

Skills Training Grants (STG) User Guide

Applying for Employer Training Grants (ETG)

Last Updated: 15 January 2025

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Click “Start New B.C. Employer Training Grant Application”.

 BRITISH COLUMBIA

Skills Training Grant

Home | User Profile | Organization Profile | Log Out

  BRITISH COLUMBIA

This program is funded by the Government of Canada and the Province of British Columbia.

B.C. Employer Training Grant

Start New B.C. Employer Training Grant Application

Current grant opportunities are for training starting between 2021-09-01 and 2022-03-31, or between 2023-04-01 and 2024-03-31, or between 2024-04-01 and 2025-03-31.

3. Click the radial button for the grant stream you want to apply under.

Return

Start a new application

Please fill in each section of this form. This will help us assess your application quickly.

Before you start: Only employers or their authorized employees may submit an application using their Business BCeID. Employers may not share their BCeID user login ID. Other people (e.g., training providers, fee-based service providers) cannot apply on an employer’s behalf.

For training that starts between April 1, 2023 and March 31, 2024

☐ B.C. Employer Training Grant

Show description

Cancel

Continue

Page 1 of 13

4. Select the Delivery Start & End Dates for your program. Answer the question about the forest sector, then click “Continue”.

Training dates

Training start date:*

Training cannot already have started at the time of application.

Month ▼

Day ▼

Year ▼

Training end date:*

Month ▼

Day ▼

Year ▼

The B.C. Employer Training Grant supports employers and workers that have been impacted by a downturn in the forest sector. Have you or the worker(s) you intend to train experienced employment challenges because of a downturn in the forest sector? *

☐ Yes ☐ No

Cancel

Continue

The end date must be within 1 year of the start date.

Answer the question. If yes, a text box will appear for you to add more details.
Click “Continue”.

5. Click “Edit” beside “Training Program”.

Grant application

Fill in each of the following sections by clicking “Edit”. When a section is finished, click “Done”. You must fill in each field marked with a star (*).

When every section is complete, you can review the application and submit it.

Grant selection	COMPLETE	Edit ▼
Training program	NOT STARTED	Edit
Training provider	NOT STARTED	Edit
Training costs	NOT STARTED	Edit
Participant information	NOT STARTED	Edit

Review and submit

6. Go through the form, filling out all fields. Once you’re finished, click “Done”.

Training program










Important:

- Do not apply for an entire program or certificate that cannot be paid for, in full, at once.
- Many training providers require separate payments for individual courses. If this is the case, you will need to submit a separate application for each course. Diploma and degree programs, in full or in part, are not eligible for ETG funding.

Course, program or certificate name (to avoid delays, ensure the title you enter matches the title used by the training provider) *

--

Describe how this training is relevant to your business' needs *

File	Edit	View	Insert	Format	Tools			
		B	<i>I</i>	Paragraph ▼	  	 	 ▼  ▼	...
<p>P</p>								

Copy and paste from another document or format text up to 2000 characters for each question.

Describe how this training will improve the participant's job-related skills *

A screenshot of the TinyMCE editor's top toolbar. The menu bar includes File, Edit, View, Insert, Format (highlighted), and Tools. The toolbar contains icons for undo, redo, bold, italic, paragraph style dropdown, bulleted list, numbered list, decrease indent, increase indent, link, unlink, source code, and a more options menu.

Link to course description

Course outline *

The outline must include the course objectives, how it will be taught, and how the trainer will assess what the students learn. Click the "Upload" button to attach one file, up to 5 MB, of the following type: PDF, JPG, JPEG, PNG, GIF.

None

Upload

Click “Upload” to add the course outline.

Training start date:*

February 6, 2024

Training end date:*

February 6, 2024

The training dates are automatically added based on the dates you selected when you started the application. You may edit them [here](#) if needed.

Primary delivery method *

☐ Class Room
☐ Workplace
☐ Online

Total training hours *

Skill level *

< Select value > ▼

Main focus of training skills *

< Select value > ▼

Certificates, qualifications or credentials the student will have if they pass the training *

▼

Have you offered this type of training to employees in the past? *

☐ Yes ☐ No

Have you received or requested any other government or third-party funding for this training? *

☐ Yes ☐ No

Click "Done".

7. Click "Edit" beside "Training Provider".

Grant application

Fill in each of the following sections by clicking "Edit". When a section is finished, click "Done". You must fill in each field marked with a star (*).

When every section is complete, you can review the application and submit it.

Grant selection	COMPLETE	Edit ▼
Training program	COMPLETE	Edit ▼
Training provider	NOT STARTED	Edit
Training costs	NOT STARTED	Edit
Participant information	NOT STARTED	Edit

8. Go through the form, filling out all fields. Once you're finished, click "Done".

Training provider

Training provider name *

Type of training provider *

< Select value > ▼

Address of training provider

☒ Canada ☐ Other Country

Address line 1 *

Address line 2

City *

Province *

British Columbia ▼

Postal code *

Training provider contact

Enter the contact information for your training provider.

