

Notes

- 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.
- If you have replaced trainees, you must submit trainee substitution forms. Please contact the CAJG team for instructions by calling 1-855-638-9424 or 780-638-9424 or by email: jobgrant@gov.ab.ca for the substitute trainee forms.
- 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 signed and submitted cannot be funded. Any courses 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.
- 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:

All pages of the completion form completed and signed within 30 days of training completion. Your signature is required in ink. A photocopied signature cannot be accepted.

Use assigned reference number to complete the form.

Include a voided business cheque in the legal name of the company.

Include all original, itemized expense receipts (not invoices). Receipts must include the name of the training provider, the employer, the trainee(s), the course name(s), date(s) and cost.

If the trainee paid for the training costs, submit documentation indicating that the employer has reimbursed the trainee for the full training amount(s). **Note: Unemployed trainees are not permitted to fund their own training costs.**

Documentation includes: payroll information and/or paystubs, expense reports, or copies of deposited cheques.

Mail all sections of original, signed form and receipts to Canada-Alberta Job Grant. Couriered envelopes cannot be accepted.

Canada-Alberta Job Grant
Ministry of Labour
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