



Employment Pathway Grant

Applicant Guide

Employment Pathway Grant Applicant Guide | Transportation and Economic Corridors

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Employment Pathway Grant Applicant Guide

It is the Employer applicant's responsibility to review this document carefully, as it forms part of the grant agreement that all Employer applicants must sign to be eligible for funding.

Class 1 Learning Pathway

Alberta is leading the advancement and professionalization of the commercial driving industry with a new Class 1 driver learning pathway. Designed to strengthen attraction and retention of commercial drivers in Alberta, the pathway's flexible, incremental approach facilitates the entry of new drivers in the commercial driving industry and supports ongoing development of advanced knowledge, skills, and behaviours throughout their careers.

About the Employment Pathway Grant

The Employment Pathway Grant (EPG) is an employer-driven program to help employers invest in their workforce and secure training for their employees. The goal of the EPG is to address the commercial driver shortage in Alberta's transportation industry, by enhancing training and employment opportunities for Class 1 drivers, ensuring that the sector is equipped with a skilled workforce to meet its growing demands.

The EPG is structured as an employer-driven reimbursement grant, allowing Albertans to start rewarding careers as commercial truck drivers. **Under the program, individuals are not eligible to apply for training reimbursement independently; participation must be employer-sponsored.**

Please note:

1. Applications are assessed on a first-come, first-served basis.
2. Meeting eligibility criteria does not guarantee funding approval.
3. Approval of applications does not constitute an endorsement of any training provider or particular training course(s).
4. Previous approval of an employer, training course(s) or training provider does not guarantee approval in the future.
5. All applications are assessed based on information provided in the application. Ensure that submitted applications are complete and accurate to avoid delays or declines.
6. All decisions regarding the eligibility of employers, employees, future employees, training providers, training courses and reimbursable costs will be made by Transportation and Economic Corridors ("Ministry") at the Ministry's sole discretion, and will be awarded at the Minister's, or Registrar's, discretion. The Ministry reserves the right to contact employers, employees, future employees, training providers or any other person in order to verify reimbursement claims, training activities, records, or other related matters.
7. The Ministry reserves the right to refuse funding for training through the EPG if an employer applicant, training provider, or any controlling party has previously been found by the Ministry to have provided inaccurate, misleading, or incorrect information in an attempt to circumvent program guidelines and receive funding.
8. The Ministry reserves the right to follow up with any employer applicant and employee at any time. In particular, the Ministry reserves the right to evaluate the approach of any employer applicant and request additional information to ensure the grant is being utilized as expected.

9. Training can be purchased and started before the application is submitted; however, if employer applicants choose to purchase training before application is approved, the employer applicant is responsible for the costs of training if the application is denied for any reason. **In order to confirm approval prior to purchasing training**, employer applicants may wish to submit their applications at least 15 days in advance of the start date of the training. Expenses for any training that is determined to be ineligible will not be reimbursed.
10. This grant program will be reviewed and is subject to amendments to clarify and improve the program. Changes will be made clear in the guidelines, supporting documents, and on the website.

Note: All 'days' referred to in this document are calendar days, unless otherwise noted.

Application Intake Dates	Ongoing intake until funding is used; first come first served.
Funding Range	Up to \$ 25,000
Notification Timelines	Within 15 days
Application Process	<ol style="list-style-type: none"> 1. Submit Grant Application 2. Perform Grant Activities 3. Submit Reimbursement Application
Grant Agreement	Signed Grant Agreement
Payment Method	Electronic Funds Transfer
Activities Completion Reimbursement Timeframe	Up to 120 days

Grant Application Process

The EPG follows a two-stage application process, Stage 1: Grant Application and Stage 2: Reimbursement Application, broken down into steps as follows:

- a. Grant Application
- b. Grant Activities
- c. Reimbursement Application

Please Note:

1. It is the responsibility of the employer applicant to ensure they understand the application and the reimbursement requirements before applying to the EPG program.
 - The employer applicant can reach out to Programadmin@learningpathwaygrant.ca with questions.
2. Program eligibility cannot be determined over the phone or via email. An application must be submitted and assessed for an eligibility determination to be made.

3. Employer applicants are required to submit their application and monitor the status of their files through the [grant portal](#) to ensure all employees or future employees confirm their involvement on the application, and that the application is completed and submitted.
- All application decision emails will be sent to the primary contact identified on the application. All decisions can be viewed in the Grant Portal.

