B.C. Employer Training Grant Program Eligibility Criteria

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PROGRAM OVERVIEW

The B.C. Employer Training Grant (ETG) offers funding to employers to support skills training for employees, including possible new hires. Grants are available to businesses and organizations of all sizes including self-employed people.

By helping pay for skills training, employers get the skilled workers they need for their businesses to succeed, while employees gain the skills they need for better job security or to advance their careers.

We use the standards that follow to decide if an application is eligible for a grant. This document outlines who can receive the grant, who can participate in the training, what kind of training we will pay for and what expenses we will cover. It gives details about an application and the information we need.

If you want to know about recent changes to the ETG Eligibility Criteria, please visit our website.

Note: If we approve an application, that does not mean that we endorse any training provider, course, or program. If we have approved a training provider, training method, course or program in the past, we may still decide not to approve it in the future. All decisions on the eligibility of employers, participants, training providers, training programs and reimbursable costs will be made at the Ministry's sole discretion.

BEFORE YOU APPLY

- Before applying, you must create a Business BCeID account (unless you have one already). This account gives your business secure electronic access to online government services.
- Identify the training your business and employees need and pick a third-party training provider.
- Identify all the participants who will be taking the training.
- When you have this information, you can start an online application by logging into the Skills Training Grants System.
- You may only apply for one training program/course per application.
- We may ask you to provide more information at any time to help us assess your application.

ELIGIBLE EMPLOYERS	
Criteria	**Interpretation**
Employers and self-employed individuals must be operating in B.C.	Eligible employers include non-profit organizations, municipalities, regional districts, Indigenous governments, and unions applying on behalf of workers they represent. Provincial government employers are not eligible. This includes Crown corporations and agencies, hospitals, regional and provincial health authorities, and public post-secondary institutions. (For a complete list of provincial government employers that are not eligible, visit the B.C. ministries and organizations list.) Federal and territorial governments and federal Crown corporations and agencies are also not eligible.
Employers must have a Business BCeID to apply for funding.	A Business BCeID is required in order to create and submit a grant application. Employers may not share their BCeID User Login ID. Third parties, such as grant writers, training providers or fee-based service providers cannot apply for an employer.
Employers must have been fully operational for at least one year at the time they apply.	Your business should be registered on the Corporate Registry with BC Registries and Online Services for at least one year at the time you apply and have a Canada Revenue Agency number. Financial documentation demonstrating that your business has been fully operational for at least one year may be uploaded to your application. Examples include a current Notice of Assessment, current corporate financial statements, or other documents such as business ledgers, business bank statements and invoices with proof of payment for services.
Employers must have a business licence if the municipality or city requires one.	If a business licence is required where your business operates, you must upload a copy of your current business licence. If you are exempt from requiring a business licence, you must upload documentation confirming the exemption (e.g., cite the policy/regulation allowing the exemption, or provide a letter from the city).
Employers must be in good standing with the Province.	You must be meeting all obligations to the Province under applicable legislation and regulations and under previous grant agreements. See Appendix F for more details.

ELIGIBLE PARTICIPANTS	
Criteria	**Interpretation**
At the time you apply, participants must be at least 16 years old and be either: • Unemployed, • Self-employed, • Employed by you, OR • Employed by another company that is directly or indirectly impacted by local economic disruptions and at risk of losing their job. You must be planning to hire or continue to employ participants in B.C. when they finish training.	Training participants who are employed by another company at the time of application are not eligible unless they have been directly or indirectly impacted by local economic disruptions, such as tariffs or mass layoffs in forestry or other sectors and are at risk of losing their jobs. Participants must fill out an online Participant Information Form (PIF) before you can submit your application. You cannot submit PIFs on behalf of participants. Participants will have to declare their employment status and identify their job title before and after training. (They will do this by selecting an National Occupation Classification [NOC] code on the form.) We may contact participants at any time to confirm employment details. The Frequently Asked Questions provide details about how we use participant information. Be sure that participants understand how this information will be used.
Participants must be Canadian citizens, permanent residents or protected persons under the *Immigration and Refugee Protection Act* who are entitled to work in Canada.	Permanent residents are people who have moved permanently to Canada but have not become Canadian citizens. Temporary foreign workers, international students, working holiday visas and other temporary residents are not eligible.
There must be no real or perceived conflict of interest between employers and their choice of participant(s).	If we find that there is a real or perceived conflict of interest when an employer chooses a participant, we may deny an application or expense claim. Appendix D gives examples of situations where a conflict of interest could happen. To be sure that we do not deny an application because of a conflict of interest, if you plan to train family members, email us at etg@gov.bc.ca when you submit your application. Give a clear reason for choosing a family member rather than another employee as a participant.

