

Procedure 5.14.2 - Accident Employer Training

Process Overview

This procedure describes the Accident Employer Training Program (AET) and the associated authorization levels.

Process Details

1. All Accident Employer Training (AET) Programs must be thoroughly investigated by both the worker and the Case Manager, taking into consideration the following factors:
 - · the aptitudes and skills of the worker,
 - · the physical requirements of the job,
 - · the proposed training program, and
 - · the likelihood of mitigating earnings loss.
2. All AET Programs must consist of potential occupations that are suitable and reasonably available. The Case Manager must obtain all pertinent labour market information related to the training opportunity.
3. Prior to the commencement of the program, an AET Agreement is completed by the Case Manager, worker and the pre-accident employer (see [Appendix 1](#)). The Case Manager also forwards the VR Formal Training Expectation Letter to the worker (see [Appendix 2](#)).
4. The pre-accident employer must be willing to train the worker in an alternate position.

Note: VR Benefits will continue for the duration of the program.

5. The worker is responsible for maximizing the training opportunity and following the requirements of the AET Agreement. The worker is also expected to follow the rules and regulations of the workplace during the training period, and notify their Case Manager should any problems arise.
6. Monthly Progress Reports must be submitted by the pre-accident employer (see [Appendix 3](#)). In addition, the Case Manager must maintain regular - once a month minimum - contact with the pre-accident employer.

7. The maximum duration of an AET Program is 24 weeks, with exact time frames individually negotiated at the time of the program development.

8. In extenuating circumstances, and only with the approval of the Case Manager's Manager, programs may be extended beyond 24 weeks.

9. Should an injury or re-injury occur while the worker is participating in a Re-employment Training Program, claim costs will continue to be charged against the pre-accident employer.