MOA LEVEL UP · FOR CLINIC OWNERS AND MANAGERS

Canada-Alberta Productivity Grant (CAPG): your complete application checklist

Tick each box as you go. Every item says where to find it, with a link. Start at least 6 weeks before the training start date so you can apply 30+ days ahead.

Who does what
The clinic applies and signs. AEC sends the course documents and can walk you through it, but can't sign for you.

How long it takes
About 2 to 3 hours to gather everything, then 1 hour in the portal. Staff need 2 minutes each to confirm.

The one rule to remember
Training can't start until every staff member has clicked "I confirm". Earlier training can't be reimbursed.

0 Check you can apply

BEFORE ANYTHING ELSE

	CHECK	DETAILS
☐	**Your clinic is an eligible employer**	A private business, registered and active in Alberta, operating here for at least one year. Public or publicly funded organizations, such as hospitals and health authorities, can't apply. If your clinic is run or funded by a public body, check with CAPG first.
☐	**Each staff member is an eligible trainee**	A paid employee (or someone with a signed job offer, or an active owner) who lives in Alberta and is a Canadian citizen, permanent resident or protected person. Not eligible: contractors, volunteers, board members, and people with temporary status such as temporary foreign workers.
☐	**The training hasn't been funded before**	The grant won't pay for the same or similar training already funded for that person.

1 Set up your online account

WEEK 1 · ABOUT 30 MIN

	WHAT YOU NEED	HOW TO GET IT
☐	**Alberta.ca account for organizations** Needed to use the CAPG portal	If your clinic has one already (used for other provincial programs), ask its administrator to invite you. If not, create one at alberta.ca/alberta-ca-account-for-organizations. Help: account.alberta.ca help page or 1-844-643-2789. Each person needs their own login; never share one.
☐	**Log in to the CAPG portal once** Activates your profile	capg.alberta.ca. Sign in with the account above. Whoever creates the application becomes its owner and main contact, so the owner or manager should do it.
☐	**Decide who signs** Owner or manager only	Only an owner, manager or an "alternate signatory" invited inside the portal can sign. AEC, a bookkeeper or other outside helper cannot sign.

2 Gather your clinic's information

WEEK 1 · ABOUT 1 HOUR

	WHAT YOU NEED	WHERE TO FIND IT
☐	**Employer legal name** Exactly as registered	On your Certificate of Incorporation or business name registration. It must match your bank account name later, or the payment comes by cheque. Unsure? See alberta.ca/find-business-registry.
☐	**Alberta Corporate Access Number (ACAN)** Also called Corporate Access Number	Printed on your Certificate of Incorporation. Your accountant or lawyer will also have it. Otherwise ask any registry agent for a corporate search (small fee), or call Corporate Registry at 780-427-7013 (toll-free 310-0000 first). Registered charity or non-profit: enter the charity number or the Act you were incorporated under instead.
☐	**Year the business started**	Date on your Certificate of Incorporation or business name registration.
☐	**Number of employees**	Your current payroll headcount.
☐	**Business address, mailing address, phone**	Use the mailing address where you want any cheque sent.
☐	**Industry code (NAICS)** Primary sector	Look up your code at Statistics Canada NAICS search. Most medical clinics fall under 6211 Offices of physicians, but check that it fits your clinic, or ask your accountant.
☐	**WCB-Alberta clearance letter** Upload as a PDF	Sign in to myWCB and download it, see wcb.ab.ca clearance letters, or call 1-866-922-9221. If your clinic doesn't need WCB coverage, upload a WCB exemption letter or a screenshot of the WCB exempt activities list showing your industry.
☐	**Conflict of interest letter** Required for every application	A short signed letter on clinic letterhead. Say whether anyone at the clinic, the staff being trained or their families has any ownership, family or business tie to Alberta Educational Centre. If there is none, say so. AEC can give you a template.
☐	**Unincorporated clinics only** Sole owners and partnerships	A copy of each: (1) your federal payroll deductions statement from CRA My Business Account, (2) your latest GST/HST Netfile or Telefile confirmation, (3) your latest T2125 from your personal tax return. Your accountant can send all three.

☐	**AEC course outline and quote** One per module	AEC sends these. They list each module separately with dates, delivery method, instructor and cost per person. Upload them; a website link alone isn't accepted.

3 Collect each staff member's details

WEEK 1–2 · 10 MIN PER PERSON

Privacy tip: collect these in person or through a secure form, not by regular email. Tell staff it's for the government grant application. Never send SINs to AEC.