Eligible Employers

The EPG is open to private businesses, non-profit organizations, First Nations and Metis Settlements. Private businesses include sole-proprietors, general and limited partnerships, and corporations.

All employer applicants must have a Class 1 driving job available in Alberta for the employees or future employees and must intend to hire or continue to employ eligible individuals in a Class 1 driving job after the grant activities are completed.

Employer applicants must be one of the following:

- Incorporated under the *Business Corporations Act* (Alberta).
- A partnership registered under the *Partnership Act* (Alberta).
- A sole proprietor with a trade name registered under the *Partnership Act* (Alberta).
- Registered under an act of the legislature of a province or the Parliament of Canada.
- A non-profit registered under a special act or a private act of the Alberta legislature.
- A non-profit registered under part 9 of the *Companies Act* (Alberta).
- A non-profit registered under the *Societies Act* (Alberta)
- First Nations.
- Metis Settlements

In addition to the above, Employer applicants must:

- Have had a principal place of business in Alberta for at least one year before the application received date.
- Have not already received supports through Industry Association Grants or the Canada-Alberta Job Grant specifically for the purposes of covering training or onboarding costs for the same employees or future employees.
- Are willing and able to be set up as a vendor in 1GX, the Government of Alberta's vendor management system, which includes providing banking information to the Government of Alberta for the purposes of payment.
- Be in good standing with the province. Good standing is defined as:
 - The employer provides safe working conditions and is in good standing under the *Traffic Safety Act*, *Employment Standards Code*, *Occupational Health and Safety Act*, *Workers' Compensation Act*, and all other applicable legislation and regulations.

- Workers' compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; and/or any Employment Standards orders are resolved.
- The employer applicant has no outstanding penalties, conditions, suspensions, convictions, on-road safety performance issues, or unsatisfactory safety fitness ratings issued under applicable legislation or regulations.
- The employer applicant must have met or currently meet all obligations to the province under previous grant agreements.

Ineligible Employers

The following employers will not be eligible for funding:

- Businesses that have been incorporated or registered for less than one year.
- Employers that do not have a principal place of business in Alberta.
- Federal, provincial, or municipal governments and crown corporations.
- Other public sector employers such as hospitals, health authorities, etc.
- Political parties.

Eligible Employees / Future Employees

Eligible Employees / Future Employees include:

- Individuals who have an established employment relationship with the Employer applicant.
 - An employment relationship is defined as one of:
 - A formal employment agreement between the employer and employee where the employer has hired the employee to perform work for wages or a salary, with the employer retaining the right to direct the work's execution.
 - An unconditional offer of employment, where employment is defined as in the bullet above and will begin no later than the date the individual has completed the applicable training or obtained their Class 1 driver's licence.
 - A conditional offer of employment, where employment is defined as in the bullet above and is not guaranteed until the individual meets certain conditions, and employment will begin no later than the date the individual has completed the applicable training or obtained their Class 1 driver's licence.
- Individuals with less than two years of Class 1 driving experience, with the exception of those that an employer applicant is applying to receive **only** a Professional Development Reimbursement for, who may have any number of years of Class 1 driving experience.
- Family members
 - The term 'family member' is defined as any relative of the Employer applicant including common-law partner and adult interdependent partner.
 - Family members may be eligible and must have an established employment relationship with the employer as described above.

All employees or future employees must:

- Be legally allowed to work in Canada;
- Live in Alberta;
- Meet the requirements to hold a Class 1 driver's licence (i.e. are at least 18 years of age, submit a satisfactory driver medical, etc.);
- Hold an Alberta non-probationary driver's licence (ie. A full Class 5 licence) or Class 1 driver's licence;
- Be ready, willing, and able to immediately participate in training, if required; and
- Have not previously received grant funding from any Government of Alberta program for Class 1 driver training.

Verification:

- Employer applicants will be required to verify employees or future employees' employment start dates.
- Verification of an employee's employment status may be required. Verification may be in the form of a previous year's T4, a paystub, or other suitable documentation. For future employees, the employer applicant must submit the following:
 - A conditional offer of employment letter or a letter of employment. Both documents must include the future employee's name and job title, the employer applicant's signature, the future employee's signature, and the employment start date. The letterhead of the letter must match the legal entity name of the employer applicant.

For any questions about Employment Insurance (EI) benefits while in training, please contact EI at the following:

Toll-Free: 1-800-206-7218

TTY: 1-800-529-3742

Their hours of operation are Monday to Friday, from 8:30 am to 4:30 pm.

