



B.C. Employer Training Grant

How to Claim for Reimbursement

Reimbursement claims must be submitted within 30 days of the training start date. The Ministry may cancel a Grant Agreement if the reimbursement claim is not received during this time.

1. Ensure Participant Information Forms (PIFs) have been submitted

- A reimbursement claim cannot be completed until all Participant Information Forms (PIFs) have been submitted.
- All PIFs must be submitted five days before the training start date. If you began training before your application was approved, please ensure PIFs are submitted as soon as possible. You will not receive reimbursement for participants who do not submit a PIF.
- PIFs are used to ensure participant eligibility. Employers will only be reimbursed for eligible participants.

2. Prepare Documents

- Before submitting a claim, ensure that training has started and that the training provider has been paid in **full** (this includes any additional approved costs such as textbooks, exams, etc.).
- There is no cost to participants. If a participant pays for any training related expenses, the employer needs to submit an [Employer Reimbursement Verification Form](#) verifying that the participant has been reimbursed. The Ministry may request additional information to verify that the participant was reimbursed.
- Receipts for exams taken after training is completed must be included in the reimbursement claim.
- Employers applying for a program that consists of multiple courses or modules with different start dates on one application must pay for **all** courses in full and submit paid receipts within 30 days of the training start date of the first course.
- Receipts are valid when they show that the employer paid for expenses in full and include:
 - Training start date
 - Name of the approved training provider
 - Name of the employer
 - Number of participants
 - Approved training program title
 - Itemized expense amounts
- Employers approved for travel expenses must include a completed [Travel Expense Form](#) with the reimbursement claim (see below for more details regarding travel).

3. Submit Documents

- Submit all necessary documents using the [Skills Training Grants System](#).
- At any time, the Ministry may request additional information such as the front and back of a cashed cheque, a credit card or bank statement, or any other information to verify that payment for training was processed.
- Reimbursement claims will be processed once all the documentation has been received.

Travel

Travel costs are conditionally approved at assessment and will be reviewed once an employer submits their full reimbursement claim. The Ministry reserves the right to determine, at the time of reviewing a reimbursement claim, whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be reimbursed if not conditionally approved and included in the Agreement with the Ministry. Please refer to Appendix C of the [Eligibility Criteria](#) for details on eligible travel expenses and Schedule A of your Agreement for specific details on conditionally-approved travel.

If you have questions, please email ETG@gov.bc.ca.