



# Canada-Alberta Job Grant

## Training Completion Checklist

### Important information

- Submit the Completion form within 30 days of finishing training. If you do not submit within 30 days, your funding allotment may be returned to the 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 received cannot be funded.
- Any training courses that start before the application is received cannot be funded.
- Employers have the option to receive an interim reimbursement. The employer must request the interim payment by contacting the CAJG team 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.
- Unemployed trainees **cannot** pay their own training.

### 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.
  - 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](#).