

Canada-Alberta Job Grant

Quick Reference Guide

Overview

The Canada-Alberta Job Grant (CAJG) is an employer-driven program that helps employers invest in training for current and future employees.

Employers are eligible for two-thirds of the total approved training cost, up to \$10,000 per trainee, per fiscal year for current employees. For unemployed trainees, employers can receive up to 100 per cent of approved training costs, up to \$15,000 per trainee per fiscal year.

The maximum amount an employer can be reimbursed is \$300,000 per fiscal year.

Eligibility

Applications to the Canada-Alberta Job Grant are assessed using the following eligibility criteria. Meeting eligibility criteria does not guarantee funding approval.

Eligible applicants

- All private and not-for-profit employers in Alberta
- First Nations and Metis Settlements
- Crown corporations in communities less than 100,000

Ineligible applicants

- Unregistered businesses
- Public sector employers
- Businesses registered for less than 1 year

Eligible trainees

- New or existing employees
- Unemployed Albertans*
- Canadian citizens, permanent residents or protected persons under the Refugee Protection Act (Canada) entitled to work in Canada who are currently residing in Alberta
- Business owners with 4 or fewer employees, including all owners
- Employed family members

Ineligible trainees

- Temporary foreign workers or anyone temporarily working in Canada

- Non-Alberta residents
- Unemployed family members

Training providers

- Must be eligible Alberta third-party training providers who are separate and distinct from the employer.
- The Employer applicant must provide an explanation to justify out-of-province training requests.
- Training must be a main business activity of the training provider.

Eligible training

Training must:

- Be relevant to the current operational needs of the business and the available job.
- Meet or exceed 21 trainer-led instructional hours.
- Start within six months of the application approval date.
- Be completed within 52 weeks of the start date.
- Start after the application is received.
- Be e-learning, part-time, full-time, onsite or in a classroom and result in a credential

Ineligible training

- Apprenticeship technical training programs
- Business consulting
- Coaching/mentoring

Eligible Training Cost

- Tuition fees or instructional fees
- Mandatory student fees
- Examination fees
- Textbooks, software or other required materials
- Some travel costs may be covered

How to apply

Please visit alberta.ca/cajg to apply through the application portal.

Applicants are advised to submit applications at least 30 days in advance of the start date of the training.

Applications are not considered "received" by CAJG until all trainees have submitted their consent via email.

Other training grants cannot be combined with CAJG-funded training for the same trainee and the same training.

Refer to the applicant guide for full terms and conditions of the Canada-Alberta Job Grant.

Reimbursement

Once the training is complete, applicants must submit their completion form within 30 day.

Only training that started after the application was received is eligible for reimbursement.

Employers have the option to receive two payment installments, if required. Please contact the CAJG team by emailing jobgrant@gov.ab.ca for details on interim reimbursements.

Contact us

Phone: 780-638-9424 (within Edmonton)

Toll free: 1-855-638-9424

Email: jobgrant@gov.ab.ca

Process at a glance

