

## Canada-Alberta Job Grant Program

The Canada-Alberta Job Grant is providing 2/3 of training costs up to \$10,000 for eligible employees/trainees, and up to 100% of training costs for previously unemployed trainees.

Take advantage of this great opportunity to provide additional training for your front-end staff with our course-by-course options or bring in a new member with the latest Dental Administration training from Evolve Dental Academy.

Evolve Dental Academy is a qualifying Alberta-based training institute with accreditation from Alberta Advanced Education and can provide guidance in completing the application process. Our online training platform allows trainees to take courses when it's convenient for them, and from the comfort of home.

### Eligible Employers

The CAJG is available to:

- private sector employers, including sole proprietors and partnerships
- non-profit sector employers
- First Nations and Metis Settlements
- the Agriculture Financial Services Corporation (if in a community with a population of 100,000 or less)
- Alberta Treasury Branches (if in a community with a population of 100,000 or less)

To be eligible, Alberta employers must have current or potential employees who need training to fill current or future positions.

### Eligible Trainees

- Canadian citizens
- permanent residents
- protected people under the Immigration and Refugee Protection Act (Canada) who are entitled to work in Canada
- business owners (incorporated, unincorporated, sole-proprietor, partnerships) with 4 or fewer employees, including all owners, are now eligible trainees. (Until Feb 28, 2022)
- employed family members. (Until Feb 28, 2022)
- All eligible trainees must live in Alberta.

### Training

Training providers must be third-party trainers separate and distinct from the employer. The employer may not act as the training provider and the training provider may not employ the individual it is training. Training must be a main business activity of the training provider.

## Requirements

Training must:

- total 21 instructional hours or longer per trainee per application
- start within 6 months after receiving Canada-Alberta Job Grant approval
- be completed within 52 weeks of the training courses start date
- result in some credential (record of completion, certification, grade, and so on)

Training may be delivered on a full or part-time basis, and may be any combination of online, on-site or in a classroom setting.

Apprenticeship Technical Training programs and self-study models like instructional books or DVDs are not supported by the Canada-Alberta Job Grant.

For full program information please visit: <https://www.alberta.ca/canada-alberta-job-grant.aspx>

Or download the CAJG Applicant guide here: <https://www.alberta.ca/assets/documents/CAJG-applicant-guide.pdf>

Evolve's full Dental Business Administration course along with individual courses from our Dental Office Administration program are eligible for the training grant. These courses include:

1. Intro To Dentistry, Communication, Legalities, and Infection Control
2. Clinical Knowledge and Practices for The Administrative Role
3. Patient Records, Scheduling Management and Dental Procedure Codes
4. Financial Processes, Billing and Dental Claims Management
5. Systems Management and Scripting
6. Dental Software – Dentrax

Contact us for more information on the course or with any questions.

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