

Program Overview and Application Guide

This document is used for the Re-Skill Saskatchewan Training Subsidy (RSTS) program.

Program Overview

The RSTS program has been launched as an employer-driven, short term training program that provides eligible employers with financial support to train employees.

Funding to support training can help employers emerge from the impacts of the pandemic and economic recovery.

Training supports ensure employers have access to training which helps them invest in the development of a skilled workforce with the skills needed to rebuild and grow as the economy recovers.

Before making an application, thoroughly review this document and the program information provided here: saskatchewan.ca/training-subsidy.

For additional information contact:

Ministry of Immigration and Career Training

Skills Training Branch, Canada-Saskatchewan Job Grant (CSJG) Unit

Email cansaskjobgrant@gov.sk.ca

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677

Application Steps

Visit saskatchewan.ca/training-subsidy to apply. The online form requires attachments and supporting documents from the business be submitted as part of the application. Before starting an application review the **Before You Apply** checklist and below to make sure you have all your required business and training information ready to apply.

Before starting an application, the following information and forms must be complete and ready for upload:

- The ISC Sask Corporate Registry Number for the business. You'll need an active number for your application. Not sure if your business has registered with ISC? Visit their website for further information, www.isc.ca.
- A completed **Direct Deposit Payment Request** for the business. If not approved for funding, this information will not be held on file and will be destroyed.
- Trainee name(s) for individuals participating in training. Up to ten (10) participants can be captured on the application, if training more than this, the **Application Trainees** list must be completed and ready for upload as an attachment on the application.
- The training provider and program has been chosen, including dates of training and costs.
- For customized training, the **Training Course Outline** has been completed by the training provider and is ready to be uploaded as an attachment for the application.

Visit saskatchewan.ca/training-subsidy for application information and the forms required to apply.

Complete the application form online at saskatchewan.ca/training-subsidy:

- Complete all required application fields;
- Upload your attachments;
- Declare you understand the content of the Application;
- Attest to the information being provided is true and accurate; and
- Consent to the Ministry collecting information to verify details contained in the application; and
- Click on Submit.

You will be contacted within two (2) business days to confirm receipt of the application and start the eligibility assessment. If you are not contacted or do not hear from the Ministry within the time frame, please contact us immediately at cansaskjobgrant@gov.sk.ca.

Only fully completed applications will be accepted for assessment. Applications will be accepted, assessed and approved based on available funding. Completed applications with all required information will be given priority.

Applications submitted less than ten (10) business days prior to the start date of training may not be approved. If you have questions about the status of your application, please contact us.

A completed application or meeting eligibility criteria is not a guarantee of funding. Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan prior to the start date of training to be eligible for program funding.

Applications may be audited for program compliance after a payment is provided. Any payments that are deemed to be ineligible will be considered a debt owing to the Government of Saskatchewan and subject to collection activities outlined in *The Financial Administration Act*.

Approval of an application does not constitute an endorsement of any training provider, training course or program. Previous approval of training activities does not guarantee approval in the future.

All applications are assessed based on the information provided at the time of application. All decisions regarding the eligibility of employers, trainees, training providers, training programs and reimbursable costs will be made by the Ministry at its sole discretion.

The Ministry reserves the right to contact employers, trainees, training providers or any other person to substantiate reimbursement claims, training activities, records and other related matters.

Applications and contract activities are assessed using the following eligibility criteria.

Eligibility Information

Employers

Saskatchewan private and not-for-profit sector employers are eligible to apply for funding. Employers must intend to continue to employ trainees upon completion of the training.

Eligible employers must be:

- A business registered in Saskatchewan pursuant to *The Business Corporations Act*;
- Incorporated by, or registered under, an act of the legislature of a province, or the Parliament of Canada; or,
- A business that conducts operations in Saskatchewan; and
- A business that is in good standing with the province, including but not limited to:
 - Employers must be in compliance with *The Saskatchewan Employment Act* or regulations thereunder.
 - Employers must have met or must currently meet all obligations to the Ministry.

Individual employers may include:

- Private, for-profit businesses;
- Commercial cooperatives;
- Entities registered pursuant to *The Non-profit Corporations Act, 1995*;
- Banks registered pursuant to the *Bank Act of Canada, 1991*;
- Credit unions registered pursuant to *The Credit Union Act, 1998*;
- Private training institutions;
- Farmers as defined in *The Fuel Tax Regulations, 2000*;
- Labour organizations as defined in *The Saskatchewan Employment Act, 2013*; or
- Self-governing professional organizations, societies or a member of, that is regulated pursuant to an Act.

All Saskatchewan businesses that are required to register their business names with Information Services Corporation (ISC) must do so to be eligible for funding. If the business did not originate in Saskatchewan but has a Saskatchewan-based place of business, it may not have registered with ISC. In that case, the employer is required to produce other proof of eligibility that it has met the criteria.

Ineligible employers include:

- Crown corporations;
- Indigenous governments;
- Regional and urban park authorities;
- Boards of education, school divisions;
- Health regions or authorities;
- Post-secondary training institutions;
- Public libraries;
- Urban, rural and northern municipalities;
- Departments/ministries or agencies of the Governments of Canada or Saskatchewan;
- Employers not in current good standing with a program, project or service offered by the Ministry, including, but not limited to circumstances where the employer has been issued a notice of overpayment; and
- Employers deemed to be in contravention of any provision of *The Saskatchewan Employment Act* or regulations thereunder.

A breach of the Public Health Order is a contravention of *The Public Health Act*. If an applicant breaches a Public Health Order, the Minister may withhold payment if the applicant is convicted of the contravention.

Trainees

Eligible trainees must be:

- a Canadian Citizen, Permanent Resident of Canada, Protected Persons as defined by the Immigration and Refugee Protection Act (Canada), or a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit, with a valid Social Insurance Number; and
- an existing employee of the applying employer, that is to say, they must be on payroll as an existing employee(s) of the company as per Canada Revenue Agency (CRA) employee definition.

Temporary foreign workers, temporary residents without authorization for emergency travel and a valid work permit, volunteers, or sub-contracted employees are not eligible for funded training.

Trainee eligibility is confirmed upon final reporting on approved training activities through the submission of the two most recent statement of earnings/pay stubs for the employee. The submitted statements must include the following information, as mandated by [Employment Standards](#):

- the name of the employee;
- the start and end dates of the period for which the payment is made;
- regular, overtime, and public holiday hours worked;
- the rate of pay;

- the amount paid for each of wages, overtime and public holiday pay and work on a public holiday, vacation pay, and pay instead of notice;
- the employment category of employment for which payment of wages is being made;
- the amount of total wages or earnings;
- an itemized list of any deductions made from wages;
- total earnings;
- the actual amount of the payment being made; and
- ideally, the statement of earnings should also have the name and address of the employer.

Saskatchewan-based small businesses owners (with 1-50 employees) may also participate in funded training with their employees.

To be eligible for reimbursement approved employers are required to obtain consent from participating trainees who must also provide personal, demographic and employment information for program reporting, including providing a Social Insurance Number and valid work permit (if applicable). Incomplete, missing or invalid reporting information may result in payment being withheld or the agreement being terminated.

Applicants must immediately advise the Ministry of any changes to trainees participating in approved training. Failure to notify the Ministry may impact funding.

Ineligible trainees include:

- professionals seeking training to maintain their professional designation;
- temporary foreign workers, temporary residents without authorization for emergency travel and a valid work permit; and
- any person who will not be employed by the employer once the training is complete.

Training Costs

Eligible training costs must be required by the training provider to participate in the training and obtain the credential, including:

- tuition fees or fees charged by the training provider;
- mandatory student fees;
- textbooks or software;
- other required training materials necessary to complete the training;
- learning material fees; and
- examination fees.

Costs that are not eligible for funding include:

- transportation, travel, accommodations or meals;
- curriculum development costs or fees;
- trainee wages;
- exams offered separately by a training provider or granting institution, but not required to complete the program;
- training that is self-study, where materials are purchased but no training program occurs;
- GST costs for Non-profit Corporations; and
- any costs incurred but not agreed to within an approved training agreement.

The Ministry must be satisfied that the costs of training are reasonable. Trainees must not bear any of the employer training costs incurred upon completion of the training. Employers must pay for all training costs up front. Reimbursement for actual eligible costs is issued upon completion of training and final reporting.

Training

Employers choose the training and mode of delivery that will meet their needs within the following requirements.

