

# WorkBC Training Grant Application Process

[CLICK HERE to start!](#)

# Step 1

Log in with your BCID



Log in to [skillstraininggrants.gov.bc.ca](https://skillstraininggrants.gov.bc.ca)

Log in with BCeID

User ID

Use a Business BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?

[Register for a BCeID](#)

Need help?

[Contact the BCeID Help Desk](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

# Step 2

Once logged in, choose B.C. Employer Training Grant

The screenshot shows the Skills Training Grant application page. At the top, there is a dark blue header with the British Columbia logo and the text 'Skills Training Grant'. On the right side of the header, there are links for 'Log Out', 'Home', 'User Profile', and 'Organization Profile'. Below the header, the page features the logos for Canada and British Columbia, followed by the text 'Funding provided by the Government of Canada through the Workforce Development Agreement'. A prominent section is titled 'B.C. Employer Training Grant', which includes a blue button labeled 'Start New B.C. Employer Training Grant Application' and a text block stating: 'Current grant opportunities are for training starting between 2020-04-01 and 2020-08-31, or between 2020-09-01 and 2020-12-31.' Below this, a section titled 'Your applications and claims' contains the text 'A list of your grant application files and their status is shown below.' A table follows, with a header 'Training Program Name (start date 2020-06-17)'. The table contains one entry: 'B.C. Employer Training Grant – Technical Skills Training'. To the left of this entry is a yellow box with the word 'INCOMPLETE'. To the right are two buttons: a red 'Delete' button and a blue 'Continue' button.

**Skills Training Grant** | Log Out  
Home | User Profile | Organization Profile

**Canada** **BRITISH COLUMBIA**

Funding provided by the Government of Canada through the Workforce Development Agreement

**B.C. Employer Training Grant**

**Start New B.C. Employer Training Grant Application** Current grant opportunities are for training starting between 2020-04-01 and 2020-08-31, or between 2020-09-01 and 2020-12-31.

**Your applications and claims**

A list of your grant application files and their status is shown below.

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**Training Program Name (start date 2020-06-17)**

**B.C. Employer Training Grant – Technical Skills Training**

**INCOMPLETE** **Delete** **Continue**

# Step 3

Start filling out the sections of the application

The screenshot shows the 'Skills Training Grant' application interface. At the top, there is a dark blue header with the British Columbia logo and the text 'Skills Training Grant'. On the right side of the header, there are links for 'Log Out', 'Home', 'User Profile', and 'Organization Profile'. Below the header, there is a breadcrumb trail for 'Home'. The main content area is titled 'Training Program Title' with the value 'B.C. Employer Training Grant - Technical Skills Training'. Below this, there is a section titled 'Complete Grant Application' with an information icon and the text: 'Complete the following information. Once complete, you can review and submit the application.' Below this is a table with five rows, each representing a different section of the application. The first row, 'Grant Selection', has a green 'COMPLETE' status and an 'Edit' button with a dropdown arrow. The other four rows, 'Business Licence', 'Training Provider', 'Training Program', and 'Cost Estimate', all have a grey 'NOT STARTED' status and an 'Edit' button.

Section	Status	Action
Grant Selection	COMPLETE	Edit
Business Licence	OPTIONAL	Edit
Training Provider	NOT STARTED	Edit
Training Program	NOT STARTED	Edit
Cost Estimate	NOT STARTED	Edit

**Status**

**INCOMPLETE**

Created on  
2020-05-28

# Step 4

Select the correct training stream of the grant

## Edit Grant Selection

### B.C. Employer Training Grant Selection

To create an application, please select the appropriate training stream below.

Training must start during the selected intake period.

It is not possible to change streams after an application has been submitted. Failure to apply under the correct stream will result in your application being denied.

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For training that starts between April 1, 2020 and August 31, 2020

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Employment Transition Training

▶ Show description

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Foundational Training

▶ Show description

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Technical Skills Training

▶ Show description

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Workforce Training

▶ Show description

# Step 5

Fill out the Training Program section with your business' information and course details along with uploading your course outline

**Course outline including defined instructional objectives, delivery method and assessment methods \***

One file of the following type may be attached: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.

Digital-Marketing-Training.pdf

**Change**

**Address of Training Location**

Canada  Other Country

**Address line 1 \***

212 - 23189 Francis Ave

**Address line 2**

**City \***

Langley

## Training Program

**Training course title \***

Digital Marketing 101

**Training Start Date:\***

June ▼ 17 ▼ 2020 ▼

**Training End Date:\***

August ▼ 31 ▼ 2020 ▼

Training must end within 52 weeks of the start date.

**Delivery method \***

- Class Room
- Workplace
- Online

**Total training hours \***

12

**Total training hours \***

12

**Skill level \***

Upskilling or Upgrading



**Training skills focus \***

Technical Skills



**Expected certificates, qualifications or credentials \***

Industry/Occupation (more than 1)



**Title of certificates, qualifications or credentials \***

Google Analytics, Google Adwords, Facebook



# Step 6

Fill out the Training Provider section with your Training Session information & contact information

This is where you upload the instructor information

## Edit Training Provider

Training Provider

**Training provider name \***

Jelly Academy

**Type of training provider \*<sup>i</sup>**

Private training institution not certified by the Private Training Institutions Branch. ▼

**Proof of instructors qualifications from Training Provider \***

One file of the following type may be attached: PDF, JPG, JPEG, PNG, GIF. Maximum file size is 5 MB.

Screen Shot 2020-06-03 at 9.34.43 AM.png

**Change**

### Training Provider Contact

Enter the contact information for your training provider.

**Contact first name \***

**Contact last name \***

**Contact email \***

**Contact phone number \***

 -  -  Ext 

**Does the training take place outside of BC? \***

Yes  No

 Online training is considered training in BC

# Step 7

Fill out the cost estimation section by inserting number of participants

## Edit Training Cost Estimates

Enter Number of Participants in the Training Program\*

### Training Cost Estimates\*

Expense Type	Number of Participants	Cost per Participant	Total Training Cost	Employer Contribution	Requested Government Contribution		
Tuition fees	6	\$1,250.00	\$7,500.00	\$1,500.00	\$6,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Totals</b>			<b>\$7,500.00</b>	<b>\$1,500.00</b>	<b>\$6,000.00</b>		

# Step 8

Receive your  
confirmation email

----- Forwarded message -----

Date: Wed, Jun 3, 2020 at 12:19 PM

Subject: B.C. Employer Training Grant Grant File #2151685 – Application Received

To:

Your B.C. Employer Training Grant application for Digital Marketing 101 has been received. Your file number is #2151685. Please record this number for future reference. Your application can be viewed any time at <http://skillstraininggrants.gov.bc.ca>.

**Please note:**

- If you are applying for participants who may currently be Employment Insurance or Income Assistance clients, they must take steps to ensure they remain eligible for continued financial support. Please review Appendix A of the [ETG Eligibility Criteria](#) for details.
- If training proceeds before you receive a decision, you will be responsible for all incurred costs should the application be denied.

You will receive a decision on your application within 60 days. Thank you for your patience.

If you have any questions, please contact us at [ETG@gov.bc.ca](mailto:ETG@gov.bc.ca).

B.C. Employer Training Grant team