

Thank you for inquiring about RWI Training courses and the Government grant that may be available to your company and that may cover up to 5/6 of the costs of training.

You can find some basic information about the **Canada-Ontario Job Grant (COJG)** here:

FAQ for Employers: <http://tcu.gov.on.ca/eng/eopg/cojg/cojg-qs-as.html>

Note:


- The funds from these grants go to the employers and not to the employee (as individuals).
- Large employers (100 or more employees) are required to make minimum one-half (1/2) cash contribution towards eligible training costs.
- Small employers (<100 employees) are required to make minimum one-sixth (1/6th) cash contributions towards eligible training costs.
- Small employers (<100 employees) who are training and hiring unemployed individuals may be eligible for 100% funding and up to \$15,000 per trainee.
- These grants are not for self-employed individuals since the grant only provides direct financial support for employers who wish to purchase training for their employees.
- Each COJG Employer Application is restricted to one [1] course.

An individual is **not** eligible to apply directly and individuals must be identified by their **employer** (or sponsored by an employer, as demonstrated through a permanent or conditional “offer of employment”). The Application Form should be filled-out by the employer.

RWI will complete the rest of the sections. Please follow the 5 steps below:

- Step 1

Go to: https://www.eoss.tcu.gov.on.ca/COJG_Online/?locale=en#/COJG_Online/

A green rectangular button with the text "Apply Now" in white.


Click:  at the bottom of the page

- Step 2

#1 Complete Section **1. Introduction**

Please provide information about the:

- “**Training Request**” (# of training participants),
 - “**Eligibility**” (check ALL boxes – please ensure that all information is relevant and correct)
- and
- “**Your Details**”, including Name, Title and the Application Start Date [use the default / current date].

A green rectangular button with the text "Proceed to Next Step »" in white.

Click:

- [Step 3](#)

#2 Complete Section **2. Employer Information**

Please provide:

- “**General Information**” (Employer / Business Name, Language, CRA#)
- “**Contact Information**”, “**Corporate Address**”, “**Employer Details**”

Proceed to Next Step »

Click:

- [Step 4](#)

#3 Complete Section **3. Training Details**

For the “**Training Questions**” please ensure you answer all questions as you feel fit.

- Fill out the details for the “**Incumbents**”, including information about both: “Current” and “Post Training” and add “**New Hires**” info, if applicable, as well as “**Impact of Training**” info.

Save and Resume Later

Please Click:

- [Step 5](#)

Enter information in the “**Save Draft**” page as follows:

Enter the Email as: **training@rwinsitute.ca**

Password as: **Trainin***

Save Application

Click:

Please **Close** the Draft Application page.

RWI will provide the Evaluator (Service Provider) with information such as the course description, Certificate to be issued, course schedule, and costs.

The employer shall receive an acknowledgement of receipt of the application **within seven [7] business days** of the submission and shall be notified of the decision **within fifteen [15] business days** of the application being submitted through the online application platform.

Thank you for inquiring and for choosing to obtain professional skills training from Resilient World Institute!

Next Steps for Employers:

Once employers have ensured that all forms are filled out correctly and these forms have been submitted to the appropriate office [whether it is the Evaluator (Service Provider) or Ministry], including:

- Employer Application form
 - Participant Registration form
 - Employer Registration form (for Consortia applications)
 - Electronic Funds Transfer form (for Over 25/ Consortia applications)
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- Employers are responsible to **pay the training provider** (RWI) the **full amount** of the training
 - Employers will be reimbursed by the Evaluator (Service Provider) or Ministry.
 - Employers receive up to 70% reimbursement of funding upon presentation of the **proof of payment to the training provider** (RWI).
Please submit the payment receipt(s) to the Evaluator (Service Provider) or Ministry.
 - Employers receive the remaining reimbursement following the completion of the training and the submission of the completed **Training Outcome Report**.