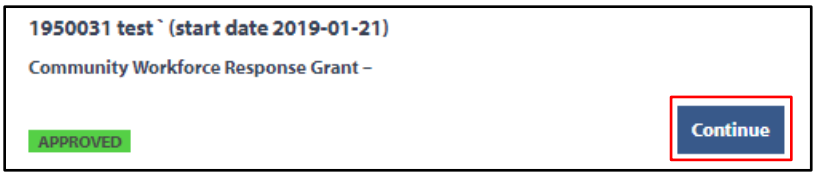
Skills Training Grants (STG) User Guide

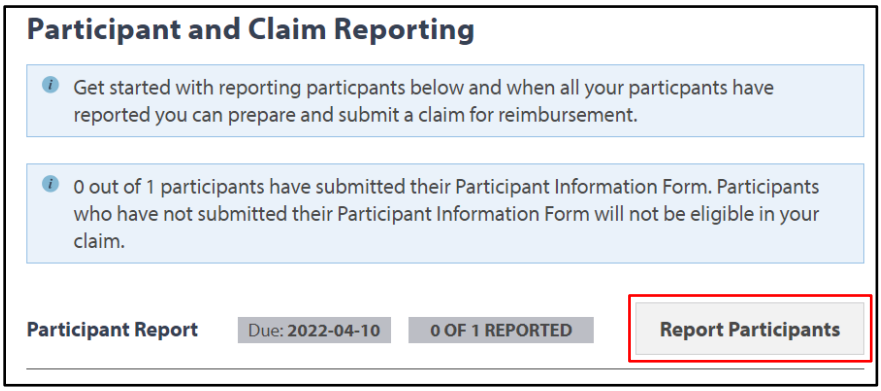
Community Workforce Response Grant Participant Reporting

Last Updated: February 20, 2025

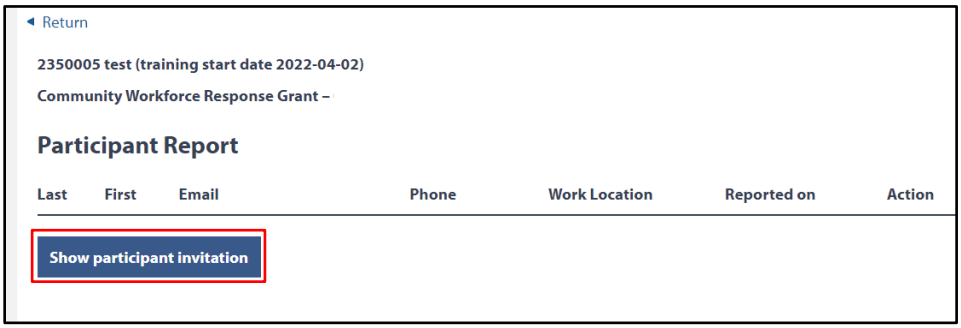
1. Log into the Skills Training Grants page with your BCeID.
2. Scroll down the page to your approved Community Workforce Response Grant (CWRG) application, then click "Continue."