Ineligible Employees / Future Employees

Ineligible employees or future employees include:

- Those who do not reside in Alberta
- Those who are not legally entitled to work in Canada.
- Owners of employer applicant company (such as majority shareholders of a corporation) and any member of the Employer applicant's board or council.
- Those who are not currently employed or will not be employed by the employer applicant in a Class 1 driving job once training is completed.

- Those who do not meet the requirements to hold a Class 1 driver's licence (i.e. are at least 18 years of age, submit a satisfactory driver medical, etc.).
- Those who have received previous grant funding for Class 1 driver training.
- Those whose training is already fully funded through other funding sources (includes employer sponsorship or funding, or another grant program).
- Contractors of the employer applicant.

Grant Funding Model

Funding Categories

The program is structured as a reimbursement grant. **Employer applicants must pay 100 percent of the eligible training costs upfront** and will receive up to a 100 per cent reimbursement for all pre-approved, eligible costs as verified by receipts. Employer applicants or employees / future employees may pay for the online Entry Training (\$250).

Employer applicants can apply for a maximum of \$25,000 per eligible employee/future employee across three funding categories to support both training and onboarding their employees, and they can apply for more than one type of funding category for each employee. The funding categories include:

1. **Class 1 Training Reimbursement:** Employer applicants can get up to \$10,000 for training costs for new Class 1 drivers, including:
 - Up to \$700 for classroom Entry Training support, if required (online training fees are not eligible).
 - Up to \$6,800 for Core Learning.
 - Up to \$2,500 for Competence Building.
 - Up to \$4,000 for Experience and Equivalency Program
2. **Onboarding Incentive:** Employer applicants can receive \$10,000 for hiring and employing a new Class 1 driver (with less than 2 years of experience) in a Class 1 driving job for at least 90 days.
3. **Professional Development Reimbursement:** Employer applicants can get up to \$5,000 for advanced training costs for licenced Class 1 drivers with any number of years of experience.

For all funding categories, Employer applicants must prove there is an established employment relationship with the individual. Employer applicants must provide either proof of current employment or future employment. The date of the employment relationship must be before the application is submitted.

Employer applicants can submit one application on behalf of multiple employees or future employees if they are all undergoing the same type of training simultaneously (e.g., several employees or future employees completing Class 1 training at the same time).

Employees or future employees will not fund their training costs upfront with the exception of the Class 1 Learning Pathway online Entry Training (\$250), which may be paid for by either the employer applicant or the employee / future employee. For all other training costs, the employer applicant must pay the training provider

directly before submitting a reimbursement application. At the end of training, employees or future employees must not bear any of the employer applicant training costs incurred.

For tax questions pertaining to the EPG program, please contact Canada Revenue Agency.

Please note – Class 1 Training Reimbursement

- Employer applicants must hire the individual into a Class 1 driving job after they are trained. Employer applicants cannot apply only for reimbursement of new driver training costs. If Employer applicants wish to claim training costs, they must combine their application with the Onboarding Incentive and have hired or have a confirmed intention of hiring the employee or future employee into a Class 1 driving job.
- Employer applicants can receive reimbursement of up to \$10,000 per employee or future employee who is trained in the new Class 1 Learning Pathway, obtains their Class 1 driver's licence, and is retained in a Class 1 driving job for at least 30 days. Employer applicants may receive the remaining reimbursement (Onboarding and Professional Development) after the employee or future employee has been retained in a driving job for a total of 90 days.
- Training can be purchased and start before the application is submitted; however, if employer applicants choose to purchase training before application is approved, the employer applicant is responsible for the costs of training if the application is denied for any reason. **In order to confirm approval prior to purchasing training**, employer applicants may wish to submit their applications at least 15 days in advance of the start date of the training. Expenses for any training that is determined to be ineligible will not be reimbursed.
- Employer applicants or employees / future employees must pay for the cost of Entry Training (\$250); if Employer applicants would like to send the employees or future employees to a driver training school for additional support during the Entry Training phase of the Class 1 Learning Pathway, Employer applicants must pay for the additional support upfront and may receive up to \$700 in reimbursement for it.

Please note – Onboarding Incentive

- If an individual already has a Class 1 driver's licence, but less than two years of driving experience, Employer applicants can still apply for an Onboarding Incentive separate from the other two categories. Employee must be a new hire to the employer and must be hired into a Class 1 driving position.

