

# Canada-Alberta Job Grant (CAJG) Application for Unemployed Trainees Checklist

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## Important Information

- CAJG will not fund training courses that start before your application is received.
- CAJG recommends applying 30 days before the training course start date.
- 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 trainee(s) have signed the application and the application is received by the CAJG.
- Applicants are responsible for training costs incurred if an application is declined.
- If circumstances change after your application is submitted, notify the processing centre as soon as possible
  - A new application may be required, which will impact 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 Labour’s Workforce Grants Portal.
  - Visit the [CAJG website](#) to access Labour’s Workforce Grants Portal. The first time you select the 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 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 ACAN, Canada Revenue Agency Charity Number or other documentation.
- Supporting documentation proving a trainee is a protected person.
- Proof of unemployment status of each trainee. The employer must submit either a recent Record of Employment or an itemized statement of Employment Insurance (EI) benefits claimed in a calendar year on behalf of the trainee. The employer must also submit either a conditional offer of employment or a letter of employment.
- Training course cost information in Canadian dollars, detailing hours of training and cost per trainee.

## 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 online 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 more than 30 consecutive days <input type="checkbox"/> Unemployed for more than 30 consecutive days and employed within last four weeks	
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: