ICTC's WIL Digital – Eligibility Checklist
(until March 2021 due to COVID-19)

https://www.etalentcanada.ca/work-integrated-learning-program-wil-digital-employers/

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1. EMPLOYER ELIGIBILITY
An employer is eligible if ….

they are **registered in Canada** and can provide a **Business / Charitable Registration Number or CRA Organization Number;**	☐
they have the **financial capacity** to pay the student's salary throughout the placement;	☐
they have or will obtain **comprehensive liability insurance** prior to the start of the placement;	☐
they provide a **safe workplace** in Canada;	☐
they are not **replacing a displaced worker;** and	☐

2. WIL PLACEMENT ELIGIBILITY
A position is eligible if ….

the **job description** is provided for a full-time / part-time position;	☐
the student is hired as an **employee**, not a contractor / independent contractor;	☐
the **position has not started** (position can only start after the application has been created);	☐
the position is within the digital economy	☐
the position is **Net New**: Net new is determined by subtracting the number of students hired in the previous fiscal year from the number of students the company is planning on hiring in the current fiscal year, including those already hired. For example, if the company hired 3 students in the previous fiscal year (April 1 to March 31) then the company must plan to hire 4 students in this fiscal year to qualify for one subsidy.	☐

3. STUDENT ELIGIBILITY
A student is eligible if…

proof of **full-time or part-time enrollment** at a publicly funded Canadian Publicly Post-Secondary Educational Institution is provided for the placement period Note: A non-coop, work experience outside of the academic courses is also eligible, please email us if you have questions;	☐ ☐
proof of **Canadian Citizenship/ Permanent Residency/ Refugee Status** is provided**;** and	☐
the student is **legally entitled** to work in Canada & in applicable province.	☐

Please note: This checklist is for reference only and does not guarantee availability of funding or approval, each application will be reviewed upon submission of an application including all supporting documentation.