

# Employer Training Grant Program Eligibility Criteria

Effective February 1, 2023

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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.

## BEFORE YOU APPLY

- Before applying for an Employer Training Grant, 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 training provider.
- When you have this information, you can start an online application by logging into the [Skills Training Grants System](#).
- 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.	<p>Eligible employers include non-profit organizations, municipalities, regional districts, Indigenous governments, and unions applying on behalf of workers they represent.</p> <p>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. <a href="#">ministries and organizations</a> list.)</p> <p>Federal and territorial governments and federal Crown corporations and agencies are also not eligible.</p>
Employers must have a <a href="#">Business BCeID</a> 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.	<p>Your business should be registered on the Corporate Registry with <a href="#">BC Registries and Online Services</a> for at least one year at the time you apply and have a Canada Revenue Agency number.</p> <p>If you need a business licence in order to operate, you must include a copy of your current business licence.</p> <p>If you don't need a business licence to operate, you will need another form of documentation to show that you have been fully operational for at least one year. For example, you can attach Notices of Assessment issued by the Canada Revenue Agency or corporate financial statements.</p>
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 <a href="#">Appendix E</a> for more details.

## ELIGIBLE PARTICIPANTS

Criteria	Interpretation
<p>At the time you apply, participants must be at least 16 years old and be either:</p> <ul style="list-style-type: none"> <li>• Unemployed,</li> <li>• Self-employed,</li> <li>• Employed by you,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Employed by another company that is directly or indirectly impacted by a downturn in the forest sector and at risk of losing their job.</li> </ul> <p>You must be planning to hire or continue to employ participants in B.C. when they finish training.</p>	<p>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 a downturn in the forest sector (e.g., due to old growth deferrals) and are at risk of losing their jobs.</p> <p>Participants must fill out an online Participant Information Form (PIF) before you can submit your application. You cannot submit PIFs on behalf of participants.</p> <p>Participants will have to declare their employment status and identify their job title before and after training. (They will do this by selecting an <a href="#">National Occupation Classification</a> [NOC] code on the form.) We may contact participants at any time to confirm employment details.</p> <p>The <a href="#">Frequently Asked Questions</a> provide details about how we use participant information. Be sure that participants understand how this information will be used.</p>
<p>Participants must be Canadian citizens, permanent residents or protected persons under the <i>Immigration and Refugee Protection Act</i> who are entitled to work in Canada.</p>	<p>Permanent residents are people who have moved permanently to Canada but have not become Canadian citizens.</p> <p>Temporary foreign workers, international students, working holiday visas and other temporary residents are not eligible.</p>

<p>There must be no real or perceived conflict of interest between employers and their choice of participant(s).</p>	<p>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. <a href="#">Appendix D</a> gives examples of situations where a conflict of interest could happen.</p> <p>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 <a href="mailto:etg@gov.bc.ca">etg@gov.bc.ca</a> when you submit your application. Give a clear reason for choosing a family member rather than another employee as a participant.</p>
<p>If you choose to train an employee who is receiving Employment Insurance (EI) or Income Assistance (IA), they must receive approval from the <a href="#">Ministry of Social Development and Poverty</a> before training begins.</p>	<p>EI or IA participants who do not receive approval before training may lose their benefits under EI or IA. <a href="#">Appendix A</a> gives more details.</p>

**ELIGIBLE TRAINING**

<b>Criteria</b>	<b>Interpretation</b>
<p>Training must be relevant to the immediate needs of the business and the participant’s job.</p>	<p>Employers will be required to demonstrate that training aligns with the needs of the business and the participant’s job.</p> <p>If your business has been directly or indirectly impacted by a downturn in the forest sector, you can apply for skills training for your employees to help you adapt to new lines of business. This also applies to self-employed workers and contractors.</p>
<p>The training must improve the participant’s job-related skills and lead to one of the following:</p> <ul style="list-style-type: none"> <li>• Increased job security or a better job for a current employee of your business. (See Note)</li> <li>• A job for an unemployed person.</li> </ul>	<p>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.).</p> <p>A “better job” means:</p> <ul style="list-style-type: none"> <li>• Promotion or advancement to another position,</li> <li>• Move from part-time to full-time employment,</li> <li>• Move from temporary, casual or seasonal employment to permanent employment, or</li> <li>• Increased pay.</li> </ul> <p><b>NOTE:</b> If you plan to hire people who have been directly or indirectly impacted by a downturn in the forest sector, we may support training if they are employed by another employer at the time you apply. (See Eligible Participants above.)</p>

