



# B.C. Employer Training Grant

Eligibility Criteria | Updated February 3, 2020

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## PROGRAM OVERVIEW

The goal of the B.C. Employer Training Grant program (ETG) is to help British Columbians access the skills training they need to adapt to the changing requirements of jobs and the labour market, while encouraging employer involvement in the training of their employees.

The Ministry of Advanced Education, Skills and Training (the Ministry) welcomes applications from employers from across the province. Information collected through the [Skills Training Grants System](#) will be used to assess applications on a case-by-case basis. The Ministry reserves the right to request additional information from employers at any time during the assessment process to assist in determining eligibility and value-for-money. Assessment decisions may be delayed, or applications denied, if employers are unable to supply additional information promptly.

Approval of an application does not constitute an endorsement of any training provider, course or program. Previous approval of a training provider, training delivery method, course or program does not guarantee approval in the future. All decisions on the eligibility of employers, participants, training providers, training programs and reimbursable costs will be made by the Ministry at the Ministry's sole discretion.

Information provided in applications is subject to audit and verification to ensure that it is accurate, and the Ministry reserves the right to contact participants, trainers or any other person to substantiate reimbursement claims, training activities, records or other related matters.

## PROGRAM PRIORITIES

Priority is given to first-time applicants, small businesses, applicants from disadvantaged regions and applicants from industries facing the greatest challenges acquiring skilled workers. By prioritizing applications, the ETG program can allocate limited funds to support those applications that best align with the intent of the program and broader objectives of the Province. Learn more about [B.C.'s labour market and industries](#).

ELIGIBLE EMPLOYERS (UPDATED)	
Criteria	Interpretation
All private and non-profit employers operating in B.C. are eligible to apply.	The ETG will consider applications from Indigenous governments as well as from unions applying on behalf of workers represented by the union.  Provincial government employers are ineligible. This includes Crown corporations and agencies, hospitals, regional and provincial health authorities, and public post-secondary institutions. <sup>1</sup> Federal and territorial governments, and federal Crown corporations and agencies are also ineligible.
Employers must submit their application on their own behalf, using their Business BCeID.	Employers are not permitted to share their BCeID User Login ID. Third parties cannot apply on an employer's behalf.

<sup>1</sup> For a complete list of provincial government employers that are ineligible visit: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations>

Criteria	Interpretation
<p>At the time of application, employers must have been fully operational for at least one year.</p>	<p>Employers should be registered on the Corporate Registry with <a href="#">BC Registries and Online Services</a> for at least one year at the time of application.</p> <p>Employers will be asked to provide a copy of their business licence(s) and Canada Revenue Agency (CRA) Business Number. If an employer’s current licence does not demonstrate one full year of operation at the time of application, they will be asked to provide a business licence for both the current and previous year.</p> <p>Employers operating without a business licence or CRA Business Number are still eligible to apply but will be asked to provide additional information to satisfy the Ministry that this criterion has been met.</p>
<p>Employers must be in good standing with the Province.</p>	<p>To be in good standing, employers have met or are currently 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.</p> <p>If an employer repeatedly submits applications for training that is not completed, that employer may become ineligible for future ETG funding.</p>

#### ELIGIBLE PARTICIPANTS (UPDATED)

Criteria	Interpretation
<p>At the time of application, participants must be:</p> <ul style="list-style-type: none"> <li>• unemployed; or</li> <li>• employed by the applicant employer.</li> </ul> <p>Once training is completed, employers must intend to hire or continue to employ participants in B.C.</p>	<p>Participants employed by a company other than the employer, at the time the application is submitted, are ineligible.</p> <p>The ETG supports self-employed individuals as participants in the Technical and Workforce streams who apply under their own business name. The business name on the ETG application should match the business name on the company’s Corporate Registry and business licence(s).</p>

