

PROGRAM AND APPLICATION GUIDE

This guide identifies the eligibility requirements for the **Early Childhood Educator (ECE) Training Wage Program** and gives you important information on how to complete the application.

Questions? Contact us at 1.877.489.2687 ext. 3440 or ecetrainingwage@ourtrust.org.

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PROGRAM GUIDE

WHAT IS THE EARLY CHILDHOOD EDUCATOR TRAINING WAGE PROGRAM?

The program helps strengthen the ECE workforce by providing a training wage to ECE Assistants (ECEAs) and certified ECEs, employed by licensed child care facilities in the Columbia Basin Trust [region](#) (Basin), to support them to complete and/or upgrade their ECE qualifications.

The program aims to increase the number of qualified ECEs working in the Basin and provides:

- ECEAs employed at a licensed facility with \$17/hour, up to \$12,000 (plus 15% mandatory employment related costs (MERCS)), to complete their ECE certification part-time; and
- ECEs employed at a licensed facility with \$20/hour up to \$10,500 (plus 15% MERCS) to upgrade their certification part-time qualifying them to work with Infant/Toddlers or children with diverse abilities.

The program addresses the shortage of qualified ECEs in the Basin and helps Basin residents access safe and affordable child care to enable their employment, which is identified in the Columbia Basin Management Plan (2020-2022) as a desired outcome of the strategic priority, *Support for Business Renewal*. Learn more about the Columbia Basin Management Plan [here](#).

For more information, call toll free 1.877.489.2687 ext. 3440 or email ecetrainingwage@ourtrust.org. This program is administered by College of the Rockies.

Frequently Asked Questions:

Who can apply?

Non-profit and for-profit providers of licensed child care in the Columbia Basin Trust region ([map](#)) are eligible to apply on behalf of ECEAs and ECEs employed at their facility. See page 3 for eligible license designations.

When can I apply?

The Training Wage will consider applications on a first-received, first-served basis until all funds for the program are committed.

How many ECEAs and ECEs can I apply for?

Two eligible staff for facilities licensed for under 32 child care spaces and four eligible staff for facilities licensed for 32 and over child care spaces.

How many courses does the ECEA or ECE need to be enrolled in to be eligible?

At least one per semester with an intention to complete the training on a part-time basis within three years.

Is there a minimum number of hours the ECEA or ECE is required to continue working?

They must continue to be employed at the child care facility on a part- or full-time basis for a minimum of 15 hours per week.

How much is the hourly Training Wage?

\$17/hour for ECEAs and \$20/hour for ECEs (plus 15% mandatory employment related costs) towards in-class/online instructional hours.

WHO CAN APPLY?

Eligible Applicants include non-profit and for-profit providers of licensed child care in the Columbia Basin Trust region (ourtrust.org/map) who are eligible to apply on behalf of eligible ECEAs and ECEs employed at their facility. This includes licensed child care facilities with the following designations:

- Group Child Care
- Multi-Aged Child Care
- Preschools
- Family Child Care*
- In-Home Multi-Age Child Care

*To be eligible, providers operating Family Child Care must be intending to transition their license to In-Home Multi-Age Child Care when their ECE training is complete.

ECE Assistants and ECEs employed at facilities designated as Occasional Child Care, Registered License-Not-Required Care, License-Not-Required Care and In-Child's-Own-Home Care are not eligible.

Please refer to the [Childcare BC Webpage](#) for clarification on licensing designations.

HOW MANY STAFF PER FACILITY ARE ELIGIBLE?

To ensure equitable distribution of program funds, the following indicates how many eligible staff per facility are eligible to receive the training wage. The program also considers geographic distribution of projects in its funding decisions.

Facilities licensed for under 32 spaces can apply on behalf of:	Facilities licensed for 32 or more spaces can apply on behalf of:
<ul style="list-style-type: none"> • Two eligible staff to complete or upgrade their qualifications. 	<ul style="list-style-type: none"> • Four eligible staff to complete or upgrade their qualifications.

HOW MUCH CAN I APPLY FOR?

