

Canada-Alberta Job Grants & You

Don't overlook these important grants when it's time to train

Background

Did you know up to two-thirds of certain Albertan employee training costs can be covered through the Canada-Alberta Job Grant? This applies to trucking and logistics, and the Grant can be used to offset the costs of Mandatory Entry Level Training (MELT) for Class 1 and 2 licenses, AMTA's [Certified Transportation Safety Professional \(CTSP\)](#) designations, or many of AMTA's [training programs](#).

The Canada-Alberta Job Grant represents a significant resource for employers – up to \$10,000 per trainee per fiscal year and up to \$300,000 per individual employer per fiscal year.



In brief, an employer applies for funding on behalf of their employee and, if approved, up to two-thirds (67%) of the training costs are covered by the Government [1]. The official [Applicant Guide](#) for the Grant fully explains how the Grant works and how to apply [2].

This bulletin will provide an overview of the Grant's criteria. AMTA encourages companies to investigate the funding, since training is a critical component for the development of competency in workers [3], in addition to showing staff that their professional development is a priority for the organization.

Eligibility

While the Canada-Alberta Job Grant represents a significant opportunity for employers to access training for their staff, it is not without its rules. The following subsections will explain the eligibility requirements for the program; for more details, check out the [Government of Alberta's website](#) [1].

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Employer Eligibility

The following bullet points are taken directly from the Province's [website](#), and they explain the general categories of employers that can apply for the Job Grant:

- Private sector employers, including sole proprietors and partnerships
- Non-profit sector employers
- First Nations and Métis Settlements
- The Agriculture Financial Services Corporation (if in a community with a population of 100,000 or less)
- Alberta Treasury Branches (if in a community with a population of 100,000 or less) [1]

Employee Eligibility

The following bullet points are taken directly from the Province's [website](#), and they explain the different categories of employees that can benefit from the Grant:

- Canadian citizens
- Permanent residents
- Protected people under the Immigration and Refugee Protection Act (Canada) who are entitled to work in Canada
- Business owners (incorporated, unincorporated, sole-proprietor, partnerships) with 4 or fewer employees, including all owners, are now eligible trainees
- Employed family members
- Eligible trainees must live in Alberta [1]

Ineligibility

Not all individual trainees are able to benefit from the Canada-Alberta Job Grant. Company owners of organisations with more than four employees, family members who are not current employees, and those temporarily working in Canada (including Temporary Foreign Workers) are not eligible for the Grant [1].

Training Providers

Employers are responsible for finding appropriate training providers and programs. Training providers must be third-party trainers separate and distinct from the employer. The employer may not act as the training provider and the training provider may not employ the individual it is training. Training must be a main business activity of the training provider [1].

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Training Criteria

Employers must identify suitable training providers and programs for their staff, and these training providers must be entities that are “separate and distinct” from the employer [1].

Once the need for training and potential programs have been identified, the training program should be checked against the following list of criteria to make sure it is eligible for the Grant (this list is taken directly from the Province's [website](#)):

- Total 21 instructional hours or longer per trainee per application
- Start within 6 months after receiving Canada-Alberta Job Grant approval
- Be completed within 52 weeks of the training courses start date
- Result in some credential (record of completion, certification, grade, and so on)
- Training may be delivered on a full or part-time basis, and may be any combination of online, on-site or in a classroom setting [1]

Eligible Training Costs

The Canada-Alberta Job Grant is fairly comprehensive in its coverage of direct training costs. The funding may be applied to tuition, mandatory student fees, and other costs related to the training like textbooks and software. Travel costs may even be eligible for coverage [1].

Application and Reimbursement Process

The Canada-Alberta Job Grant rules for application and reimbursement can be read in detail in the [Applicant's Guide](#) [2].

For applying for the Grant, the employer should first read the above Applicant's Guide for details on the process. The first step for the employer is to create a [My Digital ID for Business profile](#). This account should be owned by a person designated by the company, usually in the HR or Accounting departments. Once done, the employer should apply for the grant at least 30 days prior to the start of training through the [Canada-Alberta Job Grant \(CAJG\) Portal](#). A single application can be used for all trainees taking the same program at the same time [1].

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For seeking reimbursement, the employer must wait until the training is complete. Once the employee completes the training, the employer should submit a training completion form into the Labour's Workforce Grants portal within 30 days of training completion in order to obtain the funds that were previously approved. Employers may request two payments instead of one so that some interim funding is received [1].

Summary

Employee training is important for not only the growth of the worker but also for the entire organisation. Many workers may view an investment into their training as a benefit to their employment. The Canada-Alberta Job Grant provides employers with means to significantly offset their staff's training costs, and AMTA recommends that those in the transportation industry analyse their operations to see where the Grant can play a role in staff development.

Need Help? Contact AMTA

AMTA can provide carriers with guidance on the information presented in this bulletin. If you have any questions, please contact AMTA and our experienced staff will be happy to help. For your safety and compliance questions, please email Workplace Support Services (WSS) directly at wss@amta.ca.

For more updates like this on a variety of topics related to the trucking industry, please [sign up for our eNews](#).

References

- 1 - "Canada-Alberta Job Grant", Government of Alberta, accessed March 3, 2023, [Canada-Alberta Job Grant | Alberta.ca](#)
- 2 - "Canada-Alberta Job Grant Applicant Guide", Government of Alberta, accessed March 3, 2023, [Canada Alberta Job Grant: Applicant Guide - January 2023](#)
- 3 - "Definitions 'competent'", Alberta Occupational Health and Safety Act, accessed July 15, 2021, [Alberta Queen's Printer](#):