

Skills Training Grants (STG) User Guide

Submitting CWRG Training Provider Change Requests

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."

Your applications and claims

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

2450017 test (start date 2023-09-26)
Community Workforce Response Grant -

APPROVED Continue

3. Click "View Agreement."

2450017 test (training start date 2023-09-26)
Community Workforce Response Grant -

Participant and Claim Reporting

APPROVED
Approved on **2023-09-26**

Links
[View Application](#)
[View Agreement](#)
[Alternate Contact](#)

Participant Report Due: 2023-09-30 **0 OF 5 REPORTED** Report Participants

Reimbursement Claim **NOT STARTED** Begin Reimbursement Claim

Proof of Payment Due: 2023-10-26 **NOT STARTED** Submit Proof of Payment

Participant Financial Supports Attestation Due: 2023-10-26 **NOT STARTED** Begin Attestation

Completion Report Due: 2023-10-26 **NOT STARTED** Report Completion

You cannot change service providers if you've already submitted a claim.

4. Click on “Schedule A – Grant Services”, then click on the name of the training provider you wish to change.

View Grant Agreement

You may view your grant agreement below by expanding each part.

Approval Letter

Schedule A - Grant Services

Schedule B - Definitions and General Terms

If you have cancelled your training and are certain that you will not be submitting a reimbursement claim then please cancel your agreement using the button below. **When you cancel your agreement, your file is closed and cannot be reopened.**

Cancel Agreement

Approved on
2023-09-26

Links

[Reporting](#)
[View Application](#)
[Alternate Contact](#)

Agreement Term

Term Start Date:	2023-09-26
Term End Date:	2023-11-25
Agreement Fiscal Year:	2023-04-01 to 2024-03-31
Claim submission deadline:	2024-03-01

Delivery Plan

i Click on provider links to enter one or more provider changes. Enter all the provider changes you are requesting then click Submit Change Request to submit them all in one request to the Ministry for assessment. You will not be able to submit another request until assessment is complete.

Skills Training Course Title	Training Provider	Start Date	End Date
odie bread baking	odie bakery	2023-09-22	2023-09-22

Service Component	Service Provider	In-Scope Services
Employment Support Services		
Participant Financial Supports		

Participant Reporting Due Date:	2023-09-17
Number of Participants in Program:	5

- The Request Change to Training Provider form will open in a pop-up window. Fill out all required fields, then click "Save".

Change Training Provider

Change request reason *

Training provider name *

Type of training provider *

Address of Training Provider

Canada Other Country

Address line 1 *

Address line 2

Cancel
Remove Request
Save

- Click the "Submit Change Request" button.

Delivery Plan

Cancel Change Request
Submit Change Request

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Skills Training Course Title	Training Provider	Start Date	End Date
<div style="background-color: #ffc107; padding: 2px 5px; display: inline-block;">REQUEST CHANGE TO:</div> Test Trainer odie bread baking	Test Trainer odie bakery	2023-09-26	2023-09-26