Early Childhood Educator Assistants	Early Childhood Educators
<ul style="list-style-type: none"> • ECEAs are eligible to receive up to a maximum of \$12,000 each (plus MERCS) to complete their ECE credentials part-time at a recognized post-secondary institute of their choice. • The program allocates a training wage of 	<ul style="list-style-type: none"> • ECEs are eligible to receive up to a maximum of \$10,500 each (plus MERCS) to complete a diploma/certificate part-time, qualifying them to work with infants and toddlers or children with diverse abilities at a recognized post-

<p>\$17/hour + 15% MERCS towards in-class/online instructional hours.</p> <ul style="list-style-type: none"> The training wage cannot be applied to practicum hours or courses already started*/completed prior to grant approval. <p>For example:</p> <p><u>Scenario 1:</u> ECEA has completed two ECE courses (105 in-class/online instructional hours) and will be attending Selkirk College to complete certification on a part-time basis.</p> <ul style="list-style-type: none"> Selkirk College requires 12 courses (approximately 615 in-class/online instructional hours), excluding practicums. ECEA needs to complete 10 more courses (510 in-class /online instructional hours). ECEA is eligible to receive up to \$8,670 (510 x \$17) + 15% MERCS from the program. <p><u>Scenario 2:</u> ECEA has completed four regular ECE courses (180 in-class/online instructional hours) and will be attending College of the Rockies (COTR) to complete the certification.</p> <ul style="list-style-type: none"> COTR requires 14 courses (approximately 660 in-class/online instructional hours), excluding practicums. ECEA needs to complete 10 courses (480 in-class/online instructional hours). ECEA is eligible to receive up to \$8,160 (480 x \$17) + 15% MERCS from the program. 	<p>secondary institute of their choice.</p> <ul style="list-style-type: none"> The program allocates a training wage of \$20/hour + 15% MERCS towards in-class/online instructional hours. The training wage cannot be applied to practicum hours or courses already started*/completed prior to grant approval. <p>For example:</p> <p><u>Scenario 1:</u> ECE is enrolled in the Early Childhood Care and Education Infant Toddler Diploma program at Selkirk College.</p> <ul style="list-style-type: none"> Selkirk College requires 11 courses (approximately 510 in-class/online instructional hours). ECE is eligible to receive up to \$10,200 (510 x \$20) + 15% MERCS from the program. <p><u>Scenario 2:</u> ECE is enrolled in the Early Childhood Education Infant/Toddler Diploma program at College of the Rockies (COTR).</p> <ul style="list-style-type: none"> COTR requires five courses (approximately 255 in-class/online instructional hours). ECE is eligible to receive up to \$5,100 (255 x \$20) + 15% MERCS from the program.
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*Eligible ECEs and ECEAs that started courses beginning in September 2021 are eligible to apply for a portion of the training wage to support in-class/online instructional hours for the fall 2021 semester. If approved, a training wage for the fall 2021 semester would be pro-rated starting from the date of grant approval.

HOW ARE IN-CLASS/ONLINE INSTRUCTIONAL HOURS CALCULATED?

In-class/online instructional hours are calculated based on course credits (1 credit: 1 hour/week x 15 weeks = 15 hours), unless otherwise defined by the post-secondary institute. For example:

- 2 credit course (2 hours/week x 15 weeks) = 30 hours
- 3 credit course (3 hours/week x 15 weeks) = 45 hours
- 4 credit course (4 hours/week x 15 weeks) = 60 hours

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Employer Criteria

To be eligible to apply to the ECE Training Wage Program, the child care provider must:

- be a licensed child care facility (eligible designations listed above) in good standing with the Ministry of Children and Family Development;
- continue to employ the ECEA or ECE (Employee) for the duration of the training on a part- or full-time basis;
- be committed to providing permanent employment after completion of the training;
- work with the Employee to develop a mutually agreed upon education plan and timeline;
- be in good standing with the BC Corporate Registry (if the Employer is a non-profit society or registered company);
- have a WorkSafeBC account in good standing (WorkSafeBC coverage is required for all Employers with employees and is recommended for Employers that do not have employees):
 - if you currently have WorkSafeBC coverage, you must provide a clearance letter with your application. Get the form [here](#); and
 - if you don't have WorkSafeBC coverage and have employees, you must obtain coverage and send us proof of it before receiving the Training Wage. Register [here](#).
- be located in the Columbia Basin Trust [region](#).

