

Ministry of Training, Colleges and Universities (MTCU)

EMPLOYMENT ONTARIO

**Canada-Ontario Job Grant (COJG) Online Application for
Employers - New Features and Functionalities**

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Document History

Version #	Date	Description
1.0	December 2017	Initial version
1.1	October 2018	Ministry Name Change

1.1 Introduction

The Canada-Ontario Job Grant (COJG) online application is available through a new web-based interactive application as of December 2017.

The purpose of this document is to highlight the new features and functionalities in the online application. Some of the key features include the ability to save and retrieve draft applications before submitting for approval. Please note that the same data validations and information collected in the PDF have not changed.

1.2 Access

The COJG online application is accessible only on desktops.

1.3 Landing Page

1.3.1 Employer Eligibility

Employers will notice a new look and feel when they first log on to the “Canada-Ontario Job Grant Employer/Consortium Application Form” page. The application is available in English and French. A list of eligibility requirements and a calculator are available to assist you before starting your application. When ready to start an application, click the **APPLY NOW** button. In addition, helpful tips including this document are available under the **Help** link.

Canada-Ontario Job Grant Employer/Consortium Application Form

Employer Eligibility

For your application to be eligible for funding, all of the following eligibility requirements must be met:

- You are licensed to operate your business in Ontario;
- You are applying to train an Ontario resident you employ or will employ;
- You are applying for training that will be delivered in Ontario and is related to a job that is also located in Ontario;
- You are in compliance with the Occupational Health and Safety Act and the Employment Standards Act;
- You are in compliance with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards;
- You have adequate third-party liability insurance as advised by your insurance broker;
- You have Workplace Safety Insurance coverage;
- You are not a federal, provincial, or municipal government or agency;
- You are not a designated broader public sector organization, as defined by the Broader Public Sector Accountability Act;
- You are not a district social services administration board established under the District Social Services Administration Boards Act, notwithstanding their exclusion under the Broader Public Sector Accountability Act;
- You are not an Employment Service or a Canada-Ontario Job Grant service provider;
- You are not in receipt of other government funds related to the same skills training for the same individual(s); and
- You must not use training participants to displace existing staff or replace staff currently on lay-off.

Funding

To explore potential funding commitments against hypothetical training costs, refer to the Canada-Ontario Job Grant Funding Calculator. Note that the values used in the funding calculator are for illustrative purposes only.

Calculator

Apply

[Apply Now](#) [Retrieve Draft Application](#)

1.3.2 PDF Applications

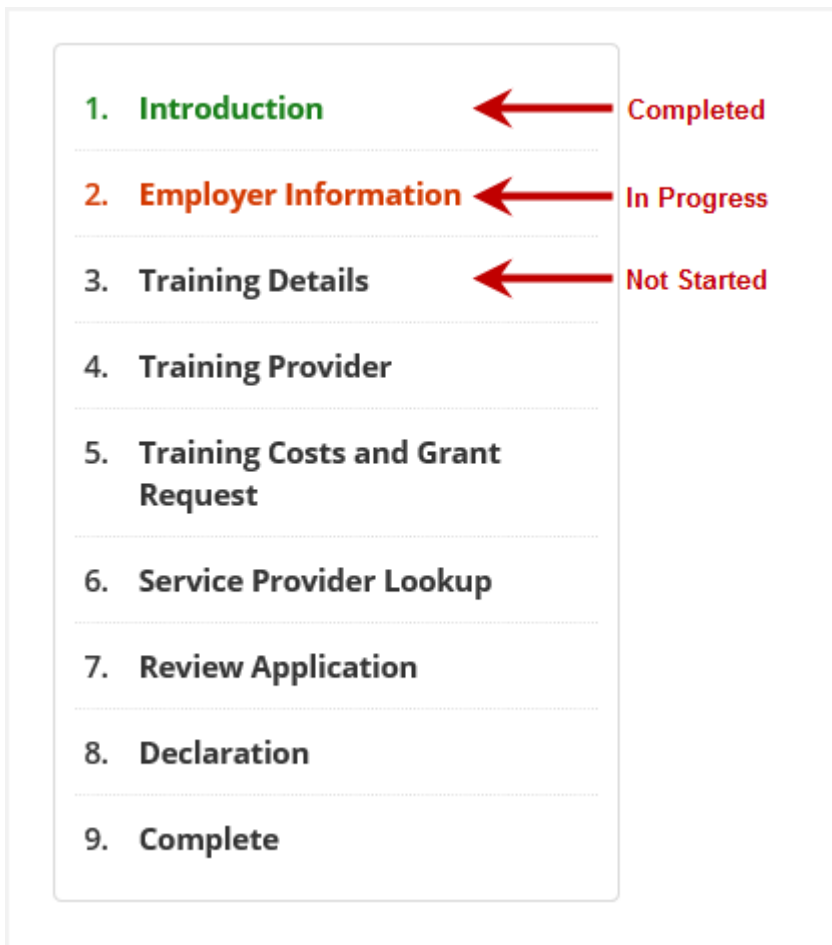
PDF application forms will no longer be available for download as of December 15, 2017. The DOWNLOAD APPLICATION FORM button will be disabled. However, employers who have downloaded the PDF application prior to December 15th will be given a 30-day grace period. During this time, employers will still be able to submit their applications via the upload functionality. After 30 days, PDF applications will not be accepted and the UPLOAD PDF APPLICATION button will be disabled.