Criteria	Interpretation
<p>To be eligible under the <b>Foundational Training Stream</b>, at the time of application participants must be unemployed, OR employed by the applicant <i>and</i> one of the following:</p> <ul style="list-style-type: none"> <li>• low-skilled</li> <li>• working in a low-skilled occupation</li> <li>• working as an apprentice</li> </ul>	<p>Low-skilled employees are those who have a high school education or less. Low-skilled jobs are those listed as skill levels C or D of the <a href="#">National Occupational Classification</a> (NOC) code.</p> <p>Participants will be required to electronically submit their own Participant Information Forms (PIFs), declaring their employment status and skill level. Employers cannot submit PIFs on behalf of participants. The ETG may contact participants at any time to confirm employment details.</p> <p>An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential or “ticket”. For more details on eligible apprenticeship programs, please visit the <a href="#">Industry Training Authority website</a>.</p> <p>Self-employed business owners are not eligible to receive training under the Foundational Training Stream. For help choosing the right stream, see <a href="#">Appendix E</a>.</p>
<p>Participants must be Canadian citizens, permanent residents, or persons protected under the <i>Immigration and Refugee Protection Act (Canada)</i>, who are legally allowed to work in Canada and have a valid work permit at the time of application.</p>	<p>Permanent residents are defined as persons who have immigrated permanently to Canada but have not become Canadian citizens.</p> <p>Temporary foreign workers, international students, working holiday visas, or 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>Where the Ministry determines that there is a real or perceived conflict of interest in the choice of participants, the Ministry reserves the right to deny an application or a claim. Refer to <a href="#">Appendix D</a> for examples of situations where the Ministry may deem a conflict of interest.</p>
<p>Where an applicant employer has identified a participant as an Employment Insurance (EI) or Income Assistance (IA) client, the participant must obtain prior approval before starting training.</p>	<p>EI or IA recipients are advised to seek approval from the Ministry of Social Development and Poverty Reduction prior to training. EI or IA participants who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. Refer to <a href="#">Appendix A</a> for details.</p>
<p>Participants must be at least 15 years old at the time of application.</p>	

## ELIGIBLE TRAINING

Criteria	Interpretation
Training must be relevant to the immediate needs of the business and the participant's job.	<p>Employers will be required to demonstrate that training aligns with the needs of the business and the employee's job. A business case, course outlines and/or job descriptions may be used to confirm training eligibility.</p> <p>The ETG is not a bursary program and does not fund full diploma or degree programs. Individual post-secondary courses are eligible, but each course must be relevant to the immediate needs of the business and the available job for the employee.</p>
<p>The immediate result of training must be improved job-related skills leading to:</p> <ul style="list-style-type: none"> <li>• a job for an unemployed person; or</li> <li>• a better job for a current employee of the applicant employer</li> </ul>	<p>For the ETG, "better job" is defined as:</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;</li> <li>• increased pay; or</li> <li>• increased job security</li> </ul>
Repeat funding for training is not eligible.	Participants will not be eligible to receive funding for the same, or substantially similar training, that was previously funded under the ETG or the Canada-BC Job Grant program.
Simultaneous training is not eligible.	Participants cannot be enrolled in another federally or provincially funded training program while participating in ETG-funded training.
Training cannot have started prior to the application being submitted.	The ETG will open several intake periods throughout the year. Employers can apply for training that starts within the specific training period associated with each intake. See the <a href="#">ETG web page</a> for intake periods.
Applications must include start and end dates for training and training cannot be more than 52 weeks in duration.	