Eligible training must:

- be delivered by a Saskatchewan based, third-party that has been in business for one year and is not affiliated with the employer;
- be a minimum of eight (8) hours in length per trainee by the same training provider and completed within four (4) months;
- start within four (4) months of the application submission date (i.e. the date the application is received by the Ministry);
- result in a credential (such as a record of completion, certificate, diploma, degree, or industry-recognized credential); and
- demonstrate that the requested training supports the business in responding to the impacts of the pandemic and supports business recovery.

Training must be relevant to the operational needs of the applicant.

Training that has been customized to meet unique training needs, is required to provide additional information to determine eligibility. A completed Training Course Outline, prepared by the training provider must accompany the submitted application. If relevant to the application, supporting document(s) may also accompany the Training Course Outline.

Training that does not have publicly posted information or has limited information may also be requested to provide a completed Training Course Outline to assess eligibility.

Ineligible training includes:

- Training that does not assist in the adjustment of the applicant to the impacts of the pandemic and Saskatchewan's economic recovery efforts;
- Training started prior to application approval and an approved contract;
- Programs required to maintain an existing professional designation or license;
- Training that exceeds four (4) months in length per trainee, per training provider;
- Training that is less than eight (8) hours in length per trainee, per training provider;
- Applying for multiple stand-alone training programs on a single application (bundled training) that has not been packaged into a single program credential such as a certificate of completion;
- Apprenticeship training pursuant to the *Apprenticeship and Trade Certification Act, 1999*; or
- Mandatory Entry Level Training (MELT) for commercial Class 1A truck drivers, including all or partial (classroom, in-truck, or other) components of this training program. MELT supports may be eligible under the [Canada-Saskatchewan Job Grant \(CSJG\)](#).

Exams offered separately by a training provider or granting institution, but not required to complete the training program, are ineligible. Exams mandated by a differing governing body (e.g. a professional organization), but not required to complete the program, are also ineligible.

Self-study for an exam, audio books and instructional DVDs are not considered eligible training.

The Ministry reserves the right to determine ineligible training.

Training Providers

Third-party training providers must:

- be separate and distinct from the employer;
- provide training as the main business activity;
- be based in Saskatchewan, that is they have a head office or carry-on business from a Saskatchewan office location; and
- have an active registration with the ISC Saskatchewan Corporate Registry and have been in operation for a minimum of one year as of the Application submission date.

Any training provider operating in the province or in a border community, not required to register with ISC, will be assessed on a case-by-case basis.

Eligible types of training providers include:

- Post-secondary education institutions;
- Private vocational schools; or
- Private industry trainers.

Franchisers and training providers exclusive to one employer are not eligible.

Funding Limits

Employers are reimbursed at 100% of approved, actual training costs. The maximum reimbursement is \$5,000 to eligible employers for the program duration. The minimum amount of funding that can be applied for on each application is \$1,000 per training program.

Applications

Multiple trainees taking the same training from a single training provider, on the same training dates, may be submitted on the same application.

If courses, dates, training provider or training programs differ between trainees, separate application forms are required for each training provider and their corresponding training course, and/or each training date.

Applicants may make multiple applications for funding.

Payment and Reimbursement

If an application is approved for funding, the Ministry will set up each approved training program application with its own contract which requires separate initial and final reporting, reimbursement, and auditing. Training started prior to an approved contract is not eligible for funding.

Approved employers will receive reimbursement after entering a training contract and completion of final reporting including verification of actual expenditures and trainee details.

All final reporting must be submitted within thirty (30) days of the training end date. Final reporting includes, but is not limited to:

- a final financial report;
- receipts and payment documentation showing the named applicant has paid for the contracted training program with the training provider stated in the contract;
- a Trainee Consent, Registration and Report for each trainee is complete (trainees that are not available to complete reporting as they have quit or terminated employment, or provide incomplete or missing information on mandatory sections are not eligible for reimbursement);
- payroll records or statement of earnings verifying an employment relationship have been provided, such as two pay stubs or statements of earnings, consistent with [Employment Standards](#) requirements for the application and contracted period.

Incomplete or delayed reporting may impact reimbursement. Trainees that are not available to complete reporting as they have quit, terminated employment, or provide incomplete or missing information on mandatory sections are not eligible for reimbursement. Failure to report within contract timelines may result in termination of funding.

Payment will be issued once all contractual obligations have been met.

Public Reporting

The Government of Saskatchewan is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded contracts may be publicly disclosed.

Service Standards

Ensure your application is submitted well in advance of the training start date to allow adequate time for assessment and a decision to be provided.