1.4 Navigation

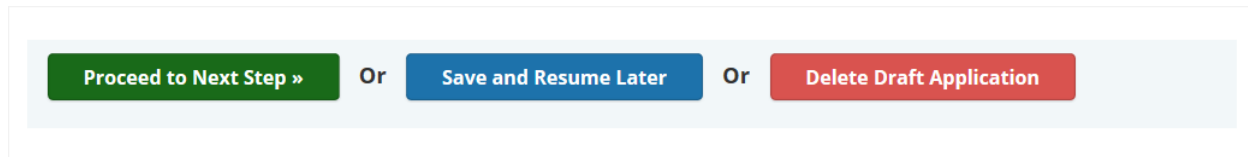
1.4.1 Left Menu Bar

The **Left Menu Bar** consists of the sections or pages that make up the application form. It is designed to guide you and ensure that data validations are performed as you continue through the application process. You will notice as you proceed through the application the title changes color. This lets you know where you are in the application process. As you complete the required fields on each page, the title will change to green indicating that it has been completed. The title also changes to a link which allows you to return to the page, if required.



1.4.2 Completing the Application

The application form is designed to be completed in order of sequence. The system will prevent you from jumping from one section to complete another section. The left menu bar is your guide and will determine if you can move forward or backward. The PROCEED TO NEXT STEP button is the only method that will take you to the next page. You cannot skip a page if there is missing information or an error has occurred. To return to a previously completed section use the left menu bar.



1.4.2.1 Data Validation Rules

There are validation rules embedded on each application page that must occur before moving forward. You must use the PROCEED TO NEXT STEP button to ensure that validations take effect. Some restrictions will prevent users from skipping ahead.



To ensure application validations occur, the back and forward buttons in the web browser should not be used when navigating through the system.

1.4.3 Introduction

1.4.3.1 Submission Instructions

Employers are reminded to have all pertinent information that is necessary to complete the application ready before you begin. A list of the information required is provided.

1. Introduction

* Required

Submission Instructions

COJG funding application for 25 or fewer training participants:

Completed applications for 25 or fewer training participants must be submitted in a specific online format to a Canada-Ontario Job Grant service provider. Please visit [Service Provider Quick Search](#) or contact the Hotline 1-800-387-5656 to identify a service provider closest to you.

COJG funding application for over 25 training participants/consortium:

Completed applications for over 25 training participants/consortium must be submitted to the appropriate regional Ministry Office where the majority of the training activity will take place. Please visit [Service Provider Quick Search](#) or contact the Hotline at 1-800-387-5656 to identify the appropriate Ministry Office.

This includes those applications requesting training for participants in other branches/locations.

Employers requesting training for over 25 participants must complete an [Electronic Funds Transfer form](#).


If you are a consortium, please ensure that all employers represented in this training request complete the [Employer Registration for Consortium form](#).

To fill out the application form, please have the following ready:

- **Employer/consortium contact information, including:**
 - Contact name
 - Employer details (business name, address, number of employees, and year business registered)
 - Canada Revenue Agency number
- **Contact information of your training provider(s), including:**
 - First-, second-, and third-choice training provider details
 - **Details of training costs, including:**
 - Tuition or other training provider fees
 - Cost of textbooks, software, and other required materials
 - Mandatory student fees
 - Examination fees
 - Travel cost for incumbents and/or new hires
 - Canada Revenue Agency number of your first choice training provider
- **Training details, including:**
 - Number of incumbents to be trained
 - Number of new hires to be trained

1.4.3.2 Warning Message

This section provides important information for the employer to be aware of prior to starting the application process.

