ADULT EDUCATION, TRAINING & CERTIFICATION SUPPORT GUIDE

Contents

Yuułuʔiłʔatḥ Citizen Guide to Adult Education, Training, and Certification Funding 3

1. Before You Apply: Things to Consider 3

2. Helpful Terms (Definitions) 3

3. Who Can Apply? 4

4. What Types of Support Are Available? 4

5. When Should You Apply? 5

6. What Do You Need to Submit? 5

7. What Happens After You Apply? 6

8. While You're Receiving Support 6

9. When Your Program or Training Ends 6

10. Program Duration Limits 6

Yuułuʔiłʔatḥ Citizen Guide to Adult Education, Training, and Certification Funding

Welcome to your guide to applying for Adult Education, Training & Certification support through the Yuułuʔiłʔatḥ Government. This guide explains who can apply, what support may be available, what documents may be needed, and what to expect after you apply.

1. Before You Apply: Things to Consider

This funding stream supports Adult Basic Education (ABE), Academic Upgrading, Short-Term Training, Occupational Skills Training (OST), Trades, Vocational and Technical Training (TVT), and approved assessment, exam preparation, licensing and certification costs.

Before applying, consider:

- What education, training, certification, licensing, or employment goal will this support help me reach?
- Is the program mainly academic postsecondary education, or is it primarily upgrading, skills training, trades, occupational training, certification, or licensing?
- Will I need to travel outside my home community to attend the program?
- What costs are required by the institution or Training Provider?
- Am I receiving any other education- or training-specific funding for the same costs?

Program length alone does not determine which funding stream applies. Programs that are primarily academic postsecondary programs leading to a recognized certificate, diploma, undergraduate degree, or graduate degree will normally be considered under the Postsecondary Education Support Policy.

2. Helpful Terms (Definitions)

Academic Upgrading Courses or programs that help you improve or complete academic requirements needed for postsecondary education, trades, vocational training, or employment. This may include ABE, high school completion, literacy or numeracy upgrading, or prerequisite courses such as English, Math, or Science.

Adult Basic Education (ABE) Foundational or secondary-level education that helps adult learners improve literacy or numeracy, complete high school equivalency, or meet requirements for further education or training.

Annual Funding Schedule The document that sets the current funding rates, maximum amounts, eligible expenses, and program limits for the fiscal year.

Citizen An individual who is listed on the Yuułuʔiłʔatḥ Citizenship Register.

Exam Preparation Programs Short-term courses, workshops, training, or materials that prepare you for an approved entrance, professional, licensing, or certification examination.

Full-Time ABE or Academic Upgrading For Living Allowance purposes under the current Policy, enrolment in three or more courses in an approved ABE or Academic Upgrading program.

Living Allowance Funding that may help with basic living costs. Full-time ABE and Academic Upgrading participants may be eligible. Short-Term Training, OST, and TVT participants do not normally receive the standard Living Allowance and are subject to the travel comparison rules described in this guide.

Occupational Skills Training (OST) Employment-focused training that develops practical skills and competencies for a specific occupation or industry.

Participant A Yuułuʔiłʔatḥ Citizen who has been approved for support and is participating in an approved program or activity.

Recognized Training Provider An institution, organization, or individual approved to deliver education, certification, or skills training aligned with industry or community standards.

Short-Term Training Skills-based or certification training intended to address a specific employment, workplace, personal development, or occupational need. It is generally non-credit and may range from a few hours to several months.

Travel-Related Supports Approved accommodation, mileage or transportation, meals, incidentals, and other eligible travel costs that are reasonably required to attend an approved program.

Trades, Vocational and Technical Training (TVT) Training that prepares you for a trade, vocation, technical occupation, apprenticeship, or industry-recognized credential. TVT may be credit-bearing or non-credit.

Treaty Settlement Lands Lands governed by the Yuułuʔiłʔatḥ Government and identified as Treaty Settlement Lands as per the Maa-nulth Treaty.

Tuition and Mandatory Fees Required costs charged by an institution or Training Provider for registration, enrolment, or participation.

3. Who Can Apply?

You are eligible to apply if you are:

- A citizen
- Enrolled (or planning to enroll) in any of the following:
    - Adult Basic Education (ABE) and Academic Upgrading
    - Short-Term Training
    - Occupational Skills Training (OST)
    - Trades, Vocational and Technical Training (TVT)
    - Exam Preparation programs
    - Approved assessments, entrance or preparatory exams, licensing exams, certification exams, and related fees or materials
    - Eligible in-person, distance, or blended delivery

There are no age limits and no residency requirements. All citizens can apply, whether you live on or off treaty settlement lands.

