

Canada-Alberta Job Grant

Application for Employed Trainees Checklist

Important information

- Canada-Alberta Job Grant (CAJG) will not fund training courses that start before receiving your application.
- CAJG recommends applying 30 days before the start date of the training course.
- All courses on an application must start within 6 months.
- List each training course separately using the “add training” button.
- Employers may pay for training at any time; however, the training cannot start until all trainees have actioned the email by clicking “**I confirm**” and the application status is “**received**”.
- Applicants are responsible for training costs incurred if an application is unsuccessful.
- If circumstances change after your application is submitted, notify the CAJG team as soon as possible. A new application may be required which will affect your training invoice and start date.

Checklist

Employers must complete the following steps:

- Create a MyAlberta Digital ID for Business account.
 - This account must be created in order to access Alberta Labour and Immigration’s Workforce Grants Portal.
 - Visit the [CAJG website](#) to access the Workforce Grants Portal. The first time you select the portal button, you will be redirected to create your MyAlberta Digital ID for Business account.
- Complete the application, and accept and electronically sign the Employer Declaration and the Grant Agreement.
 - This application is a legal contract.
 - You will be entering trainee information on their behalf during the application process.

- Submit the required documentation along with the application.
 - The portal will ask for the required application documents to be uploaded.

Supporting Documentation:

- Sole proprietors are required to demonstrate their business is established and operational in Alberta. In addition, sole proprietors need to submit the following documentation:
 - Trade name or partnership registration number
 - Sole proprietors with coverage under the *Workers’ Compensation Act* must submit a Workers’ Compensation Board (WCB-Alberta) clearance letter.
 - Sole proprietors in a WCB-Alberta exempt industry must submit a WCB-Alberta exempt industry letter and a copy of their federal payroll deductions, Statement of Business or Professional Activities form (T2125 E) for the year before the application date or GST Registration.
- Non-profit organizations must provide documentation demonstrating they are incorporated, established or registered by submitting their Alberta Corporate Access Number (ACAN), Canada Revenue Agency Charity Number or other documentation.
- Supporting documentation proving a trainee is a protected person.
- Training course cost information in Canadian dollars and cost per trainee.
- Training course details that clearly outlines course content and hours of training.

Trainee information

The employer will be entering trainee information on their behalf during the application process. The information the employer enters regarding the trainee must be reviewed by the trainee. When the CAJG online application form is submitted, an email will be sent to the trainee. The email will advise the trainee that the employer applied to the CAJG program and that the employer provided personal information about them to the program. The trainee is required to acknowledge receipt of the email and confirm certain information before the application form can be formally submitted and processed. Trainees will be directed to contact the employer to make any updates or corrections to their personal information. The CAJG application form will not be formally submitted or considered received until all trainees provide email confirmation.

Trainee information includes:

Legal First Name:	Legal Middle Name:	Legal Last Name:
Social Insurance Number (SIN):	Date of Birth:	Email Address:
Residential Address:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Employment Status Prior to Training: <input type="checkbox"/> Unemployed for 30 days or Less <input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed	
Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Protected Person <input type="checkbox"/> Other		
Designated Groups - Select all that apply: (optional) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Recent Immigrant (Resided in Canada for 5 years or less) <input type="checkbox"/> Immigrant (Resided in Canada for more than 5 years) <input type="checkbox"/> Person with Disability		
Highest Level of Education Completed: <input type="checkbox"/> Less than High School <input type="checkbox"/> High School <input type="checkbox"/> Some Post-Secondary <input type="checkbox"/> Trades Certificate or Diploma <input type="checkbox"/> University Degree		
Currently have an EI claim established: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type of claim: <input type="checkbox"/> Regular <input type="checkbox"/> Medical <input type="checkbox"/> Maternity <input type="checkbox"/> Parental <input type="checkbox"/> Compassionate <input type="checkbox"/> Workshare	
Recently applied or plan to apply for EI benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Owner or board member of Employer Applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No	Related to an owner: <input type="checkbox"/> Yes <input type="checkbox"/> No Relationship:	

Visit alberta.ca/CAJG for more information

©2022 Government of Alberta | April 6, 2022 | Labour and Immigration

