	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.
YUKON	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?
CJF Agreement Provisions	<ul style="list-style-type: none"> • Individual employers in the private and not-for-profit sectors • Organizations acting on behalf of employers (for example, employer consortia, union halls, industry associations and training coordinators in the private and not-for-profit sectors)
ALBERTA	<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 (for example, unions, employer associations) • Incorporated by or registered under an act of the legislature of a province or the Parliament of Canada, and operating a business that has an established production capability, plant, or place of business in Alberta.
BRITISH COLUMBIA	<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 (for example, 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
MANITOBA	Not specified
NEW BRUNSWICK	<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
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Employers • Not-for-profit organizations

	<p>2. WHO CAN APPLY?</p> <ul style="list-style-type: none"> • 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
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<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 (for example, 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
NUNAVUT	<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
ONTARIO	<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

	<p>2. WHO CAN APPLY?</p>
	<p>consortium to be considered for grant funding. Informal organizations of employers (for example, 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.</p> <ul style="list-style-type: none"> • 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 (for example, 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 • Currently in receipt of other government funds related to the same skills training for the same individual (for example, Employment Service or Youth Employment Fund Job Placements)
<p>PEI</p>	<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
<p>SASKATCHEWAN</p>	<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
<p>YUKON</p>	<ul style="list-style-type: none"> • Individual employers and organizations acting on behalf of employers (such as, employer consortia,

	2. WHO CAN APPLY?
	union halls, industry associations and training coordinators) in the private and not-for-profit sectors <ul style="list-style-type: none">• First Nation Governments• Selected crown corporations are also eligible recipients.

	3. SMALL BUSINESS PROVISIONS
CJF Agreement 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, <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 one third of the Eligible training costs
ALBERTA	No specific provisions
BRITISH COLUMBIA	No specific provisions
MANITOBA	<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 one-third contribution in wages or wage replacement if their total contribution (including these wages) is at least one third of the eligible training costs, <u>or</u> • contribute a minimum 15 per cent of the eligible training costs
NEW BRUNSWICK	No specific provisions
NEWFOUNDLAND AND LABRADOR	<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 one third 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
NORTHWEST TERRITORIES	<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
NOVA SCOTIA	<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

	3. SMALL BUSINESS PROVISIONS
	total contribution for a Grant (including the wages or wage replacement) is at least one third of the Eligible Training Costs
NUNAVUT	<ul style="list-style-type: none"> • Less than 50 employees: <ul style="list-style-type: none"> • may contribute one sixth in wages or wage replacement
ONTARIO	<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 one third towards the training costs of each individual participating in training funded through the grant • a minimum of half of their one third 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 one third contribution must be made for each participating individual (for example, an employer cannot contribute more than one third for some individuals and less than one third 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.
PEI	No specific provisions
SASKATCHEWAN	<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
YUKON	<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 per cent of the required one third employer contribution

	<p>4. WHO CAN BE TRAINED?</p>
<p>CJF Agreement Provisions</p>	<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 (Canada)</i> entitled to work in Canada
<p>ALBERTA</p>	<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
<p>BRITISH COLUMBIA</p>	<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

	<p>4. WHO CAN BE TRAINED?</p> <ul style="list-style-type: none"> • 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
MANITOBA	<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
NEW BRUNSWICK	<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
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Must be legally entitled to work in Canada • Employment Insurance (EI) and non EI eligible clients • May be unemployed or employed and in need of training
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<ul style="list-style-type: none"> • Unemployed and seeking training to obtain a job • Employed, but underemployed and seeking training for a better job

	<p>4. WHO CAN BE TRAINED?</p>
	<ul style="list-style-type: none"> • Employed, but seeking training for a better job • For greater certainty, employers may train individuals in their existing job
<p>NUNAVUT</p>	<ul style="list-style-type: none"> • Must be employed with an eligible employer and require further training to increase their job advancement opportunities
<p>ONTARIO</p>	<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 • 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

