FOR CLINIC OWNERS AND MANAGERS

How to apply for the Canada-Alberta Productivity Grant

The clinic applies for CAPG, not AEC or the staff member. Here is the whole process for MOA Level Up, step by step.

30+ days
apply at least this far before the start date

GET READY

1 Book a call with AEC — AEC
We confirm which staff will take part and the start date, and send a grant-ready quote with each module listed separately.

2 Gather your documents — CLINIC
Business details, WCB-Alberta clearance letter, conflict of interest letter, and each staff member's details (see the checklist).

3 Set up your Alberta.ca account for organizations — CLINIC
Create or join your clinic's account, then log in to the CAPG portal.

APPLY

4 Fill out the application in the CAPG portal — CLINIC
One application if all staff take the same training on the same dates. Enter each module separately with its cost. An owner or manager signs. AEC can help, but can't sign for you.

5 Staff confirm the consent email — STAFF
Each staff member clicks "I confirm". Only then is the application "Received", and training can start.

6 Wait for the decision — GOVERNMENT
The decision comes by email, with an approval letter giving the maximum amount. The portal status changes to "Application Approved".

TRAIN

7 Pay AEC and start training — CLINIC
One payment on the start date, then 12 weeks online. Any change must be emailed to CAPG within 30 days of the approved start date.

GET REIMBURSED

8 Get your claim documents — AEC
On the last day we send the paid invoice and proof of completion for each staff member.

9 Submit the training completion form — CLINIC
In the portal, within 30 days of the end of training, with proof of payment. If approved, the grant reimburses up to 75%, max $5,000 per staff member per fiscal year.

Don't start early

Training that starts before the application is "Received" can't be reimbursed. If training starts before approval and the grant is declined, the clinic pays the full cost.

Clinic checklist

- Employer legal name and Alberta Corporate Access Number (ACAN)
- Year the business started and number of employees
- Address, phone and industry (NAICS)
- WCB-Alberta clearance letter (or exemption)
- Conflict of interest letter
- Unincorporated clinics: proof of payroll deductions, GST Netfile and T2125
- AEC course outline and quote for each module (we provide it)

For each staff member

- Name, address, phone, date of birth, SIN
- A personal email (not info@ or a shared inbox)
- Gender, education, citizenship status
- Job title and duties (NOC)
- Employment Insurance status
- New hires: signed offer of employment letter
- Family members: they must be paid staff, plus your reason for choosing them

Proof for the claim

- Paid invoice or receipt from AEC
- Proof of completion (certificate or letter)
- Bank, card, cheque or EFT record of the payment (not an internal spreadsheet)
- If staff paid anything: proof you paid them back
- For direct deposit: AEP form and a bank document

Clinic · AEC · Staff · Government

Based on the Canada-Alberta Productivity Grant Applicant Guidelines (October 2026). The Government of Alberta decides all applications; approval is not guaranteed, and past approvals don't guarantee future ones. Rules can change, so check alberta.ca before you apply. Alberta Educational Centre, 5980 Centre Street S, Calgary, AB. Book a call: myaec.ca/moa-level-up/how-to-enrol · 403-441-2059 · contact@myaec.live

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