Criteria	Interpretation
<p><b>Stream 1: Foundational Training</b></p> <p>Training to obtain the following skills and/or certificates is eligible:</p> <ul style="list-style-type: none"> <li>• Essential skills</li> <li>• Trades training certified by the Industry Training Authority (ITA)</li> <li>• Occupational certification</li> <li>• Industry-recognized training</li> </ul>	<p>This stream supports British Columbians to gain essential, transferable and/or certified skills to increase their job security and obtain good-paying jobs.</p> <ul style="list-style-type: none"> <li>• <b>Essential skills training</b> includes literacy, communication, computer use/digital skills, working with others, or training to assist a person to complete their high school diploma or high school equivalency. This also includes training conducted for pre-apprenticeship programs. Essential skills training should be delivered by a B.C. public post-secondary institution or a private training institution designated (and program approved) by the Private Training Institutions Branch.</li> <li>• <b>Apprenticeship training</b> is a combination of on-the-job training and classroom learning that leads to a trade credential or “ticket”. For more details on apprenticeship programs, please visit the <a href="#">Industry Training Authority</a>.</li> <li>• <b>Occupational certifications</b> are granted by an organization with the authority to set standards required to practice an occupation. Example certificates include the Residential Care Worker Certificate and Early Childhood Education Certificate.</li> <li>• <b>Industry-recognized training</b> results in credentials that are transferable and recognized by employers across an industry. Examples include health and safety training (e.g. WHMIS, first aid), hospitality training (e.g. FoodSafe Level 1, Serving it Right) and computer or software training (e.g. Microsoft, Cisco).</li> </ul> <p>All training (incl. exams) under the Foundational Training Stream towards obtaining a credential or designation is eligible. Training (incl. exams) to maintain a credential or designation that the participant already holds is ineligible.</p> <p>Mandatory, unpaid practicums are eligible only as part of training toward occupational certification.</p> <p>Management, business and other soft skills training are not eligible under the Foundational Training Stream. For help choosing the right stream, see <a href="#">Appendix F</a>.</p>
<p><b>Stream 2: Technical Training</b></p> <p>The Technical Training Stream supports technical skills development in response to automation and other technological advancements.</p> <p>“In-house” training programs designed and delivered by the employer are eligible for the Technical Training Stream in accordance with the requirements set out <a href="#">below</a>.</p>	<p>Technical training is defined as training to develop new skills required to operate machinery, equipment or use software, an application or program. This includes computer programming.</p> <p>Technical training also includes training needed for the successful adoption of new technological systems, including new manufacturing, production and construction methods.</p> <p>Training towards examinations and certificates is eligible. Maintenance training (i.e. training that is recurrent) is ineligible.</p> <p>For help choosing the right stream, see <a href="#">Appendix F</a>.</p>

Criteria	Interpretation
<p><b>Stream 3: Workforce Training</b></p> <p>This stream is designed to support soft skills development or other training that aligns with an employer’s business needs <i>and</i> the needs of the job for the employee.</p>	<p>Workforce training includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Management skills such as strategic planning, leadership, recruiting and hiring.</li> <li>• Business improvement skills such as marketing, performance management, communication and sales.</li> <li>• Other soft skills such as project management, professional communication and cross-cultural competency.</li> </ul> <p>For help choosing the right stream, see <a href="#">Appendix F</a>.</p>
<p>Training must be provided in B.C. unless not available in B.C.</p>	<p>Out-of-province training will be considered, but only under exceptional circumstances. A business case may be required.</p>
<p><b>Ineligible training methods include:</b></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</li> <li>• Paid practicums</li> </ul>	<p>While these training methods may be beneficial for professional growth and development, the intent of the ETG is to support specific job-related skills training.</p> <p>For definitions of these ineligible training methods, please refer to <a href="#">Appendix B</a>.</p>

## ELIGIBLE TRAINING PROVIDERS

Criteria	Interpretation
<p>Training providers must:</p> <ul style="list-style-type: none"> <li>• be independent of the employer*; and</li> <li>• deliver training as a main business activity.</li> </ul> <p>*Except in the case of in-house training under the Technical Training Stream.</p>	<p>Eligible training providers include:</p> <ul style="list-style-type: none"> <li>• B.C. public post-secondary institutions</li> <li>• Trade or technical schools designated by the Industry Training Authority</li> <li>• Private training institutions certified by the Private Training Institutions branch (PTIB)</li> <li>• Private training institutions not certified by the Private Training Institutions branch (See <a href="#">below</a> for additional criteria)</li> <li>• Training organizations run by a B.C. school district</li> <li>• Industry associations</li> <li>• Small Business BC</li> <li>• In-house training (Technical Training Stream only)</li> <li>• Indigenous Elders</li> </ul> <p>Where an employer is applying for a training program delivered by an institution certified by the PTIB, but the specific <i>program</i> has not been approved by PTIB, the training provider will be expected to meet the same conditions as for non-certified private training institutions (see <a href="#">below</a>).</p> <p>Where an employer is applying for a corporate training program delivered by a B.C. public post-secondary institution, but the specific <i>program</i> information is not publicly available, the training provider will be expected to meet the same conditions as non-certified private training institutions (see <a href="#">below</a>).</p> <p>In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, Elders may be considered eligible training providers when:</p> <ul style="list-style-type: none"> <li>• the participant is Indigenous;</li> <li>• the Elder support is provided in conjunction with eligible training provided by an eligible training provider; and</li> <li>• all other requirements of the ETG are met.</li> </ul> <p>Request for Elder support will be assessed on a case-by-case basis. The application should identify the Elder(s) providing the supports, the associated costs and a description of the Elder supports.</p>