- **Two (2) business days:** In this time, Ministry staff will contact the applicant to confirm receipt of an application.
- **Ten (10) business days:** Once a complete application has been received, Ministry staff will evaluate and communicate a decision. The Ministry will also prepare a contract for an approved application during this time frame.
- **Ten (10) business days** from the submission of all completed applicant training reporting: The approved agreement payment will be issued to the applicant, once the final reporting and supporting documentation have been received.

Application Guide

The application fields and explanations below describe the information gathered in the RSTS application. All fields and required attachments are required to assess eligibility for funding.

The Ministry will email you within two (2) business days to confirm an application has been received and assess eligibility. Contact the Ministry immediately if you are not contacted within this time frame.

A completed application is not a guarantee of funding. Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan prior to the start date of training to be eligible for program funding.

Detailed Application Fields and Descriptions

The application must be completed by the Legal Authorized Representative of the applicant.

The following information and documents must be completed and ready to upload, prior to applying:

- The ISC Corporate Registry number for the business.
- A completed **Direct Deposit Payment Request** form for the business.
- A completed **Application Trainees** list if training more than ten (10) participants.
- The name of the training provider and program, including dates of training and costs.
- The **Training Course Outline** completed by the training provider for customized training.

Visit saskatchewan.ca/training-subsidy for application information and the forms required to apply.

Step 1. Applicant Contacts	Explanation
Full Legal or Incorporated Name	This is the legal name of your business entity. This should be the organization that currently employs the training participants.
Operating Name	This may be the trade name or operational name for the business, if applicable.
ISC Saskatchewan Corporate Registry Number	Not sure if your business has registered with ISC? Visit their website for further information.
Business Website URL	The website for the applying business. If not applicable, enter N/A.
Mailing Address	The valid mailing address where correspondence for the named legal organization may be received.
Legal Authorized Representative of the applicant and contact information <ul style="list-style-type: none"> • First Name • Last Name • Job Title • Email Address • Phone Number and Extension 	This is the person who has legal authority to enter into an agreement on behalf of the organization, typically this could include officers or directors of the business.
Is the Legal Authorized Representative also the applicant contact for questions concerning the application, business, training progress or trainees?	If the Legal Authorized Representative isn't the best person to speak to about the day-to-day running of the training and trainees participating in the activity, select <i>No</i> and an applicant contact can be added to the application.
Name of Applicant Contact and their contact information <ul style="list-style-type: none"> • First Name • Last Name • Job Title • Email Address • Phone Number and Extension 	This is the person who understands and can speak to the day-to-day running of the training and trainees participating in the activity. They may be the legal authority as well, or an alternate person within the business.
Step 2. Applicant Details	Explanation
Applicant type	<p>Used to assess eligibility, the applicant type describes possible business types that may apply for funding.</p> <p>Choose the option which best reflects your business type.</p> <ul style="list-style-type: none"> • Private, for-profit businesses; • Entities registered pursuant to <i>The Non-profit Corporations Act, 1995</i>; • Commercial cooperatives; • Labour organizations as defined in <i>The Saskatchewan Employment Act, 2013</i>; • Farmers as defined in <i>The Fuel Tax Regulations, 2000</i>; • Banks registered pursuant to the <i>Bank Act of Canada, 1991</i>; • Credit unions registered pursuant to <i>The Credit Union Act, 1998</i>; • Private training institutions; or, • Trade Unions.