Employee Criteria

To be eligible for the training wage, the ECEA/ECE must:

- be a resident of the Columbia Basin Trust [region](#);
- hold a valid Early Childhood Educator Assistant certificate or Early Childhood Educator certificate issued by the BC ECE Registry;
- be directly employed or self-employed on a full- or part-time basis by an eligible licenced child care facility;
- be enrolled part-time in an ECE program at a recognized post-secondary institute with the intention to complete the ECE certification or upgrades within a mutually agreed upon timeline with their Employer (up to a maximum of three years); and
- submit evidence of successful course completion to their Employer at the end of each course/semester.

Post-secondary Institute Requirements

To be eligible for the Training Wage, Employees must be enrolled in a post-secondary institute that:

- is approved by the Province of BC as a recognized program and institute; and
- meets provincial standards and ECE certification requirements.

MANDATORY EMPLOYMENT RELATED COSTS REQUIREMENTS

Employers must pay MERCs as part of the hourly Training Wage, including Employment Insurance, Canada Pension Plan, WorkSafeBC and other mandatory benefits. MERCs will be calculated using a flat rate of 15 per cent and included in the total Training Wage.

WHEN SHOULD THE TRAINING START AND WHAT IS THE MAXIMUM LENGTH OF THE TRAINING?

The application will require submission of an education plan, timeline and confirmation of enrollment into a recognized ECE program. All courses required for certification must be completed within three years of being approved for funding and entering into a contribution agreement with the College of the Rockies.

WHAT EXPENSES ARE INELIGIBLE?

The ECE Training Wage cannot be used towards:

- practicum hours;
- in-class/online instructional hours/courses already started*/completed by the Employee prior to grant approval; and
- in-class/online instructional hours for courses that are not successfully completed by the Employee.

*Eligible ECEs and ECEAs that started courses beginning in September 2021 are eligible to apply for a portion of the training wage to support in-class/online instructional hours for the fall 2021 semester. If approved, a training wage for the fall 2021 semester would be pro-rated starting from the date of grant approval.

To learn about supports available for ECE tuition, other course expenses and practicum costs, visit www.ecebc.ca. ECEBC, in partnership with the Province of British Columbia, delivers the ECE Education Support Fund.

WHEN ARE TRAINING WAGE PAYMENTS ISSUED AND WHAT DOCUMENTATION WILL I NEED TO PROVIDE?

- If your application is successful, you will enter into a contribution agreement with College of the Rockies.
- Generally, the Training Wage will be issued to Employers in two installments annually.
- Employers will be expected to distribute the training wage to approved Employees according to their timesheets.
- Reports will be required according to the reporting schedule in your contribution agreement.
- Employers must maintain accurate payroll records and evidence of the Employee's successful course completion for submission to the College of the Rockies if requested.

HOW DO I APPLY?

Applications are accepted on a first-received, first-served basis and are assessed as they come in and continue until all funding for the program has been committed.

For all eligible, licensed facilities:

1. Review the application instructions described in the final section of this guide prior to filling out the application form.
2. Use the [worksheet](#) to develop your application offline if you so choose.
3. Complete the online application from at ourtrust.org/ece-training-wage-program/.

WHEN WILL I KNOW WHEN MY APPLICATION IS APPROVED?

You will receive an e-mail confirming approval/decline of your application approximately 15 business days following the receipt of your completed application.

If your application requires clarification or further information we will be in touch; however, **we will not consider it 'received' until you have provided all required information.**

Note:

- College of the Rockies, Columbia Basin Trust and their agents shall not be obligated in any manner to any applicant whatsoever.
- College of the Rockies and Columbia Basin Trust reserve the right to fund all or none of any application submitted.
- Approved Employers must enter into an agreement with College of the Rockies and commit to maintaining proof of the Employee's successful course completion for submission to the College if requested.
- Registered societies and companies must be in good standing with BC Corporate Registry and Online Services.

Reminders:

- We assess the applications as they come in and continue until all funding for the program has been committed.
- Be thorough and complete the application in full; incomplete applications will not be processed.
- Don't forget to upload an electronic copy your WorkSafeBC Clearance Letter with your online application (unless not yet covered by WorkSafeBC).

APPLICATION GUIDE

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You may only upload supporting documents that are either PDF or picture formats (JPG, GIF, PNG, BMP). More information is found in the section for Supporting Documents.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

Complete one application form per eligible Employee. A maximum of two applications from facilities with under 32 licensed spaces may be submitted and a maximum of four applications from facilities with 32 or more spaces may be submitted.