Please note – Professional Development Reimbursement

- If an individual already has a Class 1 driver's licence Employer applicants can still apply for Professional Development costs separate from the other two categories.
- The Ministry has the discretion to approve an employee to access more than one professional development training course.

Eligible Costs

Class 1 Training Reimbursement

Eligible Class 1 training costs include:

- Classroom Entry Training, if required (online Entry Training fees are not eligible).
- Core Learning (60 hours total - includes class, in-yard and in-cab lessons)
- Competence Building (17-25 hours total - includes class, in-yard and in-cab lessons)
- Experience and Equivalency (40 hours total - includes class, in-yard and in-cab lessons)

Class 1 training must:

- Start within 90 days of the Grant Application approval date.
- Be completed within 90 days from the Grant Application approval date

Onboarding Incentive

Eligible onboarding costs:

- Employer applicants are eligible to apply for an Onboarding Incentive to help offset any onboarding costs as long as the new Class 1 driver is maintained in a Class 1 driving job for at least 90 days, allowing maximum flexibility and discretion to Employer applicants on how to deploy the Onboarding Incentive funding.
- Note: Onboarding may be requested for employees moving into a Class 1 driving position in an organization, but not between Class 1 driving positions.
 - Ex: Suzie is employed as an Office Administrator. XYZ Transport may apply for the Onboarding Incentive for Suzie if she will be hired into a Class 1 driving job.
 - Ex: Jordan drives as a Class 1 driver for XYZ Transport company. XYZ Transport company is not eligible to apply for the Onboarding Incentive for Jordan.

Professional Development Reimbursement

Eligible professional development costs that may be reimbursed to the employer applicant include:

- Tuition or enrollment fees associated with advanced driver training programs. The EPG program will consider various professional development training programs that are relevant to growing the employee or future employee's career in the commercial driving space.
 - Advanced training is defined as: training required to advance, progress, or move into a different and/or better Class 1 driving job, or to take on additional duties beyond the expectations of an entry level Class 1 driving job. Advanced training is not basic training required for an employee or future employee to obtain an entry level Class 1 driving job with the employer applicant.

- Course materials directly relevant to the delivery of the training course, including workbooks or software. Required learning materials / supplies relevant to the training course undertaken and must be distinct from materials required to run the employer applicant's business.

Employer applicants will be required to demonstrate that training aligns with the needs of the business and the employee or future employee's Class 1 driving job.

Training must result in skills development and be directly connected to employment. Training that is for personal interest is not eligible.

Professional Development training must:

- Start within 90 days of the application approval date.
- Be completed within 90 days from the application approval date
- Result in some form of a credential, such as a record of completion, certificate, grade, mark, or industry-recognized credential.
- Have interaction with an instructor.
- **Format of Professional Development Training:** Training can be delivered online, onsite or in a classroom, and it may be undertaken on either a part-time or full-time basis. Self-directed online learning must include instructor interaction. The training provider's course outline must state that students will have access to an instructor. The instructional format can be blended and provided individually or in a group setting.
- **Location of Professional Development Training:** Training must take place in Alberta. Online training is considered to take place in Alberta.

The EPG program may approve a wide range of professional development costs submitted by eligible employer applicants. The Ministry reserves the right to assess whether submitted costs align with the program's goals during the application assessment process. The Ministry must be satisfied that the costs of the training are reasonable.

Reasonableness in the context of the EPG, may be determined by considering factors such as, but not limited to, total training costs per employee or future employee, duration of training, type of credential to be received, type of training provider, cost of similar training approved by the EPG and if the cost is stable and consistent. As part of the application process, the Ministry may define thresholds where the training cost and fees are beyond what is considered reasonable. Furthermore, the Ministry reserves the right to request additional information from employers to assist in determining reasonability. Additional information may be in the form of a quote from two different training providers.