	4. WHO CAN BE TRAINED?
	training intervention that offers funding support for same tuition, books or other training related costs (such as, Second Career)
PEI	<ul style="list-style-type: none"> • Current employees • Underemployed • Unemployed
SASKATCHEWAN	<ul style="list-style-type: none"> • Canadians or permanent residents <p>Not eligible:</p> <ul style="list-style-type: none"> • Temporary foreign workers
YUKON	<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?
CJF Agreement Provisions	<ul style="list-style-type: none"> • A third party trainer as determined by the province/territory
ALBERTA	<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 • private vocational school • private trainer • union • industry association
BRITISH COLUMBIA	<ul style="list-style-type: none"> • There is no list of approved training institutions • 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
MANITOBA	<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

	<p>5. WHO CAN PROVIDE TRAINING?</p> <ul style="list-style-type: none"> • 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 • qualified trainers (credentials and/or experience)
NEW BRUNSWICK	<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
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Provincial third party recognized training provider
NORTHWEST TERRITORIES	<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
NOVA SCOTIA	<ul style="list-style-type: none"> • Universities • Community colleges • Career colleges • Trade union training centres • Any other organization designated by Nova Scotia
NUNAVUT	<ul style="list-style-type: none"> • An institution recognised by the Canada-Nunavut Job Grant Program including, <ul style="list-style-type: none"> • universities

	<p>5. WHO CAN PROVIDE TRAINING?</p> <ul style="list-style-type: none"> • community colleges • trade union training centres • other approved accredited institutions
ONTARIO	<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 (for example, 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>
PEI	<ul style="list-style-type: none"> • Employer decides
SASKATCHEWAN	<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
YUKON	<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

	5. WHO CAN PROVIDE TRAINING?
	<ul style="list-style-type: none">• sector councils• industry associations• union halls

	6. DELIVERY METHODS
CJF Agreement Provisions	<ul style="list-style-type: none"> • Classroom • Workplace • Online
ALBERTA	<ul style="list-style-type: none"> • Classroom • Workplace • Online • Distance • Blended
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Classroom • Training facility • Workplace • Online
MANITOBA	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Training facility
NEW BRUNSWICK	<ul style="list-style-type: none"> • Classroom • Workplace • Online
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Online • Classroom • Workplace based
NORTHWEST TERRITORIES	None Specified
NOVA SCOTIA	<ul style="list-style-type: none"> • Classroom • Workplace • Online

	6. DELIVERY METHODS
NUNAVUT	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Combination • Other
ONTARIO	<ul style="list-style-type: none"> • Classroom • Onsite • Online • Blended
PEI	None specified
SASKATCHEWAN	<ul style="list-style-type: none"> • Classroom • Workplace • Training facility • Online
YUKON	<ul style="list-style-type: none"> • Workplace • Online • Classroom • Training facility

	7. TYPES OF TRAINING
CJF Agreement Provisions	Not specified
ALBERTA	<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
BRITISH COLUMBIA	<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)
MANITOBA	<ul style="list-style-type: none"> • Determined by the employer
NEW BRUNSWICK	<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
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Skills enhancement short-term training • Skills enhancement job specific • Skills enhancement skilled trades • Skills enhancement work place training
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<ul style="list-style-type: none"> • Determined by the employer

	7. TYPES OF TRAINING
NUNAVUT	Not specified
ONTARIO	<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: (such as, reading, writing and numeracy) are the skills needed for work, learning and life. 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
PEI	Not specified
SASKATCHEWAN	<p>Not specified</p> <p>Not eligible:</p> <ul style="list-style-type: none"> • Training to maintain a worker’s existing professional designation
YUKON	<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
CJF Agreement Provisions	Not specified
ALBERTA	<ul style="list-style-type: none"> • Over 25 instructional hours • Completed within 52 weeks of approval date
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Be completed within 52 weeks of receiving grant approval
MANITOBA	Not specified
NEW BRUNSWICK	<ul style="list-style-type: none"> • 52 weeks or less
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Maximum of 12 months
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)] <ul style="list-style-type: none"> • Maximum of 12 months
NUNAVUT	Not specified
ONTARIO	<ul style="list-style-type: none"> • Not to exceed one year in duration
PEI	Not specified
SASKATCHEWAN	<ul style="list-style-type: none"> • Minimum of 25 hours • Completed within 52 weeks
YUKON	<ul style="list-style-type: none"> • Training under 52 weeks is preferred

