

Qs&As for ETD Staff and COJG Service Providers
Release of an updated version of the COJG Employer Application form
January 30, 2015

Q1: What is happening to the COJG Online Employer/Consortium Application Form?

A: The launch of the COJG program occurred on September 26, 2014, which included the release of the online COJG Employer/Consortium Application Form. Since this initial launch, the division has been gathering feedback from service providers and employers alike. The ministry has used this feedback, along with COJG data from the last four months to identify enhancements to improve the overall user experience, as well as the quality of the data submitted by employers.

An updated online COJG Employer Application form is targeted for release on February 23rd, 2015 and will be accessed through the ministry's existing COJG landing page.

Q2: Will this delay the processing of any existing Submitted application?

A: No, any form that has already been successfully submitted will not be affected.

Q3: What exactly is changing on the form?

A: The structure of the application and information requested from employers will remain unchanged. Many of the enhancements will not be 'visible' to employers but instead will consist of validation rules particularly in Sections 7 and 8 (see page 3 of the application), as they pertain to the employer's size and in-kind contributions.

In addition, text edits will be made throughout the application most of which will be minor. One of the more significant editing changes will be the elimination of the MTCU regional mailbox references currently noted in the *Instructions for Submissions* section of the form. This is being done to eliminate possible confusion regarding the submission process.

The enhancements will be applied to English and French versions of the application form.

Q4: What does this mean for employers who downloaded the existing form before the February 23rd launch and attempt to submit this version after this date?

A: To accommodate for this scenario, the ministry is taking the following two actions:

- a) An advisory message will appear on the COJG Landing Page, in early February, apprising employers that a new COJG Employer/Consortium Application form will be launched on February 23rd, 2015. The message will also apprise employers of the cut-off date for submitting the existing form, launched on September 26, 2014. The existing COJG Employer/Consortium Application will be accepted until March 31st, 2015;
- b) To support the submission by employers of the existing form until March 31st, 2015, 'backwards compatibility' will be implemented into the online submission solution. If an employer attempts to submit the existing form after March 31st, 2015, the submission process will likely fail.

Q5: Will the content of the employer application change?

A: No. As noted above, the content of the COJG Employer/Consortium Application Form will not change. Consequently, no additional information demands will be placed on employers interested in submitting an application.

Q6: Should employers continue to submit applications or should they wait for the February 23rd form release?

A: Employers should be encouraged to submit their applications; however, they should be mindful that any form downloaded prior to February 23 must be submitted by March 31.

Q7: Who do I call if I have a question?

A: Please contact the Employment Ontario Contact Centre at their toll-free number: 1-800-387-5656, or through the TTY line: 1-866-533-6339, or on the ministry's website www.tcu.gov.on.ca or email at EmploymentHotlineInquiries@ontario.ca. General information on the grant can also be found at COJG Website.