

FREQUENTLY ASKED QUESTIONS

APPLICATION

How do I apply to the Canada-BC Job Grant?

There are two ways to apply to the CJG: Employer Direct or Organization Acting on Behalf of Employers. In the first case, an Employer completes the Application package and submits directly to the Ministry. In the second case, an Organization works with a group of Employers to submit an Application package. Instructions on completing and submitting forms can be found at: [How to Apply](#).

What if I have a difficult time with the application process? Can someone help me?

The Ministry launched a Delivery Partner Program in the fall of 2014 to assist the Ministry in introducing the CJG. The program was very successful in raising awareness about the CJG program. The Ministry is entering into agreements again with Delivery Partners to assist with new applications in early 2016. The Delivery Partner webpage will be updated once the Delivery Partners are chosen for 16/17.

What organizations can apply as an Organization Acting on Behalf of Employers?

- A non-profit Industry Association or Society;
- A non-profit Employer Association or employer consortium;
- A union organization such as a union hall/Joint training board;
- An Aboriginal or First Nations organization; and
- A non-profit organization or association

This Application pathway enables industry/sector organizations to support employers in identifying training opportunities for their current or future employees, and to facilitate the coordination and delivery of that training.

How long does the Grant application process take?

The length of the application process will vary depending on the number of applications received. Applications will be assessed and may also be prioritized. Employers will be notified as soon as a decision has been made. Employers will normally be notified of a decision within 60 business days of submitting an application package.

Where can I find Application and Participant Information forms?

To download required forms (Application and Participant Information forms), please visit [Canada-BC Job Grant Landing Page](#) and select the appropriate fund. Links to forms are found at the bottom of each funding stream page.

How do I submit my application form?

For application submission information, please visit the How to Apply page.

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

Most questions are straightforward. If you have difficulties in filling out the application form, please email CJGInfo@gov.bc.ca. Please note that an application must be completed in full in order for it to be processed. Incomplete applications will be returned to the Employer. The Employer can re-submit if the Grant is still open.

How does a Participant find their National Occupation Classification code (NOC)?

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, use the "Filter items" search box towards the bottom of Find your NOC page.

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 principle business activity. All Construction sector employers' NAICS codes will begin with 23. Subsector descriptions and corresponding four digit NAICS codes can be found on the linked Statistics Canada page.

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 Canada-BC Job Grant application, i.e. the 2/3 contribution to training. However, an Employer may seek other funding sources to cover their 1/3 contribution.

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

If the cost of the 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 receipts submitted in another currency 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.

For how long will the Grant stay open?

The Grant will open from April 22, 2016-September 30, 2016 for the first intake period. As some Applications may not be eligible for funding, the Application targets will be greater than the funding available. The nature and level of employer interest will affect the time it takes to meet targets. Additional intake periods will be determined in the following weeks.

GRANT

What is the maximum grant amount?

The maximum grant amount per participant is \$10,000 per fiscal year (April 1 to March 31). Limits may also exist for each Application stream. Check for additional restrictions on those web pages.

I was approved for a Grant this Fiscal Year (2015/16). Can I reapply?

Yes. If you have previously been approved for a Grant, eligible employers may reapply for a new Grant. Please be reminded that criteria has been changed. It is important to ensure your application aligns with eligible training listed in the criteria document.

Can I get an advance on the approved Grant amount?

No. Employers can apply for reimbursement once training has started and only after they have paid the training provider(s) in full for training.

Is the Canada-BC Job Grant considered business income that would need to be declared for tax purposes?

Employers should consult their accountant or CRA for tax advice.

Do people who have their tuition paid from the Canada-BC Job Grant have to pay tax?

Employers should consult an accountant or CRA for tax advice.

EMPLOYER ELIGIBILITY

My business is not registered on the Corporate Registry with BC Registry Services. Can I apply for a Canada-BC Job Grant?

No. Employers must be registered for at least a year at the time of application or submit a valid business license.

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

No. A business must be operating in order to qualify for the CJG program.

Can an individual apply for a grant directly?

No. The Employer or Organization 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.

Why do you need my legal business name?

The Ministry requires the Employer's legal name that is registered with BC Registry Services, Corporate Registry, in order to process payments smoothly and efficiently.

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

No. Only businesses operating in BC that have been registered with BC Registry, Corporate Registry, or possess a valid business license for a year or more are eligible to apply for funding.

PARTICIPANT ELIGIBILITY

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. The Employer must have a job available for the participant once the training has been completed.

Are self-employed individuals eligible for training under the grant?

Yes. Self-employed individuals who are sole proprietors can apply on their own behalf provided that the business is currently operating in BC and registered with BC Registry Services, Corporate Registry, for at least a year at the time of application. Training must be related to the current needs of the business and the available job.

Are co-op students and interns eligible for training under the grant?