	9. ELIGIBLE COSTS
CJF Agreement Provisions	<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
ALBERTA	<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/worksite supplies • Income support
BRITISH COLUMBIA	<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
MANITOBA	<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
NEW BRUNSWICK	<ul style="list-style-type: none"> • Tuition fees or fees charged by the Training Provider • Mandatory participant fees • Textbooks, software and other required materials

	9. ELIGIBLE COSTS
	<ul style="list-style-type: none"> • Examinations fees
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • Tuition • Program materials and supplies • Program examination fees • Course equipment • Registration • Student Fees • Text Books • Course Clothing
NORTHWEST TERRITORIES	<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
NOVA SCOTIA	<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
NUNAVUT	<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
ONTARIO	<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

	<p>9. ELIGIBLE COSTS</p>
	<p>audit</p> <p>Not eligible</p> <ul style="list-style-type: none"> • Operating costs • Income support for trainees
PEI	<ul style="list-style-type: none"> • Tuition fees/training fees • Textbooks, software and other required materials • Examination fees • Mandatory student fees
SASKATCHEWAN	<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
YUKON	<ul style="list-style-type: none"> • Payments made for 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
CJF Agreement Provisions	<ul style="list-style-type: none"> • Ensure that training leads to available jobs for Canadians
ALBERTA	<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
BRITISH COLUMBIA	<ul style="list-style-type: none"> • For all trainees, the employer must have a guaranteed job available once the training is completed • The specific job must be located in BC
MANITOBA	<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's needs in the workplace
NEW BRUNSWICK	<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.
NEWFOUNDLAND AND LABRADOR	<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
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	Not specified
NUNAVUT	<ul style="list-style-type: none"> • A position available for the designated trainee to advance into after training • Expected employment outcomes for trainees could be a new position, a promotion and/or increased pay within the organization
ONTARIO	<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 individual having completed training, and subject to the employer's regular probationary period. For exceptional

	10. POST-TRAINING OUTCOMES
	<p>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 that employees to be trained live in Ontario
PEI	<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
SASKATCHEWAN	<ul style="list-style-type: none"> • Employer must have a Saskatchewan job available for the candidate at the end of the training
YUKON	<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
CJF Agreement Provisions	
ALBERTA	<ul style="list-style-type: none"> Employers must attest that the training funded by the Canada-Alberta Job Grant (CAJG) program is 'incremental' which means that the training is in addition to the existing training, and would not have otherwise taken place
BRITISH COLUMBIA	<ul style="list-style-type: none"> Application form asks if participant would have received this training if the Grant was not available
MANITOBA	
NEW BRUNSWICK	<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.
NEWFOUNDLAND AND LABRADOR	
NORTHWEST TERRITORIES	
NOVA SCOTIA	
NUNAVUT	<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
ONTARIO	<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
PEI	<ul style="list-style-type: none"> Application form asks, "Will the request result in the displacement of existing employees?"
SASKATCHEWAN	<ul style="list-style-type: none"> The grant will not replace an employer's existing investments in training
YUKON	