Criteria	Interpretation
<p><b>Private Training Institutions not Certified by PTIB</b> To be eligible, training programs/ courses delivered by private training institutions not certified by the PTIB may be eligible if:</p> <ul style="list-style-type: none"> <li>• detailed program/course outlines are provided;</li> <li>• costs are, in the sole discretion of the Ministry, reasonable and demonstrate high value for money; and</li> <li>• training is provided by a qualified instructor.</li> </ul>	<p>Program/course outlines should include:</p> <ul style="list-style-type: none"> <li>• Name of instructor</li> <li>• Program/course capacity (number of participants)</li> <li>• Description of each course including intended learning outcomes</li> <li>• Description of how participant(s) will receive instruction (e.g. online, classroom)</li> <li>• Total training duration/duration per course</li> <li>• Total cost/cost per course</li> <li>• Description of how learning will be evaluated</li> </ul> <p>Employers are expected to select training that is competitively priced; however, cost alone does not reflect value for money. Refer to the <a href="#">ETG FAQ</a> for more details.</p> <p>Applicants will be asked to provide the instructor’s resume or curriculum vitae (CV). Trainers should hold, at minimum, a diploma relevant to the subject matter being taught. For training under the Technical Training Stream, instructors should hold a certificate, diploma or post-secondary degree relevant to the subject matter <i>and</i> have two years of full-time work experience in a career occupation relevant to the subject matter of the course, <i>or</i> 10 years of full-time work experience.</p> <p>The Ministry reserves the right to request additional information from applicants at any time during the application assessment process to assist in determining eligibility and value for money. Assessment decisions may be delayed, or applications denied if employers are unable to provide additional information in a timely manner.</p>
<p><b>Online training</b> Online training must meet the same criteria as training delivered by private training institutions not certified by the PTIB (see <a href="#">above</a>).</p>	<p>An employer may wish to provide online training to employees if the training provider is outside B.C. Costs should not exceed costs for similar in-person training available in B.C.</p> <p>Online subscriptions and memberships are ineligible.</p>
<p><b>In-house training</b> Training programs designed and delivered by the employer for the employer’s specific skill needs may be eligible under the Technical Training Stream.</p> <p>In-house training must meet the same criteria as training delivered by private training institutions not certified by the PTIB (see <a href="#">above</a>).</p>	<p>In-house training may be eligible if no similar training is available from an eligible third-party training provider in B.C.</p>
<p>There must be no real or perceived conflict of interest between employers and the choice of training provider.</p>	<p>Where the Ministry determines that there is a real or perceived conflict of interest in the choice of training provider, the Ministry reserves the right to deny an application or a claim. Refer to <a href="#">Appendix D</a> for examples of situations where the Ministry may deem a real or perceived conflict of interest.</p>

## TRAINING COSTS

Criteria	Interpretation
<p>Eligible training costs include:</p> <ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Mandatory student fees</li> <li>• Examination fees, when attached to a training program</li> <li>• Textbooks, software and other required materials</li> <li>• Travel costs, only under certain circumstances (refer to <a href="#">Appendix C</a>).</li> </ul> <p>Ineligible training costs include:</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)</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. These are not user fees and cannot be waived.</p> <p>Exam fees that are not attached to training are only eligible under the Foundational Training Stream, and only when necessary to obtain a new certification or credential.</p> <p>For travel costs, refer to <a href="#">Appendix C</a> for details on the ETG travel policy, which includes caps and circumstances where travel will not be considered eligible.</p> <p>Software or other materials required for participation in the training are eligible. Costs associated with physical assets (e.g. laptops) or a software license that is retained after training is completed are ineligible.</p> <p>In certain circumstances, costs for an Indigenous Elder may, with prior approval, be considered an eligible fee charged by a third-party training provider.</p>
<p>To be eligible for funding, employers must pay all costs in full and costs cannot be recovered from participant employees. Receipts must verify this information.</p>	<p>There is no cost to employee participants for any training supported by the ETG. Employee participants are not to pay for training or any training-related expenses.</p>
<p>Employers cannot receive more than \$10,000 in total contributions (across all streams) for an employee during a fiscal year (April 1 to March 31).</p>	<p>Funding through the Foundational Training Stream is limited to \$10,000 per employee, per fiscal year.</p> <p>Funding through the Technical Training Stream is limited to \$10,000 per employee, per fiscal year.</p> <p>Funding through the Workforce Training Stream is limited to \$5,000 per employee, per fiscal year.</p>
<p>An employer may apply for a maximum of \$300,000 per fiscal year.</p>	<p>The total value of submitted applications (approved, denied or withdrawn) cannot exceed \$300,000 per employer, per fiscal year.</p>
<p>Trainings costs must, in the sole discretion of the Ministry, be reasonable and demonstrate high value for money.</p>	<p>The Ministry reserves the right to request additional information from employers to assist in determining value for money. Assessment decisions may be delayed, or applications denied if applicants are unable to provide additional information in a timely manner.</p>

