

# Application Guidelines

## Coal Workforce Transition Program: Coal and Electricity Transition Tuition Voucher

It is important that you carefully review this document when requesting a Coal and Electricity Transition Tuition (CETT) Voucher.

The Coal and Electricity Transition Tuition (CETT) Voucher is intended to help impacted workers to access a post-secondary education to support their transition to re-employment.

Please call the Career and Employment Services Contact Centre at 780-422-4266 (in Edmonton) or toll-free at 1-800-661-3753.

Eligibility Criteria	Guidelines
<b>Eligible Applicants</b>	
<p>You may be eligible if you have combined employment with one or more of the following employers for a minimum of 1 consecutive year at the time of your application or date of layoff:</p> <ul style="list-style-type: none"> <li>• Battle River 3, 4, 5 – ATCO Power</li> <li>• Genesee 1, 2, and 3 – Capital Power</li> <li>• Keephills 1 and 2 - TransAlta</li> <li>• Keephills 3 – Capital Power/TransAlta</li> <li>• Sheerness 1 and 2 – ATCO Power/TransAlta</li> <li>• Sundance 1 to 6 – TransAlta</li> <li>• HR Milner – Maxim Power</li> <li>• Highvale mine - TransAlta, and</li> <li>• Sheerness, Genesee, and Paintearth mines – Westmoreland Coal Company</li> </ul> <p>AND</p> <ol style="list-style-type: none"> <li>1. You have received a formal layoff notice on or after January 2, 2018</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>2. The worksite is scheduled to close, either permanently or temporarily, within the next five years.</li> </ol>	<p>In order to address uncertainty of a worksite’s permanent or temporary closure date, the establishment of a Workforce Adjustment Committee for the worksite will also satisfy the requirement that the worksite is closing within five years.</p> <p>If you were on special leave ending before your layoff date, your time on leave will be considered part of your continuous employment.</p> <p>You are not eligible to receive the CETT Voucher if you:</p> <ul style="list-style-type: none"> <li>• quit or were fired from your position;</li> <li>• were in a contract position; or</li> <li>• have retired or are receiving a pension.</li> </ul> <p>You must provide a copy of your photo ID. Accepted photo ID includes:</p> <ul style="list-style-type: none"> <li>• Driver’s License</li> <li>• Passport</li> <li>• Government Issued Identification</li> <li>• Canadian Indian Status Card</li> <li>• Métis Nation of Alberta Card</li> </ul>
<ul style="list-style-type: none"> <li>• An eligible individual must:               <ul style="list-style-type: none"> <li>- be a Canadian citizen, Permanent Resident, or protected person ; and</li> <li>- if the worksite is not closing within the next five years or a Workforce Adjustment Committee has not been established, the individual must have received a Record of Employment or formal written notice of pending layoff from their employer.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• You may be eligible if you have received a temporary layoff notice.</li> <li>• You may qualify to receive financial assistance from other programs such as Employment Insurance or Alberta Student Aid loans and grants to supplement the CETT Voucher. You may also receive scholarships and awards to supplement the CETT voucher.</li> <li>• If applying to Alberta Student Aid for student loans and grants, you must not include any tuition or fee expenses covered by the CETT voucher on the application form.</li> </ul>

Eligibility Criteria	Guidelines
<b>Eligible Programs of Study</b>	
<ul style="list-style-type: none"> <li>• Programs of study must be delivered through one of Alberta's 26 publicly funded post-secondary institutions or five First Nations Colleges. <ul style="list-style-type: none"> <li>- Non-credit (i.e., continuing education) courses no longer require an additional application for approval.</li> <li>- Programs outside of Alberta can be considered if that program is not offered in the province.</li> </ul> </li> <li>• Apprenticeship and Industry Training programs and exam challenges administered by Advanced Education, including apprenticeship registration fees, are eligible.</li> <li>• Training at Private Career Colleges is not eligible.</li> </ul>	<ul style="list-style-type: none"> <li>• In exceptional situations an out-of-province program at a public institution can be approved if the program of study is not available at a public institution in the Province of Alberta.</li> <li>• Approval to use the CETT voucher for programs offered in other provinces must be approved in advanced by Advanced Education.</li> <li>• The CETT Voucher is portable across eligible institutions. You can attend more than one post-secondary institution.</li> <li>• The CETT Voucher may be used for either full or part-time enrolment.</li> <li>• The CETT Voucher along with the Balance Notification letter must be provided to the institution at the time of registration. The Institution will verify your eligibility with Alberta Advanced Education.</li> <li>• If you require academic upgrading to pursue a post-secondary education, the Alberta Supports Contact Centre will direct you to available support programs.</li> <li>• If the holder of a valid CETT Voucher does not have a current employer and wishes to register as an apprentice, AIT will register the individual's contract of apprenticeship under the Executive Director.</li> </ul>
<b>Duration of CETT Voucher</b>	
<ul style="list-style-type: none"> <li>• You have five years to use the CETT Voucher.</li> <li>• The timeframe begins when you receive your formal layoff notice or the CETT voucher, whichever is earlier.</li> </ul>	<ul style="list-style-type: none"> <li>• For workers who are laid off, the value of the CETT voucher expires five years from the month you receive a formal layoff notice.</li> <li>• For workers who are not laid off, the value of the CETT voucher expires five years from the month they receive the voucher.</li> <li>• You cannot receive more than one CETT Voucher.</li> <li>• Training that commences on or before this expiration date is eligible for reimbursement.</li> <li>• The CETT Voucher along with your most recent balance notification letter must be provided to the institution at the time of registration. The Institution will verify your eligibility with Alberta Advanced Education.</li> </ul>
<b>Amount of CETT Voucher</b>	
<ul style="list-style-type: none"> <li>• The CETT Voucher has a maximum value of \$12,000.</li> <li>• Eligible costs include tuition and any mandatory instructional or non-instructional fees charged by post-secondary institutions.</li> <li>• The voucher does not cover application fees, books, equipment, supplies, and non-mandatory fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Government will pay eligible costs directly to the institutions on your behalf.</li> <li>• In no circumstances will any payments under the CETT Voucher program be made to individuals.</li> <li>• While application fees at post-secondary institutions are not eligible, fees paid to Advanced Education for apprenticeship are (e.g., the apprenticeship registration fee or costs in Trades Qualifier Program).</li> <li>• A tax slip will be issued you for any tuition and fees (over \$500) paid on your behalf with the CETT Voucher.</li> </ul>

If you require additional information, please contact the Career and Employment Services Contact Centre at 780-422-4266 (in Edmonton) or toll-free at 1-800-661-3753 or email [CETTvoucher@gov.ab.ca](mailto:CETTvoucher@gov.ab.ca).