



Guidelines for Endorsement

ATLANTIC IMMIGRATION PILOT

Nova Scotia Office of Immigration
NOVASCOTIAIMMIGRATION.COM

ENDORSEMENT APPLICATION FORM

Designated employers who have identified a foreign national able to fill an existing vacancy are required to complete the **Endorsement Application** for each Principal Applicant. Endorsement is required before an applicant can apply to Immigration, Refugees and Citizenship Canada.

The endorsement process confirms:

1. Application Category
2. Position description
3. Recruitment efforts
4. Principal Applicant's human capital
5. Settlement Needs Assessment, including the resulting Settlement Plan

Application Program Section

Employers must indicate under which application program the Principal Applicant will be applying. If you do not know the category, please consult the website <http://www.canada.ca/atlantic-immigration> for information on the various streams. Employers must also indicate the previous work experience that qualifies the Principal Applicant for the specific application category.

It is necessary to complete the table, indicating the candidate's work experience, duration of employment, the position, associated NOC code, employer and the location of the job.

Position Description Section

The Province will require information on the position that the Principal Applicant is expected to fulfill if their application for permanent residence is approved by Immigration, Refugees and Citizenship Canada. Please complete the position description section to provide these details. Ensure that your job advertisement correlates to the job description and that it clearly lists all requirements of the position contained in the job advertisement.

You must attach a copy of the job offer, as well as a completed Offer of Employment to a Foreign National form, with this endorsement application.

Once the endorsement has been approved, you will be required to provide a copy of the accepted job offer for the provincial files. To be eligible for the Pilot, the wages must fall within the range of wages for that particular occupation for the region in which the newcomer employee will be employed. If you are uncertain as to what this wage is in your region, please consult the relevant province.

Failure to provide the intended hours of work, salary and other terms and conditions of the Endorsement and Designation may also result in suspension from the Pilot.

Employers are required to notify the Nova Scotia Office of Immigration when the candidate arrives in Canada and begins work.

Recruitment Activities Section

Employers must be diligent if using the services of an immigration representative, third-party recruiter, or recruitment/placement agency to hire employees. Employers must follow fair recruitment practices, be cautious in their hiring practices and respect applicable laws regarding the use of representatives and recruiters, where they exist.

Employers must demonstrate that they have attempted to find workers through domestic recruitment activities prior to recruiting for foreign nationals abroad. The recruitment activities section asks that you provide details on those efforts. Ensure that you have the verification of the dates your job advertisement was posted, copies of the posting and a summary of the applications – indicating why a Canadian or Permanent Resident was not selected. Do not provide personal identifying information for any unsuccessful candidates.

Advertisements must demonstrate that the print media and website used to advertise the job target an audience in Canada that has the appropriate education, professional experience, language ability and skill level required for that job.

If the Applicant is related to you please detail why this person was hired over the other candidates.

If the Applicant is a shareholder, director or investor in your business please detail why this person was hired over the other candidates.

**Please note that this program is not designed for self-employed applicants. If you are a self-employed individual you may consider other immigration pathways.*

You must also use the recruitment activities section to disclose whether you have obtained the assistance of an immigration representative or a recruiter for any part of your recruitment or application process. Immigration representatives whose services you obtain must be a member, in good standing, of one of the following designated bodies:

- Lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society;
- Notaries who are members in good standing of the Chambre des notaires du Québec; and,
- Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council.

Principal Applicant Information Section

The information obtained in this section is to provide the Province with the additional details on the Principal Applicant, including the composition of their family. Minimum information is requested in this section as additional details will be provided as part of the pre-endorsement needs assessment and settlement plan. Please ensure that a completed pre-endorsement needs assessment and settlement plan are completed for each individual.

Note that while settlement information is only required for those individuals over the age of 18, details on all accompanying family members must be provided in this section. Children younger than 18 will have their needs assessed through their parent(s).

Settlement and Integration Section

The Settlement and Integration Section identifies all employer responsibilities related to settlement services for a foreign national.

As part of the endorsement process, employers must ensure Principal Applicants contact a [designated immigrant settlement service provider organization](#) to complete a pre-endorsement needs assessment for each themselves and their accompanying family member(s). The Principal Applicant is to provide a copy of each completed pre-endorsement needs assessment, which includes an individualized settlement plan, to the employer. The list of immigrant service provider organizations designated to provide pre-endorsement needs assessments for Pilot

participants is smaller than those designated to provide other settlement services; employers are requested to refer to the [attached list](#) of service provider organizations for additional details.

