

Canada-Ontario Job Grant (COJG)

Service Provider Questions and Answers

The questions below have been updated to reflect the new COJG program changes.

NEW COJG PROGRAM CHANGES

1. What is the impact of employers' past application history on a new COJG application?

Funding requests for employers who have previously received COJG funding would have past training outcomes taken into consideration as part of their COJG application assessment. Positive outcomes from previous COJG training include, but are not limited to, training participants moving from:

- Unemployment to part-time or full-time employment
- Part-time to full time employment
- Seasonal employment to year-round employment
- Lay-off notice to stable employment
- Lower wages to higher wages and a better position

Employer will be deemed ineligible for future funding, if they did not meet their obligations associated with the previously approved application or have been found to have provided false information to the ministry, including providing information to circumvent the program guidelines.

All applications from employers or trainers associate with individual(s), who have previously misused the program through another organization will also be deemed ineligible for COJG funding.

The employer will also be deemed ineligible if:

- They do not follow through on anticipated action post-training, as outlined in the COJG funding application.
- Documentation requested by the ministry is not submitted.
- Failed to inform the service provider or Ministry of a participant(s) withdrawal from training, and the Ministry was still required to pay for the training.
- Approved for multiple grants in the past but withdrew or did not follow through on training.
- Ministry's quality assurance processes, audits, surveys and any other means of verifying information on previous applications reveal that false or misleading information was provided to the Ministry.

2. What is the impact of a training provider's previous participation in COJG funded training?

A training provider's previous experience participating in COJG projects will be considered. A trainer may not be able to participate if:

- They have been found by the Ministry to have abused COJG funding in the past; or
- The controlling parties of the trainer, either as individuals or as the controlling party of another organization, were found by the Ministry to have abused COJG funding in the past.

3. What are the new qualification requirements for training instructors?

Training will need to be provided by qualified instructors. A qualified instructor must have experience working in the vocation or teaching a program to prepare a student for the vocation.

The specifics on trainer qualifications and other program requirements are outlined in the new Canada-Ontario Job Grant – Employer and Training Provider Information Sheet located on the Employment Ontario Partners' Gateway ([EOPG](#)) that will accompany the attestation form.

4. What are some of the other COJG program changes being introduced in 2019?

Updated Eligible Training Providers

- Publicly assisted Indigenous Institutes have been added to the list of eligible training providers.

Updated Ineligible Program Fees

- To ensure program funds are spent on training that provides value for money and achieves program objectives, ineligible costs have been updated to include membership, subscription and annual fees as well as professional association costs.

5. Why did the ministry make these program changes?

The Ministry has updated the COJG program guidelines to refine the training and training provider eligibility requirements.

In order to support a better understanding of the program requirements for employers and service providers, additional details have been added on training and training providers' eligibility, which in turn will ensure that public funds are allocated to high value eligible COJG applications.

NEW ATTESTATION PROCESS

6. Are all employers and training providers applying to COJG required to complete the attestation forms?

Only in cases where employers have selected a private training provider as their first choice, the attestation forms are required to be completed by the employer and training provider.

7. What is the Employer Attestation form?

The Employer Attestation form is a binding document between the Ministry and the employer where the latter party must attest to meeting the COJG eligibility requirements as defined in the Canada-Ontario Job Grant – Employer and Training Provider Information Sheet. The information in this document is required to be truthful and complete.

It is important that the Canada-Ontario Job Grant – Employer and Training Provider Information Sheet is read thoroughly prior to the signing of the attestation document.

The Ministry may take additional measures and deny COJG funding in cases where it has been determined that false information was provided on the employer or training provider attestation form.

8. What is the Training Provider Attestation form?

The Training Provider Attestation form is a binding document between the Ministry and the training provider where the latter party must attest to meeting the COJG eligibility requirements as defined in the Canada-Ontario Job Grant – Employer and Training Provider Information Sheet. The information in this document is required to be truthful and complete. The Ministry may take additional measures and deny COJG funding in cases where it has been determined that false information on the training or training provider was indicated in the attestation form.

It is important that the Canada-Ontario Job Grant – Employer and Training Provider Information Sheet is read thoroughly prior to the signing of the attestation document.

9. What is the Canada-Ontario Job Grant – Employer and Training Provider Information Sheet?

Canada-Ontario Job Grant – Employer and Training Provider Information Sheet is a document that outlines and defines the COJG requirements that employers and training providers are required to attest to in their respective attestation forms. This document be shared with employers and training providers along with the attestation forms.

10. Where do I find the Attestation forms?

The attestation forms and the accompanying Canada-Ontario Job Grant – Employer and Training Provider Information Sheet are posted on the [Employment Ontario Partnership Gateway \(EOPG\)](#). Employers will also be able to directly access the Attestation forms on the [COJG application page](#).

Service provider or the Ministry staff assessing COJG applications will request the employers to submit the attestation package once an initial assessment of the COJG application has been completed and no initial issues regarding eligibility have been encountered. Once the service provider, or ministry staff, has received completed attestation forms from both the employer and training provider they can proceed with making the final decision on the approval of the application.

11. The Canada-Ontario Job Grant Employer and Training Provider Information Sheet speaks to the ability of the service provider or Ministry asking the training provider for additional information. What additional information can we request from a training provider that is not part of the current application?

Service provider and ministry staff must be able to collect all information required in order to complete a through assessment of a COJG application and determine its eligibility and value for money. Service providers may request additional information from training providers that are not already collected during the assessment process in order to confirm training provider eligibility and suitability for the purpose of the COJG program. Some of the information that can be requested by service providers or ministry staff may include but it's not limited to:

- Documents proving business history
- Documents proving training provider qualifications
- Proof of payment for training
- Additional training details

Training providers' refusal to comply with the service provider's or ministry's request for additional information, may impact their eligibility for COJG funding.

12. Who is responsible for submitting the attestation forms to the service provider or Ministry staff?

The employer is responsible for submitting both Employer and Training Provider Attestation forms to the service provider (for the "25 and Under" stream) or Ministry (for the "25 and Over" or "Consortium" streams). Employers and training providers are responsible for individually completing their respective attestation forms.

13. What happens if the employer or training provider refuses to sign their respective attestation forms?

Applications that do not have completed and signed attestation forms will not be considered for COJG funding. Employers and training providers can refer to the Canada-Ontario Job Grant Employer and Training Provider Information Sheet for additional information on the content and requirements of the attestation forms.

14. What happens if the Ministry determines that the training provider has not been truthful in their attestation form? What would be the impact on the employer and/or training provider?

In instances where a Ministry has discovered that an employer and/or training provider have been intentionally untruthful in their attestation form(s), the guilty party may not be eligible for any future COJG funding.