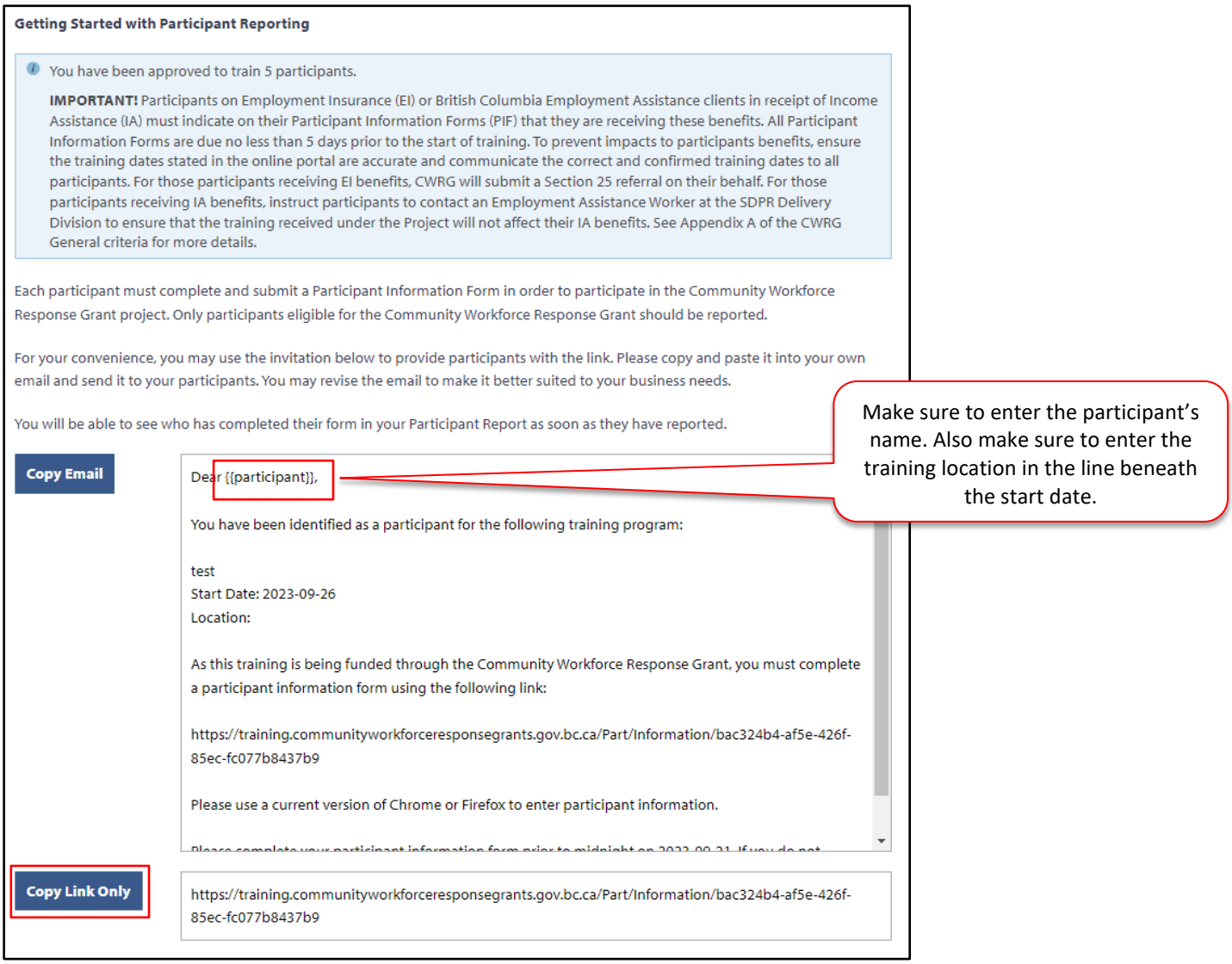
3. Click "Report Participants."



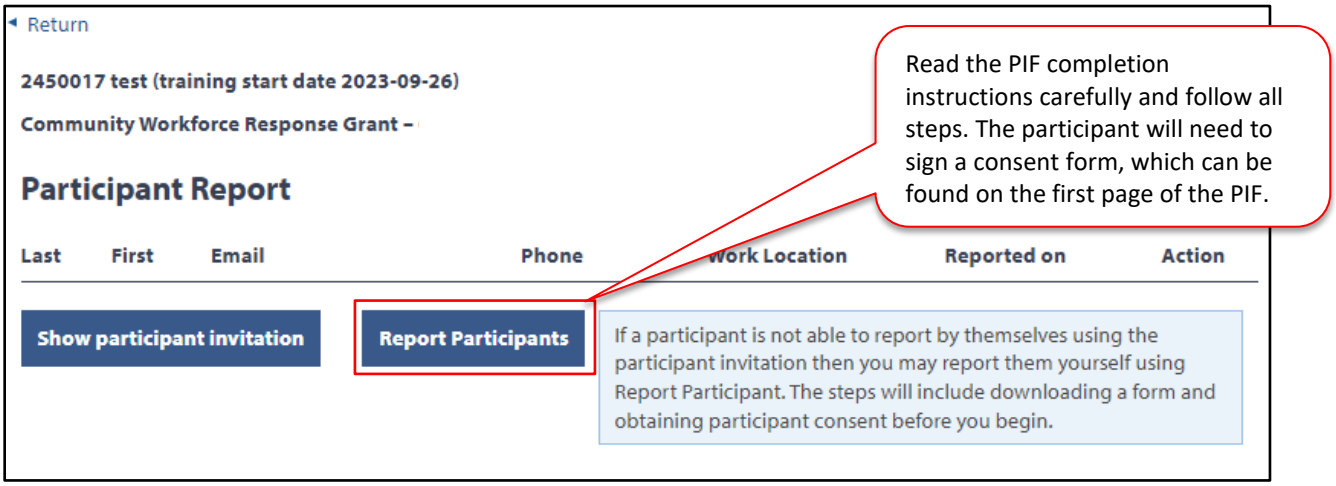
4. Click "Show participant invitation".