The employer must include a copy of these needs assessments with the Endorsement Application. Provinces will review that an adequate needs assessment and settlement plan accompanies the Endorsement Application.

Note that the Principal Applicant and their accompanying family member(s) or the immigrant settlement service provider organization conducting the needs assessment have the right to exclude information that they deem sensitive from the version of the individualized needs assessment provided to the employer for the purpose of endorsement. The settlement plan may be updated once the Principal Applicant and their family arrives in Atlantic Canada should they receive an in-person needs assessment at their local immigrant settlement service provider organization.

Note that employers are required to assist the Principal Applicant and their accompanying family member(s) with any in-person needs assessments that follow a pre-endorsement needs assessment.

Provinces will be responsible for reviewing and approving the Endorsement Application. Applications that do not include a pre-endorsement needs assessment and settlement plan completed by a designated immigrant settlement service provider organization will not be processed. The provincial government will monitor the employer commitments; failure to support access to settlement services as per the settlement plan may result in a suspension from the Pilot.

Employers are required to commit to the specific objectives outlined here and to ensure that a needs assessment and settlement plan is completed by a designated immigrant settlement service provider organization for each individual and attached to this form. The application will not be considered by the Nova Scotia Office of Immigration until such information is provided.

Employers must read the specific settlement commitments outlined in this section carefully. By signing the Employer Declaration section of this form, you are committing to providing the supports and services outlined in this section, including, but not limited to, **a commitment to support up to 300 hours of language training, that begins within the first three months of arrival, for each Principal Applicant whose first official language ability is below a CLB level 5 in any one of the four competencies (i.e., speaking, reading, writing and listening).**

It is important to note that, in cases where the Principal Applicant is accessing government-funded language training programming, they are NOT entitled to priority access to these services. If government-funded service providers do not have the capacity to provide services to Pilot applicants within the first three months of arrival, employers will be responsible for arranging alternative language training options. Please contact your local immigrant settlement service provider organization(s) to discuss availability of language and other settlement services.

Temporary Work Permit Section

Employers may request a provincial referral letter which, in combination with documents including a **formal commitment by the Principal Applicant to apply for permanent residence within ninety (90) days from the submission of the application for a temporary work permit**, would enable the foreign national to apply for a temporary work permit to support early entry, and work in Canada while the application for permanent residence is processed.

As of May 1, 2019 - IRCC requires applicants for AIP LMIA Exempt Work Permits (exemption code C18) to provide proof of language, proof of education and proof of work experience. Please attach copies of the candidate's language

tests and education credential assessment or equivalent Canadian education to this application. Please ensure you have fully documented the candidate's qualifying work experience.

Please note that Immigration, Refugees and Citizenship Canada has committed to expedite processing of all applications for permanent residence processed under the Atlantic Immigration Pilot. Consequently, the Department expects that 80% of applicants will be provided with a decision on their application for permanent residence within 6 months, precluding the need for a temporary work permit.

Contact the Province to discuss whether a letter of support would be beneficial in your case. Should you wish the applicant to enter on a temporary basis while their application for permanent residence is processed, you will be required to submit an offer of employment via the [Employer Portal](#) and pay a \$230 employer compliance fee to Immigration, Refugees and Citizenship Canada in order for the work permit to be processed.

Employer Declaration Section

Your declaration in this section indicates that you have read, understand and agree to abide by the commitments outlined in this application form.

Should you not fully understand any aspect of the form, please contact the Atlantic Immigration Pilot representative in your province.

As an employer of a foreign national, you are responsible for ensuring, to the best of your ability, that the information provided in this form is truthful, complete, and correct. You are also agreeing that you have discussed the commitments required of the applicant under the Pilot, with the applicant.

Please note that where the Principal Applicant has applied to the Atlantic Intermediate Skilled (NOC C) class and the application for permanent residency has been refused by the Government of Canada, the employer will bear sole responsibility for costs to return the Principal Applicant to his or her country of origin.