Contact first name *

Contact last name *

Contact email *

Contact phone number *

- - Ext

If the training provider is located outside of British Columbia, the box below will appear. Write your response to the question in the space provided.

The ETG may consider training delivered by training providers not based in B.C. under exceptional circumstances only. Please explain why you have selected a training provider not based in B.C. *

Alternative training options

Please describe any other B.C.-based training providers and/or courses that you looked into, and provide links to the training. This will help us decide if the costs are reasonable and if the training offers high value for money. If you don't provide this information, we may compare the training you chose with similar training that we find online, although it may not be exactly the same. For more details about how we determine value for money, please see our [FAQs](#).

File Edit View Insert Format Tools

B *I* Paragraph

Alternate Provider 1

Training provider:

Program or course:

Total cost per participant:

Duration:

Outcome (e.g. name of certificate, if applicable):

Web link to program or course:

Alternate Provider 2

Training provider:

Program or course:

Total cost per participant:

Duration:

Outcome (e.g. name of certificate, if applicable):

Web link to program or course:

P

POWERED BY TINY

Fill in the prepopulated text and any additional information needed.

Choice of training provider

Why did you choose your trainer and not one of the others you listed? Describe why the training provider you chose is the best one to meet the needs of your business and improve the job-related skills of participants.

File Edit View Insert Format Tools

↶ ↷ B I Paragraph ▾ [List Icons] [List Icons] [List Icons]

P POWERED BY TINY

Cancel Done

Copy and paste from another document or format text up to 2000 characters.

9. Click “Edit” next to “Training Costs”.

Grant application

Fill in each of the following sections by clicking “Edit”. When a section is finished, click “Done”.
You must fill in each field marked with a star (*).

When every section is complete, you can review the application and submit it.

Grant selection	COMPLETE	Edit	▼
Training program	COMPLETE	Edit	▼
Training provider	COMPLETE	Edit	▼
Training costs	NOT STARTED	Edit	
Participant information	NOT STARTED	Edit	

Review and submit

10. Enter the number of expected participants, then click “Add New Expense Type”.

Training costs

Grants will be calculated based on the reimbursement amount outlined in the Eligibility Criteria.

Enter Number of Participants in the Training Program*

3

Training Costs

Expense type	Number of participants	Cost per participant	Total expense
Totals	\$0.00		
Employer Contribution	\$0.00		
Requested Government Contribution	\$0.00		

Add new expense type Your maximum amount per participant is \$10,000.00

Cancel Done

11. Choose an expense type from the drop-down list, then fill out the rest of the fields. Once you’re finished, click “Save Expense”.

Add or Edit Expense

Expense type	Enter the number of participants to which this expense will apply	Enter the total expense for all participants	Cost per Participant (calculated)
Tuition fees ▼	3	\$3,000.00	\$1,000.00

Cancel Save Expense

12. Please note that if you add travel related expenses you will be asked to upload required documents.

Documents required for Travel Expenses

When claiming Travel Costs, you are required to provide a filled out claim form with your application.
Please download the [ETG Travel Expense Claim Form](#), fill it out, and attach it below.

Supporting documentation for Travel Expenses *

One file of the following type may be attached: DOC, DOCX, PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5MB.

None

Upload

13. Add more expense types as needed. If you need to make any changes, click “Edit” or “Delete” beside the expense. Once you’re finished entering your expenses, click “Done”.

Training Costs

Expense type	Number of participants	Cost per participant	Total expense	
Examination fees	1	\$111.00	\$111.00	<div>EditDelete</div>
Travel - Meals	1	\$111.00	\$111.00	<div>EditDelete</div>
Totals	\$222.00			
Employer Contribution	\$44.40			
Requested Government Contribution	\$177.60			

Add new expense type

Your maximum amount per participant is \$10,000.00

Documents required for Travel Expenses

When claiming Travel Costs, you are required to provide a filled out claim form with your application.
Please download the [ETG Travel Expense Claim Form](#), fill it out, and attach it below.

Supporting documentation for Travel Expenses *

One file of the following type may be attached: DOC, DOCX, PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5MB.

Knoll - GIF.gif

Change

Cancel

Done

14. You can complete participant reporting by selecting “Edit” beside “Participant Information”. All participant information forms (PIFs) must be completed before you can submit the application.

Grant application

Fill in each of the following sections by clicking “Edit”. When a section is finished, click “Done”.
You must fill in each field marked with a star (*).

When every section is complete, you can review the application and submit it.

Grant selection	COMPLETE	Edit	▼
Training program	COMPLETE	Edit	▼
Training provider	COMPLETE	Edit	▼
Training costs	COMPLETE	Edit	▼
Participant information	NOT STARTED	Edit	▼

15. Click “Add participant details”. Here, you will be able to enter details such as first name, last name, email, and expected job outcome. Once you’re finished entering participant details, click “Save”.

