

# **Guidelines for Endorsement**

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Atlantic Immigration Pilot

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# Endorsement Application guide

Read this guide carefully to find out how you can endorse a foreign national to immigrate to Atlantic Canada and to work for you. Only designated employers can endorse foreign nationals. If you are not a designated employer but want to become one, consult the Guidelines for Designation: Atlantic Immigration Pilot.

The Atlantic Immigration Pilot (AIP) helps Atlantic Canadian businesses hire and retain workers for positions they have had trouble filling because they could not find a Canadian citizen or permanent resident with the skills to do the job.

You must complete an [Endorsement Application](#) for each foreign national you hire. Your employees need this endorsement before they can apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence.

**Note:** You will see the words “Principal Applicant” throughout the Endorsement Application. The principal applicant is your employee – the foreign national you want to endorse for immigration into Atlantic Canada.

**Important!** You may only endorse foreign nationals you plan to hire as employees. You may NOT endorse a foreign national who plans to become self-employed. Self-employed foreign nationals should consult [our website](#) and the [IRCC website](#) for immigration streams that are right for them.

## Is endorsement right for you?

Go through the following checklist to see if endorsement is right for you. You must check ALL of the boxes below to be eligible for the program.

- You can prove that you tried and failed to fill a vacant position with a Canadian citizen or permanent resident.
- You agree to connect your employee to a designated immigrant settlement service provider organization so they can complete pre-endorsement needs assessments for themselves and each family member who immigrates with them.
- You agree to meet the settlement needs of the foreign nationals you hire as well as those of their families.
- You agree to support your employee's efforts to improve their communication in English or French.
- If your employee is immigrating under the Atlantic Intermediate-Skilled Program (NOC C), you agree to pay the costs related to their return to their home country should they need to do so.
- Your job must not contravene NSOI policies related to:
  - On-site Home-based Businesses
  - Service Home-based Businesses
  - Businesses with a Telework Arrangement

## Gather the documents you need

- ❑ proof that you tried to recruit a Canadian citizen or permanent resident for the job, including copies of advertisements and job postings
- ❑ a completed Offer of Employment to a Foreign National form
- ❑ a detailed job description
- ❑ a copy of the job offer
- ❑ a copy of the employment contract between you and your employee
- ❑ a valid Employer Registration Certificate if the job you are offering is in National Occupational Classification (NOC) category B or C
- ❑ your employee's resume to show that they meet the qualifications for the AIP program they will apply to
- ❑ reference letters and employment contracts from your employee's previous employers that show that they have the work experience required for the AIP program they will apply to
- ❑ your employee's legal status in Canada if they are already living here. Legal status includes such things as work permits, study permits, and visitor visas
- ❑ completed needs assessments and settlement plans for your employee and the family members who come to Atlantic Canada with them
- ❑ a copy of your Employer Endorsement Agreement

**Important!** Your employment contract MUST include 2 things:

- the number of hours per week that your employee will work for you
- the wages you will pay your employee.

## Check the boxes on page 1 of the Endorsement Application

Your endorsement of your employee is valid for 6 months. This is how long we predict it will take for IRCC to approve or deny their application for permanent residence through one of the AIP programs. Therefore, we strongly encourage them to begin gathering and obtaining the documents and credentials they need right away. Having these documents and credentials at this stage of their application will speed the application process for permanent residence.

### Ability to communicate in English or French

All foreign nationals immigrating to Canada through the AIP must take an IRCC-approved language test and get results that are at least equal to level 4 of the Canadian Language Benchmark (CLB) or Niveaux de compétence linguistique canadiens (NCLC). This applies to all 4 abilities:

- reading
- writing
- listening
- speaking

Encourage your employee to take this language test as soon as possible. They will need the test results to apply for a temporary work permit should they need to do so. Having the test results will also help IRCC to process their application for permanent residence faster.

### What you need to do as an employer

- Check the appropriate box under Language: on page 1 of the Endorsement Application to show if your employee has passed a language exam or registered for one.
- Make sure that your employee attaches their language test results to their application for a temporary work permit should they need one.
- If your employee scored below CLB/NCLC level 5 in any of the abilities listed above, help them to get at least 300 hours of language training within the first 3 months of their arrival in Canada. See section C under Settlement and Integration on the Endorsement Application.

***Important!*** Your employee will NOT get priority access to government-funded language training programs. If they cannot get into a government-funded program within the first 3 months of their arrival in Canada, you must arrange for language training yourself. Contact your local immigrant settlement service provider organization to find the services available to you.