	WHAT YOU NEED	WHERE TO FIND IT
☐	**Full name, address, phone, date of birth**	Your staff file, checked with the staff member.
☐	**Social Insurance Number (SIN)**	From their TD1 or payroll file. Enter it carefully; a wrong digit delays the application.
☐	**A personal email address** Very important	Must clearly be theirs, like jane.smith@gmail.com. Not info@, frontdesk@, a shared inbox or a nickname address. The consent email goes here.
☐	**Gender, level of education, citizenship status**	Ask the staff member. They must be a Canadian citizen, permanent resident or protected person.
☐	**Job title, job description and NOC code**	Find the code at noc.esdc.gc.ca. Search "medical administrative assistant" (13112) or "receptionist" (14101) and pick the one that matches the real job.
☐	**Employment Insurance (EI) status**	Ask if they're getting EI benefits now. Most working staff aren't. If they are, they must tell their EI case worker before training (Service Canada 1-800-206-7218). Not declaring it can cost them their benefits.
☐	**New hires only: offer of employment letter**	On clinic letterhead with the person's name, job title and start date, signed by them and by the clinic.
☐	**Family members only**	They must be paid employees. Add a short note on why you chose them for the training.

4 Fill out and submit the application

30+ DAYS BEFORE START · ABOUT 1 HOUR

	STEP	DETAILS
☐	**Start one application**	One application covers all staff taking the same modules on the same dates. Separate applications only if staff take different training or different dates.
☐	**Add each module separately**	Copy each module from the AEC quote as its own course: name, dates, delivery method, cost. Enter tuition, materials and exam fees in their own fields, for all staff combined.
☐	**Upload documents**	WCB letter, conflict of interest letter, AEC course outlines and quote, plus any items from section 2 or 3 that apply to you.
☐	**Enter staff and sign**	Enter each staff member's details from section 3, then the owner or manager signs and submits.
☐	**Each staff member clicks "I confirm"**	They get a consent email. Ask them to check spam. If it's missing, use the Resend Email button on the Application page. The status becomes "Application Received" only when all of them have confirmed.

5 After you apply

BEFORE AND DURING TRAINING

☐	**Watch your email and the portal**	The government may ask for more information. Answer quickly. If approved, you get an approval letter with the maximum amount, and the status changes to "Application Approved". Save the letter.
☐	**Pay AEC on the start date**	Pay from the clinic's bank account or card, or by cheque, so there's a bank record. Keep it.
☐	**Any changes**	Changes to staff, modules or dates must be emailed to jobgrant@gov.ab.ca within 30 days of the approved start date.

6 Claim your reimbursement

WITHIN 30 DAYS AFTER TRAINING ENDS

	WHAT YOU NEED	WHERE TO FIND IT
☐	**Training completion form**	In the CAPG portal, on your application. Must be submitted within 30 days of the last training day, or you risk losing the money.
☐	**Paid invoice or receipt from AEC**	AEC sends it on the last day. Shows the cost, payment date and AEC's name.
☐	**Proof of completion for each staff member**	AEC sends a certificate of completion or completion letter naming each person and module.
☐	**Proof the payment left your account**	A bank or credit card statement, EFT or wire confirmation, or a copy of the deposited cheque (front and back). You may black out other transactions. Internal reports from QuickBooks, Sage or Excel aren't accepted.
☐	**If staff paid anything themselves**	Pay them back in full first, then upload a pay stub, expense report or EFT showing it.

☐	**Direct deposit: AEP form and bank document**	Download the "Application for Electronic Payment" (AEP) form from the CAPG page. Upload page 2, signed by hand (typed signatures aren't accepted), plus a bank document listed on the form. Both must be less than a year old. Skip this if you already gave banking details on an earlier application.

Remember: for approved applications, the grant reimburses 75% of eligible costs, up to $5,000 per staff member per fiscal year. Other grants or funding used for the same training (such as bursaries) lower the reimbursement dollar for dollar. Staff must not pay any part of the cost in the end.

7 Useful links and phone numbers

CAPG program
alberta.ca/canada-alberta-productivity-grant · 1-855-638-9424 (Edmonton 780-638-9424) · jobgrant@gov.ab.ca

CAPG applicant guidelines (full rules)
open.alberta.ca CAPG guidelines

CAPG portal
capg.alberta.ca

Alberta.ca account help
account.alberta.ca help · 1-844-643-2789

WCB-Alberta clearance letters
wcb.ab.ca · 1-866-922-9221

Corporate Registry (ACAN)
Find a registry agent · 780-427-7013

NOC job codes
noc.esdc.gc.ca

NAICS industry codes
Statistics Canada NAICS

EI questions
Service Canada 1-800-206-7218 · Training while on EI: 1-800-661-3753

Alberta Educational Centre
Book a 20-minute call: online booking · 403-441-2059 · contact@myaec.live

Based on the Canada-Alberta Productivity Grant Applicant Guidelines (October 2026). Links checked 9 November 2026. The Government of Alberta decides all applications and approval is not guaranteed. Rules, forms and links can change, so check the CAPG page before you apply. Alberta Educational Centre, 5980 Centre Street S, Calgary, AB.