 Please note that incomplete applications will not be accepted. Once an application has been submitted, no further changes can be made to it.

To protect your information, your application session will be ended if you pass the 30 minutes set for security. Any data entered but not saved before the time-out will be lost and cannot be retrieved.

1.4.3.3 Session Time-Out

A 30-minute time-out session has been implemented to protect your information. The time-out will occur when the system considers the user to be inactive. Make sure your information is saved before you step away from your computer. The 30-minute time-out period cannot be adjusted. If the system times out, any unsaved data will be lost and the following warning message will be displayed:

Canada-Ontario Job Grant Employer/Consortium Application Form

Your application session has timed out. To start over, please click [here](#).

1.4.4 Training Provider

1.4.4.1 Training Provider Information

Employers are reminded that three quotes are required for total training costs over \$25,000.

4. Training Provider

* Required








Training Provider Information

- Three (3) quotes are required if the total training cost is over \$25,000 or the per participant per day cost is over \$700/day. Otherwise one (1) quote is required.
- Training must not exceed one year (52 weeks) in duration and must be provided by eligible third-party providers. For a list of eligible providers please check [COJG Employer Q&A](#).
- Each COJG Employer Application is restricted to one course. Multiple modules of one course may be accepted but must be delivered by the same training provider.

1.4.4.2 Training Schedule

A validation rule is embedded to ensure training breaks fall between the Training Start Date and End Date.

Training Schedule

Training (yyyy/mm/dd) *		Hours/Week *	Breaks in Training (yyyy/mm/dd)		
Start Date	End Date		Start Date	End Date	
 2017/12/11	 2018/01/31		 2018/01/22	 2018/01/31	
 Date must be before end date					
 Add New Row					

1.4.5 Training Costs and Grant Request

This page has auto-calculations throughout the entire section, including:

- Training Costs
- Travel Costs
- Employer Cash Contributions (1/6 or 1/3)
- Employer In-Kind Contribution (1/6 with conditions)
- Ministry Contribution (2/3)

5. Training Costs and Grant Request

* Required

Training Costs

Please complete the following chart to demonstrate the impact of training for new hires.

	Number of Trainees (A) *	Training Cost (\$) (B) *	Total (\$) (A*B)=C *
Tuition or other training provider fees	<input type="text" value="4"/>	<input type="text" value="\$200"/>	<input type="text" value="\$800"/>
Textbooks, software and other required materials	<input type="text" value="4"/>	<input type="text" value="\$10"/>	<input type="text" value="\$40"/>
Mandatory student fees	<input type="text" value="4"/>	<input type="text" value="\$10"/>	<input type="text" value="\$40"/>
Examination fees	<input type="text" value="4"/>	<input type="text" value="\$10"/>	<input type="text" value="\$40"/>
Total			<input type="text" value="\$920"/>

Travel Costs

Incumbents *	<input type="text" value="\$380"/>
New Hires *	<input type="text" value="\$200"/>
Total *	<input type="text" value="\$580"/>

Note: Ministry supports 2/3 of the total travel costs as well as the total costs for textbooks, software and other required materials, or up to \$500 per trainee, whichever is less. Any amount that exceeds the limit will be redistributed to Employer Cash. (For employers with 50 or fewer employees, the \$500 allowable limit includes Ministry in kind contribution.)

Grand Total	<input type="text" value="\$1,500"/>
--------------------	--------------------------------------

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The CALCULATE FOR ME button will calculate employer contributions for you. These fields are editable if you choose to enter your own numbers.

Contribution

- Employers with 50 or fewer employees may contribute a minimum of 1/6 of the total training costs in cash and 1/6 in-kind through wages to the trainee, or the employer may pay a minimum of 1/3 of the total training costs in cash.
- Employers with over 50 employees must contribute a minimum of 1/3 towards the total training costs in cash.
- Consortia may complete both sections if representing both small and large employers in this training request.
- To have employer contribution(s) auto-calculated, please click on "Calculate for Me." To override the suggested amount(s), please enter your number(s) manually.

Contribution for Employers with 50 or fewer Employees or a Consortium

Total Cost of Training *	Employer Cash Contribution (minimum 1/6 of Total Training Cost) *	Employer In Kind Contribution (minimum 1/6 of Total Training Cost if applicable) *	Ministry Contribution (maximum 2/3 of Total Training Cost or \$10,000 per trainee, whichever is less) *
\$1,500	\$250	\$250	\$1,000

[Calculate For Me](#)

1.5 Managing Applications

Prior to submitting an application, users have the option to save a draft application, retrieve a draft application, or delete a draft application.