4. What Types of Support Are Available?

The Yuułuʔiłʔatḥ Government offers a wide range of supports to help citizens pursue education and training. You can request support for:

- Tuition, mandatory program fees, and registration fees
- Books, learning materials, and required supplies
- Travel-Related Supports where travel is required
- Living Allowance where eligible
- Required safety clothing, uniforms, tools, or equipment
- Technology or equipment where an eligible rate or limit is established
- Assessment, exam preparation, licensing, and certification costs
- Tutoring support

Please note: The types of support listed above may not be available in all situations. Funding amounts, limits, and eligibility requirements are outlined in the Annual Funding Schedule and may change from year to year.

ABE and Academic Upgrading Living Allowance
Participants enrolled full-time in an approved ABE or Academic Upgrading program may receive the applicable Living Allowance in accordance with the Annual Funding Schedule. Under the current Policy, full-time means three or more courses.

Short-Term Training, OST and TVT: Travel and Living Allowance
Travel-Related Supports may be available when you are required to travel outside your home community to attend an approved Short-Term Training, OST, or TVT program. Travel is paid in accordance with the Annual Funding Schedule.

Participants in Short-Term Training, OST, and TVT do not normally receive the standard Living Allowance.

If the Travel-Related Supports exceed the monthly Living Allowance, the applicable Living Allowance may be provided instead. A Living Allowance provided under this rule replaces the Travel-Related Supports for that Training Program; you will not receive both.

If travel outside your home community is not required, Travel-Related Supports and a Living Allowance are not provided under this Short-Term Training, OST, or TVT rule.

Assessments, Exam Preparation, Licensing and Certification
Support may be available for approved English or Math assessments, entrance or preparatory exams, exam preparation materials, licensing exams, certification exams, and related fees. The request must be reasonably connected to education, training, employment, professional practice, a trade, occupation, or recognized credential.

Funding for a stand-alone assessment, examination, licensing, or certification request does not by itself make you eligible for a Living Allowance, travel, books, or other program supports. Those supports are available only if you are also enrolled in an approved program and meet the applicable rules.

5. When Should You Apply?

Adult Education, Training & Certification applications may be submitted year-round, subject to available funding. Apply as early as possible before your program starts so there is time to review costs and arrange direct payments or travel where needed.

6. What Do You Need to Submit?

The documents needed depend on the type of support you are requesting. Staff may ask for:

- A completed Adult Education, Training & Certification Support Application Form
- Proof of acceptance, registration, enrolment, or examination booking
- Program or training dates, location, delivery method, and course load where applicable
- Tuition, registration, or program fee invoices or quotes
- Quotes, receipts, or proof that books, materials, clothing, tools, or equipment are required
- Travel and accommodation information if travel support is requested
- Proof of rental or residence if a Living Allowance at the living-on-own rate is requested
- Proof of full-time enrolment for ABE or Academic Upgrading if Living Allowance is requested
- Information about any other education- or training-specific funding received for the same expense
- Other supporting documents requested by the Department

7. What Happens After You Apply?

- Staff will review your application and contact you if information is missing.
- The Department will confirm your eligibility, the program or activity, the requested expenses, and the applicable funding limits.
- The Manager of Education Services may approve applications within the Policy and Annual Funding Schedule. Exceptional or out-of-policy requests are referred to the Director.
- If approved, you will receive written confirmation showing the support that has been approved and any conditions or documents still required.
- If your application is denied or only partly approved, you may appeal the decision in writing within 30 days.

8. While You're Receiving Support

To remain eligible, you are responsible for:

- Remaining actively enrolled in and participating in your approved program or activity
- Meeting the attendance, participation, or completion requirements of the institution or Training Provider
- Using funding only for approved education or training expenses
- Letting the Department know as soon as possible if your program, dates, location, attendance, course load, living arrangement, or other circumstances change
- Providing requested invoices, receipts, proof of attendance, proof of enrolment, or proof of completion
- Advising the Department of any other education- or training-specific funding received for the same expense

If something changes or you are having difficulty continuing your program, contact the Department early so staff can review how the change may affect your funding and what support may be available.