If you choose to train an employee who is receiving Employment Insurance (EI) or Income Assistance (IA), they must receive approval from the Ministry of Social Development and Poverty before training begins.	EI or IA participants who do not receive approval before training may lose their benefits under EI or IA. Appendix A gives more details.

ELIGIBLE TRAINING	
Criteria	**Interpretation**
Training must be relevant to the immediate needs of the business and the participant's job.	Employers will be required to demonstrate that training aligns with the needs of the business and the participant's job. If your business has been directly or indirectly impacted by local economic disruptions, such as tariffs or mass layoffs in forestry or other sectors, you can apply for skills training for your employees to help you adapt to new lines of business. This also applies to selfemployed workers and contractors.
The training must improve the participant's job-related skills and lead to one of the following: • Increased job security or a better job for a current employee of your business. (See Note) • A job for an unemployed person.	Increased job security can result from an employee developing the skills needed for their current role or skills needed to meet new job demands due to business changes (new technology, changing processes, etc.). A "better job" means: • Promotion or advancement to another position, • Move from part-time to full-time employment, • Move from temporary, casual or seasonal employment to permanent employment, or • Increased pay. **NOTE:** If you plan to hire people who have been directly or indirectly impacted by local economic disruptions, such as tariffs or mass layoffs in forestry or other sectors, we may support training if they are employed by another employer at the time you apply. (See Eligible Participants above.)

Training must start on or after the date you apply. It cannot last more than 52 weeks.	Training cannot have started before you apply for funding. If your application is approved, you will only be able to change the start date if the new date falls within the same fiscal year (April 1 to March 31).
We do not fund these types of training: • Training toward diploma or degree programs. • Training needed to maintain current skills/certification. • Training that has already been funded for the same participant. • Training that is funded for the participant at the same time by another federal or provincial program.	Diploma and degree programs, in full or in part, are not eligible for Employer Training Grant (ETG) funding. Training must result in new or improved job skills for the participant; not maintaining skills/certifications. The ETG does not fund the same or substantially similar training that was previously funded under the ETG or the Canada Job Grant. Participants cannot be enrolled in another training program funded by the federal or provincial governments while they take training under an ETG grant.
We do not fund these training methods: • Consulting, • Coaching, • Retreats, • Mentorships, • Trade shows, • Annual meetings, • Networking, • Seminars, • Conferences, and • Paid practicums.	While these training methods may help professional growth and development, we only support specific job-related skills training. Coaching may be permitted if it is part of training for coaching certification, or when coaching is needed to complement a broader skills training program. ~~Appendix B~~ gives details about these ineligible training methods.

