

Canada-Alberta Job Grant

Quick Reference Guide

Eligibility

Applicants

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

Trainees

Eligible

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

Ineligible

- Temporary Foreign Workers, or anyone temporarily working in Canada
- Self-employed individuals, company owners and their immediate family members, board or council members

Training Providers

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

Training

Eligible

- For existing employees, training must be incremental, meaning that it is in addition to the employer's regular operational training
- For unemployed trainees*, training does not have to be incremental

Ineligible

- Apprenticeship technical training programs

Duration and Format

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

Reimbursement

Paying for Training

- Once an application is submitted, training can be paid for, however training cannot start before the grant approval date

Schedule and Conditions

- When requesting payment, include all receipts for all approved training and trainees*
- Training will not be reimbursed if paid for before the application is submitted, or taken before the grant is approved

Training Costs

Eligible

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

Ineligible

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

Government Contribution and Funding Cap

- Existing employees: up to two-thirds of approved training costs funded, up to \$10,000 per trainee per fiscal year
- Unemployed trainees: up to 100 per cent of approved training costs funded, up to \$15,000 per trainee per fiscal year
- Maximum \$300,000 per employer per fiscal year

Other Sources of Funding

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

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

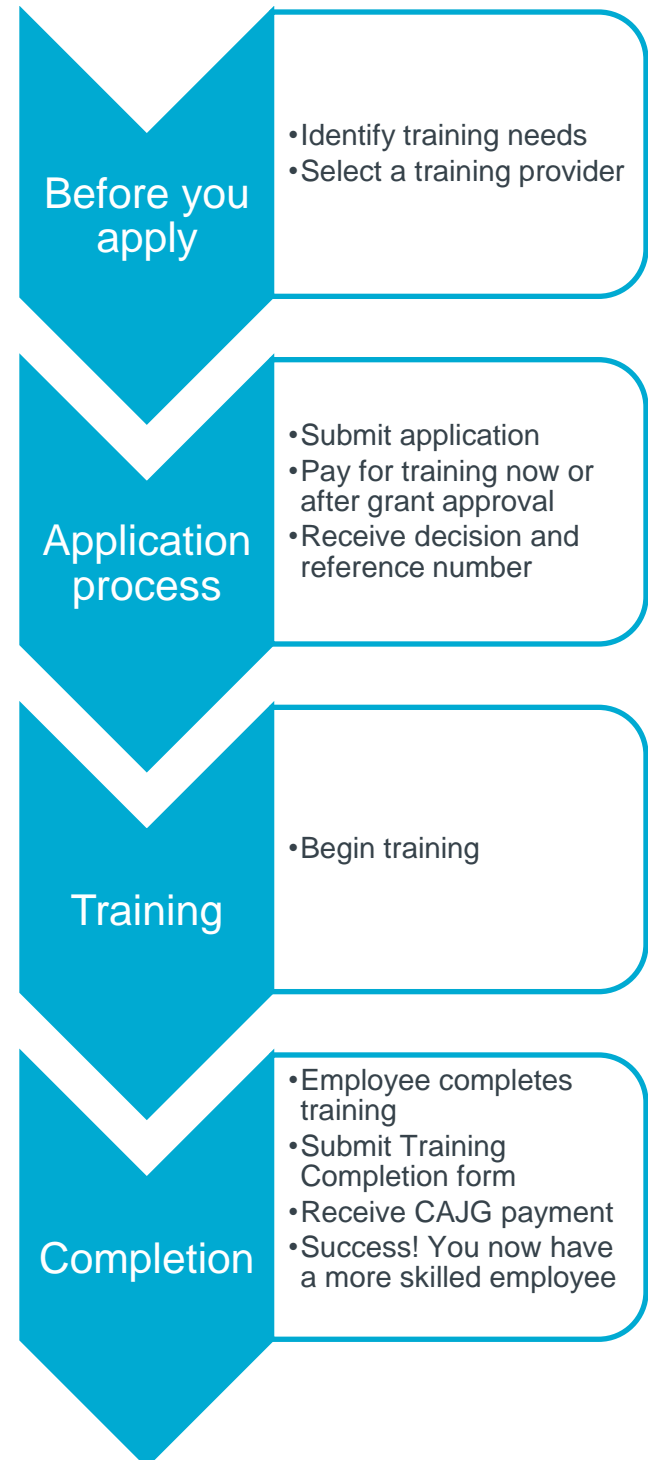
Contact us

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Toll free: 1-855-638-9424

Email: jobgrant@gov.ab.ca

CAJG at a glance



Note: Employers will still have the option to receive two payment installments, if required. Please contact the CAJG team by emailing jobgrant@gov.ab.ca for details on interim reimbursements.