

**B.C. Employer Training Grant**  
**Eligibility Criteria**  
**Effective October 5, 2022**

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**PROGRAM OVERVIEW**

The B.C. Employer Training Grant (ETG) provides employers throughout B.C. with skills training funding for their workforces, including prospective new hires. The grant funding helps employers respond to their changing labour needs and helps develop a skilled workforce with the right mix of skills. In turn, this helps British Columbians access the skills training needed to succeed in today’s labour market, while increasing job security and supporting career advancement. The grant is open to all employers in British Columbia.

The following criteria is used to assess eligibility for a grant. This document provides guidance to employers regarding eligibility of their organization, participants (the person or people that will receive training), training types, and eligible costs. This document also includes information regarding reporting and evaluation requirements. For a summary of recent changes to the ETG Eligibility Criteria, please visit our [website](#).

**HOW TO APPLY**

Before applying, employers will need to create a [BCeID](#) account if they haven’t already done so. This account provides secure electronic access to online government services. The next step is to identify training needs and pick a training provider. Once this is complete, employers are ready to submit an online application through the [Skills Training Grants System](#) online portal.

| ELIGIBLE EMPLOYERS  |  |
|---|--|
| Criteria  | Interpretation   |
| Employers must be operating in B.C.   | The ETG will also consider applications from Indigenous governments as well as from unions applying on behalf of workers represented by the union.<br><br>Provincial government employers are ineligible. This includes Crown corporations and agencies, hospitals, regional and provincial health authorities, and public post-secondary institutions. <sup>1</sup> Federal and territorial governments, and federal Crown corporations and agencies are also ineligible.   |
| Employers must have a <a href="#">Business BCeID</a> to apply for funding.                    | Please note that employers are not permitted to share their BCeID User Login ID. Third parties cannot apply on an employer’s behalf.   |
| At the time of application, employers must have been fully operational for at least one year. | Employers should be registered on the Corporate Registry with <a href="#">BC Registries and Online Services</a> for at least one year at the time of application.<br><br>Employers should upload a copy of their business licence(s) and Canada Revenue Agency (CRA) Business Number. If the current licence does not demonstrate one full year of operation at the time of application, employers should upload a business licence for both the current and previous year. Employers operating without a business licence or CRA Business Number are still eligible to apply and should upload additional information to satisfy the Ministry that this criterion has been met. |

<sup>1</sup> For a complete list of provincial government employers that are ineligible visit: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations>

| Criteria   | Interpretation  |
|--|---|
| <p>Employers must be in good standing with the Province and must contact the ETG if:</p> <ul style="list-style-type: none"> <li>• funding was received for training that was not completed;</li> <li>• the participant was not hired as the result of training; and/or</li> <li>• funding was received from any other person or entity, including another government or governmental body, that duplicates ETG funding.</li> </ul> | <p>Employers must have met or are currently meeting all obligations to the Province under applicable legislation and regulations, and under previous grant agreements. See <a href="#">Appendix E</a> for more details.</p> <p>Employers that repeatedly submit applications for training that is not completed may become ineligible for future ETG funding.</p> <p>Failure to contact the ETG under these circumstances may result in full recovery of funds and employer inability to receive future ETG funding. The ETG can be contacted via email (<a href="mailto:etg@gov.bc.ca">etg@gov.bc.ca</a>).</p> |

**ELIGIBLE PARTICIPANTS**

| Criteria   | Interpretation  |
|--|---|
| <p>At the time of application, participants must be at least 16 years old and be either:</p> <ul style="list-style-type: none"> <li>• Unemployed,</li> <li>• Self-employed, or</li> <li>• Employed by the applicant employer</li> </ul> <p>Once training is completed, employers must intend to hire or continue to employ participants in B.C. Self-employed participants must continue to work in B.C.</p> | <p>Participants employed by a company other than the applicant employer, at the time of application, are ineligible unless they have been directly or indirectly impacted by a downturn in the forest sector (e.g., due to old growth deferrals) and are at risk of losing their jobs.</p> <p>When electronically submitting their own Participant Information Forms (PIFs), participants will be required to declare their employment status and to identify their job title before and after training by selecting the associated <a href="#">National Occupation Classification</a> (NOC) codes. Employers are encouraged to ensure participants understand how this information will be used. Employers cannot submit PIFs on behalf of participants. The ETG may contact participants at any time to confirm employment details.</p> <p>The ETG supports self-employed individuals (including independent contractors) as participants who apply under their own business name. The business name on the ETG application should match the business name on the company’s Corporate Registry and business licence(s).</p> |
| <p>Participants must be Canadian citizens, permanent residents, or protected persons under the <i>Immigration and Refugee Protection Act (Canada)</i>, who are entitled to work in Canada.</p>   | <p>Permanent residents are defined as persons who have immigrated permanently to Canada but have not become Canadian citizens.</p> <p>Temporary foreign workers, international students, working holiday visas, or other temporary residents are ineligible.</p>  |

