

## **Notice to Lindertech Conference Attendees participating in the Spring Event April 19, 20 and 21, 2018**

### **A GOVERNMENT GRANT IS AVAILABLE FOR LINDERTECH TRAINING**

**Ontario Shops have the Canada-Ontario Job Grant (COJG) but other provinces have similar grants with the Federal Government. (Find out by going to your provincial government website)**

**ABOUT THE GRANT:** The Canada-Ontario Job Grant is a partnership between the federal & provincial governments. The purpose of the Job Grant is to provide direct financial support to employers in providing professional development and upgrading to their current or new employees. Through this grant, the **government will pay up to 2/3 of an employers' training costs, up to a maximum of \$10,000 per employee per grant application.**

- The Government has set up Ministry funded agencies called **“Service Providers”** across Ontario contracted by the Ministry of Training, Colleges, & Universities (MTCU) to provide employment services, including this job grant. Contact the Government Agency in your area (see web site below) to help you with the process.
- **Please note: Start the application process as soon as possible because it takes time to get it approved. Go online to find out who your service provider is so you can contact them. To get further information on what documents will be required contact either your service provider or Margaret Penner at JobStart at the number listed below.**
- The Canada-Ontario Job Grant (COJG) applies to Lindertech Training and **Cochrane Automotive** is the **“Training Provider”**. When you have to choose your training provider on the website, select “Private Career College Exemption” as this relates to industry specific training.
- The application has to be done online (<http://www.ontario.ca/employeetraining>) and **approved BEFORE** the training takes place. Applications in the same year must be 6 months apart. If you received a grant in April 2017 for training, you will have to wait until Nov. 1<sup>st</sup>, 2017 before you can apply again.
- Shops in the GTA area can go through **JobStart** a not-for-profit **“Service Provider”** contracted by the **Ministry of Training, Colleges, & Universities** to provide employment services, including this job grant, within the GTA and all are at no cost to the community. **Call 416 253-2729 x2992 and speak to Margaret Penner Mgr.**

#### **Process:**

- **Employer makes a decision on specific training & which employees to send. The start and end date of the training must be shown on the application. Note: Business owners cannot apply, only employees.**
- Employer completes an online application (<http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html>) Contact Margaret at JobStart (see above) if you would like assistance with your application, even if you're not in the GTA
- Submit application via online Ministry (MTCU) portal (<http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html>) You will be required to select a **“Service Provider”** (ministry funded agency). A list will be provided when you complete\submit your application. Select the service provider closest to your shop and they will connect with you to begin the process. Important! Submitting an application does not mean that it's approved. It's only the first step in the application process. Each service provider has a slightly different process and they will connect with you once you have submitted your application to talk about the next steps in the process. We will use **JobStart** as the example of a “Service Provider” for the purpose of the following instructions.
- **JobStart** emails confirmation of application receipt to employer and attaches an Employer-Training Institution Agreement Form which is to be completed prior to JobStart's first visit with employer.
- **JobStart** schedules a meeting with the employer to finalize the application (within 12 business days of application submission) as follows:
  - Verify application information & obtain employer signature on printed application (for our files)
  - Verify Training Details and Sign Formal Agreement between JobStart & Employer
  - Training Participants complete registration form – we are required to meet with each training participant to verify ID and explain our role – 5 minutes maximum

- A decision is made whether an employer's application is Approved, Declined, Withdrawn or Cancelled and you will be notified by JobStart on the decision.
- Note: In order to be considered a **priority application**, there needs to be some indication of "service impact" after training. It is expected the employer will provide one of the following to trainees: an increase in salary/wages (even 25 cents\hr), job advancement; increase in hours such as part time to full time, hiring new employees and sending them to training etc. Talk to your service provider about this.
- Applications for Grants that are \$500 or more are also given priority.

**TIMELINES.... (IMPORTANT – PLEASE READ CAREFULLY):**

- Once your application is submitted, the ministry funded agencies (service provider) is mandated to have all documentation & meetings completed, your application processed and the decision made **within 12 business days of application submission** – if these timelines are not met, your application will be cancelled and you will be asked to resubmit. Training **must not** start prior to receiving formal approval (Letter of Acceptance) of your job grant application – application will be declined if training has started

If you need more information contact Leah Cochrane at: [headoffice@cochraneauto.ca](mailto:headoffice@cochraneauto.ca) or call 416 236-1763.