

# Skills Training Grants (STG) User Guide

## Submitting ETG Training Provider Change Requests

Last Updated: 13 November 2020

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your approved Employer Training Grant (ETG) application, then click “Continue.”

**1950010 Training Program B (start date 2019-02-13)**  
B.C. Employer Training Grant – Rural

**APPROVED**

[Continue](#)

3. Click “View Agreement.”

Home

**1950010 Training Program B (start date 2019-02-13)**  
B.C. Employer Training Grant – Rural  
Date submitted: 2019-02-13

### Participant and Claim Reporting

Get started with reporting participants below and when all your participants have reported you can prepare and submit a claim for reimbursement.

**Participant Report**    Due: 2019-02-08    0 OF 3 REPORTED    [Report Participants](#)

**Status**  
**APPROVED**  
Approved on 2019-02-13

**Links**  
[View Application](#)  
[View Agreement](#)

You **cannot** change service providers if you've already submitted a claim.

4. Click on “Schedule A – Grant Services”, then click on the training provider’s name.

### View Grant Agreement

You may view your grant agreement below by expanding each part.

Approval Letter ▼

**Schedule A - Grant Services** ▼

Schedule B - Definitions and General Terms ▼

If you have cancelled your training and are certain that you will not be submitting a reimbursement claim then please cancel your agreement using the button below. **When you cancel your agreement, your file is closed and cannot be reopened.**

[Cancel Agreement](#)

Approved on 2019-01-21

**Links**  
[Reporting](#)  
[View Application](#)

## View Grant Agreement

You may view your grant agreement below by expanding each part.

Approval Letter

Schedule A - Grant Services

Agreement Number: 1950010

Applicant Name: CJF BC SPsT

Agreement Term

Term Start Date: February 13, 2019

Term End Date: April 15, 2019

Delivery Plan

Training Program: Training Program B

Training Provider: Training Provider A

Training Start Date: February 13, 2019

Training End Date: February 13, 2019

5. The Request Change to Training Provider form will open in a pop-up window. Fill out all required fields, then click "Save".

### Request Change to Training Provider

Training Provider Contact

Enter the contact information for your training provider.

Contact first name.\*

Contact last name.\*

Contact email.\*

Contact phone number.\*

Does the training take place outside of BC?.\*

Yes  No

Online training is considered training in BC

Remove Request

Save

6. Click the "Submit Change Request" button.

Delivery Plan

Cancel Change Request

Submit Change Request

Training Program: Training Program B