| Criteria  | Interpretation  |
|---|---|
| There must be no real or perceived conflict of interest between employers and their choice of participant(s).   | Where the Ministry determines that there is a real or perceived conflict of interest in the choice of participants, the Ministry reserves the right to deny an application or a claim. Refer to <a href="#">Appendix D</a> for examples of situations where the Ministry may deem a conflict of interest. To ensure an application is not denied due to conflict of interest, employers wishing to train family members must email <a href="mailto:etg@gov.bc.ca">etg@gov.bc.ca</a> with a clear justification for their choice of participant following the submission of their application. |
| Where an employer has identified a participant as an Employment Insurance (EI) or Income Assistance (IA) client, the participant must obtain prior approval before starting training. | EI or IA recipients are advised to seek approval from the <a href="#">Ministry of Social Development and Poverty</a> prior to training. EI or IA participants who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. Refer to <a href="#">Appendix A</a> for details.   |

| <b>ELIGIBLE TRAINING</b>  |   |
|---|---|
| Criteria  | Interpretation  |
| Training must be relevant to the immediate needs of the business and the participant’s job.   | <p>Employers will be required to demonstrate that training aligns with the needs of the business and the participant’s job.</p> <p>Employers (including self-employed workers and contractors) that have been directly or indirectly impacted by a downturn in the forest sector are eligible for skills training for themselves or their employees to adapt to new lines of business.</p>  |
| <p>The result of training must be improved job-related skills leading to one of the following:</p> <ul style="list-style-type: none"> <li>• Increased job security or a better job for a current employee of the applicant employer*</li> <li>• A job for an unemployed person</li> </ul> | <p>Training that results in increased job security includes any training for participants who do not yet have the full set of skills required to meet the full requirements of a current job.</p> <p>For the ETG, “better job” is defined as one of the following:</p> <ul style="list-style-type: none"> <li>• Promotion or advancement to another position</li> <li>• Move from part-time to full-time employment</li> <li>• Move from temporary, casual or seasonal employment to permanent employment</li> <li>• Increased pay</li> </ul> <p>*For employers looking to hire workers that have been directly or indirectly impacted by a downturn in the forest sector, the ETG may support training for participants employed by another employer at the time of application (see Eligible Participants above).</p> |
| Training must start on or after the date of application and training cannot be more than 52 weeks in duration.  | <p>Training cannot have started prior to the date of application.</p> <p>Start and end dates can be modified only if the new start date falls within the same fiscal year.</p>  |

| Criteria   | Interpretation  |
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| <p>Ineligible training includes:</p> <ul style="list-style-type: none"> <li>• Training toward diploma or degree programs</li> <li>• Training needed to maintain current skills/certification</li> <li>• Training that has already been funded for the same participant</li> <li>• Training that is simultaneously funded for the participant by another federal or provincial program</li> </ul> | <p>Diploma and degree programs, in full or in part, are ineligible for ETG funding.</p> <p>Participants cannot be enrolled in another federally or provincially funded training program while participating in ETG-funded training.</p>   |
| <p>Ineligible training methods include:</p> <ul style="list-style-type: none"> <li>• Consulting</li> <li>• Coaching</li> <li>• Mentorships</li> <li>• Trade shows</li> <li>• Annual meetings</li> <li>• Networking</li> <li>• Seminars</li> <li>• Conferences</li> <li>• Paid practicums</li> </ul>  | <p>While these training methods may be beneficial for professional growth and development, the intent of the ETG is to support specific job-related skills training.</p> <p>Coaching may be permitted as part of training toward coaching certification.</p> <p>For definitions of these ineligible training methods, please refer to <a href="#">Appendix B</a>.</p> |

**ELIGIBLE TRAINING PROVIDERS**

| Criteria  | Interpretation  |
|---|---|
| <p>Training providers must be independent of the employer and deliver training as a main business activity.</p> <p>Eligible training providers include:</p> <ul style="list-style-type: none"> <li>• B.C. public post-secondary institutions</li> <li>• Trade or technical schools designated by the Industry Training Authority (ITA)</li> <li>• Private training institutions certified and designated by the <a href="#">Private Training Institutions Branch</a> (PTIB)</li> <li>• Training organizations run by a B.C. school district</li> <li>• Industry associations</li> <li>• Small Business BC</li> <li>• Indigenous Elders</li> </ul> | <p>All private training institutions should be certified and designated (and have the specific program approved) by the <a href="#">PTIB</a> to be eligible under the ETG. The ETG may support employers in choosing private training institutions not certified and designated by the Private Training Institutions Branch in accordance with the requirements set out <a href="#">below</a>.</p> <p>Note: Where an employer is applying for training in which all participants enrolled are funded by one employer and the <i>program</i> information is not publicly available, the training provider will be expected to meet the same requirements set out below for private training institutions not certified by the PTIB (<a href="#">see below</a>).</p> <p>In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, Elders may be considered eligible training providers when the participant is Indigenous; the Elder support is provided in conjunction with eligible training provided by an eligible training provider; and all other requirements of the ETG are met.</p> <p>Request for Elder support will be assessed on a case-by-case basis. The application should identify the Elder(s) providing the supports, the associated costs, and a description of the Elder supports.</p> |