<p>Primary Business Activities</p>	<p>The main North American Industry Classification System (NAIC) code for the business, identifying the main sector which describes the business activities. Visit Statistics Canada to see the full list of NAIC codes and their descriptions.</p> <p>This information is used to understand the sectors requesting and being supported by subsidy funding.</p>
<p>Number of Employees</p>	<p>This information is used to understand the size profile of employers requesting and being supported by subsidy funding, and assess eligibility for businesses owners to participate in training.</p> <ul style="list-style-type: none"> • 1-50 • 51-500 • 501 or more
<p>Is this an Indigenous-owned business?</p>	<p>If yes, at least 51 per cent of the company is Indigenous owned and operated, including community, individual and tribal-owned organizations.</p> <p>This information is used to understand the types of businesses requesting and being supported by subsidy funding. Eligibility is not determined based on this factor.</p>
<p>Insurance and Liability Are you registered with and covered under the Saskatchewan Workers' Compensation (WCB) Board for your employees/trainees that will be attending training?</p> <p>If trainees will not be covered by WCB or the industry of occupation are exempt under <i>The Workers' Compensation Act, 2013</i>, the following questions must be answered:</p> <p>Do you have general liability insurance covering premises and operations liability, non-owned automobile, elevators (if applicable) to cover the applicant's liability to employees and their legal representatives for personal injury and death occasioned by trainees while receiving training from the applicant (minimum \$2 million coverage)?</p> <p>Should this application be approved, I understand and agree, as a condition of contracting, that the Minister will be added as an Additional Insured to the applicant's general liability insurance (as described above) in the amount of \$2M.</p>	<p>Businesses participating in funded training must have Workers' Compensation Board (WCB) or private liability insurance coverage in the amount of \$2 million (M), if WCB is not applicable.</p> <p>This requirement ensures trainees, the business, the Ministry, and any associated individuals have appropriate coverage.</p> <p>In the event that a business does not agree to have coverage in place or cannot demonstrate that appropriate coverage will be in place during the contracted activities, the activities may be declined for funding.</p> <p>The Minister referenced is the Minister of Immigration and Career Training, the Ministry delivering the RSTS program.</p>
<p>Step 3. Training Details</p>	<p>Explanation</p>
<p>Training Provider Business Name</p>	<p>This is the training provider business name that will be providing the training and receiving payment for the program.</p>

	Only Saskatchewan based training providers that have been in business for more than one year are eligible for funding.
Training Provider Mailing Address	The valid mailing address where correspondence for the named training provider may be received.
Training Contact <ul style="list-style-type: none"> • First Name • Last Name • Email Address • Phone Number and Extension 	A contact person at the named training provider who may be able to answer questions about the training provider and program.
Type of Training Provider	Describe what type of training provider is providing the training. Options include: <ul style="list-style-type: none"> • Federated or Affiliated College • Private Training Agency • Private Vocational School • Regional College • Saskatchewan Polytechnic • Union • University • Other
Name of Training Program	The formal name of the training program that trainees will be participating in.
Training Provider/Training Program Website URL	Provide the public website for the training program being taken, or the training provider website if a program specific page does not exist. If not applicable, enter N/A.
Has the training provider been in business for at least 1 year?	To be eligible for funding, the training provider must have been in business, for at least a year from the application submission date.
Is this training a customized program based on unique training needs? If yes, a Training Course Outline must be completed by the training provider to describe the training and the completed form must be uploaded on the last page of the application.	Customized training is training that the applicant has worked with the training provider to develop. It may be a unique training program that addresses the specific needs of an employer. If the training isn't customized, but there is limited information publicly available, the Ministry may request a Training Course Outline be completed to determine eligibility for funding.
Training Start and End Date Training dates must be confirmed as approved applications will be contracted for these dates. Training taken outside the proposed dates may affect reimbursement.	The first possible day of training and the last day training will occur.
Number of Training Hours (per trainee) Per trainee, training must be at least 8 hours in length and cannot exceed 4 months. Training must start within 4 months of the application submission date.	The total number of training hours each trainee that are required to complete the training program.
Location of Training	Where the training will occur, this could be the city/town of the training provider's office, employer location or if being delivered remotely, online.

Training Credential	Eligible training programs must result in a credential, such as a record of completion, certificate, diploma, degree or industry-recognized credential.
Recovery Response How will this training help your business recover from the impacts of the COVID – 19 pandemic? E.g. the business experienced layoffs, financial hardship, had to change safety measures, how business is delivered, etc. as a result of the pandemic. Applicants must demonstrate that the training will help them meet the challenges brought on by the COVID-19 pandemic and support their economic recovery efforts.	Applicants must demonstrate that the chosen training will help their specific business meet the challenges brought on by the COVID-19 pandemic and support their unique economic recovery efforts. There is a 2,000-character limit for this response.
Step 4. Training Costs	Explanation
Eligible Training Costs (per trainee) <ul style="list-style-type: none"> • Tuition Fees or Fees Charged by Training Provider • Textbooks, Software and Other Required Materials • Mandatory Student Fees • Examination Fees • Total Eligible Training Costs Travel, meals and accommodation costs are not eligible for reimbursement. Include GST and PST in your totals if applicable. Non-Profit Corporations cannot recover costs associated with GST.	Costs must be captured on a per trainee basis. The costs identified must be supported by publicly posted information or the Training Course Outline provided by the training provider. If there are no costs to report input a zero value.
Other Training Costs	Identify any costs not reported above that may need to be considered. These amounts will be assessed for any eligibility consideration. There is a 500-character limit for this response.
Total RSTS Funding Requested	Based on the Total Eligible Training Costs identified per trainee multiplied by the number of trainees, the amount of funding requested.
Reimbursement Payment As part of your completed application, business banking information must be completed and uploaded to this application. This includes the Direct Deposit Payment Request Form with a current void cheque attached that includes your business name, address and information on your account (bank, branch/transit number and account information). Attach these documents on the last page of this application.	Direct deposit information is required for each application submission to ensure the correct entity is applying for funding, contracted with for training, and employing the training participants. If not approved for funding, this information will be immediately destroyed.