Ineligible Costs

The following are ineligible for funding:

- Online Entry Training fees for a new Class 1 driver (only In-Class Entry Training fees are eligible)
- Any examination fees, including the Class 1 Knowledge and Road Test
- Training provided by an employer applicant to their own employees ("in-house" training)
- Out-of-province training

- Apprenticeship training
- Practicums
- Research papers
- Coaching
- Conferences
- Business consulting services
 - Business consulting services are defined as: any situation in which the proposed training would consist of a review of the business or organization rather than the development or improvement of skills of the training participants
 - Software Providers/IT consultants are defined as those that sell software or are involved in customizing, installing, or implementing software. Training must be billed separately from the other services rendered by these providers. Training costs cannot include the implementation of new software. It is the responsibility of the Employer applicant to apply only for funding for training and not for the purchase, customization and/or installation of a digital asset.
- Consulting
 - Consulting is defined as: the business of giving expert advice to other professionals. Consulting is deemed services rendered and not training provided for the employees of the business.
- Self-study for an exam
- Self-study without instructor interaction
- Pre-recorded video content with no instructor interaction
- Instructional DVDs
- Audio books
- Courses not directly related to the employee or future employee's job
- Travel costs
- Recreation/fitness fees
- An Alberta driver's medical examination report that must be completed by a physician or nurse practitioner and approved by a registry agent or Alberta Transportation's Driver Fitness and Monitoring team.
- Health care fees/premiums
- Childcare costs
- Living allowances
- Assets or supplies the Employer applicant needs to operate (e.g. computers, phones, and office/worksites supplies)
- Costs or courses that were not approved in the employer applicant's Grant Application

This list is not exhaustive and may include other costs.

Eligible Training Providers

Eligible training providers must meet the following criteria:

- The training provider must be separate and distinct from the employer applicant.
- Training must be a main business activity of the training provider.
- Qualified instructors should have relevant education and experience directly related to the type of training.
- Training rates and course descriptions must be posted online and remain stable.
- Training providers must be in business and providing training for a minimum of one year at the time of application.

In addition to the above, for Class 1 Training Reimbursement training must be completed through a licenced driving school located in Alberta. The most recent list of licenced driver training schools can be accessed via the following link: <https://open.alberta.ca/publications/licensed-driver-training-schools>

Ineligible Training Providers

Ineligible training providers include:

- Employer applicants.
- Relatives of the Employer applicant or their Board members.
- Employees of the Employer applicant.
- Driver training schools not included on the current list of licenced driver training schools.
- Franchisers and training providers exclusive to one employer.

Grant Application

Employer applicants will apply for funding pre-approval to cover anticipated eligible expenses and detail the training intended for their employees or future employees. Employer applicants must fill out and submit their application along with supporting documentation through the [grant portal](http://www.learningpathwaygrant.ca) (<http://www.learningpathwaygrant.ca>). Training may start before the grant application is submitted; however, the employer applicant is responsible for the costs of training if the application is denied for any reason.

Employer applicants can submit one grant application on behalf of multiple employees or future employees if they are all undergoing the same type of training simultaneously (e.g., several employees or future employees completing Class 1 training at the same time).

Grant Application Process

To submit the Grant Application, employer applicants should complete the following steps:

1. **Determine which funding categories to apply for.**

2. **Identify eligible employees / future employees:**

Determine which current and/or future employees will be hired and sponsored for Class 1 driving training and/or professional development training and establish an employment relationship with them.

3. **Interim reimbursement decision:**

If applying for Class 1 Training Reimbursement, Employer applicants can opt-in to receive an interim payment to reimburse Class 1 training costs after the employee has been employed for 30 days in a Class 1 driving job. Employer applicants do not have to opt-in for the interim payment.

If employer applicants choose to opt-in for this payment, they will have to submit reimbursement documentation at the interim stage and again at the end of onboarding activities.

4. **Review and gather required documentation.**

5. **Submit completed application through the grant portal (<http://www.learningpathwaygrant.ca>)**

Applications are not considered complete until the consent of all employees or future employees has been received. Employer applicants must ensure all employees or future employees confirm their involvement in the application by signing the **Employee Information Form** and monitor the status of their files through the grant portal.

Required Documentation

For all applications, the following documentation is required:

1. Employment Pathway Grant Application - Completed through the grant portal (<http://www.learningpathwaygrant.ca>)
 - For sole proprietors, the trade name that is registered in the Alberta Corporate Registry should be entered in the “Legal Entity Name” field
2. Employee Information Form - Completed through the grant portal
3. (If applicable) Non-profits must submit one of the following:
 - a) Alberta Corporate Access Number (ACAN);
 - b) Canada Revenue Agency Charity Number; or
 - c) Other documentation demonstrating they are incorporated, established, or registered.
4. (If applicable) Sole proprietors or unincorporated partnerships must submit the following documentation:
 - a) Sole proprietors with coverage under the *Workers’ Compensation Act* must submit a Workers’ Compensation Board (WCB-Alberta) clearance letter. To obtain the required WCB-Alberta letter, sign into your myWCB account at WCB Alberta or call WCB-Alberta at 1-866-922-9221.
 - b) Sole proprietors in a WCB-Alberta exempt industry under the *Workers’ Compensation Act* must submit the following:

