

# CO-OPERATIVE EDUCATION TAX CREDIT

## **\$3,000 Ontario Co-operative Education Tax Credit**

*The Co-operative Education Tax Credit (CETC) is a refundable tax credit available to businesses that employ postsecondary students enrolled in qualifying co-operative education programs at eligible educational institutions. Currently, the CETC is a 25 per cent refundable tax credit (30 per cent for small businesses) on salaries and wages paid, to a maximum credit of \$3,000 per work placement.*

### **Eligible Employers**

Eligible employers include all Ontario corporations or unincorporated businesses with permanent establishments in Ontario subject to Ontario corporate income tax or Ontario personal income tax.

Eligible employers will claim the tax credit on their Ontario income returns, corporations on the CT-23 Schedule 113 return, unincorporated businesses on the Ontario Tax Credits form included in their personal income tax return. The tax credit will be available in the taxation year in which the qualifying co-op work experience ends.

### **Qualifying Co-operative Education Program/Experience**

A qualifying co-operative education program must be offered by an eligible educational institution [which include provincially (Ontario) assisted Colleges of Applied Arts and Technology, universities and agricultural colleges], and must meet the following criteria:

- The program formally integrates academic studies with work experience
- Each work situation is developed and/or approved by the educational institution as suitable
- The Co-op student is engaged in productive work rather than merely observing
- The Co-op student receives remuneration for the work experience
- The student's progress on the job is monitored by the eligible institution
- The Co-op student's performance on the job is supervised and evaluated by the employer

If a work term lasts longer than 4 months, each subsequent four-month period will be considered as a separate qualifying co-op work experience. An 8-month work term would constitute 2 separate qualifying co-op work experiences for the purposes of the tax credit, with each work placement qualifying for the maximum \$3,000 cap.

### **Documentation**

Eligible employers must have a certified document from an eligible education institution confirming that the employer has provided a work term to a student in respect of a qualifying co-operative education program.

The employer need not attach the certified document to their tax return. However, it must be retained by the employer and be available during any subsequent review of the Ontario Co-operative Education Tax Credit by Revenue Canada or the Ontario Ministry of Finance. Employers will be required to provide summary information with respect to their claims as indicated on the tax return.

### **For Further Information Please Contact:**

Lambton College, Co-op & Career Services

Phone: (519) 542-7751 ext. 3455

Fax: (519) 541-2421

[coop@lambton.on.ca](mailto:coop@lambton.on.ca)

To Post a Job: <http://www.lambton.on.ca/employers/>

Ministry of Finance,

Ministry of Revenue Branch, Taxes - Credits,

Benefits & Incentives

Phone: (905) 433-6000 or 1-800-263-7965

Fax: (905) 433-6747

[financecommunications.fin@ontario.ca](mailto:financecommunications.fin@ontario.ca)

<http://www.rev.gov.on.ca/english/credit/cetc/>

# APPRENTICESHIP TRAINING TAX CREDIT

The ***Apprenticeship Training Tax Credit (ATTC)*** is a refundable tax credit available to employers who hire and train apprentices. This tax credit offers up to **\$10,000 per per year for each qualifying apprentice** during the **first 4 years** of apprenticeship.

## Eligible Employers

To qualify for the tax credit, host companies/employers must:

- have a permanent establishment located in Ontario
- be subject to Ontario income tax
- incur eligible expenditures associated with hiring an eligible apprentice in a qualifying skilled trade
- keep a copy of the training agreement or contract of apprenticeship

## Funding

- The maximum credit for each apprenticeship is **\$10,000** per year
- The maximum credit over the first 48-month period of the apprenticeship is **\$40,000**
- The ATTC funding is based on salaries and wages paid to an apprentice

## Qualifying Lambton College Education Programs

- **Chemical Production and Power Engineering Technology**
  - **Instrumentation and Control Technology/Technician**
    - **Mechanical Technician – Industrial Maintenance**
    - **Construction Carpentry / Renovation Techniques**
      - **Electrical Techniques**
      - **Welding Techniques**

## How Does a Business Apply?

- **Incorporated Businesses:** Complete [Schedule T2SCH552](#) and file with T2 Corporation Income Tax Return.
- **Unincorporated Businesses:** Claim on [Form ON479](#), Ontario Credits, included in personal income tax return.
- **Others:** Members of partnerships claim their share of the credit on their own corporate or personal tax returns.

## For Further Information:

### In Sarnia-Lambton:

**Mike Shoults**  
**Ministry of Training, Colleges, and Universities**  
**Employment Training Division**  
Phone: (519) 542-4274  
Fax: (519) 542-3391  
[mike.shoults@ontario.ca](mailto:mike.shoults@ontario.ca)

### Outside Sarnia-Lambton:

**The Employment Ontario Hotline**  
Phone: 1-800-387-5656

**The Canada Revenue Agency**  
Phone: 1-800-959-5525  
[www.rev.gov.on.ca/english/credit/attc](http://www.rev.gov.on.ca/english/credit/attc)

Or visit the [CRA website](#) for more information.

# CAREER FOCUS: NEW GRADUATE TECHNICIAN AND TECHNOLOGIST WAGE SUBSIDY PROGRAM (2009 – 2012)

The **Electricity Sector Council** is offering companies a subsidy of up to  
**\$10,000.00**  
for each new **graduate technician** or **technologist** you hire.

## Eligible Employers

To qualify for the subsidy, host companies/employers must:

- Be an energy related business - **PLEASE NOTE** that there is no limit to the number of employees a company may have
- Guarantee a minimum of 30 hours of work per week in a full-time position
- Provide \$2 in wages for every \$1 of wage subsidy received (a **maximum of \$10,000.00 per candidate available**)
- Must have nepotism policy in place
- Develop a formal learning plan (personalized action plan, between an employer and a participant, designed to help set and meet work-related learning objectives)
- Have completed the wage subsidy application and, have the employer wage subsidy contract in place before the candidate starts work

## Qualifying Post Secondary Education Program

For a recent graduate hire to qualify they must:

- Have graduated as a technician, technologist or engineer (they do not have to be recent graduates)
- Be between the ages of 15 and 30
- Be a new hire (not an existing employee)
- Be a Canadian citizen or have landed immigrant status

## For Further Information Please Contact:

Lambton College, Co-op & Career Services  
Phone: (519) 542-7751 ext. 3455  
Fax: (519) 541-2421  
[coop@lambton.on.ca](mailto:coop@lambton.on.ca)

The Electricity Sector Council  
600-130 Slater St,  
Ottawa, Ontario K1P 6E2  
Attn: Leigh-Anne Donovan  
Phone: 613-235-5540 ext. 237  
[info@brightfutures.ca](mailto:info@brightfutures.ca)  
[www.brightfutures.ca](http://www.brightfutures.ca)

To Post a Job:

<http://www.lambton.on.ca/employers/>

For more information and application forms, visit:

[http://www.brightfutures.ca/en/projects/career-focus/2009\\_application\\_documents.shtml](http://www.brightfutures.ca/en/projects/career-focus/2009_application_documents.shtml)

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