<p>The name, address and other information on this application form must match exactly to the void cheque or direct deposit request. If your application is not approved, this information will be destroyed.</p> <p>Completion of training, reporting, eligible training cost receipts and supporting documents, as well as trainee documentation are required prior to receiving full reimbursement.</p>	
<p>Step 5. Training Criteria</p>	<p>Explanation</p>
<p>Trainee Information and Criteria Trainees must be Canadian Citizens, Permanent Residents of Canada, Protected Persons within the meaning of the Immigration and Refugee Protection Act (Canada), or a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit.</p> <p>Temporary foreign workers, temporary residents without authorization for emergency travel and a valid work permit, volunteers, or sub-contracted employees are not eligible for funded training.</p> <p>I understand and agree that employees undertaking training are currently employed with the applicant business, as per the CRA definition, and, if approved, payroll records or statement of earnings verifying this employment relationship will be provided. Acceptable documentation will meet the requirements defined by Saskatchewan’s Employment Standards.</p>	<p>Trainees must be employees of the business. On approved contracts this requirement will be validated through final reporting by requiring two most recent paystubs or statements of earnings on the trainee. Supporting information must align with Employment Standards.</p> <p>Social Insurance Numbers, work permits (if applicable), consent to collect their personal information and two of the most recent payroll records or statement of earnings are required from trainees for the final reporting on approved training agreements. This reporting must support the approved training activities and demonstrate eligibility for funded activities. Funding may be withheld in the event that final reporting does not demonstrate eligibility, includes missing or incomplete information, or fails to support the approved application/contract information.</p> <p>If the applicant is a small business (1-50 employees), owners are also eligible to participate in training with their employees. Owners must be located in Saskatchewan.</p>
<p>Total Number of Trainees</p>	<p>Identify how many funded participants will be taking this training. Entry in this field will trigger the number of trainee detail fields required.</p> <p>Up to ten (10) trainees may be added. If more participants must be added, complete the Application Trainees form with the remaining individuals and attach it to the final page of this application.</p>
<p>1. Trainee Details</p> <ul style="list-style-type: none"> • First Name • Last Name • Job Title • Work Email Address • Is the trainee an employee of the business? • Does the trainee have ownership in the business? 	<p>Provide the trainee details for each individual participating in funded training. Up to ten (10) trainees may be added. If more participants must be added, complete the Application Trainees form with the remaining individuals and attach it to the final page of this application for submission.</p> <p>If an employer must send a different trainee to attend training after the application has been submitted or the contract has been approved, please contact the assigned CSJG Consultant as soon as possible to ensure the</p>

