Indigenous Development and Training Program

Frequently Asked Questions

Do I need to have the Training listed in my learning plan to get IDTP Approval?

Yes, as the application requires supervisor approval, this is a discussion to have with your supervisor prior to applying to see about adding the training to your learning plan if it's not already included. If you are not able to access your performance document and the training has an application deadline you can still apply for IDTP funding and add it at a later date.

What do the new updates to the program mean?

In the past, as a result of underutilization in the program, there has been some flexibility in the approvals process. However, due to the high demand in program funding, we have had to make some changes to how the program is administered to ensure that access to the funding is equitable and will mean a more diligent adherence to prioritization of applications based on the program criteria. This will mean that some applications may be denied as they do not meet program eligibility criteria, if an applicant has already used the program funding multiple times and based on volume of applications that meet the priority categories within the program guidelines.

What if I submit an old application for the program?

Starting April 1st, 2025, applications that use older forms will no longer be accepted as the new forms will be used to screen applicant criteria. The only exception to this is multiyear applications that have already applied in the fiscal years prior to the 2025/2026 fiscal year. In addition, small exceptions may be made during the first quarter (April-June) of the 2025/2026 fiscal year as this is a new change.

Can training costs be reimbursed through the program?

Applicants are asked to apply ahead of time rather than get as funding is provided directly to the department and not the employee, therefore, we cannot reimburse employees for costs. Additionally, applying before the cost is incurred allows members of the Diversity and Inclusion unit to advise whether funding is available and if the training falls within the program eligibility. The Diversity and Inclusion unit requests that you submit your application with a minimum of six weeks prior to the date that fees are due for your training.

I am taking a multiyear training program will it be covered under the program?

Training that takes place over several fiscal years are considered multiyear applications and are covered under the program. Multiyear applications follow a similar process as regular IDTP applications when filling out the information and getting supervisor approval. The difference from regular applications is that after submitting your initial application, Diversity and Inclusion would use the same application used when first applying but request that you provide an updated cost breakdown at the beginning of each fiscal (i.e., after April 1st of the next fiscal year) and note it is for a multiyear application when submitting the information.

What is the timeline for getting my application approved?

The committee will review complete applications based on the time that they are received (first come first served) once a month. Please ensure that you give appropriate time for review of application (minimum 6 weeks) and that you are not applying days before funding is required for the training. Some exceptions may be made if it is urgent but do not expect to receive funding until after you have been approved.

Can I apply for the Program more than once in a fiscal year to use all of the $10,000 per employee?

Eligible employees are provided up $10,000 per fiscal year and there is no limit to how many applications can be submitted. However, due to a more diligent adherence and prioritization of applications based on program guidelines criteria, if you have been approved once any subsequent applications may be denied. This is to ensure that there is equitable access to all potential applicants especially those considered priority under the guidelines.

Do I need to have supervisor approval to take training?

A supervisor's signature is still required on the application, so that the supervisor/manager is made aware of and is in support of the training and acknowledges this through providing a signature on the application form. This is also so that the supervisor is aware of how the training is paid for.

What is considered Department mandated development and training?

Department mandated development and training is training related or required to do your current job and is something that should be covered by your department. Before applying for the program a conversation should be had between the supervisor and employee to see if the training is department mandated training to be covered by the department.