



# YOUR BETTER JOBS ONTARIO PASSPORT

Your 10 steps towards success

## CONTACT US

BY EMAIL:  
[betterjobsontario@georgebrown.ca](mailto:betterjobsontario@georgebrown.ca)

IN PERSON:  
Appointments are preferred

**CASA LOMA CAMPUS**  
Building C  
160 Kendal Ave.  
Rooms 407 & 408A

**ST. JAMES CAMPUS**  
Building SJA  
200 King St E  
Room 267D



**1** This 10 step process can take several months to complete, so please start early as our programs fill up quickly. Start by visiting your local employment assessment centre to be assessed as Better Jobs Ontario eligible and to develop a Return to Work Action Plan.

PLEASE VISIT <https://www.ontario.ca/page/better-jobs-ontario>

**2** Explore George Brown College programs that meet Better Jobs Ontario's minimum eligibility requirements of no more than one-year in length <https://www.georgebrown.ca/programs/types/better-jobs-ontario/search-programs-under-1-year-in-length> When researching programs, the following Ministry of Labour, Immigration, Training and Skills Development (MLITSD) guidelines should be considered:

- Prospective programs should be no more than one year in length and should lead to a specified career path
- One year of academic upgrading may be considered (if required)

**3** If you have questions, you can attend a Better Jobs Ontario information session and have all your questions answered by a George Brown College Advisor. You can also visit the George Brown College's Better Jobs Ontario webpage where you will find additional program and college information that will assist you with your research.

PLEASE VISIT: <https://www.georgebrown.ca/programs/types/better-jobs-ontario/prospective-applicants>

**4** Please select an available George Brown program and apply online at [ontariocolleges.ca](http://ontariocolleges.ca). Make sure to SELECT the box that indicates that you are applying as an AGENCY SPONSORED BETTER JOBS ONTARIO APPLICANT - this is the 1st drop down feature on the "Financial Support" section of the application under "My Profile". There is a non-refundable fee to apply (2023-24 = \$110, 2024-25 = \$125). If you have any questions about your online application, please contact OCAS directly at 1-888-892-2228.

**5** After completion of the OCAS application and payment of the processing fee, your application will be received by the college within 24 hours.

**6** If required, you will be mailed a letter that explains how to complete admission testing. Please make sure to identify that you are a Better Jobs Ontario applicant. Testing fees are waived for Better Jobs Ontario applicants.

**7** Once an admissions decision has been made and you are admitted to your program, a Better Jobs Ontario Cost Estimate will be issued by Admissions. This letter will be emailed to you.

**8** If you have received a George Brown College Better Jobs Ontario Cost Estimate Letter, you will need to attach it to your Better Jobs Ontario application package, along with your fee invoice and GBC letter of acceptance, and submit them to your Employment Ontario Case Manager. The complete package will then be sent by your Case Manager to the MLITSD for funding review.

Once you sign and receive a copy of your approved MLITSD Better Jobs Ontario Contract, please email a copy to [admissions@georgebrown.ca](mailto:admissions@georgebrown.ca) or bring it to George Brown's Student Service Centre located at the Casa Loma Campus in Room C317, 160 Kendal Avenue and present this information to one of the Information Specialists. Make sure to identify yourself as a Better Jobs Ontario student. The center is available from Monday –Thursday, 9am -7pm & Friday 9am-5pm. No appointment is necessary.

**9** While you are waiting to receive either the first installment of your Better Jobs Ontario funding or final approval of your Better Jobs Ontario application, you must pay a **\$500** deposit before the fee payment deadline in order to secure your seat in the program. The deposit will be applied towards your tuition and fees for the first semester of study in the academic year. In the event that you decide for any reason not to proceed with your studies or are not approved for Better Jobs Ontario funding, the **\$500** deposit is non-refundable.

If your Better Jobs Ontario funding application is not approved by the MLITSD, please consider other means of Financial Assistance:

[georgebrown.ca/financialaid](http://georgebrown.ca/financialaid)  
[osap.gov.on.ca](http://osap.gov.on.ca)  
[yconic.com](http://yconic.com)  
[scholarshipscanada.com](http://scholarshipscanada.com)  
[canlearn.ca](http://canlearn.ca)

**10** Register for your classes and begin your studies as a George Brown College student - Good luck!