9. When Your Program or Training Ends

The Department may ask you to provide proof of attendance, completion, examination results, certification, or other final documentation. Submit any outstanding receipts or reimbursement documents promptly and let staff know if you need help planning your next education, training, or employment step.

10. Program Duration Limits

Funding is generally available for the following lengths:

PROGRAM TYPE	MAXIMUM DURATION
Adult Basic Education / Upgrading	1 year
Short-term/OST	Up to 1 year
TVT/Trades/Apprenticeship	As required for the approved training or certification pathway
Exam Preparation Program	Based on approved program or course length
Assessment, Exam Preparation, Licensing & Certification	Based on the approved activity or course; examinations and assessments are funded as one-time supports

Need Help?

We're here to support you every step of the way. If you have questions or need help with your application, please contact:

Department of Huuḥtakšiiḥinʔaała – Education and Youth
Jennifer Touchie – Manager of Education Services
education@ufn.ca
250-726-7342
PO Box 699, Ucluelet, BC, V0R3A0

You can also visit our office in Hitaċu at 700 Wya Rd or connect by phone (250-726-7342) or via Zoom (by request).

ADULT EDUCATION, TRAINING & CERTIFICATION ANNUAL FUNDING SCHEDULE

Annual Funding Schedule (2026–27)

The Annual Funding Schedule sets out the approved rates, maximum amounts and funding limits for Adult Basic Education (ABE) and Academic Upgrading, Short-Term Training, Occupational Skills Training (OST), Trades, Vocational and Technical Training (TVT), and Assessment, Exam Preparation, Licensing and Certification.

This schedule is reviewed and approved annually by the Director and may be adjusted mid-year if budget conditions or program priorities change.

Tuition & Program Fees

SUPPORT	RATE/MAXIMUM	NOTES
Tuition	Actual eligible cost	Paid directly to the institution/provider, or reimburse participant with receipt
Mandatory Program Fees	Actual eligible cost	Must be required for participation or completion
Registration Fees	Actual eligible cost	Where required by provider

Books & Learning Supplies

SUPPORT TYPE	RATE/MAXIMUM	NOTES
Books & Supplies	Up to $500 per program	Higher for high-cost programs with proof.
Special Materials Request	Up to $500 per academic year	Program requirement letter required and Director approval.

Travel-Related Supports

SUPPORT TYPE	MAXIMUM	NOTES
Mileage	$0.60 per KM	Where travel is required to attend the approved Training Program
Other transportation	Actual approved cost	Airfare, ferry, bus, taxi, etc., where reasonable and required
Accommodations	Up to $250 per night	Where overnight accommodation is required
Meals	Breakfast - $20 Lunch - $25 Dinner - $40	For eligible training/travel days
Parking/Required Local Transportation	Actual cost	Where necessary to attend training, reimbursed with receipts

Living Allowance Rates

LIVING SITUATION	MONTHLY RATE	WEEKLY RATE*	NOTES
Single student living at home	$1,300	$300	
Single student living on own	$2,500	$577	Proof of rental or residence required.

Special Clothing & Equipment

ITEM TYPE	MAXIMUM	NOTES
Safety gear/uniforms/special clothing	$300 per approved program	Program requirement letter required.
Required tools or equipment	$600 per approved program	Program requirement letter required and Director approval.

Assessment, Examination and Licensing & Certification

SUPPORT TYPE	MAXIMUM	FREQUENCY
English/Math Assessment	$100	One-time
Entrance/Preparatory Exam (e.g., LSAT, MCAT, GMAT, GRE, CASPer)	$750	One-time
Licensing/Certification Exam (NCLEX, Red Seal Exam, Teacher Certification, CPA, Bar Admission)	$1500	One-time
Exam Preparation Materials	$300	One-time

Note: Funding under Assessment, Examination and Licensing Costs is limited to the assessment, examination, registration fees, and approved preparation materials. It does not include a living allowance, travel, relocation, books, or other educational support unless the applicant is enrolled in an approved program of study.

Tutoring Support

SUPPORT TYPE	MAXIMUM RATE	NOTES
Private Tutor	$30/hour	Proof of need and tutor info required.

Notes:

- All rates are subject to annual review and budget approval.
- Requests exceeding caps require written justification and Director signing-off.