APPLICANT INFORMATION

Organization/Business Legal Name

Enter the full legal name of your organization.

BC Registry Incorporation/Registration or Business Number (if applicable)

Registered non-profits must be in good standing with the BC Registry Services. Enter your number here.

Organization Type

Select the organization type that best describes your business or organization.

What regional district does your organization reside in?

Choose the applicable regional district from the drop-down menu.

Can your organization receive payment in the Organization Legal Name listed above?

Choose yes or no. If no, indicate to whom a cheque should be made payable.

By submitting this application, I acknowledge the following:

The personal information requested is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by Columbia Basin Trust (the "Trust") for registration, reporting, and evaluative purposes relating to the ECE Training Wage Program. The collection, use and disclosure of personal information is subject to the provisions of the FOIPPA. Any questions regarding such may be directed to: privacy@ourtrust.org or FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, Suite300, 445-13 Ave., Castlegar, BC, V1N 1G1, 1.800.505.8998.

FACILITY INFORMATION

Facility Name

List the operating name of your facility as it appears on your Community Care Facility License.

Facility License Number

Enter your license number as it appears on your Community Care Facility License. You will be required to upload a copy of your Community Care Facility License to the Supporting Documents section of the Application.

Project Location

Select the geographical location of the facility from the drop-down menu.

Year facility began operation

Enter the year.

Primary Employer Contact Information

Provide the Employer's name/contact info who can be contacted about your application or throughout the contract period if your training wage application is successful. (This should not be the Employee receiving the training wage unless the Employee is self-employed.)

Is your facility committed to employing the ECE Assistant or ECE below for the duration of the training on a part- or full-time basis?

Indicate Yes or No. Facilities should be committed to employing the ECE Assistant or ECE for the duration of the training on a part- or full-time basis (for a minimum of 15 hours per week) to maintain eligibility.

How many hours per week will the Employee continue to work at the Child Care Centre listed above?

Indicate the average number of hours the ECE Assistant or ECE will continue to work at your facility on a weekly basis while completing their training.

Is your facility committed to providing the ECE Assistant or ECE named below permanent employment after completion of the training?

Indicate Yes or No. If no, please provide an explanation.

Licensed Child Care Spaces.

Complete the table provided by indicating the number of current licensed spaces per license type at your facility. You will be required to upload a copy of your Community Care Facility License to the Supporting Documents section of the Application.

EMPLOYEE INFORMATION

You must submit a separate application form for each eligible employee.

Employee Name:

Enter the full legal name of your Employee.

Current Qualification:

Indicate if the Employee currently holds a valid Early Childhood Educator or Early Childhood Educator Assistant Certificate.

Certificate Number and Expiry Date (to be validated in ECE Registry):

Enter the or ECEA or ECE's certificate/registration number. This will be used to verify that the certification is valid using the [ECE Registry online Certificate Validation tool](#).

Is the Employee a resident of the Columbia Basin Trust [region](#)?

Indicate Yes or No. Employees must be a resident of the Columbia Basin Trust region to maintain eligibility to the Program.

EDUCATION PLAN

*Employees should be taking at least one course per semester with an intention to complete the training on a part-time basis within three years. **Note that the Training Wage cannot be applied to practicum hours or courses already completed prior to grant approval.***

Post-Secondary Institution Enrolled at:

Select the Post-Secondary Institute the Employee is enrolled at from the drop-down menu. If the Institute is not listed, choose Other.

Program Name

Select the Program Name the employee is enrolled in from the drop-down menu.

Courses already successfully completed or in progress:

Indicate the courses the Employee has already successfully completed towards their certification or courses that are currently in progress.

Unless you have selected *Other* from the Post-Secondary Institutions listed above, you will choose from a pre-defined list of courses. Practicum hours are not included in this list as they are not eligible for the training wage.

Choose the course name from the drop-down menu and choose the course status from the drop-down menu.

If a course was taken at a different post-secondary institute, choose the equivalent course that transferred to your current post-secondary institute.

Courses to be completed:

Unless you have selected *Other* from the Post-Secondary Institutions listed above, you will choose from a pre-defined list of courses and the number of course credits/in-class hours will pre-populate. Practicum hours are not included in this list as they are not eligible for the training wage.

Choose the calendar year the course will be completed in from the drop-down menu. Please note that all courses must be finished within three years of grant approval. Select the course name you plan to take. Course credits and in-class/online instructional hours will pre-populate based on your selection.

