



B.C. Employer Training Grant

Frequently Asked Questions

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Application

1. How do I apply for the B.C. Employer Training Grant (ETG)?

The employer completes an online application through the [Skills Training Grants System](#) and submits directly to the Ministry. To access the system, applicants need a Business BCeID account. While it takes 15 minutes to complete the application, it can take up to three weeks to receive your BCeID.

Only employers and their authorized employees may submit an application as per BCeID and Grant regulations.

2. A third party service company has offered a guarantee to obtain a grant for my company and apply on my behalf for a fee. Does the ETG authorize third parties to apply on behalf of employers?

No, the ETG does not authorize third parties to apply on behalf of employers for a fee. There are no fees associated with applying for the Grant.

3. How do I apply if I do not have internet access?

If you are located in a remote community that does not have internet access, contact us by email at ETG@gov.bc.ca or by phone 250-952-6914 (toll free 1-877-952-6914) for more information.

4. What happens if I apply for training under the wrong stream? For example, if I apply for soft skills training under the Foundational Training Stream.

Your application will be refused at assessment. You will need to submit a new application under the correct stream if funding is still available and training has not yet started.

5. How long will it take to receive a decision on my Grant application?

The length of time the application process will take varies depending on the number of applications received. Applications will be assessed and may be prioritized. Employers will be notified by e-mail as soon as a decision has been made. Employers will normally be notified of a decision within 60 days of submitting an application.

6. What if I can't answer all of the questions on the application form?

If you have difficulties in filling out the application form, please contact us by email at ETG@gov.bc.ca, or by phone 250-952-6914 (toll free 1-877-952-6914).

7. How does a participant find their National Occupation Classification (NOC) code?

Participants must enter a four-digit NOC code on their Participant Information Form (PIF). The NOC is a system used to classify jobs. Jobs are grouped based on the type of work a person does and the types of job duties. To find the NOC that best matches your job, click [here](#).

8. How does an employer find their North American Industry Classification System (NAICS) code?

Employers must provide a four-digit NAICS code that best matches the employer's principal business activity. Subsector descriptions and corresponding four digit NAICS codes can be found [here](#).

9. Can I apply for other government funding to cover the cost of training?

You may not be in receipt of funding from another government program that duplicates the costs you are requesting under the Grant. For the streams where employers are required to pay a contribution, the employers can seek other funding sources to cover their contribution.

10. What should I do if the cost of the training is in US dollars?

If the cost of training is in a currency other than the Canadian dollar, you must enter the amount on the application form in Canadian dollars. This will be the maximum amount that you will be reimbursed should your application be approved. The Ministry will use the receipts provided to calculate the reimbursement based on the value of the Canadian dollar at time of payment of the training. If the amount, due to currency fluctuations, is greater than the approved amount, the employer is responsible for any expenses incurred above the approved amount.

11. For how long will the Grant stay open?

The Grant has fixed term opening dates; the Grant or stream will close once application targets have been met for that intake period. All applications are assessed on a first come, first served basis and will be dependent on the funding available.

Please visit the stream pages on the [B.C. Employer Training Grant](#) website for details regarding stream openings.

12. Why are there no longer Delivery Partners listed on the website?

The Delivery Partner Program (DPP) was an integral part of the Canada-B.C. Job Grant, especially in the early years, helping to market the program and assist new applicants. The CJG has since matured and is now using a web based application system, which makes it easier for applicants to apply. Based on current programming needs and funding availability we have discontinued the DPP program.

Grant Funding Amounts

13. What is the maximum Grant amount?

The maximum Grant amount per participant is:

- \$5,000 per participant for the Workforce Training Stream
- \$10,000 per participant for the Foundational and Technical Skills Training Streams

Here is an example under the Workforce Training Stream, which covers up to 60 percent of the total training costs:

- An application with one participant has a total training cost of \$9,000, 60 percent of that would be \$5,400. Since the maximum amount is \$5,000, the total government contribution for that application would be \$5,000
- If the application has 10 participants with a total training cost of \$90,000, the total government contribution for that application would be \$50,000

14. What is the maximum Grant amount each participant can receive in a fiscal year?

A participant may receive up to \$10,000 in Grant funding in one fiscal year (April 1 to March 31).

15. Is there a maximum Grant amount per employer in a fiscal year?

An employer (applicant) may receive up to \$300,000 in Grant funding in one fiscal year (April 1 to March 31).

16. Can I get an advance on the approved Grant amount?

No, employers can only apply for reimbursement once training has started and only after they have paid the training provider in full for training.

17. Is funding through the Grant considered business income that would need to be declared for tax purposes?

Employers should consult their accountant or the Canada Revenue Agency (CRA) for tax advice.

18. Do people who have their tuition paid from the Grant have to pay tax?

Employers should consult their accountant or the CRA for tax advice.

Employer Eligibility

19. My business is not registered on the Corporate Registry with B.C. Registry Services and/or I don't have a B.C. Business Licence. Can I apply for a Grant?