ADULT EDUCATION, TRAINING & CERTIFICATION SUPPORT APPLICATION FORM

Yuułuʔiłʔatḥ

SECTION A: APPLICANT INFORMATION					
Full Legal Name				**Student # (if applicable)**	
Preferred Name (if different)				Date of Birth	
Yuułuʔiłʔatḥ Citizen?:	☐ Yes ☐ No			SIN	
Email				Phone	
Physical Address					
City		Province		Postal Code	
Mailing address					
City		Province		Postal Code	
Gender:	☐ Female ☐ Male ☐ Prefer to self-describe _____ ☐ Prefer not to say				
Disability	☐ Long-term Disability ☐ Short-term Disability ☐ N/A				
Marital Status	☐ Single ☐ Married ☐ Common-law ☐ Separated ☐ Divorced				
Highest Level of Education	☐ Less than high school ☐ High school ☐ Some postsecondary ☐ Trades cert/diploma ☐ Certificate/Diploma ☐ University Degree: (Please circle one) Bachelor, Master, Doctorate ☐ Other: (Please list)_____				

SECTION B: TRAINING PROGRAM DETAILS			
Program Name			
Start Date		End Date	
Location			
Training Provider/Institution Name			
Training Provider/Institution Contact Name			
Training Provider/Institution Phone Number		Training Provider/Institution Email	
Is this a recognized/accredited provider?	☐ Yes ☐ No		

Credential Awarded	☐ Certificate ☐ Micro-credential ☐ Professional Certification ☐ Certificate of Completion/Participation
Type of Education, Training or Certification	☐ Adult Basic Education (ABE) ☐ Academic Upgrading ☐ Short-Term Training ☐ Trades, Vocational and Technical Training (TVT) ☐ Occupational Skills Training (OST) ☐ Exam Preparation Program ☐ Assessment ☐ Licensing/Certification Examination ☐ Other: _____
Mode of Study	☐ Full-time ☐ Part-time
Delivery	☐ Online ☐ In-person ☐ Hybrid (Online & In-person)
Are you receiving or expecting funding from any other source for any of the costs requested in this application?	☐ Yes ☐ No If yes, please identify the source and the amount:
Is travel outside your home community required to attend this program?	☐ Yes ☐ No If yes: Training location _____ Number of training weeks _____
If applying for ABE or Academic Upgrading	Enrolment status: ☐ Full-time ☐ Part-time Number of courses: ____

Request	Support Type	Estimated Cost	Notes/Details
☐	Tuition / Program Fees	$	
☐	Registration Fees	$	
☐	Books / Learning Supplies	$	
☐	Special Materials	$	
☐	Safety Gear/Uniforms/Special Clothing	$	
☐	Tools or Equipment	$	
☐	Mileage	$	Estimated km: _____
☐	Other Transportation	$	Airfare, ferry, bus, taxi, parking, etc.
☐	Accommodation	$	Number of nights: _____
☐	Meals	$	Number of eligible days: ____
☐	Assessment Fee	$	

☐	Exam Preparation Materials	$	Preparing for _____ exam
☐	Entrance / Preparatory Exam	$	Exam: _____
☐	Licensing / Certification Exam	$	Exam/Certification: _____
☐	Tutoring / Academic Support	$	Estimated hours: _____
☐	Other: _____	$	

Estimated Total Amount Requested: $_____

Please attach quotes, invoices, registration information, or other supporting documents where available.

Note: The amount requested is an estimate only. Approved funding will be based on eligible costs and the current Annual Funding Schedule.

SECTION C: LETTER OF INTENT

Please describe your interest in this program or course, your short- and long-term goals, and how this training will support those goals.

SECTION D: DECLARATION		
I confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that funding is subject to eligibility, available budget, the Policy, and the Annual Funding Schedule. I agree to notify the Department of any changes to my enrolment, participation, program, training dates, location, or approved costs, and of any other education or training funding received for the same expenses.		
Signature	Date	
Received by (office use)		
Name	Signature	Date

Please submit your Short-Term Training Application Form by:

Mail:
PO Box 699
Ucluelet, BC V0R 3A0

In Person:
c̓ix^{w}atin Centre
700 Wya Rd, hitac̓u, BC
hiłstiis hupiiʔuł Satellite Office
3203 3rd Ave, Port Alberni, BC

Fax:
(250) 726-7552

Email:
education@ufn.ca