	12. CREDENTIALS
CJF Agreement Provisions	<ul style="list-style-type: none"> • Credentials/certification earned [this is a Performance (outcome) indicator]
ALBERTA	<ul style="list-style-type: none"> • Training must result in some sort of credential (record of completion, certificate, grade, industry recognized credential)
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Expected certificates/qualifications/credentials – information requested on application form
MANITOBA	
NEW BRUNSWICK	<ul style="list-style-type: none"> • Certification, qualification or assessment to be obtained – information requested on application form
NEWFOUNDLAND AND LABRADOR	
NORTHWEST TERRITORIES	
NOVA SCOTIA	<ul style="list-style-type: none"> • Credentials/certification earned – Performance (outcome) indicator
NUNAVUT	<ul style="list-style-type: none"> • Credential to be received through training – information requested on application form
ONTARIO	<ul style="list-style-type: none"> • Credential to be obtained part of mandatory information provided on application form
PEI	
SASKATCHEWAN	<ul style="list-style-type: none"> • Training must result in a credential (record of completion, certificate, grade, etc.)
YUKON	<ul style="list-style-type: none"> • Not specifically required but part of reporting elements

	13. NUMBER OF GRANTS PER EMPLOYER
CJF Agreement Provisions	Not specified
ALBERTA	<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
BRITISH COLUMBIA	<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
MANITOBA	<ul style="list-style-type: none"> Employers may apply for any number of grants
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	<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
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> Employers can apply for unlimited number of grants
NUNAVUT	Not specified
ONTARIO	<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
PEI	Not specified
SASKATCHEWAN	<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
YUKON	<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
CJF Agreement Provisions	Not specified
ALBERTA	<ul style="list-style-type: none"> • \$10,000 per trainee
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Maximum government contribution for each participant in a single grant application is \$10,000
MANITOBA	<ul style="list-style-type: none"> • \$10,000 per unique individual
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> • \$10,000 per employee
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	
NUNAVUT	<ul style="list-style-type: none"> • One time only grant, \$10,000 maximum per trainee
ONTARIO	Not specified
PEI	Not specified
SASKATCHEWAN	<ul style="list-style-type: none"> • \$10,000 per trainee per year
YUKON	<ul style="list-style-type: none"> • There is a \$10,000 lifetime maximum per participant

	15. REPORTING REQUIREMENTS
CJF Agreement Provisions	<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
ALBERTA	<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) • 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
BRITISH COLUMBIA	<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

	15. REPORTING REQUIREMENTS
MANITOBA	Not specified
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	<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 • Activity costs incurred • Financial reports
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<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
NUNAVUT	Not specified
ONTARIO	<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 of 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

	15. REPORTING REQUIREMENTS
	<ul style="list-style-type: none"> • For employers: <ul style="list-style-type: none"> • 100 per cent follow-up at exit, and at three and twelve months post-exit, regarding training impact and customer satisfaction • 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
PEI	Not specified
SASKATCHEWAN	<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.
YUKON	<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 • 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.

	<p>16. INFORMATION COLLECTED ON INDIVIDUAL TRAINEES</p>
<p>CJF Agreement Provisions</p>	<ul style="list-style-type: none"> • Number of clients • Pre-intervention employment status (employed, unemployed) • Demographic characteristics (i.e. gender, age, education, designated groups, etc.)
<p>ALBERTA</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

	16. INFORMATION COLLECTED ON INDIVIDUAL TRAINEES
	<ul style="list-style-type: none"> • annual income after training
BRITISH COLUMBIA	<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)
MANITOBA	<ul style="list-style-type: none"> • Trainees must agree to provide personal information: <ul style="list-style-type: none"> • gender • age • education • Social Insurance Number • employment status
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	<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

	16. INFORMATION COLLECTED ON INDIVIDUAL TRAINEES
	<ul style="list-style-type: none"> • email • Employees sign Consent Form to allow collection, use, and disclosure of personal information
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<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
NUNAVUT	<ul style="list-style-type: none"> • Participant information required upon application: <ul style="list-style-type: none"> • 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

	<p>16. INFORMATION COLLECTED ON INDIVIDUAL TRAINEES</p>
	<ul style="list-style-type: none"> • 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)
<p>ONTARIO</p>	<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