If you choose to leave any page on the application without saving, your data will be lost.

1.5.1 Save Draft Application

Applications that are partially completed can be saved at any time during the application process as draft to be completed at a later date. Information captured on the application will not be lost and the user will be allowed to continue where they left off. Employers will have 60 days to complete the application from the date when it is first started. After the 60 days, the application will expire and be deleted. The SAVE AND RESUME LATER button can be found at the bottom of the page.

A blue rectangular button with rounded corners and a white border, containing the text "Save and Resume Later" in white, bold, sans-serif font.

Save and Resume Later

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To save your progress, enter an **E-mail address** and create a **Password**. If someone else in the organization will be editing or completing the application, ensure the password is unique and not used by other systems. The password must contain a minimum of eight characters, with at least one upper case, one lower case, and one special character. If the password is lost or forgotten, it cannot be retrieved and you will have to start a new application. Confirm who you are by clicking the checkbox next to **“I’m not a robot”**. When a green checkmark appears, save the application.

Canada-Ontario Job Grant Employer/Consortium Application Form

- 1. Introduction
- 2. Employer Information
- 3. Training Details
- 4. Training Provider
- 5. Training Costs and Grant Request
- 6. Service Provider Lookup
- 7. Review Application
- 8. Declaration
- 9. Complete

Save Draft

To save your application as draft so it can be retrieved and completed later, please provide the information requested.

After your draft application is saved, you will receive an email with your Application Reference Number as well as a link to access the draft. The application will be deleted if there is no further activity on the application in the next 60 days.

IMPORTANT


The password, which should contain a minimum of eight characters with at least one upper case, one lower case, and one special character, will not be included in the email. Please ensure it is both secure and known to you as it is irretrievable if lost.

If the application needs to be actioned by someone else within your organization, the password will need to be provided to the individual who will be moving the application forward. Therefore, please specify a password that is both unique and not used by other systems.

Enter Your Email *

Confirm your email *


Password * [Help](#)

I'm not a robot 

Or

You will receive a confirmation message with the expiry date of the application. Instructions on how to retrieve the application will be e-mailed to you.

Save Draft

 You have successfully saved your draft application.

Draft applications are retained for 60 days.

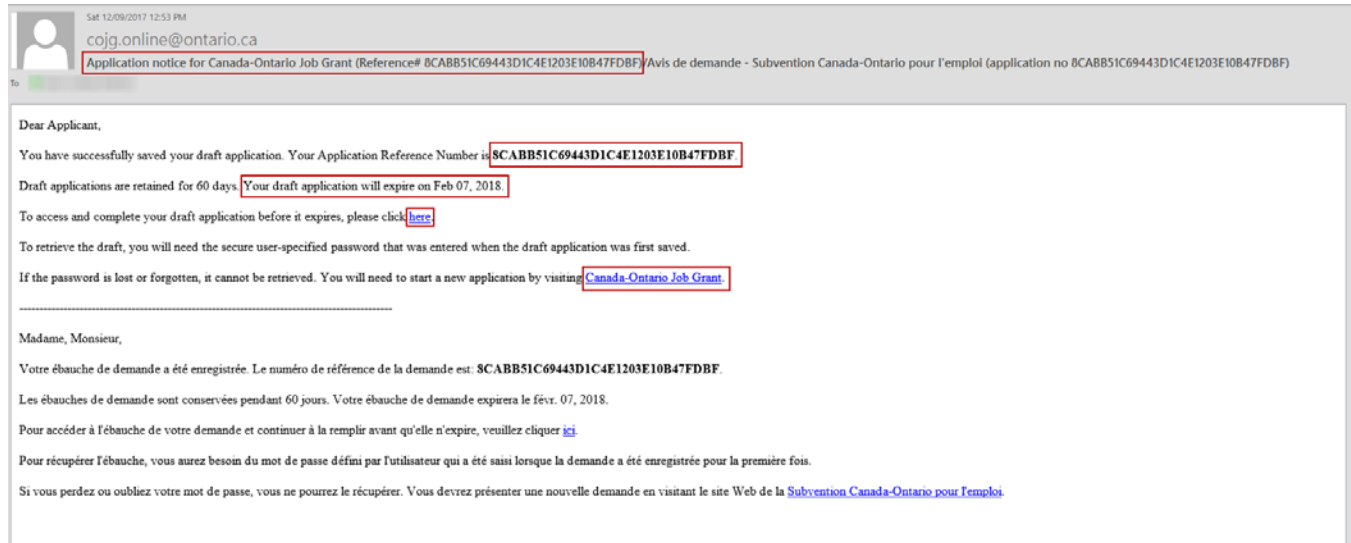
Your draft application will expire on Feb 7, 2018.

