



B.C. Employer Training Grant

How to Claim For Reimbursement

A completed reimbursement claim must be submitted within 30 days of the start of training; failure to submit within 30 days may result in the cancellation of the Agreement by the Ministry.

- All Participant Information Forms are due 5 days **prior** to training starting. Participants must complete and submit their own Participant Information Form through the online Skills Training Grants System.
- Before submitting a claim, ensure that training has started and that the training provider has been paid in FULL by the applicant (including any additional approved costs e.g. textbooks, travel, exams etc.). Participants are NOT to pay for training or any training related expenses.
- In cases where an exam is taken after training has completed, the applicant must submit a paid receipt for the exam at time of reimbursement for the training program.
- If applicants are overdue in submitting a reimbursement claim, the applicant will receive email reminders from the Province. The reimbursement claim must be submitted to avoid application cancellation by the Ministry.
- If an applicant is applying for a certification program made up of multiple courses with multiple start dates, the applicant must pay for **all** courses in full and submit paid receipts within 30 days of the start of the first training course.
- If an applicant is unable to pay for the training program in full, the applicant is required to submit a separate application for each course within the correct intake period. Paid receipts can then be submitted for each individual training program within the certification.

How to submit your reimbursement claim: if you applied using the Online Application system, start your [online reimbursement claim here](#).

Receipts are considered valid when they show that the employer paid for the expenses in full and include:

- Training start date
- Name of the approved training provider or other approved supplier
- Name of the applicant
- Approved training program title
- Itemized expense amounts

NOTE: If a participant pays for any training related expenses, the employer needs to submit an [Employer Reimbursement Verification Form](#) signed by the participant certifying that the participant has been fully reimbursed by the employer.

Reimbursement claims will be processed once all of the documentation has been received.

For enquiries, please email ETG@gov.bc.ca

Travel:

Valid receipts are to be provided in order to claim for approved travel expenses, with the exception of meals and mileage where receipts are not required. Only receipts for approved travel will be accepted. Refer to Appendix C of the Eligibility Criteria for general details on eligible travel expenses and your Schedule A of the Agreement for specific details on your approved travel.