Yes, if the Employer (not the student or intern) is paying the portion of the training not covered by the Grant and if the Employer will hire the participant when the training is complete.

Are high school students eligible for training under the grant?

High school students are generally not eligible, although there may be exceptions. 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 Canada-BC Job Grant. The Employer must have a job available for the student at the end of training.

Are contracted workers eligible for training under the Grant?

Yes. Contracted employees are eligible if the Employer pays for 1/3 of the training and there is a job available once the training has been completed.

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.

Why are refugees eligible? I thought the CJG 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.

Are participants required to be BC residents?

There is no residency requirement. However, the Employer must have employees in BC and the specific job for which the participant is being trained must be located in BC.

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.

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 CJG 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

Training has started. Can I apply for a Grant?

No. Training cannot have started before an application is submitted.

Why won't the CJG support training that has already started?

The purpose of the CJG is to assist employers to provide skills training to their current or future employees. It is not intended to replace investments that employers are already making in training for their staff.

Can training begin before the Grant application is approved?

Yes. However, if training begins after the Grant application is received by the Ministry but before the application is assessed, the employer is liable for all training costs that are not approved.

Is training that takes place at the workplace eligible?

Yes, provided that it is delivered by an eligible third-party training provider. Training that takes place at the workplace and is delivered by an employee or employer is not eligible.

Can my employees participate in training outside of BC?

Yes, but only in exceptional circumstances. Out of province training is eligible if it is highly specialized or technical training that is not available in BC. The Employer must provide a business case in the application form to explain how this training meets these requirements.

Is online training that is delivered by a training provider outside of BC eligible?

Yes. However, the Ministry reserves the right to deny training if similar training is available in BC at a lesser cost.

Is there a list of approved training providers eligible for grant funding?

No. However, BC Public Post-Secondary institutions, Training organizations run by BC's School Districts and Union and Industry Associations are eligible. BC Private Post-Secondary Institutions registered with the Private Career Training Institutions Agency (PCTIA) are eligible training providers for courses registered with PCTIA only. Other private training providers must be satisfactory to the Province and are assessed on a case-by-case basis as outlined in the Criteria.

Can I assume that if I used a training provider under a previous CJG Agreement they are still an eligible training provider?

No. The Ministry has introduced some further requirements for non-registered private training providers in order to better assess the merit of applications. 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 best information available at the time of assessment.

Why is apprenticeship training in Levels 2 and 3 restricted to under-represented groups only?

While all apprentices have the same access to financial and other supports during their training, under-represented groups face additional barriers to continuing in the trades. The intent of limiting access to these groups is to encourage these individuals to continue along the apprenticeship path, with the support of employers.

What if there are no available seats for training?

Seat availability for Foundations and Apprenticeship training is based on a careful analysis of labour market supply and demand. It is not the intent of the CJG program to place pressure on the apprenticeship system by increasing the demand for seats. If seats are not open for training, the employer cannot apply for training for their current or future employees in these areas.

AGREEMENT

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

Changes to start and end dates of training programs are permitted, as long as the training starts on or before September 30, 2016. If an Employer needs to change the Training Provider, you must have prior approval from the Ministry before training starts. If the Employer does not have prior approval, the Ministry may deny the reimbursement claim for that program. If an Employer needs to make a change to a training provider or a training program, please email CJGagreement@gov.bc.ca

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 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 as possible can benefit from training and will want to re-invest any unused dollars.

REIMBURSEMENT

When and how can I claim my reimbursement?

The Employer must submit a reimbursement claim no more than 30 days after the start of a training program. If there is more than one training program in the application, and these programs have different start dates, a reimbursement claim can be submitted no more than 30 days following the start of training for each program. The Reimbursement Claim Forms will be

provided by the Ministry when you receive your agreement. These are also available online at: [How to Claim for Reimbursement](#).

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.

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 CJG. In the Reimbursement Claim, the Employer must provide an itemized receipt 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.

CONSTRUCTION SECTOR PARAMETERS

Does this mean that only Construction employers in LNG can apply?

No. This partnership is intended to support BC employers across the Construction sector to build workforce capacity for the labour market needs of BC now and in the future.

How is the Construction sector defined?

The sector is defined by the North American Industry Classification System (NAICS). It includes those employers whose primary activity code begins with NAICS code '23'. Employers, whose principal activity is not construction as defined by NAICS code 23, are not eligible. For further information on NAICS Construction sector, visit: [Statistics Canada's Construction Sector](#).

LNG Canada just announced a program to help with training costs. Can I get funding from them?

Yes. You can access funds from the LNG Canada program, if eligible, to cover your 1/3 Employer contribution. Click [here](#) for more information on LNG Canada's program.

Why is Foundations and Apprenticeship training only available in the High Demand Trades list?

By restricting this type of training to this list of high demand trades, the Ministry is prioritizing investments through the CJG in apprenticeship training where there is the highest labour market demand.