<p>If the applicant is a small business (1-50 employees), owners are also eligible to participate in training with their employees.</p>	<p>substituted trainee meets all eligibility and program requirements.</p> <p>Saskatchewan based owners of small businesses (1-50 employees), are also eligible to participate in training with their employees.</p>
<p>Step 6. Declarations & Files</p>	<p>Explanation</p>
<p>Training Course Outline Upload the customized training program as indicated on Step 3 - Training Details.</p>	<p>Upload the completed Training Course Outline here. The maximum file size is 10MB per file.</p> <p>Acceptable file formats include .doc, .docx, .pdf, and .jpg.</p>
<p>Direct Deposit Payment Upload your business banking information, including a:</p> <ul style="list-style-type: none"> Completed Direct Deposit Payment Request Form Current void cheque that includes your business name, address and information on your account (bank, branch/transit number and account information) <p>Note: If your application is not approved, this information will be destroyed.</p>	<p>As indicated on Step 4 – Training Costs, upload the completed Direct Deposit Payment Request form and a void cheque here. The maximum file size is 10MB per file.</p> <p>Acceptable file formats include .doc, .docx, .pdf, and .jpg.</p>
<p>Trainee Information If you have more than 10 trainees, upload the completed Application Trainees document listing the remaining participants.</p>	<p>As indicated on Step 5 – Trainee Criteria, upload the completed Applicant Trainees document here. The maximum file size is 10MB per file.</p> <p>Acceptable file formats include .doc, .docx, .pdf, and .jpg.</p>
<p>Declarations, Consents and Attestations This must be completed by the Legal Authorized Representative of the applicant.</p> <p>I hereby declare the following:</p> <ul style="list-style-type: none"> The applicant is in good standing with the provisions of The Saskatchewan Employment Act, 2013 and regulations. I understand this application information will be used to assess eligibility and I may be contacted for further information to assess this application. I have legal authority to apply for, and enter into, an application and agreement with the Ministry of Immigration and Career Training (the “Ministry”). I understand that if this application is approved, I will be required to enter into an agreement with the Ministry to receive financial assistance. Completion of training, reporting, eligible training cost receipts and supporting document, and trainee documentation are required prior to receiving reimbursement. 	<p>Read through the Declarations, Consents and Attestations thoroughly. The applicant’s Legal Authorized Representative must agree to be considered for funding. This will be confirmed when the submitted application is assessed for eligibility. The Legal Authorized Representative will have the opportunity to ask any additional questions at this time.</p>

- I understand any costs incurred prior to application approval are not eligible for reimbursement.
- Trainees(s) participating under this program shall not be held personally responsible for eligible training costs incurred during the training period, such as tuition fees, mandatory student fees, or textbooks.
- Trainees will be Canadian Citizens, Permanent Residents of Canada, Protected Persons within the meaning of The Immigration and Refugee Protection Act (Canada), or a temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit. I understand temporary foreign workers, temporary residents without authorization for emergency travel and a valid work permit, volunteers or sub-contracted employees are not eligible to participate in funded training.
- Trainees will be employees of the company and/or business owners in the event of a small business with 1-50 employees. Trainees that cannot be verified as applicant employees or business ownership of the applicant will not be eligible for reimbursement.
- I understand the minimum amount of financial assistance is \$1,000 and the maximum amount is \$5,000 per employer applicant.

I attest that I have answered all questions on this application for which assistance is requested according to the instructions and my answers and documents I have provided, or will provide in the future, in support of this application, are to the best of my information and belief, true in every respect. I make these declarations knowing it is an offence under Criminal Code of Canada, to knowingly make any false statement or representation in an application and each subsequent application or other document or to furnish any false or misleading information or documentation. You are responsible for retaining all documentation to support your claim. All applications and agreements are subject to audit. Consequences for providing false or misleading information include, but are not limited to, withholding of funds, repayment or penalty.

I consent to the Ministry to collect from other government programs any information or documents, including personal information as defined in The Freedom of Information and Protection of Privacy Act, for the purpose of verifying the information contained in this application.

I consent to and authorize the Ministry to collect, use, disclose and release to any person, individual, corporation, agency, organization, government or government agency of any information or documents, including my personal information as defined in The Freedom of Information and Protection of Privacy Act for any purpose respecting the administration of the program. In addition, I understand that the Ministry may use my information for the purposes of program evaluation and reporting. I understand that Ministry partners include, but are not limited to, the following organizations:

- Contracted research agencies providing Ministry program evaluation services;
- Training providers involved in my training.

Congratulations! Your application has been submitted.

If your application has been successfully submitted, you'll see the following page.

Thank you for your application. Your form was successfully submitted.

What happens next?

The ministry will email you to confirm this application has been received and assess eligibility. If you are not contacted or do not hear from the ministry within two (2) business days regarding your application, please contact us at cansaskjobgrant@gov.sk.ca.

A completed application is not a guarantee of funding, and training started prior to an approved contract is not eligible. If any of the information contained in this application or a subsequent contract changes (e.g. dates of training, trainees participating in training, costs, etc.), please contact the ministry immediately to update this information.

Keep track of the date you submitted your application and contact the Ministry if you do not receive a confirmation email within two (2) business days.

Additional Information

Still have questions? For additional information contact:

Ministry of Immigration and Career Training

Skills Training Branch, Canada-Saskatchewan Job Grant (CSJG) Unit

Email cansaskjobgrant@gov.sk.ca

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677