ELIGIBLE TRAINING PROVIDERS	
Criteria	**Interpretation**

Training providers must be independent of the employer and deliver training as a main business activity.	Training providers that provide training as a main business activity include: • B.C. public post-secondary institutions, • Trade or technical schools designated by SkilledTradesBC, • Private training institutions, and • Industry associations. In addition to the above, Indigenous Elders are eligible to provide training.
Private training providers must follow provincial regulations, including requirements set out by the Private Training Institutions Regulatory Unit (PTIRU).	A private training provider must be certified by PTIRU if they offer at least one career related training program that has 40 or more hours of instructional time and tuition of $4,000 or more. The certified private training provider must also have all of its programs listed in the PTIRU Directory, including programs that do not require approval. ETG applications will be denied if a private training provider: • Meets the threshold above and is not PTIRU certified. • Is PTIRU certified but does not have all of its programs listed in the PTIRU Directory. If you believe your private training provider does not require PTIRU certification despite meeting the PTIRU threshold above, you may apply with a letter from PTIRU confirming the training provider is not required to be certified. The training provider may request this letter
	directly through PTIRU.
Private training that is exempt from Private Training Institutions Regulatory Unit requirements may be eligible if: • We find that costs are reasonable and demonstrate high value for money, • The trainer provides detailed program/course outlines, AND • A qualified instructor provides the training.	Program/course outlines should include: • Name of instructor, • Capacity (number of participants), • Description of course with intended learning outcomes, • Total training duration, • Total cost, • Description of how participants will be evaluated. You must choose training that is competitively priced. However, cost alone does not reflect value for money. The ETG FAQ give more details about value for money.
Training must be provided by a training provider based in B.C.	We may consider training delivered by training providers who are not based in B.C., but only under exceptional circumstances.

There must be no real or perceived conflict of interest when you choose a training provider.	If we find that there is a real or perceived conflict of interest when you choose a training provider, we may deny an application or an expense claim. Appendix D gives examples of situations with a real or perceived conflict of interest.

ELIGIBLE COSTS	
Criteria	**Interpretation**
Employers can receive up to $300,000 in a fiscal year.	Employers can receive up to $300,000 in total government funding from the ETG per fiscal year (April 1 to March 31).
Employers can receive 80% of the cost of eligible training up to $10,000 per participant in a fiscal year.	Employers can receive up to 80% of the cost of eligible training. The total government funding for each participant cannot be more than $10,000 in a fiscal year (April 1 to March 31).
We will pay for: • Tuition fees, • Mandatory student fees, • Examination fees • Textbooks, software and other required materials, • Certain travel costs (Appendix C gives details), and • Mandatory unpaid practicums for occupational certifications. We will not pay for: • Membership fees, subscription fees, annual fees, professional association dues, • Software purchases/licenses for the business, • Laptops, tablets and other hardware, • Equipment (e.g., boots and tools), or • Participant wages while in training.	Mandatory student fees are fees that a post-secondary institution charges to all students to provide access to the institution's activities and services. Fees that are charged each time someone uses a service, or fees that can be waived, are not mandatory student fees. Textbooks, software or other materials that a student needs for training are eligible. Costs associated with physical or digital assets (such as laptops, software, software licences) that the student or the business keeps after training are not eligible. Exam fees that are not part of the training are eligible only if a student is required to take the exam after the training to be certified for the work they trained for. An occupational certification is a certificate that a worker needs to be allowed to do a certain job, such as a Health Care Assistant or Early Childhood Educator. The certificate is granted by a regulator that set standards for the occupation. (See list of B.C. occupations that are controlled by a regulator.)

You must pay all costs in full and submit the related receipts. You cannot receive funds from participants for any of these costs.	Participants are not to pay for any training or training related expenses. Participants who paid for training or training related expenses must be fully reimbursed by you, prior to submitting your claim.
Training costs must be reasonable and give high value for money.	Training costs must be competitive and deliver the best possible value for money. We will determine value for money by reviewing cost, efficiency, effectiveness and equity. We may ask you to provide additional information to help us decide if an expense offers value for money.
You cannot receive funding from another government program for any of the training costs that we cover.	If you have or will receive any funding to cover any of the training costs that will be reimbursed by the ETG (the government contribution), you are ineligible for ETG funding. You can still apply if you receive funding for costs that we don't pay for (the employer contribution).

REPORTING AND EVALUATION	
Criteria	**Interpretation**
You will have to submit an "Employer Completion Report" once all participants have completed training.	We will ask you to submit Completion Reports through the online ~~Skills Training Grants System~~. If you don't submit a report, we may turn down future requests for ETG funding.
Employers and participants must take part in or submit: • Ongoing monitoring, • Annual reviews, • Surveys, • Program audits, and • Any other reasonable monitoring, evaluation and review activities that we request.	We may contact you, participants, or training providers during or after the training to make sure that training is meeting its goals and to help improve the program.