## Education

Each AIP program has its own education requirements. To find out the education requirements for your employee's program, see [Meet the requirements](#) on the IRCC website. Encourage your employee to gather the following documents as soon as possible:

- diplomas
- degrees
- certificates
- transcripts
- other proof of education
- educational credential assessment (ECA)

Your employee will need these documents to apply for a temporary work permit should they need to do so. Having these documents will also help IRCC to process their application for permanent residence faster.

### Educational credential assessment

If your employee was educated outside Canada, they will need an Educational credential assessment (ECA). See [Have your education assessed](#) on the IRCC website.

### What you need to do as an employer

- Check the appropriate box under Education: on page 1 of the [Endorsement Application](#) to show if your employee has the proof of education required or if they are in the process of getting it.
- Make sure that your employee attaches their proof-of-education documents to their application for a temporary work permit should they need one.

## Work experience

You and your employee will need to prove that your employee's work experience meets the requirements for the [National Occupational Classification \(NOC\)](#) needed for their immigration program. Encourage your employee to gather the following documents as soon as possible:

- their resume
- reference letters and employment contracts from your employee's previous employers

Your employee will need these documents to apply for a temporary work permit should they need to do so. Having these documents will also help IRCC to process their application for permanent residence faster.



### What you need to do as an employer

- Check the appropriate box under Work Experience: on page 1 of the Endorsement Application to show that your employee has provided reference letters from previous employers showing that their experience meets the criteria for their chosen AIP program.
- Make sure that your employee attaches their proof-of-work-experience documents to their application for a temporary work permit should they need one.

## Application program

Your employee may apply to immigrate to Atlantic Canada through one of these AIP programs:

- [Atlantic International Graduate Program \(AIGP\)](#)
- [Atlantic High-Skilled Program \(AHSP\)](#)
- [Atlantic Intermediate-Skilled Program \(AISP\)](#)

On the [Endorsement Application](#) under Application Program, you must check the box beside the name of the program your prospective employee will apply to. Find out which program is best suited to your employee by clicking the links above.

You must also complete the table under Application Program to show that your employee's previous work experience qualifies them for the program they will apply to. Be sure to include ALL of these things:

- the dates your employee started and stopped working in each job
- the job title for each job
- the [National Occupational Classification \(NOC\)](#) code for each job
- the name of the employer for each job
- the city and country where each job was located

## Position description

There is no room in the Position Description section of the Endorsement Application for a complete job description. To complete this section you must ATTACH the following documents:

- a completed Offer of Employment to a Foreign National form
- a detailed job description that includes the roles and responsibilities of your employee
- a copy of the employment contract that includes the number of hours your employee will work per week AND the wages you will pay this employee

**Important!** The wages you offer your employee must align with wages paid in Nova Scotia for the job you are offering.

### **If the employee's work experience is in a different NOC category than the job offer**

There is space in the Position Description section of the Endorsement Application to explain why you think your employee's work experience qualifies them for the job you are offering. Include as much detail as you can.

## Recruitment activities

You must show that you tried to find a Canadian citizen or permanent resident to work for you BEFORE you began to recruit foreign nationals abroad.

### **Advertisements**

You must attach copies of the advertisements you had published as part of your effort to recruit a Canadian citizen or permanent resident. This includes job postings on such websites as Job Bank. These advertisements must contain the same job description as the one you used to recruit the foreign national. It must also list all job requirements such as language requirements, work experience, and education.

You must show that the print media and websites you chose to advertise for the job target a Canadian audience that has the appropriate education, professional experience, language ability, and skill level required for that job.

In addition to copies of the advertisements, you must attach the following information:

- the dates your job advertisement was published
- where your job advertisement was published
- a summary of the applications
- the reasons you did not choose a Canadian citizen or permanent resident

**Important!** Do NOT provide personal identifying information for any unsuccessful applicants.

### **Immigration representatives**

You must complete the section of the Endorsement Application that asks if you used an immigration representative or recruiter for any part of your recruitment or application process. If you used a paid immigration representative, they must be authorized. Authorized representatives must be one of the following:

- An immigration consultant who is a member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC). Visit the ICCRC website.
- A lawyer or paralegal who is a member in good standing of a Canadian law society, barristers' society, or barreau, or a law student under the supervision of a recognized lawyer. Visit the Federation of Law Societies of Canada website for links to law societies across Canada.
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a law student under their supervision. Visit the Chambre website.