No, employers must be registered on the Corporate Registry with B.C. Registry for at least one year at the time of application and be in possession of a current B.C. Business Licence for at least one year. Businesses that have not been registered with B.C. Registry Services or have not possessed a valid B.C. Business Licence for one year are not eligible.

20. My business has been registered for a while, but I am not currently operating. Am I eligible?

No, a business must be well established and fully operational in order to qualify for the Grant.

21. Can a participant apply for a Grant directly?

No, the employer must apply for the Grant on behalf of their current or future employees. An individual should work with an employer if they are interested in receiving training under the program.

22. I am planning on starting a new business. Can I get training under the Grant?

No, a business must be well established and fully operational to be eligible. As well, employers must be registered on the Corporate Registry with B.C. Registry for at least one year at the time of application and be in possession of a current B.C. Business Licence for at least one year.

Participant Eligibility

23. Are individuals who are not yet employees eligible for training under the Grant?

Yes, an employer may seek funding to train an individual they intend to hire for a future job that will be available once training has been completed.

24. Are self-employed individuals requesting training for themselves eligible for the Grant?

Yes, but only under the Technical Skills Training Stream and the Workforce Training Stream. Owners are not eligible participants under the Foundational Training Stream.

Under the Technical Skills Training Stream and the Workforce Training Stream, owners can apply on their own behalf provided that:

- The business is currently operating in B.C. and has been registered with B.C. Registry Services, Corporate Registry, for at least one year at the time of application
- The business has had a valid Business Licence for at least a year at the time of application; and
- Training must be related to the current needs of the business and the available job

25. Are high school students eligible for training under the Grant?

Individuals must be at least 15 years of age to participate. Only training costs associated with the non-high school portion of training would be eligible. Any program available free of charge

cannot be supported by the Grant. The employer must have a job available for the student at the end of training.

26. Are contracted workers eligible for training under the Grant?

Yes, contracted employees are eligible, where applicable, and when there is a job located in B.C. once the training has been completed.

27. Why are refugees eligible? I thought the Grant was restricted to permanent residents, Canadian citizens and protected persons?

Refugee is a category under which someone is landed in Canada. Refugees are permanent residents. A refugee claimant is NOT eligible. A refugee claimant is someone who has arrived in Canada and claimed refugee status but has not yet been deemed a refugee.

28. Are temporary foreign workers eligible for training under the Grant?

No, participants must be Canadian citizens, permanent residents, or protected persons (as designated under the Canada Immigration and Refugee Protection Act) entitled to work in Canada.

29. Are participants required to be B.C. residents?

There is no residency requirement; however, the specific job for which the participant is being trained for must be located in B.C.

30. Are immediate family members of employers eligible to participate in training?

No, participants who are immediate family members (e.g. spouse, common-law partner, child, parent, sibling, etc.) of the employer are not eligible.

31. I'm a family-owned and operated business. Why can't I train my family members who are working in my business?

As stewards of public funds, the Ministry must ensure that the Grant is being used appropriately. The Ministry has introduced this policy to reduce potential risks of conflict of interest and/or misuse of the program.

Training and Training Provider Eligibility

32. Training has started. Can I apply for a Grant?

Training cannot have started before an application is submitted.

33. Why won't the Grant support training that has already started?

The purpose of the Grant is to assist employers to provide skills training to their current or future employees they otherwise might not have been able to provide. It is not intended to replace investments that employers are already making in training for their staff.

34. Can training begin before the Grant application is approved?

Yes, but if training begins before the application is assessed, the employer is liable for all training costs that are not approved.

35. Is training that takes place at the workplace eligible?

Yes, provided that it is delivered by an eligible third-party training provider. Training delivered in the workplace by the employer or employee is not eligible, with the exception of the Technical Skills Training Stream. Please see In-House Training on page 7 of the ETG Eligibility Criteria.

36. Can my employees participate in training outside of B.C.?

Yes, but only under exceptional circumstances. Out of province training is eligible if it is highly technical training that is not available in B.C. The employer must provide a business case in the application form to explain how this training meets these requirements. Training must be provided in B.C. for applications under the Workforce Training Stream.

37. Is online training that is delivered by a training provider outside of B.C. eligible?

Yes, however, the Ministry reserves the right to deny training if similar training is available in B.C. at a lesser cost.

38. Is there a list of approved training providers eligible for Grant funding?

No, previous approval of a training provider does not guarantee approval in the future. All applications are assessed on a case-by-case basis. Please refer to page 5 of the ETG Eligibility Criteria for eligibility of third-party training providers.

39. Can I assume that if a training provider was approved under a previous ETG or CJG agreement, they would still an eligible training provider?

No, a training provider approved under one application does not guarantee that they will be automatically approved under another. Each application is assessed on a case-by-case basis. Decisions are made based on the information available at the time of assessment.

Agreement

40. What happens if I am approved for a Grant, but I need to make changes to what was proposed in my agreement?

The only changes allowed are to the start and end dates, and to the training provider. If you need to change the requested amounts or change to a different training program, please either reject or cancel your agreement and submit a new application.

