

Skills Training Grants (STG) User Guide

Accepting an Employer Training Grant (ETG) Agreement

Last Updated: 6 May 2022

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your ETG application, then click “Continue.”

Your applications and claims

A list of your grant application files and their status is shown below.

1950010 Training Program B (start date 2019-02-13)
B.C. Employer Training Grant – Rural
Accept by 2019-02-18

ACCEPT GRANT AGREEMENT **Continue**

3. Click “View Approval Letter.”

Review and Accept Grant Agreement

The grant agreement is an offer made to you by the Ministry in response to your grant application.

The Ministry requires you to review and accept the grant agreement within five (5) days of its issue. After this time, the Ministry may withdraw the offer and close your grant file.

For each section of the agreement shown below, read and confirm your understanding and acceptance. When you have done this, you will be able to accept the agreement and proceed with your training and reimbursement claim.

If you choose not to accept your agreement, you may reject it and your application file will be closed.

Approval Letter	NOT STARTED	View approval letter
Schedule A - Grant Services	NOT STARTED	View Schedule A
Schedule B - Definitions and General Terms	NOT STARTED	View Schedule B

4. **Read the entire approval letter.** At the bottom of the letter, tick the “I have read and understand [...]” checkbox, then click “Done.”

Sincerely,

Director
B.C. Employer Training Grant Program

I am authorized to act and to enter into this Agreement on behalf of the Employer. On the Employer's behalf, I do hereby accept and agree to the terms and conditions of this Agreement, including this Approval Letter and the attached Schedules A - Grant Services (Approved Training and Eligible Training Costs) and Schedule B - Definitions and General Terms.

Note: If the Employer's signing authority is also a Participant under this Agreement but is not an owner or co-owner of the business, he/she cannot sign on the Employer's behalf. In this case, please ensure an alternate signing authority signs this Agreement on behalf of the Employer.

Please confirm

I have read and understand the Approval Letter.*

Cancel Done

5. Click "View Schedule A."

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Approval Letter	COMPLETE	View approval letter
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6. **Review all cost details.** At the bottom of the page, tick the "I have read and understand [...]" checkbox, then click "Done."

Totals	\$1,500.00	\$500.00	\$1,000.00
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Please confirm

I have read and understand Schedule A - Grant Services.*

Cancel Done

7. Click "View Schedule B."

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8. **Read all the definitions and general terms.** At the bottom of the page, tick the “I have read and understand [...]” checkbox, then click “Done.”

29. The provisions of the Approval Letter and paragraphs 1 - 4, 7 - 9, 13, 14 and 18 - 29 of this schedule and any other provision(s) or other section(s) of this Agreement (including this schedule) or the Program Requirements which, by their terms or nature, are intended to survive the completion or termination of this Agreement or are necessary for the interpretation or enforcement of this Agreement, will continue in force indefinitely subject to any applicable limitation period prescribed by law, even after this Agreement ends.

Please confirm

I have read and understand Schedule B - Definitions and General Terms.*

Cancel

Done

9. At the bottom of your application page, click “Accept Agreement.” Your agreement is now accepted.

By clicking "Accept Agreement" below, I acknowledge and agree that this action has the same legal effect as accepting the agreement by my written signature.

Reject agreement

Accept agreement