



## B.C. Employer Training Grant

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### How to Claim For Reimbursement

**A completed reimbursement claim must be submitted within 30 days of the start of training;** not submitting within 30 days may result in a cancellation of the Agreement by the Ministry.

**Before submitting a claim, ensure that the training has started and that the training provider has been paid in FULL;** the full cost of training needs to be paid by the applicant (including any additional approved costs e.g. textbooks).

#### How to Submit

If you applied using the **Online Application system**, start your online reimbursement claim [here](#).

If you applied via **PDF form**, please submit one of the following based on when you applied:

- 2017/18 fiscal (April/17 – March/18) [17/18 Reimbursement Claim Form](#)
- 2018/19 fiscal (April/18 – March/19) [18/19 Reimbursement Claim Form](#)

Please note:

- When an agreement has multiple training programs, separate Reimbursement Claim Forms are required for each program
- All participants must complete their own Participant Information Form electronically and upload to the [Secure Site](#) before a reimbursement claim can be processed
  - 2017/18 fiscal (April/17 – March/18) [17/18 Participant Information Form](#)
  - 2018/19 fiscal (April/18 – March/19) [18/19 Participant Information Form](#)
- Please email all other documentation, including the Reimbursement Claim Form to [ETG@gov.bc.ca](mailto:ETG@gov.bc.ca)

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 supplier
- Name of the employer
- Date of the transaction
- Itemized expense amounts
- Proof of payment

IF a participant pays for 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.

## 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.

### Unemployed Stream 2017/18 fiscal year only

For applications received for the Unemployed Stream in the 2017/18 fiscal year, the following documentation is required prior to reimbursement:

#### **Proof of unemployment examples:**

- Record of Employment
- Recent notice of termination from last employer
- Itemized statement of benefits paid (a breakdown of Employment Insurance benefits received during a calendar year)
- Confirmation of Income Assistance income

If a Social Insurance Number (SIN) is included on any documentation, the SIN must be blacked out.

Where an unemployed person has been out of the labour force for a significant period of time such that they have no other documentation, a signed statement confirming the last period of employment (if any) and the reason for the gap in employment may be accepted. In addition to meeting these criteria, the employer agrees to provide a permanent, full-time job at the end of the training to the participant.

#### **Proof of permanent, full-time employment example:**

- Offer letter

If you have any questions, please do not hesitate to contact us at [ETG@gov.bc.ca](mailto:ETG@gov.bc.ca).



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