Once your application has been assessed and you have accepted your agreement, you can make changes to the start and end dates, as well as to the training provider, if the start date still falls within the same intake period it was approved in.

Updates can be made in the [Skills Training Grants System](#).

41. What if I can't follow through on training under my agreement?

If you are unable to proceed with training under your agreement, you must cancel your agreement through the [Skills Training Grants System](#) or inform the Ministry as soon as possible.

Grants for training are awarded based on budget available. The Ministry wishes to ensure that as many British Columbians benefit from training as possible and will want to re-invest any unused dollars.

Reimbursement

42. When and how can I claim my reimbursement?

The employer must submit a reimbursement claim through the [Skills Training Grants System](#) no more than 30 business days after the start of a training program.

43. Will I be reimbursed if the participant does not complete their training?

Participants are expected to complete training. Reimbursement claims are reviewed on a case-by-case basis.

44. What if I can't pay for the training up front? Can I make other arrangements with the training provider?

The employer is expected to pay for the full cost of training before they submit a claim for reimbursement to the Grant. The employer must provide an itemized receipt with the reimbursement claim that confirms that they have paid the training provider. An employer cannot make other arrangements with a training provider. The employer should carefully choose training to ensure it is affordable for their business.

Participant Information Forms

45. Why do I need to complete a Participant Information Form (PIF)?

The Government of Canada ("Canada") provides funding to British Columbia (B.C.) for the B.C. Employer Training Grant (ETG) under the Workforce Development Agreement (WDA). Under the WDA, B.C. is required to collect personal information and to share that personal information with Canada.

B.C. uses the personal information to determine your eligibility in the ETG. If you provide a testimonial, the information may be used and disclosed publically to promote the ETG.

B.C. also uses personal information to administer the programs and to support program improvement through analysis, reporting, research and evaluation. Your contact information is used to administer two required satisfaction surveys at approximately 3 and 12 months after you complete the training.

Your information and feedback is essential to helping B.C. design, administer and improve the programs.

46. What personal information of mine is shared with Canada?

The ETG shares the following personal information with Canada, as required under the WDA:

- Name
- Social Insurance Number (SIN)
- Address
- Date of birth
- Telephone number
- Email address
- Gender
- Indigenous identity
- Immigrant status
- Immigration year
- Visible minority status
- Disability status
- Highest level of education
- Employment status
- Employment Insurance status if applicable
- Income Assistance status if applicable
- Program/training details
- Name of training
- Training start/end date
- Training outcome
- Credential/certificate earned
- National Occupational Classification
- Increase in literacy and essential skills

47. How will Canada use my personal information?

Canada will use your information to monitor, assess and evaluate the effectiveness of B.C.'s programs.

Your information may be used by the Canada Employment Insurance Commission (CEIC) for the purposes of administering the Employment Insurance Act. The CEIC may also use your personal information for policy analysis, research or evaluation.

See Section 33.1(d) and 33.2(a) and 33.2(1) of the Freedom of Information and Protection of Privacy Act (FOIPPA): http://www.bclaws.ca/Recon/document/ID/freeside/96165_00

As per the SIN Code of Practice, your SIN is used as a file identifier:

<https://www.canada.ca/en/employment-social-development/services/sin/reports/code-of-practice/annex-2.html>

48. Confidentiality, Use and Disclosure:

Canada will not disclose your information to any third party unless it is for an authorized purpose AND there is a written agreement between Canada and the third party that imposes upon the third party the same obligations imposed upon Canada regarding the protection of your information.

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49. Security and Information Management:

The information shared with Canada under this Agreement is collected, used, maintained, stored, retained, disclosed, destroyed or disposed of and otherwise administered and protected in accordance with the following:

- The Privacy Act: <http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>
- The FOIPPA: http://www.bclaws.ca/Recon/document/ID/freeside/96165_00
- The Core Policies and Procedures Manual, Policy Chapter 12: Information Management and Information Technology Management:
<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/im-it-management>

B.C. limits the personnel who have access to the information you have submitted to just those who have an authorized purpose for such access, and we protect it with a variety of Information Technology (IT) controls. Some of the IT controls include encrypting personal information in transit, and storing it in Canada on a secure ministry server.

As required under FOIPPA, B.C. has undertaken a rigorous Privacy Impact Assessment to ensure that your data is collected, stored, used, and disclosed appropriately, safely and in accordance with all relevant B.C. regulation.

50. Do I have to complete a PIF?

Yes, all ETG participants are required to complete and sign a PIF if they wish to participate in the ETG. Employers will not be reimbursed any training costs for participants who choose not to complete and submit a PIF.

51. Do I have to complete any surveys after I have completed my training?

Yes, all ETG participants are required to complete two satisfaction surveys at approximately 3 months and 12 months following completion of their training. The surveys will ask basic questions about your satisfaction with the outcomes of training, and whether the training met your employment needs. You may also be asked if you wish to, or may volunteer to, provide a testimonial regarding your ETG training experience.

If you have any other questions about the use of this information, please contact WorkBC General Inquiries at 1-877-952-6914, or email the ETG at ETG@gov.bc.ca.

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