- A WCB-Alberta exempt industry letter; and
 - A copy of their federal payroll deductions or GST Registration.
- c) One of:
- A copy of their federal payroll deductions.
 - A copy of their GST Registration form.
5. Proof of established employment relationship with each employee or future employee included in the application, which is one of:
- a) For current employees, including employed family members: employment letter or contract that indicates the employee's name, job title, and responsibilities, **and** the last three pay stubs.
 - b) For future employees: an offer of employment which must include the future employees full legal name which matches the Employee Information Form, the job title, the job responsibilities, and signatures from both the employer applicant (or appropriate representative) and the employee or future employee
6. A copy of the employee's current Alberta driver's licence.
7. If applying for the Experience and Equivalency Program, written approval from the Ministry, obtained by submitting the [Experience and Equivalency Class 1 Application](#) to TEC.LicensingTraining@gov.ab.ca.

For Class 1 Training Reimbursement, in addition to the above:

1. Quote provided by the driver training school, which includes:
 - a) instructional hours,
 - b) dates of training,
 - c) breakdown of costs by Entry, Core, and Competence training (as applicable), and total training costs,
 - d) cost per individual (if more than one employee or future employee is included in the quote).

For the Onboarding Incentive, in addition to the above:

1. If the employee is already currently employed by the employer applicant, provide a current Job Description, which includes:
 - a) Job title,
 - b) Description of current job duties

For Professional Development Reimbursement, in addition to the above:

2. A quote provided by the training provider, which includes:

- a) total instructional hours,
 - b) total training duration/length,
 - c) total cost of the course per person,
 - d) a list of all required course materials and their costs,
 - e) name of the instructor,
 - f) dates of training,
3. A course outline, which includes:
- a) A description of the training course objectives,
 - b) description of each module of the course with instructional hours and intended learning outcomes,
 - c) description of how participant will receive instruction (e.g., online, in-class etc.) for each module,
 - d) location of the training,
 - e) description of how participant's learning will be assessed/evaluated,
 - f) course capacity (number of participants), if applicable,
 - g) credential received at the end of the training

It is essential for employer applicants to ensure that all forms and supporting documents are completed accurately and submitted together to avoid delays.

Applications that are missing critical information or components may be denied without the opportunity for updates.

There will be no appeals of funding decisions. In the event of a declined application, the Grant Administrator will attempt to provide a reason for declining the application. The Employer applicant can submit a new application if the reason(s) for the original application's rejection have been addressed.

The Ministry will assess the eligibility of the employer applicant, employee or future employee, and training, as well as the appropriateness of estimated costs. Employer applicants will be notified about Grant Application decisions within 15 days of submitting the completed application. If successful, employer applicants may continue to complete the applicable Grant Activities.

Changes After Grant Application Submission

Approved Applications

It is the responsibility of the employer applicant to ensure any changes made to a Grant Application after it has been approved are communicated to the Grant **Administrator via email** and are subject to review and approval, and may result in the rejection of the Grant Application.

All changes will be reviewed for eligibility requirements. Changes that do not meet eligibility requirements may affect the approved funding amounts and the application may be deemed ineligible for funding.

Employer applicants should review the eligibility requirements before changing course dates, training providers, or employees / future employees.

Employee / Future Employee Substitution

Sometimes an employer may need to send a different individual to attend training. The substitute must attend the approved training dates and must meet all other program eligibility requirements.

For substitutions for onboarding only, substitutions must be approved by the EPG program prior to the start date submitted in the application.

Substitutions will not be accepted for the Onboarding Incentive when it is associated with an application for Class 1 Training Reimbursement (ie. After an individual has begun training, no substitutions to the Onboarding Incentive will be made for that individual).

Substitutions must be requested before applying for reimbursement. Requests for substitution will not be accepted at the reimbursement stage.

To request a substitution, contact the Grant Administrator before submitting the Reimbursement Application.

Course or Training Provider Changes

Changes to approved training must be requested before the training ends. Requests for training or training provider changes will not be accepted at the reimbursement stage.

To request a training change, contact the Grant Administrator at least five (5) days before submitting the Reimbursement Application.

Grant Activities

Following application approval, the employer applicant will complete the grant activities depending on which funding categories have been applied for.

