

# Canada-Alberta Job Grant (CAJG)

## Training Completion Checklist

---

### Important Information

- Submit the completion form within 30 days of finishing training. After this period of time, your funding allotment may be returned to CAJG and reallocated.
- Reimbursement cannot exceed the amount of funding or number of trainees at time of approval.
- Any receipts for training costs paid before the date the application was submitted cannot be funded.
- Any training courses that started before approval cannot be funded.
- Employers will still have the option to receive two payment installments by contacting the CAJG team and requesting an interim reimbursement. The CAJG team can be contacted by calling 1-855-638-9424 or 780-638-9424 or by email: [jobgrant@gov.ab.ca](mailto:jobgrant@gov.ab.ca).
- You do not need to send certificates of completion, but retain them for your records.

### Checklist

**To receive payment for eligible training and travel costs the employer must submit:**

- A Training Completion form within 30 days of training completion.
- Include copies of all itemized expense receipts (not invoices). Receipts must include the name of the training provider, the employer, the trainee(s), the training course name(s), date(s) and cost.
- If the trainee paid for the training, submit documentation indicating that the employer has reimbursed the trainee for the full training amount paid to the training provider and any approved travel costs incurred by the trainee. **Note: Unemployed trainees are not permitted to fund their own training.**
  - Documentation may include: payroll information and/or paystubs, expense reports or copies of deposited cheques.
- Upload the Request for EFT – Direct Deposit form along with a copy of a void cheque in the company’s legal name into the Labour’s Workforce Grants Portal using the Upload Document button. EFT – Direct Deposit form and void cheque are not required if provided previously.
  - Access the Workforce Grants Portal by visiting the [CAJG website](#).