	16. INFORMATION COLLECTED ON INDIVIDUAL TRAINEES
	<ul style="list-style-type: none"> • current employment status • source of income (if unemployed) • how long unemployed or out of school • Must have an individual training plan
PEI	Not specified
SASKATCHEWAN	Not specified
YUKON	<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
CJF Agreement Provisions	Not specified
ALBERTA	<ul style="list-style-type: none"> • Once approved, employer pays the training provider and is reimbursed by province for one third of the costs. At the end of training, receipts are submitted for another one third 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
BRITISH COLUMBIA	<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 approved expenses must be submitted. Payments conditional on employer meeting obligations

	17. PAYMENT PROCESS
	outlined in the Grant Agreement
MANITOBA	<ul style="list-style-type: none"> • Employer is responsible for paying the training provider and will be reimbursed by the government
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	Not specified
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	<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
NUNAVUT	
ONTARIO	<ul style="list-style-type: none"> • Employers must pay training provider directly • 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

	17. PAYMENT PROCESS
	<ul style="list-style-type: none"> • 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
PEI	Not specified
SASKATCHEWAN	Not specified
YUKON	<ul style="list-style-type: none"> • The first payment of 90 per cent will be made upon signing of the agreement • The final 10 per cent is paid on completion of the activity report

	18. WHAT HAPPENS IF TRAINEE DOES NOT COMPLETE THE TRAINING?
CJF Agreement Provisions	Not specified
ALBERTA	<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
BRITISH COLUMBIA	<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
MANITOBA	Not specified
NEW BRUNSWICK	Not specified
NEWFOUNDLAND AND LABRADOR	Not specified
NORTHWEST TERRITORIES	Not specified
NOVA SCOTIA	Not specified
NUNAVUT	Not specified
ONTARIO	<ul style="list-style-type: none"> • Province will verify that training provider has reimbursed the employer
PEI	Not specified
SASKATCHEWAN	Not specified
YUKON	Not specified

	19. SUPPORTS TO ASSIST EMPLOYERS
CJF Agreement Provisions	
ALBERTA	
BRITISH COLUMBIA	<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)
MANITOBA	<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
NEW BRUNSWICK	
NEWFOUNDLAND AND LABRADOR	
NORTHWEST TERRITORIES	
NOVA SCOTIA	
NUNAVUT	
ONTARIO	<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.

	19. SUPPORTS TO ASSIST EMPLOYERS
	<ul style="list-style-type: none"> • 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 • 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)
PEI	
SASKATCHEWAN	
YUKON	

	20. APPLICATION REQUIREMENTS – (A) APPLICANT INFORMATION (I.E. EMPLOYERS)
CJF Agreement Provisions	
ALBERTA	<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
BRITISH COLUMBIA	<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
MANITOBA	Form not available
NEW BRUNSWICK	Form not available
NEWFOUNDLAND AND LABRADOR	<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
NORTHWEST TERRITORIES	Form not available

	20. APPLICATION REQUIREMENTS – (A) APPLICANT INFORMATION (I.E. EMPLOYERS)
NOVA SCOTIA	<p>[Information for Workplace Innovation and Productivity Skills Incentive (WIPSI)]</p> <ul style="list-style-type: none"> • Industry sector • 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
NUNAVUT	<ul style="list-style-type: none"> • Number of employees (with payroll documentation) • Organizational sector (NAICS)
ONTARIO	<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

	<p>20. APPLICATION REQUIREMENTS – (A) APPLICANT INFORMATION (I.E. EMPLOYERS)</p>
	<ul style="list-style-type: none"> • 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
<p>PEI</p>	<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?
<p>SASKATCHEWAN</p>	<p>Form not available</p>
<p>YUKON</p>	<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

	20. APPLICATION REQUIREMENTS – (A) APPLICANT INFORMATION (I.E. EMPLOYERS)
	<ul style="list-style-type: none">• Participant Training Cost Calculation Sheet

	21. APPLICATION REQUIREMENTS – (B) TRAINING PROGRAM INFORMATION
CJF Agreement Provisions	
ALBERTA	<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
BRITISH COLUMBIA	<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
MANITOBA	<p>Form not available however, fact sheet indicates employers must agree to provide:</p> <ul style="list-style-type: none"> • Confirmation of the direct training costs

	21. APPLICATION REQUIREMENTS – (B) TRAINING PROGRAM INFORMATION
	<ul style="list-style-type: none"> 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.)
NEW BRUNSWICK	Form not available
NEWFOUNDLAND AND LABRADOR	<ul style="list-style-type: none"> Training course information Detailed training description Training schedule Training location Expected results, e.g. <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
NORTHWEST TERRITORIES	Form not available
NOVA SCOTIA	<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 date 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 (e.g., travel, meals at provincial per diem rates, training materials etc.) Intended Outcomes
NUNAVUT	<ul style="list-style-type: none"> Name of provider Type of provider Type of training Training delivery

	<p>21. APPLICATION REQUIREMENTS – (B) TRAINING PROGRAM INFORMATION</p>
	<ul style="list-style-type: none"> • 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)
<p>ONTARIO</p>	<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 provided three options, in order to be considered for funding. • 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

	21. APPLICATION REQUIREMENTS – (B) TRAINING PROGRAM INFORMATION
	<ul style="list-style-type: none"> • number of employees in a more advanced occupation • number of employees with increase in wages • number of employees planned to be hired
PEI	<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
SASKATCHEWAN	Form not available
YUKON	<ul style="list-style-type: none"> • Name of training • 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
CJF Agreement Provisions	
ALBERTA	<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
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Participant must sign Participant Information Form <ul style="list-style-type: none"> • name • address • 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?
MANITOBA	Form not available
NEW BRUNSWICK	Form not available
NEWFOUNDLAND AND LABRADOR	<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

	<p>22. APPLICATION REQUIREMENTS – (C) TRAINING PARTICIPANT INFORMATION</p>
	<ul style="list-style-type: none"> • 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
<p>NORTHWEST TERRITORIES</p>	<p>Form not available</p>
<p>NOVA SCOTIA</p>	<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
<p>NUNAVUT</p>	<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 • Language • Address

	22. APPLICATION REQUIREMENTS – (C) TRAINING PARTICIPANT INFORMATION
	<ul style="list-style-type: none"> • 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
ONTARIO	<ul style="list-style-type: none"> • For incumbent workers: <ul style="list-style-type: none"> • number of employees • position title (current and post-training) • 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
PEI	<ul style="list-style-type: none"> • Participant names with employment status and position within company • 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?
SASKATCHEWAN	Form not available
YUKON	<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)

	22. APPLICATION REQUIREMENTS – (C) TRAINING PARTICIPANT INFORMATION
	<ul style="list-style-type: none"> • 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
CJF Agreement Provisions	
ALBERTA	<ul style="list-style-type: none"> • Ministry of Jobs, Skills, Training and Labour Forms to be filled out electronically and then mailed to Canada-Alberta Job Grant (no online application) • One form per training plan, that is, course of study (can have multiple trainees and multiple providers) • Agreement is part of application form
BRITISH COLUMBIA	<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
MANITOBA	<ul style="list-style-type: none"> • Contact Ministry of Jobs and the Economy
NEW BRUNSWICK	<ul style="list-style-type: none"> • Contact Department of Postsecondary Education, Training and Labour
NEWFOUNDLAND AND LABRADOR	<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
NORTHWEST TERRITORIES	<ul style="list-style-type: none"> • Contact the regional Education, Culture and Employment Service Centre
NOVA SCOTIA	<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

	23. HOW TO APPLY
	application process)
NUNAVUT	<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]
ONTARIO	<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
PEI	<ul style="list-style-type: none"> • Submit application to Skills PEI (application form available online) • Agreement is part of application form
SASKATCHEWAN	<ul style="list-style-type: none"> • Contact local Ministry of the Economy – Labour Market Services office
YUKON	<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
CJF Agreement Provisions	
ALBERTA	<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
BRITISH COLUMBIA	
MANITOBA	
NEW BRUNSWICK	
NEWFOUNDLAND AND LABRADOR	
NORTHWEST TERRITORIES	
NOVA SCOTIA	
NUNAVUT	
ONTARIO	<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 (that is, job placements