Principal Applicant Declaration Section

The Principal Applicant declaration indicates that the Principal Applicant agrees to participate in the Pilot per the commitments outlined above.

SUBMITTING THE APPLICATION

Ensure you have included all required documents

1. [Endorsement application form](#) completed in full, signed and dated by both parties.
2. [Job offer form](#) signed and dated by both parties. Ensure all sections are completed in full. If a section does not apply, then write N/A.
3. Detailed job description.
4. [Proof of recruitment efforts](#). Copies of the 3 job ads, identifying posting date and duration, with a summary of the responses and results.

5. Evidence of the foreign national's previous work experience (resume, employment reference letters, previous work contracts etc.)
6. The Principal Applicant (including any accompanying family members) Settlement Plan, signed by the employer and employee.
7. If the foreign national is already in Canada, copy of their legal status in the country (work permit, visitor permit or study permit).
8. If you are submitting an application for endorsement for a NOC B or C position, you will be required to submit a valid Employer Registration Certificate (ERC) at time of application. To avoid delays at the endorsement stage you may want to apply for the certificate now, please see the following link to learn about applying for an ERC: novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp
9. Employer Endorsement agreement: novascotiaimmigration.com/wp-content/uploads/Employer-Endorsement-Agreement-E.pdf

NOTE:

AIP application processing is dependent upon application volumes and labour market needs.

Once the Endorsement application has been approved, the Principal Applicant then applies to Immigration, Refugees and Citizenship Canada for permanent residency. See cic.gc.ca/english/immigrate/atlantic/eligibility.asp

To apply for an AIP work permit and for permanent residency, the Principal Applicant will need an [Education Credential Assessment](#) for foreign education and [language test](#) results. The individual should start the process to obtain these items now. These items are not required for your endorsement application.

You may submit the completed endorsement application via e-mail, mail or in person.

For e-mail applications:

Send the application via e-mail to immigration@novascotia.ca. Include a subject line in the following format: "AIP Endorsement Application Submission: EMPLOYER NAME". Include all required documents as attachments in your e-mail. Ensure that all scanned documents have been scanned at a minimum of 300 DPI and that all information is legible. The size limit for individual e-mails is 30 MB. If the size of your documents exceeds this, you may submit your application in multiple messages. Please indicate this in the subject line of your e-mails (e.g., e-mail 1 of 2, 2 of 2).

For mail and in person applications:

Submit completed endorsement applications to the addresses below:

Postal Box Address (Mail)

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

Civic Address (In person)

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

QUESTIONS

Contact the Nova Scotia Office of Immigration by phone at 1 (902) 424-5230 (toll free within Nova Scotia at 1-877-292-9597) or via email at immigration@novascotia.ca if you have any questions.

Approvals

A decision on this endorsement will be provided to the employer (signatory to the form). Approval documents will be emailed to the authorized signing officer for the business. Please ensure you review your email spam and junk mail folders in the event the approval documents are directed there.

Only approved applicants will be eligible to submit an application for permanent residence to Immigration, Refugees and Citizenship Canada.

Applicants will be required to cite the endorsement number provided in the notice of approval and provide a copy of the endorsement certificate in their application to Immigration, Refugees and Citizenship Canada.

IMMIGRANT SETTLEMENT SERVICE PROVIDERS

African Diaspora Association of the Maritimes – ADAM
3200 Kempt Rd, Suite 202
Halifax NS B3K 4X1
<http://www.adamns.org>
information@adamns.ca
902-404-3670

Antigonish Women's Resource Centre & Sexual Assault Services Association
204 Kirk Place, 219 Main St.
Antigonish NS B2G 2C1
<http://awrcsasa.ca>
info@awrcsasa.ca
902-863-6221

La Fédération acadienne de la Nouvelle-Écosse - FANE (French only)
6960 Mumford Road, Suite 2085
Halifax NS B3L 4P1
<http://www.acadiene.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
319 Charlotte Street
Sydney NS B1P 1E1
<http://www.newdawn.ca>
newdawn@newdawn.ca
902-539-9560

YMCA Centre for Immigrant Programs
104-771 Bayers Road
Halifax NS B3L 2C2
<http://www.ymcahrm.ns.ca/Locations/YMCACentreforImmigrantPrograms.aspx>
yis@ymca.ca
902-457-6870