<p>Training must start on or after the date you apply. It cannot last more than 52 weeks.</p>	<p>Training cannot have started before you apply for funding.</p> <p>If your application is approved, you will only be able to change the start and end dates if the new dates fall within the same fiscal year (April 1 to March 31).</p>
<p>We do not fund these types of training:</p> <ul style="list-style-type: none"> <li>• Training toward diploma or degree programs.</li> <li>• Training needed to maintain current skills/certification.</li> <li>• Training that has already been funded for the same participant.</li> <li>• Training that is funded for the participant at the same time by another federal or provincial program.</li> </ul>	<p>Diploma and degree programs, in full or in part, are not eligible for Employer Training Grant (ETG) funding.</p> <p>Training must result in new or improved job skills for the participant; not maintaining skills/certifications.</p> <p>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.</p>
<p>We do not fund these training methods:</p> <ul style="list-style-type: none"> <li>• Consulting,</li> <li>• Coaching,</li> <li>• Mentorships,</li> <li>• Trade shows,</li> <li>• Annual meetings,</li> <li>• Networking,</li> <li>• Seminars,</li> <li>• Conferences, and</li> <li>• Paid practicums.</li> </ul>	<p>While these training methods may help professional growth and development, we only support specific job-related skills training.</p> <p>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.</p> <p><a href="#">Appendix B</a> gives details about these ineligible training methods.</p>

## ELIGIBLE TRAINING PROVIDERS

Criteria	Interpretation
<p>Training providers must be independent of the employer and deliver training as a main business activity.</p>	<p>Training providers that provide training as a main business activity include:</p> <ul style="list-style-type: none"> <li>• B.C. public post-secondary institutions,</li> <li>• Trade or technical schools designated by SkilledTradesBC,</li> <li>• Private training institutions, and</li> <li>• Industry associations.</li> </ul> <p>Indigenous Elders can be training providers when:</p> <ul style="list-style-type: none"> <li>• The participant is Indigenous,</li> <li>• The Elder support is provided along with eligible training provided by an eligible training provider.</li> </ul>

	<p>AND</p> <ul style="list-style-type: none"> <li>All other requirements of the ETG are met.</li> </ul> <p>We assess requests for Elder support on a case-by-case basis. Please email <a href="mailto:ETG@gov.bc.ca">ETG@gov.bc.ca</a> for a consultation before you apply.</p>
Private training institutions must follow provincial regulations, including requirements set out by the Private Training Institutions Branch ( <a href="#">PTIB</a> ).	Private training providers must be certified (registered or designated) by the PTIB unless they are exempt from PTIB requirements.
<p>Private training that is exempt from Private Training Institutions Branch (<a href="#">PTIB</a>) regulation may be eligible if:</p> <ul style="list-style-type: none"> <li>We find that costs are reasonable and demonstrate high value for money,</li> <li>The trainer provides detailed program/course outlines,</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A qualified instructor provides the training.</li> </ul>	<p>Program/course outlines should include:</p> <ul style="list-style-type: none"> <li>Name of instructor,</li> <li>Capacity (number of participants),</li> <li>Description of each course including intended learning outcomes,</li> <li>Total training duration and duration per course,</li> <li>Total cost and cost per course,</li> <li>Description of how participants will be evaluated.</li> </ul> <p>You must choose training that is competitively priced. However, cost alone does not reflect value for money. The <a href="#">ETG FAQ</a> give more details about value for money.</p>
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. <a href="#">Appendix D</a> gives examples of situations with a real or perceived conflict of interest.

**ELIGIBLE COSTS**

<b>Criteria</b>	<b>Interpretation</b>
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).

<p>We will pay for:</p> <ul style="list-style-type: none"> <li>• Tuition fees,</li> <li>• Mandatory student fees,</li> <li>• Examination fees,</li> <li>• Textbooks, software and other required materials,</li> <li>• Certain travel costs (<a href="#">Appendix C</a> gives details), and</li> <li>• Mandatory unpaid practicums for occupational certifications.</li> </ul> <p>We will not pay for:</p> <ul style="list-style-type: none"> <li>• Membership fees, subscription fees, annual fees, professional association dues,</li> <li>• Software purchase/license for the business,</li> <li>• Laptops, tablets and other hardware,</li> <li>• Equipment (e.g., boots and tools), or</li> <li>• Participant wages while in training.</li> </ul>	<p>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.</p> <p>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.</p> <p>Fees for exams 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.</p> <p>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 <a href="#">B.C. occupations that are controlled by a regulator.</a>)</p>
<p>You must pay all costs in full and submit the related receipts. You cannot receive funds from participants for any of these costs.</p>	<p>Participants are not to pay for any training or training related expenses supported by the ETG.</p>
<p>Training costs must be reasonable and give high value for money.</p>	<p>Training costs must be competitive and deliver the best possible value for money.</p> <p>We will determine value for money by reviewing cost, efficiency, effectiveness and equity.</p> <p>We may ask you to provide additional information to help us decide if an expense offers value for money.</p>
<p>You cannot receive funding from another government program for any of the training costs that we cover.</p>	<p>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.</p> <p>You can still apply if you receive funding for costs that we don’t pay for (the employer contribution).</p>

## 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 <a href="#">Skills Training Grants System</a> . 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: <ul style="list-style-type: none"><li>• Ongoing monitoring,</li><li>• Annual reviews,</li><li>• Surveys,</li><li>• Program audits, and</li><li>• Any other reasonable monitoring, evaluation and review activities that we request.</li></ul>	We may contact you or any participants during or after the training to make sure that training is meeting its goals and to help improve the program.