

Ontario Job Grant Application Guide for AI Training

Step-by-Step Template for Ontario Employers

Note to the reader: *This guide describes how to apply for Ontario Job Grant (OJG) funding to cover CSBAA certification program costs. Program rules and funding levels change; verify current requirements with your local Employment Ontario service provider before submitting. Fields in [brackets] are for you to complete.*

1. Eligibility checklist — five criteria

Confirm all five before starting the application:

Met	Criterion	What it means for AI training
☐	Eligible employer	You are an Ontario employer (business or non-profit) licensed to operate in Ontario, applying for training for your own employees — not owners applying for themselves alone, and not a broker.
☐	Eligible trainees	Trainees are your employees (or in some streams, new hires), resident in Ontario and legally entitled to work in Canada. List each trainee's role in the Training Plan.
☐	Eligible training	The training is delivered by an eligible third-party provider, is skills-based, and is completed within the program's timeframe (typically one year). CSBAA certification programs qualify as structured, assessed, third-party-delivered training.
☐	Employer contribution	You can pay your share of training costs (typically one-third or one-half depending on organization size) and keep trainees employed during training.
☐	Demonstrated need	You can document a skills gap connected to a business need — a completed AI Training Needs Assessment (see companion template) is the strongest evidence.

2. Step-by-step application walkthrough

1. **Complete a training needs assessment.** Document which roles need AI training, current versus target competency, and the business rationale. Retain the completed worksheet — it supports the Training Plan and any audit.
2. **Select the CSBAA program and obtain a quote.** Request a formal quote from the training provider showing program name, competency level (Foundation, Practitioner, or Strategist), duration, delivery method, assessment method, and per-trainee cost.
3. **Contact your Employment Ontario service provider.** They administer OJG intake for your region, confirm current funding availability, and supply the application forms.
4. **Complete the application and Training Plan.** Use the language guidance in Section 3. Attach the provider quote, the needs assessment, and the two letters in Appendices A and B.
5. **Await approval before training begins.** Training that starts before approval is generally ineligible. Keep enrolment confirmations, attendance records, invoices, and proof of payment.
6. **Complete training and report.** Submit completion evidence (CSBAA certificates), final invoices, and any required employer and trainee outcome surveys.

3. Completing the Training Plan section — AI-specific language

OJG reviewers fund *skills outcomes*, not tools. Describe AI training in terms of measurable workplace competencies. Examples:

Avoid writing	Write instead
"Staff will learn to use ChatGPT."	"Trainees will gain certified competency in applying generative AI tools to document drafting, data summarization, and client-communication workflows, assessed through the CSBAA Foundation examination."
"AI training for the team."	"Structured 24-hour program covering safe data handling under PIPEDA, output verification, and role-specific AI workflow design, leading to CSBAA Practitioner certification."
"Training will make us more efficient."	"Certification addresses a documented skills gap in [function], enabling [measurable outcome, e.g. reduction in document turnaround time] and supporting retention of [N] affected positions."

In every Training Plan answer, name the competency, the assessment method, the credential earned, and the workplace outcome.

APPENDIX A — LETTER TEMPLATE

Training Rationale Letter

[Date]

Re: Ontario Job Grant application — [Organization Name]

To whom it may concern,

[Organization Name] is a [sector] employer of [N] staff located in [city, Ontario]. Following a structured training needs assessment completed on [date], we identified a skills gap in the safe and effective use of artificial intelligence tools affecting [N] positions across [departments].

We have selected the CSBAA [Foundation / Practitioner / Strategist] certification program, delivered by [provider], because it is a structured, third-party-assessed program aligned to the specific competencies our assessment identified: [list two or three competencies].

This training supports [business outcome, e.g. maintaining service levels while adopting AI-assisted workflows] and the continued employment of the affected staff. We confirm our commitment to pay the employer contribution and to retain trainees through and beyond the training period.

Sincerely,

[Name, Title]

[Organization Name] — [phone / email]

APPENDIX B — LETTER TEMPLATE

Skills Development Justification

Re: Skills development justification in support of OJG application — [Organization Name]

Current state. Our staff in [roles] currently perform [tasks] without structured AI competency. Our needs assessment rated these roles at level [0–1] on the CSBAA competency scale, against a target of [level].

Skills to be acquired. Upon certification, trainees will be able to [competency 1, e.g. apply AI tools to drafting and summarization with verified accuracy]; [competency 2, e.g. handle personal information in compliance with PIPEDA when using AI tools]; and [competency 3, e.g. select and evaluate AI tools appropriate to their function].

Why external training. These competencies cannot be developed through informal internal practice: they require structured curriculum, independent assessment, and a recognized credential, none of which the organization can provide internally.

Expected outcomes. Within [timeframe] of completion we expect [measurable outcome 1] and [measurable outcome 2], measured by [how you will measure]. Certification records and outcome measures will be retained for program reporting.

Prepared by:

[Name, Title] — [date]