All grant activities must begin and be completed within 90 days of the Grant Application's approval. **Activities which are not started and completed within 90 days may not be eligible to receive reimbursement.** Grant Activities that are started or completed more than 90 days after the Grant Application's approval will be reviewed for eligibility on a case-by-case basis. If an Employer applicant expects that their Grant Activities will be delayed for any reason they must notify the Grant Administrator as soon as possible, even if the 90 day Grant Activities window has not passed.

Further, all Grant Activities must take place within the Government of Alberta's fiscal year which runs from April 1 to March 31. Grant Activities that take place after March 31 of the fiscal year the Grant Application was received will not be eligible for reimbursement.

a. Class 1 Training Reimbursement

- a. Enroll employee / future employee(s) in Class 1 Learning Pathway training courses
- b. Pay for training
- c. Send employee / future employee(s) to training
- d. Ensure employee / future employee(s) complete Class 1 drivers test and obtains a Class 1 driver's licence

- The employer applicant **will not be reimbursed** for training costs for incomplete training, or if a Class 1 licence is not obtained. Exceptional situations will be reviewed on a case-by-case basis; please reach out to the Grant Administrator as soon as possible.
 - e. Onboard newly trained and licenced employee / future employee(s) into a Class 1 driving job and maintain employment for at least 30 days.
 - The employer applicant **will not be reimbursed** for training costs if an employee / future employee(s) is not onboarded into a Class 1 driving job and employment is not maintained for at least 30 days. Exceptional situations will be reviewed on a case-by-case basis; please reach out to the Grant Administrator as soon as possible.
- b. Onboarding Incentive
- a. Onboard new Class 1 driver(s) as employee(s) in Class 1 driving role(s)
 - b. Maintain employment for a minimum of 90 days
 - The employer applicant **will not be reimbursed** for the Onboarding Incentive if an employee / future employee(s) is not onboarded into a Class 1 driving job and employment is not maintained for at least 90 days. Exceptional situations will be reviewed on a case-by-case basis; please reach out to the Grant Administrator as soon as possible.
 - If the new Class 1 driver(s) have just been trained as part of one application under the EPG's Class 1 Training Reimbursement category, the total minimum length of employment is 90 days, which includes the 30 days referenced in point 'e.' above.
- c. Professional Development Reimbursement
- a. Enroll employee / future employee(s) in advanced training course
 - b. Pay for training
 - c. Send employee / future employee(s) on training
 - d. Ensure employee / future employee(s) complete the advanced training and obtain the applicable credential
 - The employer applicant **will not be reimbursed** for training costs for incomplete training, or if the applicable credential is not obtained. Exceptional situations will be reviewed on a case-by-case basis; please reach out to the Grant Administrator as soon as possible.
 - e. Maintain employment for a minimum of 90 days.
 - The employer applicant **will not be reimbursed** for training costs if an employee / future employee(s) is not onboarded into a Class 1 driving job and employment is not maintained for at least 90 days. Exceptional situations will be reviewed on a case-by-case basis; please reach out to the Grant Administrator as soon as possible.
 - If the employee / future employee(s) have just been trained under the EPG's Class 1 Training Reimbursement category, or onboarded under the EPG Onboarding Incentive category, as part of one application the total minimum length of employment is 90 days across all funding categories.

Reimbursement Application

Once all approved training has finished, employer applicants must submit a Reimbursement Application to be considered for reimbursement. Reimbursement Applications must be submitted within 30 days of the end of Grant Activities and no later than 120 days after the Grant Application's approval. Reimbursement Applications which are received more than 120 days after the Grant Application's approval will be reviewed for eligibility on a case-by-case basis, and may be deemed ineligible for reimbursement.

If an employer applicant expects that their Reimbursement Application will be delayed for any reason they must notify the Grant Administrator as soon as possible, even if the 120 day Reimbursement Application window has not passed.

Reimbursement Applications which are received after March 31 of the fiscal year the Grant Application was received may be eligible for reimbursement as long as they are received within the 120 day Reimbursement Application window.

Note: the employer applicant must be set up in 1GX, the Government of Alberta's vendor management system, in order to be able to receive a reimbursement. 1GX set up will be processed by the Ministry at the time of the Reimbursement Application.

