

Canada-Ontario Job Grant – Employer and Training Provider Information Sheet

Please read and ensure you understand all the information before you sign the Attestation Form.

Trainer Qualifications

All instructors delivering Canada-Ontario Job Grant (COJG) training should have relevant education and experience.

Educational credentials must be relevant to the nature of the training and must include:

- 48 months of experience, acquired within the preceding 10 years, working in a profession/trade relevant to the training being provided, or teaching a program to prepare a student for the field (or a combination of the two); or
- at least 24 months of experience, within the previous 10 years, working or teaching in the profession/trade relevant to the training being provided, plus one of the following qualifications:
 - Canadian bachelor's degree (or equivalent foreign degree);
 - certificate of qualification issued under the Ontario College of Trades and Apprenticeship Act, 2009; or
 - status as a graduate of a college of applied arts and technology or registered private career college (or equivalent institution outside Ontario).

In addition, trainers in programs subject to the requirements of a third-party regulator must meet the qualifications prescribed by that regulator.

- Example: instructors in dental hygiene programs must be registered (as dental hygienists) with the College of Dental Hygienists of Ontario.

Length of Time in Business and Providing Training

For the purpose of Canada-Ontario Job Grant funding, all training providers must have been in business, and have been providing training for a minimum of two years or more.

Conflict of Interest

All parties involved in Canada-Ontario Job Grant funding, must disclose any, actual or potential, conflicts of interest¹ involving the employer, training participants or product vendors². The Employer must disclose the conflict of interest to the Ministry or Service Provider and take necessary steps to resolve the conflict or decide to move forward with a different training

¹For the purpose of COJG, a conflict of interest includes any circumstances where:

- a) the employer; or
- b) training provider; or
- c) any person who has the capacity to influence the employer's or training provider's decisions,

has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Canada-Ontario Job Grant program objectives and integrity

² For the purpose of the COJG, product vendor training is any training where the vendor is involved in the creation/sale of the product and is also conducting the training. "Product" refers to business-related materials (e.g. technology/equipment, software, or proprietary process) purchased by the employer.

provider. Failure to follow direction on conflict of interest disclosure and its resolution, if applicable, may lead to the denial of COJG application.

Product Vendor

For the purpose of the COJG, product vendor training is defined as any application where the vendor is involved in the creation/sale of the product and is also conducting the training in how to use that particular product. “Product” refers to business-related materials (e.g. technology/equipment, software, or proprietary process) purchased by the employer.

- Product vendors are a) ineligible to deliver training on how to use the product or service; b) only eligible to deliver training that is unrelated to the use of the product or service.

Business Consulting

Business consulting services are not eligible for COJG funding. For the purpose of the COJG program, business consulting services are those where the proposed "training" would consist of a review of the business or organization rather than the development or improvement of skills for training participants.

Business consulting services cannot be provided by the same training provider either:

- during the training duration; or
- prior to the training thus informing its curriculum development.

Controlling Parties of Ineligible Training Providers

For the purpose of the COJG program, a controlling party is:

- an officer or director of a corporation; or
- an individual who owns at least 35% of the voting shares in a company

The Ministry reserves the right to refuse to fund training through COJG where a training provider or its controlling party (parties) has (have) previously been found by the Ministry to have provided inaccurate, misleading, or incorrect information in order to circumvent the program guidelines and receive funding.

Quality Assurance Process with Training Providers

The Ministry may ask for additional information from training providers (e.g. financial, organizational, training, etc.) to support the assessment of COJG applications, the administration of COJG program, and/or inform current or future funding decisions. The Ministry will take into consideration any response or lack of response in its decision-making process.

It is recommended that you keep a copy of this document as it outlines important requirements for your participation in Canada-Ontario Job Grant funded training.