Participant information

You have indicated that there will be 5 participants. To change the number of participants, return to the [Training Cost](#) section of your application.

Please enter participant details below. By clicking “Send”, participants will receive an email invitation to complete a Participant Information Form (PIF). **Please note:** Participants must complete their own PIFs. Employers who complete PIFs on behalf of participants will have their applications denied.

Temporary foreign workers, international students, people on working holiday visas, or other temporary residents are ineligible.

	Last	First	Email	Expected outcome	PIF Status	Action
1						Add participant details

Add Participant Invitation

Enter the details for your participant and click Save.

First Name:

Last Name:

Email:

Expected job outcome:

Please select expected training outcome

16. Once participant details have been entered you can click “Send”, participants will receive an email invitation to complete a Participant Information Form (PIF). To remove a participant that was entered by mistake click “Remove”.

	Last	First	Email	Expected outcome	PIF Status	Action
1	Test	Tester	Tester@testing.com	Increased job security	Not Sent	<div><div>Send</div><div>Remove</div></div>

Cancel

If you need to remove a participant, click “Remove”.

Done

17. If not all PIFs have been completed the status will show “In Progress” along with a message stating that not all PIFs are submitted. Click “Edit” in the Participant Information section to continue sending out email invitations for remaining participants to complete.

Grant application

Fill in each of the following sections by clicking “Edit”. When a section is finished, click “Done”.
You must fill in each field marked with a star (*).

When every section is complete, you can review the application and submit it.

Grant selection	COMPLETE	Edit	▼
Training program	COMPLETE	Edit	▼
Training provider	COMPLETE	Edit	▼
Training costs	COMPLETE	Edit	▼
Participant information	IN PROGRESS	Edit	▼

Review and submit

18. Once all PIFs are submitted you will be able to review and submit your application. **NOTE:** The status of the application states, “**Not Submitted**”. Click “Review and submit”.

test program
(start date 2024-02-06)

B.C. Employer Training Grant

Grant application

Grant selection	COMPLETE	Edit	▼
Training program	COMPLETE	Edit	▼
Training provider	COMPLETE	Edit	▼
Training costs	COMPLETE	Edit	▼
Participant information	COMPLETE	Edit	▼

Review and submit

Application status

NOT SUBMITTED

Created on
2024-02-06

19. Go through Step 1 of the form and review your details. Click the “Edit [...]” buttons to make any changes, then click “Continue” to go to the next page.

Submit your application

Step 1 of 2: Review your application

Please review your application carefully. You can use the edit buttons in each section to make any changes. Once you submit the application, you will not be able to make changes unless you withdraw and re-apply.

20. Once you’ve reached Step 2, click the “By checking this box I make this declaration” checkbox, then click “Submit application”.

Submit your application

Step 2 of 2: Applicant declaration

When you submit this application, we will assess it against the criteria of the B.C. Employer Training Grant to make sure it is eligible. We will notify you by email once we decide if your application will be approved. We may contact you by email or telephone to discuss the information you provided or to ask for more information. Please respond to these requests as soon as possible. If we cannot reach you after several tries, we may cancel your application.

By checking the box below and submitting this application for funding ("Application") under the B.C. Employer Training Grant program ("ETG"):

- I certify that I am authorized to submit this Application and to make this declaration on behalf of the applicant referred to in this Application (the "Applicant");
- I acknowledge that I have read and understand the B.C. Employer Training Grant criteria applicable to this Application, including the sample B.C. Employer Training Grant Agreement, consisting of the Approval Letter, Schedule A and Schedule B (and the Program Requirements referred to therein), as made available by the Province of British Columbia at the link below;
- I acknowledge that, as the terms and conditions of the B.C. Employer Training Grant Agreement are subject to change from time to time, should this Application be approved, the B.C. Employer Training Grant Agreement that will be sent to the Applicant for signature may materially differ from the sample B.C. Employer Training Grant Agreement that was posted at the time this Application was submitted and I acknowledge that I (or another individual authorized by the Applicant) will be responsible for reviewing, understanding and agreeing to the terms and conditions as they appear at the time the Applicant enters into a B.C. Employer Training Grant Agreement with the Province;
- I certify that all of the information provided on this Application is true and correct to the best of my knowledge and belief;
- I acknowledge and agree that checking the box below has the same legal effect as making this declaration under a hand-written signature; and
- I do hereby make this declaration on my own behalf and on behalf of the Applicant as of the date that this Application is submitted.

☐ By checking this box I make this declaration.*

[Download Sample Agreement](#)

Cancel

Submit application

21. Your application is now submitted. You will see the application in a "Complete" status on the home page. The program area will review it and send you an email with your next steps.

Your application has been submitted.

2450013 Test Training Program (start date 2023-07-26)

B.C. Employer Training Grant

Date submitted: 2023-07-26

COMPLETE

View