If you chose *Other* in the Post-Secondary Institutions list, you will be required to input the course names and credits manually. The in-class/online instructional hours will then be auto-calculated based on the following equation – 1 credit: 1 hour/week x 15 weeks = 15 hours. For

example:

- 2 credit course (2 hours/week x 15 weeks) = 30 hours
- 3 credit course (3 hours/week x 15 weeks) = 45 hours
- 4 credit course (4 hours/week x 15 weeks) = 60 hours
- 6 credit course (6 hours/week x 15 weeks) = 90 hours

Click the **+Add** button to add another course.

At least one course must be taken per semester with an intention to complete the training on a part-time basis within three years.

Based on the course information entered above, your requested training wage will be calculated as follows:

Instructional hours required:	<i>Auto-populates based on Education Plan</i>
Training Wage:	<i>Auto-populates based on ECE designation:</i> <ul style="list-style-type: none">• \$17/hour for ECE Assistants• \$20/hour for ECEs
Requested Total Wage*:	<i>Instructional hours required x Training Wage</i>
Estimated Total MERCs:	<i>Estimated Total Wage x 15%</i>
Requested Total Grant:	<i>Estimated Total Wage + Estimated Total MERCs</i>

WORKSAFEBC COVERAGE

Do you have general commercial liability coverage? Select yes or no. If Yes, enter the amount of coverage.

Do you have WorkSafeBC coverage?

Yes – Enter the Account Number

No – I will obtain WorkSafeBC coverage prior to receiving the wage subsidy.
WorkSafeBC coverage is required for all applicants with employees.

N/A – I am the owner and do not have employees and do not intend to acquire WorkSafeBC.
WorkSafeBC coverage is recommended for owners that do not have employees.

SUPPORTING DOCUMENTS

You are required to submit the following documents with your application:

- Evidence of Employee's enrollment in the ECE program at a recognized Post-Secondary Institute;
- Community Care Facility License; and

- **WorkSafeBC Clearance Letter (required if have coverage).**

List what you are submitting. Click the **+Add** button to add another row.

You may upload up to six supporting documents.

- Before uploading your supporting document, ensure the file name is clear and identifies the content.
- File size may not exceed 3MB per document, and a total of 10 MB for all uploads.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (220 words)

Include anything else you would like to add. Be sure it is something that has not already been addressed in this application.

FINAL STEPS

What is the main, and first, way you heard about this program? [you may choose one]

- Trust Staff
- Trust Website
- Email or Our Trust monthly Newsletter
- Newspaper article/story
- Newspaper advertisement
- Online advertisement
- Online news story
- Radio advertisement
- Word of mouth
- Social Media
- Other [blank text entry]

Would you like to receive email correspondence from the Trust?

- Yes [enter email address]
- No

Does your organization have social media accounts? *Share your account names and we can connect.*

- Facebook:
- Twitter:
- Instagram:
- Linked in:

How do you like to receive news and hear about updates from the Trust? [choose as many as applicable]

- Facebook
- Twitter
- LinkedIn
- Our Trust Monthly
- Website
- Email from staff
- Newsprint
- Online news
- Other – please list

DECLARATION

I am authorized to submit this application on behalf of the applicant organization and declare that:

- a) I have read and understood the information in this application and the ECE Training Wage Program Guide.
- b) The information I have provided in this application is true, accurate and complete in every respect.

I acknowledge that:

- c) If any of the information described above is false or misleading, the applicant may be required to repay some or all the financial assistance that may be approved by the College of the Rockies.
- d) The College of the Rockies, Columbia Basin Trust and its agents shall not be obligated in any manner to any applicant whatsoever and reserve the right to fund all or none of any application submitted.
- e) By submitting this application, I hereby acknowledge that the College of the Rockies and Columbia Basin Trust may disclose this application, and the information contained herein—including but not limited to name, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by the Freedom of Information and Protection of Privacy Act (FOIPPA).
- f) I further agree that the College of the Rockies and Columbia Basin Trust may proactively disclose to the public my name and location and the amount and nature of funding granted.

g) Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, 300–445 13 Avenue, Castlegar, BC, V1N 1G1, 1.800.505.8998.

I have read and agree to the declaration above.

* I Agree

Date

Applicant Name

Applicant Title