An email will be sent to you shortly with instructions on how to resume your application.

The system will generate an **Application Reference Number** which is included in the e-mail. This unique identifier is an alphanumeric code and is mandatory when retrieving a saved

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application. To quickly access the application, click on the link in the e-mail which will take you to the Retrieve Application page.



Sat 12/09/2017 12:53 PM
cojg.online@ontario.ca
Application notice for Canada-Ontario Job Grant (Reference# 8CABB51C69443D1C4E1203E10B47FDBF) / Avis de demande - Subvention Canada-Ontario pour l'emploi (application no 8CABB51C69443D1C4E1203E10B47FDBF)

Dear Applicant,

You have successfully saved your draft application. Your Application Reference Number is **8CABB51C69443D1C4E1203E10B47FDBF**

Draft applications are retained for 60 days. Your draft application will expire on Feb 07, 2018.

To access and complete your draft application before it expires, please click [here](#).

To retrieve the draft, you will need the secure user-specified password that was entered when the draft application was first saved.

If the password is lost or forgotten, it cannot be retrieved. You will need to start a new application by visiting [Canada-Ontario Job Grant](#).

Madame, Monsieur,

Votre ébauche de demande a été enregistrée. Le numéro de référence de la demande est: **8CABB51C69443D1C4E1203E10B47FDBF**.

Les ébauches de demande sont conservées pendant 60 jours. Votre ébauche de demande expirera le févr. 07, 2018.

Pour accéder à l'ébauche de votre demande et continuer à la remplir avant qu'elle n'expire, veuillez cliquer [ici](#).

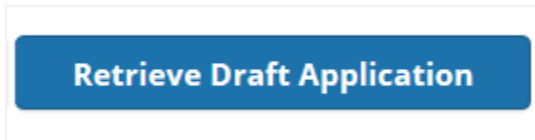
Pour récupérer l'ébauche, vous aurez besoin du mot de passe défini par l'utilisateur qui a été saisi lorsque la demande a été enregistrée pour la première fois.

Si vous perdez ou oubliez votre mot de passe, vous ne pourrez le récupérer. Vous devrez présenter une nouvelle demande en visitant le site Web de la [Subvention Canada-Ontario pour l'emploi](#).

1.5.2 Retrieve Draft Application

There are two ways to retrieve a draft application:

- From the landing page, click on the RETRIEVE DRAFT APPLICATION button
- From the confirmation e-mail, click on the HERE link.



Complete the mandatory fields and click on ACCESS APPLICATION. Once the application is retrieved, you will be taken to where you left off on the application form. If you decide to start a new application, click CANCEL AND START A NEW APPLICATION which will take you back to the landing page.

Canada-Ontario Job Grant Employer/Consortium Application Form

Retrieve Application

Fields marked with an asterisk (*) are mandatory.

Application Reference Number *

Password *

You can find your Application Reference Number in the email sent to you when your draft was saved. Your password is the secure user-specified alphanumeric code that you entered when saving the draft application.

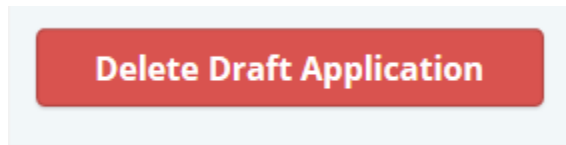
If the password is lost or forgotten, it cannot be retrieved. You will need to start a new application.

*The password should contain a minimum of eight characters—with at least one upper case, one lower case, and one special character.