Criteria	Interpretation
<p>An employer must not have received or be receiving funding from another government program (provincial or federal) for any of the eligible training costs covered by the ETG.</p>	<p>If an employer has or will receive any funding to cover any of the training costs that will be reimbursed by the ETG (government contribution), they are not eligible to apply. This is not applicable to the employer contribution.</p>
<p>Employers must contact the ETG if:</p> <ul style="list-style-type: none"> <li>• they receive a payment for training that was not completed;</li> <li>• if a participant was not hired as the result of training; or</li> <li>• the employer receives funding from any other person or entity, including another government or governmental body.</li> </ul>	<p>Failure to contact the ETG may result in full recovery of funds and employer inability to receive future ETG funding.</p>

## **APPENDIX A – EMPLOYMENT INSURANCE AND INCOME ASSISTANCE CLIENTS**

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Individuals who are active claimants in receipt of Employment Insurance (EI) Part I benefits or Employment Assistance clients in receipt of Income Assistance (IA) may be eligible for training funded through the ETG if prior approval is obtained from the Ministry of Social Development and Poverty Reduction (SDPR). EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA.

Where an employer wishes to train and hire an individual who is currently an EI or IA client, the following steps must be taken before starting training:

### **EI Clients**

- When applying to the ETG, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an EI recipient
- Participant Information Forms must be submitted at least five days prior to the training start date
- This information will be forwarded to SDPR Service Delivery Division

### **IA Clients**

- When applying to the ETG, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an IA recipient
- If a participant is an IA recipient, the employer must contact their Employment Assistance Worker at SDPR Service Delivery Division to ensure that their Income Assistance will not be impacted while they are participating in training under the ETG
- Additional questions regarding Income Assistance should be directed to SDPR at 1-866-866-0800

## **APPENDIX B – DEFINITIONS OF INELIGIBLE TRAINING DELIVERY METHODS**

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While these training methods may be beneficial for professional growth and development, they are not eligible for ETG funding, as the intent of the ETG program is to support specific job-related skills training.

### **Trade Show**

An exhibition where businesses in a specific industry promote their products and services.

### **Annual Meeting**

A yearly meeting of the members or shareholders of a club, company, or other organization, often held for elections and/or reporting on the year's events.

### **Networking**

A group of people exchanging information and contacts for professional or social purposes.

### **Consulting**

The business of giving expert advice to other professionals. Consulting is deemed services rendered and not training provided for the employees of the business.

### **Seminar**

A meeting for giving and discussing information.

### **Mentorship**

The guidance provided by a mentor, especially an experienced person in a company or educational institution, through a formal or informal mentoring process.

### **Coaching**

A form of personal development using a coach to help identify problems and opportunities for change at an individual or team level, designed to inspire clients to achieve their personal and professional objectives.

### **Conference**

A formal meeting of people with a shared interest, typically one that takes place over several days.

### **Practicum**

A practical section of a course of study.

**APPENDIX C – TRAVEL POLICY AND REIMBURSEMENT RATES (UPDATED)**

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The intent of covering travel costs is to provide access to training for participants living and working in rural and remote communities in British Columbia who would not otherwise have access to equivalent or similar training. All travel reimbursements are included towards employer and participant funding caps. The ETG will cover a percentage of the eligible travel costs depending on the stream.

Travel costs are conditionally approved at assessment and will be reviewed once an employer submits their reimbursement claim. Applicants requesting reimbursement for travel must submit a completed [Travel Expense Form](#) with their reimbursement claim. The Ministry reserves the right to determine at the time of reviewing a reimbursement claim whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be reimbursed if not pre-approved and included in the agreement with the Ministry.