You must be careful when you use any of the following to recruit employees:

- immigration representatives, paid or unpaid
- third-party recruiters
- recruitment or placement agencies

When recruiting employees, you must be fair, cautious, and respect all laws about using immigration representatives and recruiters.

## Hiring family members

If your employee is related to you, tell us why you chose this person over the other applicants. Be as detailed as possible.

## Hiring shareholders, directors, or investors

If your employee is a shareholder, director, or investor in your business, tell us why you chose this person over the other applicants.

## Principal applicant information

The “Principal Applicant” mentioned in the Endorsement Application is your employee – the foreign national you want to endorse for immigration into Atlantic Canada.

At this point, we are just asking for basic information about your employee and their family. Be sure to include the following information for each family member who will immigrate to Atlantic Canada with your employee:

- name of each family member
- each family member’s relationship to your employee
- the age of each family member

***Important!*** You must include the above information for each family member including those who are younger than 18 years old.

## Settlement and integration

### Pre-endorsement needs assessments

It is up to you, as an employer, to ensure that your employee contacts a designated immigrant settlement service provider organization. This organization will help your employee to complete a pre-endorsement needs assessment for themselves and each family member who will immigrate with them to Canada.

There are only a few immigrant service provider organizations that can provide pre-endorsement needs assessments for the AIP. See the List of settlement service provider organizations on the IRCC website and on the last page of this guide.

Your employee must give you a copy of each completed pre-endorsement needs assessment AND the settlement plan that goes with it.

The pre-endorsement needs assessment must thoroughly evaluate the needs of your employee and each family member immigrating with them in these areas:

- information about adjusting to life in Canada
- housing
- education
- health care
- financial services
- language
- employment counseling
- community services & recreation
- connections to cultural or religious organizations
- support services for childcare, translation, transportation, crisis counselling, and disabilities

### **Help your prospective employee to settle in Atlantic Canada**

Once all of the above needs are assessed, the organization that conducted the assessment will develop separate settlement plans for your employee and each family member. Each settlement plan will recommend ways to address the needs of each person and include referrals to organizations that can address those needs.

***Important!*** It is your job as a designated employer endorsing the foreign national to see that the recommendations in the settlement plans are carried out. If you fail to do so, we will revoke your status as a designated employer and you will no longer be allowed to participate in the AIP.

You must also help your employee to settle in Atlantic Canada in other ways. These are listed in the Employer Declaration section of the Endorsement Application. Read this section carefully. By signing it you agree to do these things:

- Ensure that your employee and their family receive the settlement supports outlined in the settlement plans that you submitted as part of your Endorsement Application.
- Provide, pay for, or help your employee to access settlement services.
- Pay for your employee to return to their home country if they arrived through the Atlantic Intermediate-Skilled program and IRCC denied their application for permanent residency.

Attach copies of pre-endorsement needs assessments AND settlement plans for your employee and each family member immigrating with them to your Endorsement Application. We will NOT process your application if it does not contain these documents.

**Note:** Sensitive information may be excluded from the copies of the needs assessments and settlement plans your employee gives to you. This is OK. The following people have the right to exclude sensitive information from these documents:

- your employee
- the family members immigrating with your employee
- the immigrant settlement service provider who conducted the needs assessment

## Temporary work permit

IRCC aims to process applications for permanent residence that come through the AIP within 6 months. That means most AIP applicants will not need a temporary work permit. There are circumstances, however, where your employee may want to apply for a temporary work permit. For example:

- to be prepared in case it takes longer than 6 months to process your employee's application for permanent residence
- to allow your employee to arrive early and work while their application for permanent residence is being processed

To apply for a temporary work permit, your employee must attach these documents to their application:

- a referral letter from us—contact us if you need such a letter
- a letter outlining their commitment to apply for permanent residence within 90 days of applying for the temporary work permit
- proof of their ability to communicate in English or French. See [Ability to communicate in English or French](#) in this guide.
- proof of their education. See [Education](#) in this guide.
- proof of their work experience. See [Work experience](#) in this guide.

**Important!** If you want your employee to come to Canada on a temporary basis while their application for permanent residence is processed, you must submit an offer of employment through the [Employer Portal](#) on the IRCC website. You will have to pay a \$230 employer compliance fee.

If you have indicated an immediate labour need and requested a referral letter (letter of support) for a work permit, the endorsed candidate is expected to apply to IRCC for a work permit as soon as possible and travel to Canada as soon as possible if the work permit is issued. If the endorsed candidate does not do so for any reason, you must tell us and provide an explanation.

