

Employer ETG Application & Reimbursement Checklist

Step-by-step roadmap for B.C. plumbing contractors applying for training grant funding.

Important Requirement: All applications must be submitted by the employer through the **WorkBC Skills Training Grants System** before the first day of training. Ensure the Participant Information Forms (PIF) are completed promptly by each participating apprentice.

PRE-APPLICATION & SETUP

- ☐ **01** **Verify active Business BCeID** (register company profile at bceid.ca if currently inactive or missing).
- ☐ **02** **Log into the WorkBC Skills Training Grants System** using your verified Business BCeID account credentials.
- ☐ **03** **Start new grant application** and select the **Workforce Training Stream** (Priority Sector: Construction / Skilled Trades).

DATA INPUT & APPRENTICE VERIFICATION

- ☐ **04** **Copy & paste provider details and training rationale** from Part 1 of the Grant Application Kit into the corresponding portal fields.
- ☐ **05** **Upload Course Outline & Syllabus PDF** (Part 2 & Part 3) as the formal training provider attachment.
- ☐ **06** **Send system-generated Participant Information Form (PIF) links** to all participating apprentices.
- ☐ **07** **Confirm all participating apprentices have completed and submitted** their individual PIFs using their Personal BCeID.
- ☐ **08** **Review and submit the final grant application** through the WorkBC portal prior to the course start date.

APPROVAL, DELIVERY & REIMBURSEMENT CLAIM

- ☐ **09** **Receive official ETG Grant Agreement approval notice** from the Ministry / WorkBC.
- ☐ **10** **Pay training provider tuition invoice** and retain official receipt / bank confirmation as proof of payment.
- ☐ **11** **Ensure apprentice attends scheduled live clinics** and completes the 32-hour instructional program.
- ☐ **12** **Submit paid receipt and completion confirmation** through the WorkBC portal to receive your **80% reimbursement**.

Record Keeping Tip: Retain copies of the approved ETG Grant Agreement, the provider's paid invoice, and proof of transaction (e-transfer or cleared business cheque) for your company's fiscal year audit records.