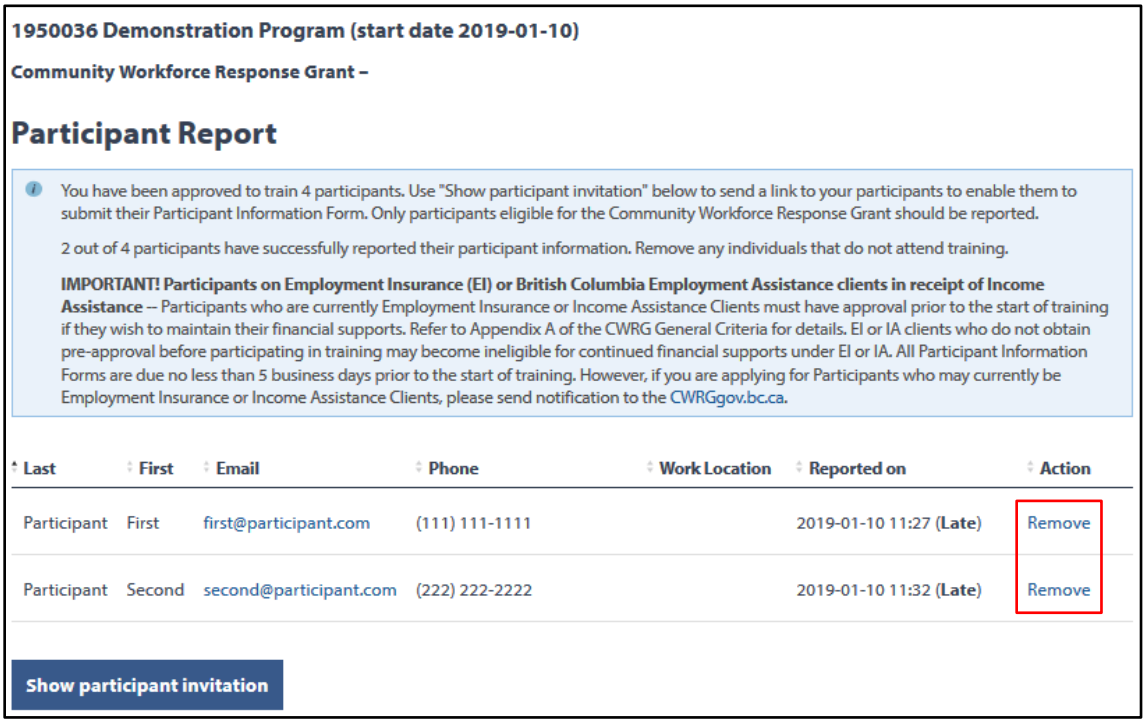
5. You will see a generic email template containing a link to your application's Participant Information Form (PIF). **You are responsible for providing this link to your participants.** Click "Copy Email" to copy this template. Paste it into your email program and send it to participants. If you just need the link itself, click the "Copy Link Only" button. This link does not expire.



6. If there is an issue with participants self-reporting, contact the program area. They can allow applicants to submit PIFs on behalf of their participants. If this has been enabled for your application, click the "Report Participants" button beside "Show Participant Information."



7. To remove a participant, click their “Remove” link. If you’ve already submitted a claim, you cannot remove anyone included in that claim. You can however remove them when you submit your completion report.



1950036 Demonstration Program (start date 2019-01-10)

Community Workforce Response Grant –

Participant Report

You have been approved to train 4 participants. Use "Show participant invitation" below to send a link to your participants to enable them to submit their Participant Information Form. Only participants eligible for the Community Workforce Response Grant should be reported.

2 out of 4 participants have successfully reported their participant information. Remove any individuals that do not attend training.

IMPORTANT! Participants on Employment Insurance (EI) or British Columbia Employment Assistance clients in receipt of Income Assistance -- Participants who are currently Employment Insurance or Income Assistance Clients must have approval prior to the start of training if they wish to maintain their financial supports. Refer to Appendix A of the CWRG General Criteria for details. EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. All Participant Information Forms are due no less than 5 business days prior to the start of training. However, if you are applying for Participants who may currently be Employment Insurance or Income Assistance Clients, please send notification to the CWRGgov.bc.ca.

Last	First	Email	Phone	Work Location	Reported on	Action
Participant	First	first@participant.com	(111) 111-1111		2019-01-10 11:27 (**Late**)	Remove
Participant	Second	second@participant.com	(222) 222-2222		2019-01-10 11:32 (**Late**)	Remove

Show participant invitation