	<p>24. ADDITIONAL INFORMATION</p>
	<p>do not apply where a new hire has not taken place, and incumbent workers are training for same or new position)</p> <ul style="list-style-type: none"> • the individual has barriers to employment that have been identified by the service provider, and that may impact the individual’s long-term labour market attachment • 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. <ul style="list-style-type: none"> • 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.
<p>PEI</p>	
<p>SASKATCHEWAN</p>	
<p>YUKON</p>	

	25. FORMS
CJF Agreement Provisions	
ALBERTA	<ul style="list-style-type: none"> • Application Form (5 pages) • Applicant Guide (14 pages) • Training Reimbursement Form (4 pages) • Training Completion Form (2 pages)
BRITISH COLUMBIA	<ul style="list-style-type: none"> • Employer Application Form (4 pages) • Participant Information Form (2 pages) • Reimbursement Request Form (not available online)
MANITOBA	
NEW BRUNSWICK	<ul style="list-style-type: none"> • Application Form (7 pages) • Program Information Sheet (2 pages)
NEWFOUNDLAND AND LABRADOR	<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)
NORTHWEST TERRITORIES	
NOVA SCOTIA	
NUNAVUT	<ul style="list-style-type: none"> • Information Package for Employers (7 pages) includes employer application form and trainee form
ONTARIO	<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)

	25. FORMS
	<ul style="list-style-type: none"> • Electronic Funds Transfer Forms (not available online)
PEI	<ul style="list-style-type: none"> • Application Form (3 pages) • Payment Reimbursement Form (not available online)
SASKATCHEWAN	
YUKON	<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	Agreement	Fact Sheet	Guidelines	Eligibility Checklist	Application Form	Applicant Guide	Video	FAQ	Website	Other Forms
ALBERTA	✓	✓	✓		✓	✓	✓	✓	✓	✓
BC	✓	✓		✓	✓			✓	✓	✓
MANITOBA	✓	✓							✓	
NEW BRUNSWICK	✓	✓			✓				✓	
NEWFOUNDLAND	✓	✓	✓		✓				✓	✓
NWT		✓							✓	
NOVA SCOTIA	✓								✓	✓
NUNAVUT					✓	✓			✓	✓
ONTARIO	✓		✓		✓			✓	✓	✓
PEI	✓	✓			✓				✓	✓
QUEBEC	✓									
SASKATCHEWAN		✓		✓				✓	✓	
YUKON			✓		✓				✓	✓

	27. CANADA JOB GRANT WEBSITES
ESDC	http://www.esdc.gc.ca/eng/jobs/training_agreements/cjf/index.shtml
ALBERTA	http://www.albertacanada.com/opportunity/employers/jobgrant.aspx
BRITISH COLUMBIA	http://www.itst.gov.bc.ca/cjfagreement/
MANITOBA	http://www.gov.mb.ca/tce/iwd/cjg.html
NEW BRUNSWICK	http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Jobs/content/EmployerWorkforceDevelopment/Canada-NewBrunswickJobGrant.html
NEWFOUNDLAND AND LABRADOR	http://www.aes.gov.nl.ca/foremployers/canada_nl_job_grant.html
NORTHWEST TERRITORIES	http://www.ece.gov.nt.ca/advanced-education/career-employment/programs-services
NOVA SCOTIA	http://novascotia.ca/lae/workforce/
NUNAVUT	http://gov.nu.ca/family-services/information/canada-nunavut-job-grant-cnig
ONTARIO	http://www.tcu.gov.on.ca/eng/employmentontario/employers/jobGrant.html Pour de l'information en français : http://www.tcu.gov.on.ca/fre/employmentontario/employers/jobGrant.html
PEI	http://skillspei.com/programs-for-employers/about-job-grant
SASKATCHEWAN	http://economy.gov.sk.ca/job-grant
YUKON	http://www.education.gov.yk.ca/employers/cjf.html