

MANITOBA means BUSINESS

# Co-operative Education Tax Credit



Important information for

- employers
- administrators of co-operative education programs
- co-operative education students and recent grads

Manitoba employers, co-operative education programs world-wide, co-op education students, and recent co-op education grads are invited to participate in the Co-operative Education Tax Credit (CETC) program.

The CETC provides tax credits to employers who hire students for work placements as part of a recognized college or university co-operative education program. You may also receive credits when you permanently hire recent graduates of co-op education programs.

I am an employer operating in Manitoba. *How can my business benefit from CETC?*

Most Manitoba employers are now eligible, including private companies, co-operatives, Crown corporations, municipally-owned businesses, not-for-profit organizations, and even unincorporated employers. You can participate in the CETC program in two ways:

- Hire co-op education students in work placements for 10 or more consecutive weeks for work primarily in Manitoba. You may be eligible for a CETC equal to 10 per cent of each student's salary and wages (net of other government assistance), up to \$1,000 per placement. You may hire the same student for several placements.
- Hire one or more recent co-op education graduates to work in Manitoba at a job related to their studies. You may be eligible to receive a Co-op Grad Hiring Incentive (COGHI) equal to 5 per cent of the new employee's net wages and salary in each of the first two full years of employment to a maximum of \$2,500 for each year, when the employment begins within 18 months of graduation.

### Getting Started

- Find a co-operative education program anywhere in the world that prepares students who meet your job requirements.
- Ask any recent co-op education grads who are interviewing for a permanent position whether they have a COGHI certificate.

Remember – the co-op education program must be qualified and willing to participate. You may also contact the supervisor of a co-op education student you already know.

For more information, go to [www.gov.mb.ca/finance/fedprov/cooptaxcredit.html](http://www.gov.mb.ca/finance/fedprov/cooptaxcredit.html)

I represent a co-op education program at a recognized institution anywhere in the world. *How can our program benefit from CETC?*

The CETC can assist co-op education programs by helping to open up and identify meaningful work placements for their students and permanent jobs for their graduates.

If your program is registered by the Canadian Association for Co-operative Education (CAFCE), it will be eligible to participate upon application to the CETC program. If it is unregistered, it may still be eligible. For details, contact

### The Council on Post-Secondary Education (COPSE)

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Phone: 204-945-1833  
E-mail: [info@copse.mb.ca](mailto:info@copse.mb.ca)  
website: [www.copse.mb.ca](http://www.copse.mb.ca)

### What does participation involve?

- designating a contact person for CETC
- liaising with host employers as part of your normal job placement and monitoring process
- completing a form for each work placement certifying that the student has received credit for it
- providing those about to graduate with a prescribed certificate they can present to prospective employers
- providing occasional statistical information

I am a student enrolled in, or recently graduated from, a recognized co-operative education program anywhere in the world. I want to work in Manitoba. *How can CETC help me pursue my career?*



No matter where you live or where your co-op education program is located, CETC can help employers offer you a suitable work placement in Manitoba. Your program must be qualified and willing to participate. As you prepare to graduate, you will receive a COGHI certificate that lets employers know they can qualify for a tax credit by hiring you. This could bring you more job offers and more choices.

For more information, contact your co-op education advisor.