| Criteria   | Interpretation   |
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| <p>Training delivered by private training institutions not certified and designated by the PTIB may be eligible if:</p> <ul style="list-style-type: none"> <li>costs are, in the sole discretion of the Ministry, reasonable and demonstrate high value for money;</li> <li>detailed program/course outlines are provided; and</li> <li>training is provided by a qualified instructor.</li> </ul> | <p>Program/course outlines should include:</p> <ul style="list-style-type: none"> <li>Name of instructor</li> <li>Capacity (number of participants)</li> <li>Description of each course including intended learning outcomes</li> <li>Total training duration and duration per course</li> <li>Total cost and cost per course</li> <li>Description of how participants will be evaluated</li> </ul> <p>Employers are expected to select training that is competitively priced; however, cost alone does not reflect value for money. Refer to the <a href="#">ETG FAQ</a> for more details.</p> <p>Applicants will be asked to provide the instructor’s resume or curriculum vitae (CV). Trainers should hold, at minimum, a diploma relevant to the subject matter being taught.</p> <p>The Ministry reserves the right to request additional information from applicants at any time during the application assessment process to assist in determining eligibility and value for money. Assessment decisions may be delayed, or applications denied if employers are unable to provide additional information in a timely manner.</p> |
| <p>Training must be provided by a B.C.-based training provider.</p>  | <p>The ETG may consider training delivered by training providers not based in B.C. under exceptional circumstances only.</p>   |
| <p>There must be no real or perceived conflict of interest between employers and the choice of training provider.</p>  | <p>Where the Ministry determines that there is a real or perceived conflict of interest in the choice of training provider, the Ministry reserves the right to deny an application or a claim. Refer to <a href="#">Appendix D</a> for examples of situations where the Ministry may deem a real or perceived conflict of interest.</p>  |

| ELIGIBLE COSTS   |   |
|--|---|
| Criteria   | Interpretation  |
| <p>Employers are eligible to receive up to \$300,000 per fiscal year.</p>  | <p>Employers can receive a maximum of \$300,000 in total government contributions from the ETG per fiscal year (April 1 to March 31).</p>                   |
| <p>Employers can receive 80% of the cost of eligible training up to \$10,000 per participant in total government contributions for an employee during a fiscal year.</p> | <p>Employers can receive 80% of the cost of eligible training to a maximum of \$10,000 per employee participant, per fiscal year (April 1 to March 31).</p> |

| Criteria  | Interpretation  |
|---|---|
| <p>Eligible costs include:</p> <ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Mandatory student fees</li> <li>• Examination fees</li> <li>• Textbooks, software and other required materials</li> <li>• Travel costs, only under certain circumstances (refer to <a href="#">Appendix C</a>).</li> <li>• Mandatory unpaid practicums for occupational certifications</li> </ul> <p>Ineligible costs include:</p> <ul style="list-style-type: none"> <li>• Membership fees, subscription fees, annual fees, professional association dues</li> <li>• Software purchase/license for the business</li> <li>• Laptops, tablets and other hardware</li> <li>• Equipment (e.g. boots and tools)</li> <li>• Participant wages while in training</li> </ul> | <p>Mandatory student fees are fees that a post-secondary institution charges to all students to provide access to the institution’s activities and services. These are not user fees and cannot be waived.</p> <p>Software or other materials required for participation in the training are eligible. Costs associated with physical or digital assets (e.g. laptops, software, software licenses) that are retained after training is completed are ineligible.</p> <p>Exam fees that are not attached to training are eligible only when necessary to obtain a new certification or credential.</p> <p>Occupational certifications are granted by an organization with the authority to set standards required to practice an occupation (view a list of BC career occupation and other regulators <a href="#">here</a>). Example certificates include those required to become a Health Care Assistant or Early Childhood Educator.</p> |
| Employers must pay all costs in full and costs cannot be recovered from participants. Receipts must verify this information.  | There is no cost to participants for any training supported by the ETG. Employees are not to pay for training or any training-related expenses.   |
| Training costs must, in the sole discretion of the Ministry, be reasonable and demonstrate high value for money.  | Training rates must be competitive and deliver the best possible value for money. Value for money is determined by reviewing cost, efficiency, effectiveness and equity. The Ministry reserves the right to request additional information from employers to assist in determining value for money.   |
| An employer must not have received or be receiving funding from another government program for any of the eligible training costs covered by the ETG.   | If an employer has or will receive any funding to cover any of the training costs that will be reimbursed by the ETG (government contribution), they are ineligible to apply. This is not applicable to the employer contribution.  |

**REPORTING AND EVALUATION**

| Criteria  | Interpretation  |
|---|---|
| Employers must submit an “Employer Completion Report” once all participants have completed (or ceased) training.  | Completion Reports are submitted through the online <a href="#">Skills Training Grants</a> system. Applicants who do not submit a Completion Report may become ineligible for future funding.   |
| Employers and participants must actively participate (including by providing any information reasonably requested by the Province) in regular, ongoing performance monitoring activities, annual reviews, surveys, program audits and any other monitoring, evaluation and review activities reasonably required by the Province. | Employers and participants may be contacted during or after their participation in the program to ensure that training is contributing to the objectives and expected outcomes of the program and, further, to contribute to continuous improvement of the program. |