Travel costs are eligible when all the following conditions are met:

- The employer is located outside of the Capital Regional District and Metro Vancouver in a B.C. community with a population of 25,000 or fewer people.
- The participant sent for training must travel 100km or greater one way, from their home or workplace<sup>2</sup> to the training site, to receive training. Exceptions may be made on a case-by-case basis.

**Eligible Travel Costs**

Transportation		Accommodation	Meals
Ground	\$0.55 per km	\$125**	Breakfast: \$12.25 Lunch: \$14.25 Dinner: \$24.50 Full day: \$51
Air	\$800 maximum*		

\*Return flight. Receipts are required for flights. Economy class only. Seat selection charges and baggage fees are not eligible.

\*\*Where private accommodation is used instead of commercial accommodation, \$32.28 per day is eligible to be claimed.

Selected mode of travel must be the most economical and practical option. All travel costs must align with training dates; travel costs that do not align with training start/end times are not eligible. Transportation costs are only eligible one way to training and one way back. Where travel is for a partial day, only meals that are applicable to that portion of the day may be claimed. Where a meal is provided without charge, no claim for that meal can be made.

Receipts for travel expenses are **only** required for flights (if applicable). However, under the Grant Agreement, employers must maintain full, accurate and complete financial records of all training activities and expenditures for a period of two years. Audits may occur at the Ministry’s discretion. A [Travel Expense Form](#) must be completed and submitted with all claims. Reimbursement may be denied if receipts are requested and cannot be provided.

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<sup>2</sup> Whichever is closer to training.

## APPENDIX D – CONFLICT OF INTEREST GUIDELINES

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Where the Ministry determines that there is a real or perceived conflict of interest in the choice of a participant, training provider and/or training program, the Ministry reserves the right to deny an application or any reimbursement claim based on that conflict of interest. The Ministry may also revoke an Agreement in the event that a real conflict of interest becomes known.

The following are examples of situations where the Ministry may determine there is a real or perceived conflict of interest (there may be other situations where the Ministry determines there is a real or perceived conflict of interest):

- There are common directors, shareholders and/or owners of the employer’s business and the training provider
- The employer stands to gain financially from the choice of training provider (e.g. the employer developed the training and receives a fee from the third-party training provider delivering the training)
- Grant funding will be used to train family members\*, including but not limited to, where a participant is a family member of:
  - the employer;
  - a person or persons in a position of authority or power with the employer, such as an Executive Director, Chief Executive Officer, Chief Operating Officer, Office Manager, Human Resources Manager, etc.;
  - a board member; or
  - shareholder(s) of a corporation (that is the applicant), where the Ministry determines that the position of the board member or shareholder has or could influence the selection of a family member (e.g. a majority shareholder).

\*The Ministry recognizes that many businesses are family owned and operated. However, as stewards of public funds, the Ministry must ensure there is no real or perceived conflict of interest between an employer and the choice of participant and/or training provider, unless approved in writing in advance by the Ministry.

Family includes any member of the employer’s family, including but not limited to:

- |   |                |
|---|----------------|
| • Spouses and partners  | • Grandchild   |
| • Child or step-child of participant or their spouse or partner | • Grandparent  |
| • Parent/step-parent  | • Niece/nephew |
| • Guardian  | • Aunt/uncle   |
| • Sibling   | • Cousin       |

## APPENDIX E – GOOD STANDING

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To be in good standing, employers must have met or currently be meeting all obligations to the Province under applicable legislation and regulations, and under previous Grant agreements.