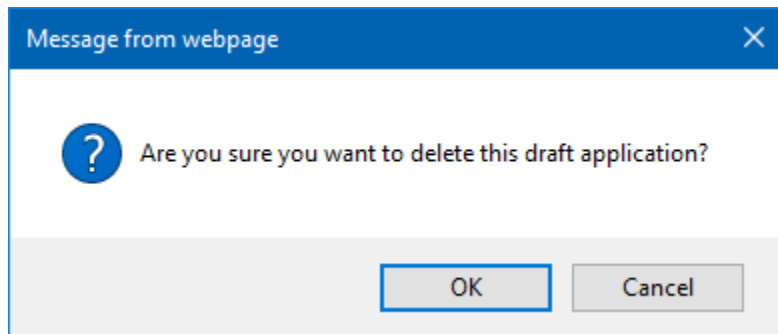
Or

1.5.3 Delete Draft Application

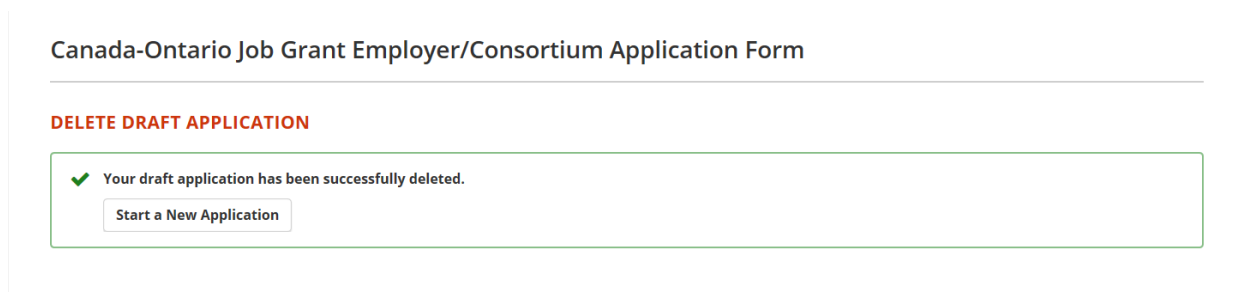
Once an application is saved and retrieved, the user now has the option to delete it. The DELETE DRAFT APPLICATION button will appear once you have saved and retrieved the application.



Click OK to confirm deletion.



A message appears confirming that the application was successfully deleted.



1.5.4 Review Application

Before an application is submitted, it must be reviewed for accuracy and completeness. The **Review Application** section provides a summary of the information that was entered. This gives you the opportunity to make any necessary changes to the application. Each section has an EDIT button which allows you to make edits specific to that page. Edits will automatically be saved and updated on the Review Application page.

7. Review Application

Please review the information you have provided for your application. To make changes, click "Edit" to return to the page where changes are needed.

Introduction



Training Request

This training request is for:

25 or fewer training participants

Eligibility

- ✓ I am licensed to operate my business in Ontario;
- ✓ I am in compliance with the *Occupational Health and Safety Act* and the *Employment Standards Act*;
- ✓ I am in compliance with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards;
- ✓ I am not a federal, provincial or municipal government or agency;
- ✓ I am not an Employment Service or a Canada-Ontario Job Grant service provider;
- ✓ I am not in receipt of other government funds related to the same skills training for the same individual(s);
- ✓ I have adequate third-party liability insurance as advised by my insurance broker;
- ✓ I have Workplace Safety Insurance coverage;
 - WSIB
- ✓ This training request does not displace existing staff or replace staff currently on lay-off;
- ✓ Employees to be trained live in Ontario;
- ✓ Training occurs in Ontario;
- ✓ Jobs are located in Ontario;
- ✓ I am not legally required to provide my employees with the training I am applying COJG funding for;
- ✓ No trainees are business owners or have a controlling interest in the employer submitting the application;

1.5.5 Declaration

Before you submit the application, your **Name**, **Title** and checking “**I’m not a robot**” are mandatory.


Declaration and Signature

Note: Providing false or misleading information in this form may result in the refusal of the application, or in the termination of any agreement entered into following approval of the application.

Name * **Title ***

First Name	Middle Name	Last Name	
------------	-------------	-----------	--

Date

I'm not a robot  reCAPTCHA
Privacy - Terms

[Submit Application »](#) Or [Save and Resume Later](#)

1.5.6 Complete Application

A confirmation message will appear when an application is successfully submitted. The submitted application can be printed, if required. An e-mail confirmation will also be sent to you for future reference.



Once an application has been submitted, it cannot be retrieved. An error message will display.

Canada-Ontario Job Grant Employer/Consortium Application Form

Application submitted

✔ **Thank you for your application. It has been successfully submitted.**

Your Application Confirmation Number is: 113053716962

Please note that no further changes can be made to your application.

Your application will be reviewed, and an application status update will be provided to you in few business days.

[Print Application](#)

⚠ If you are having trouble printing your application form via Google Chrome, please scale down your browser view to 80% and print again.