Reimbursement Application Process

1. **Prepare Reimbursement Application by completing required forms and gathering required documentation.**
2. **Submit Reimbursement Application through the Grant Portal <http://www.learningpathwaygrant.ca>**
 - Ensure that the Reimbursement Application is completed in the Grant Portal.
3. **Ministerial Review**
 - The Ministry will review the application and communicate the reimbursement decision within 30 days of receiving the completed Reimbursement Application.
4. **Reimbursement**
 - If approved, funds will be transferred electronically 30 days after the reimbursement decision is communicated.

Note: Interim Class 1 Learning Pathway training costs can be requested after the employee / future employee has been licenced and hired into a Class 1 driving job for 30 days. Payments will transferred 30 days after the interim reimbursement request has been received.

All application decision emails will be sent to the primary contact identified on the application, and all decisions will be communicated and viewable via the grant portal.

Required Documentation

For all applications, the following documentation is required:

1. EPG Completion Form – Completed through the grant portal

2. Employment letter or contract for a Class 1 driving job that indicates the employee's name, job title, and responsibilities
3. Pay stubs that cover 90 days, and which include the job title
 - **Note:** if the employer applicant applies for an interim payment for the Class 1 Training Reimbursement, paystubs are only required for 30 days for the interim reimbursement, and the next 60 days for Onboarding Incentive, and/or Professional Development Reimbursement.
4. Application for Electronic Payment form – available in the grant portal
5. Banking Document, which is one of:
 - Personalized void cheque
 - Online banking void cheque
 - Online banking direct deposit form
 - All bank information on company or bank letterhead, signed by an official representative of the bank
 - Copy of an invoice with wire instructions clearly identified, signed by an official representative of the bank
 - **Note:** If the employer applicant provided banking information on a previous EPG application, this information is not required unless the banking information has changed. If an employer applicant does not notify EPG when their banking information changes, the employer applicant is responsible for lost or misdirected funds sent to previous addresses or accounts.
6. Proof of Class 1 licensure for each employee or future employee listed on the application, which is one of:
 - A photocopy of the updated Class 1 driver's licence
 - A copy of the temporary Class 1 driver's licence.

For Class 1 Training Reimbursement, in addition to the above:

1. Receipts from the training provider, which includes all of:
 - Name(s) of the employee(s) who took the training
 - course title(s)
 - cost of the training in Canadian dollars,
 - purchase date, and
 - who purchased the training
 - **Note:** Hand-written trainee name(s), course title(s), etc., on a receipt will invalidate the receipt and a new receipt from the training provider will be required.
 - **Note:** the receipts must match the costs originally claimed in the Grant Application

2. Proof of payment transaction to the training provider. Such documentation may include a copy of the canceled cheque, a copy of a credit card or bank statement, or a copy of the wire transfer. The proof must include the date of the payment.
 - Internal company documents, such as reports from QuickBooks, reports from sage accounts, ledgers, and expense reports, are not considered acceptable proof of payment.
 - An invoice is not a receipt. An invoice marked “paid” is not acceptable as proof of payment.

For Professional Development Reimbursement, in addition to the above:

1. Copy of advanced certificates/licences/other credentials which clearly show the employee / future employee’s name
 - **Note:** if the standard credentials for the advanced training do not include a name, they must be accompanied by a letter from the training provider indicating that the employee / future employee received the credentials. The letter must be dated and signed by the training provider and provide the training provider’s contact details if the Ministry requires follow-up.
2. Receipts from the training provider, which includes all of:
 - Name(s) of the employee(s) who took the training
 - course title(s)
 - cost of the training in Canadian dollars,
 - purchase date, and
 - who purchased the training
 - **Note:** Hand-written trainee name(s), course title(s), etc., on a receipt will invalidate the receipt and a new receipt from the training provider will be required.
 - **Note:** the receipts must match the costs originally claimed in the Grant Application
3. Proof of payment transaction to the training provider. Such documentation may include a copy of the canceled cheque, a copy of credit card or bank statement, or a copy of the wire transfer. The proof must include the date of the payment.
 - Internal company documents, such as reports from QuickBooks, reports from sage accounts, ledgers, and expense reports, are not considered acceptable proofs of payment.
 - An invoice is not a receipt. An invoice marked “paid” is not an acceptable as proof of payment.

Reimbursement cannot exceed the amount of funding or the number of employee or future employees approved at the application stage.

To ensure a successful Reimbursement Application for the EPG, it is crucial that employer applicants provide the necessary information and upload all required supporting documents through the grant portal.

Contact Information

Please contact the Grant Administrator with any questions:

programadmin@learningpathwaygrant.ca