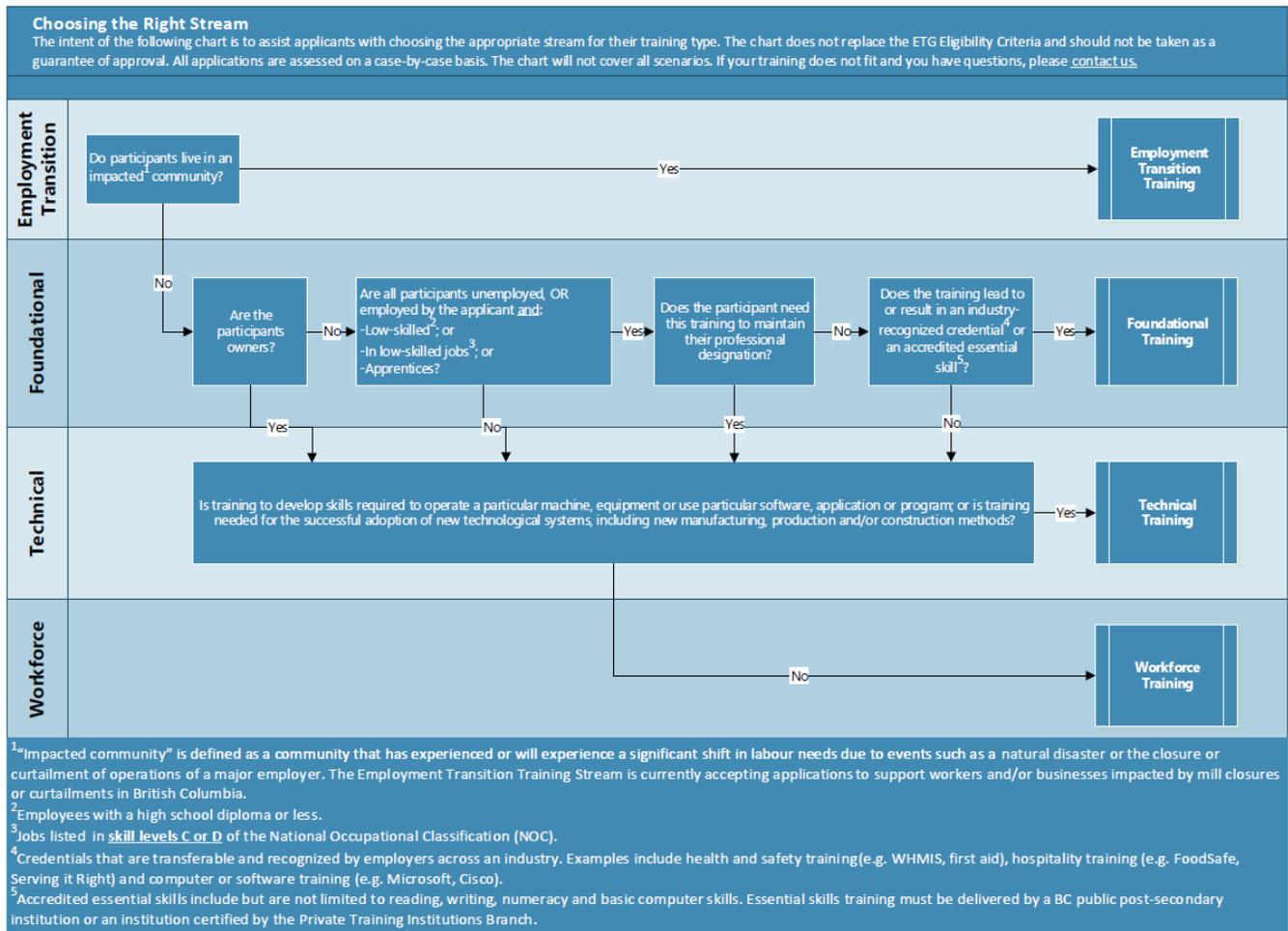
These obligations include, but are not limited to:

- All information provided to the Ministry is found to be complete and accurate
- Any monies the employer receives as reimbursement from the training provider, which the employer has already received as reimbursement from the Province, must be returned to the Province
- There are no required forms or other records outstanding

The employer may also be unable to re-apply under the following circumstances:

- Did not provide a job to a participant after training, except under exceptional circumstances (e.g. participant completed the training, but did not pass the exam which is a requirement of the job)
- Did not submit an Employer Completion Report
- Did not participate in the Employer Outcome Surveys
- Participant did not complete the training (where the Ministry was still required to pay)
- Employer has been approved for multiple grants in the past and subsequently withdrawn or not followed through on training
- Quality assurance process, audits, surveys and any other means of verifying information on previous applications conducted at any time reveal that information provided by the employer to the Ministry is inaccurate or untrue
- The maximum allowable amount per participant (\$10,000) for the fiscal year has been reached
- The maximum allowable amount per employer (\$300,000) for the fiscal year has been reached

## APPENDIX F – CHOOSING THE RIGHT STREAM



[Access this graphic online](#)