## Employer declaration

The authorized signing officer for your business must write their name, initial, sign, and date the Employer Declaration in the spaces provided. By doing so, you affirm these things:

- that you understand and agree to fulfill the commitments outlined in the Endorsement Application and in this guide
- that the information you provided in the Endorsement Application is complete and accurate
- that you have discussed your employee's commitments under the AIP with them

## Employee declaration

Your employee must write their name, initial, and sign the Employee Declaration in the spaces provided. By doing so, your employee agrees to fulfill their commitments as outlined in the Atlantic Immigration Pilot program.

## Submitting the application

You may submit your completed Endorsement Application by email, mail or in person. Make sure you have included all of the documents listed under Gather the documents you need in this guide.

### Email applications

1. In the subject line, write "AIP Endorsement Application Submission: ". Write the name of your business after the colon.
2. Attach all required documents to your email.
3. Be sure the scanner resolution for scanned documents is 300 dots per inch (dpi).
4. Be sure all attached documents are clear enough to read.
5. Limit the size of your email to 30 megabytes (MB). If your application is more than 30 MB, you may send multiple emails. In the subject line indicate the number of emails we can expect. For example, write 1 of 2, 2 of 2.
6. Send to [immigration@novascotia.ca](mailto:immigration@novascotia.ca).

### Mail applications

Send to: Atlantic Immigration Pilot  
Nova Scotia Office of Immigration  
PO Box 1535  
Halifax NS B3J 2Y3

### In-person applications

Bring to: Atlantic Immigration Pilot  
Nova Scotia Office of Immigration  
1469 Brenton Street  
3rd Floor  
Halifax NS

A provincial immigration officer will verify all the information you provided in your application before approving you for endorsement. This may take some time depending on how many applications we receive and the needs of the current labour market.



## Questions?

Call the Nova Scotia Office of Immigration at 1-902-424-5230 or toll free within Nova Scotia at 1-877-292-9597.

Send us an email to [immigration@novascotia.ca](mailto:immigration@novascotia.ca)

## Approvals

We will email our decision regarding your Endorsement Application and all approval documents to the authorized signing officer for your business. Check your spam and junk mail folders just in case these documents end up there.

What to do after we approve your endorsement	
Employer	Employee
<ul style="list-style-type: none"><li>• Send us a copy of the accepted job offer for our files.</li><li>• Tell us when your employee arrives in Canada and begins work.</li></ul>	<ul style="list-style-type: none"><li>• Apply to IRCC for permanent residence. See <a href="#">Immigrate through the Atlantic Immigration Pilot</a> on the IRCC website.</li><li>• Include the endorsement number that appears on the notice of approval.</li><li>• Include a copy of the endorsement certificate.</li></ul>

**Important!** We will revoke your status as a designated employer and your right to participate in the AIP if you do these things:

- You fail to provide your employee with the hours of work, wages, place of work, and other employment details you included in your Endorsement Application.
- You fail to comply with the terms and condition of Designation or Endorsement.

## Immigrant settlement service providers

### **African Diaspora Association of the Maritimes – ADAM**

3200 Kempt Rd, Suite 201  
Halifax NS B3K 4X1  
<http://www.adamns.com>  
information@adamns.com  
902-404-3670

### **Antigonish Women’s Resource Centre and Sexual Assault Services Association**

204 Kirk Place, 219 Main St.  
Antigonish NS B2G 2C1  
<http://awrcsasa.ca>  
info@awrcsasa.ca  
902-863-6221

### **Fédération acadienne de la Nouvelle-Écosse - FANE (French only)**

Immigration Francophone Nouvelle-Écosse  
6090 Route Mumford  
Halifax, N-É, B3L 4P1  
<http://www.immigrationfrancophonene.ca>  
info@ifne.ca  
902 433-2099

### **Immigrant Services Association of Nova Scotia - ISANS**

6960 Mumford Road, Suite 2120 (second floor)  
Halifax NS B3L 4P1  
<http://www.isans.ca>  
info@isans.ca  
902-423-3607

### **New Dawn Enterprises**

106 Townsend St.  
Sydney NS B1P 5E1  
<http://www.newdawn.ca>  
newdawn@newdawn.ca  
902-539-9560

### **YMCA of Greater Halifax / Dartmouth**

104-7071 Bayers Road  
Halifax, NS B3L 2C2  
<http://www.ymcahfx.ca/ymca-programs/programs/locations-2/ymca-immigrant-centre>  
yis@ymca.ca  
902-457-9622