

Get LevellingUp at 66% Off

How employees access the Canada-Alberta Job Grant (CAJG)



1. Employee picks Accelerator Groups

- a. CAJG requirements:
 - i. Training must align with employee's current role.
 - ii. You must be an Alberta-based employee working at an Alberta business location.
 - iii. At least 21 hours of training is required. Registering for multiple Accelerator Groups is an acceptable way to satisfy this minimum.
 - iv. Training start date must be no sooner than 1 month away, and no greater than 6 months away. *Note: If the Accelerator Group(s) you are interested in do not have published start dates that meet this criteria, contact Earn.It@LevellingUp.ca for dates.*
 - v. Finish date must be no later than 1 year away.

2. Employee requests Employer approval

- a. Employee provides employer with details for selected Accelerator Groups.

3. Employer completes online application form

- a. Online application form is here: <https://www.alberta.ca/canada-alberta-job-grant.aspx#toc-4>
- b. On completion, form is automatically routed to employee for validation of personal details.
- c. Once employee approves, form is submitted for CAJG approval.

4. Employer pays for training

- a. Employer may pay once CAJG application is submitted. However, if application is declined, employer will be responsible for costs.
- b. If the employee pays, documentation must be provided showing full employer reimbursement.

5. Employee receives LevellingUp Accelerator Group training

- a. Certificate of Completion granted with successful completion of each course.
- b. Training Completion form must be submitted by employer within 30 days of completion.

6. Employer is reimbursed for 2/3 of training cost

Note: The above steps are applicable to employees that live in Alberta. Similar programs exist in all Canadian provinces and territories. Contact us at Earn.It@LevellingUp.ca for more information.

References

Plan overview: <https://www.alberta.ca/canada-alberta-job-grant.aspx>

Applicant guide: <https://www.alberta.ca/assets/documents/CAJG-applicant-guide.pdf>

Application checklist: <https://www.alberta.ca/assets/documents/CAJ-application-form-employed-trainees.pdf>

Training completion checklist: <https://www.alberta.ca/assets/documents/cajc-checklist-completion-form.pdf>