

Guidelines for Designation

Atlantic Immigration Pilot

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Employer Designation

Application Guide

Read this guide carefully to find out how your business can become a designated employer. Only designated employers can endorse and hire foreign nationals.

Employer Designation is part of the Atlantic Immigration Pilot. This pilot 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.

Find out more about the endorsement process and the path to permanent residence for foreign nationals on the [Atlantic Immigration Pilot website](#).

Is Employer Designation right for your business?

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

- You can show that the Atlantic Immigration Pilot is the best immigration program for your needs.
- You plan to hire one or more foreign nationals to fill **full-time, non-seasonal** jobs.
- The foreign nationals you hire will work for you for **at least 30 hours a week**.
- You are prepared to **meet the settlement needs** of the foreign nationals you hire as well as those of their families.
- If your employee is coming under the Atlantic Intermediate-Skilled Program (NOC C), you agree to pay the costs related to your employee's return to their home country should they need to do so.
- You agree to notify us immediately and in writing if your employee quits, is laid off, or otherwise loses their job.
- Your business meets ALL the criteria listed under Businesses in good standing in this guide.
- Your business meets ALL the criteria listed under Company description in this guide.
- You agree to report on the status of the foreign nationals you hire through the Atlantic Immigration Pilot for up to 3 years.
Your reports must include these things:
 - the number of foreign nationals you hired under the Atlantic Immigration Pilot
 - their employment status
 - their job titles, wages, and the number of hours they work per week
 - the settlement supports you have provided

Employer details

Authorized signing officer

There is space on the [Employer Designation Application](#) form for the names of an authorized signing officer and a secondary authorized signing officer. One of these people must complete the form BEFORE you can apply to endorse a foreign national under the Atlantic Immigration Pilot. They only need to complete this form once. If your business is accepted, it will become a designated employer. Every year following your designation, a provincial immigration officer will contact your business to update your information. They will also check to see that your designation continues to be valid.

Only the authorized signing officers can communicate with us on behalf of your business. You must tell us if you have changed authorized signing officers. You can do this in one of 2 ways:

- Send us a letter telling us that you are changing signing officers.
- Re-submit the first page of the Employer Designation Application form with the new signing officers' information included.

North American Industry Classification System (NAICS)

You must provide the 2-digit NAICS code for the sector in which your company operates. If you do not know the code, you can find it on this [Statistics Canada website](#).

Business location

If you want to hire foreign nationals to work for the same business at more than one location in Nova Scotia, list the following information for each location on a separate page and submit it with your application:

- company legal name and operating name
- street address
- the contact person responsible for communicating on behalf of the location

You must tell us if your business or primary work place changes. You can do this in one of 2 ways:

- Contact the Nominee Officer who did your assessment.
- Send an email with the new information to immigration@novascotia.ca

Businesses in good standing

To be “in good standing” your business must meet these criteria:

- It complies with all applicable federal and provincial employment laws and regulations.
- It is in good standing with provincial occupational health and safety and labour authorities.
- It is NOT in violation of the Immigration and Refugee Protection Act (IRPA) or the Immigration and Refugee Protection Regulations (IRPR).

Warning! We will revoke your employer designation under these circumstances:

- Your business is in violation of the IRPA or the IRPR.
- Your business is in violation of federal or provincial employment laws related to employment standards or occupational health and safety.
- Your business has not fulfilled its obligations under the Atlantic Immigration Pilot.
- There is evidence of fraud or misrepresentation in one of these applications:
 - your application for designation
 - your application for endorsement
 - your prospective employee’s application for permanent residence as it relates to your job offer

Company description

Business eligibility requirements

Your business must meet these criteria to become a designated employer:

- It has been located in Atlantic Canada for at least 2 years.
- It has been in continuous, active operation for at least 2 years.
- It has been under the same management for at least the 2 years prior to and including the date of application.

We may ask for tax records, payroll records, or other information as evidence of the above.

If your business is relocating or expanding to Atlantic Canada, it may be eligible for the Atlantic Immigration Pilot if it meets these 2 criteria:

- It has a pre-existing relationship with Nova Scotia Business Incorporated (NSBI).
- NSBI has approved its plans to participate in the pilot.

Businesses operating from residential addresses

If your business operates from a residential address, it may not be eligible for designation. Review our policies related to home-based businesses at novascotiainmigration.com/resources/#pol. To assess whether your business is eligible, we may ask for a zoning verification letter from your municipal government, for example. Once we have all the information we need, we will tell you if your business is eligible to become a designated employer.

Important! You must tell us if there are any changes to your business including these things:

- The ownership structure of the business changes.
- The business is sold.
- The business closes temporarily or permanently.

Businesses with a Telework Arrangement

If your business will seek endorsement for teleworkers, it must comply with the [Businesses with a Telework Arrangement policy](#).

Labour needs

The information you provide in this section of the Employer Designation Application form will help us to plan and prioritize employer needs.

Complete this part of the form to the best of your ability. We understand that you may not yet have all the information you need to complete this section. Don't worry. If you are unable to complete the section fully, this will NOT affect your eligibility for the program.

We need to know that your business has the financial and other resources to retain new hires for the duration of their contracts. We may ask for documents that show you have the necessary resources.

Use of a representative

Complete this section only if you used the services of an immigration representative.

If you become a designated employer, 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.

Commitment to settlement supports

One of the goals of the Atlantic Immigration Pilot is to have newcomer employees settle and remain in their jobs in Atlantic Canada. That's why we ask you, as a prospective designated employer, to agree to do at least these 3 things:

- Form a partnership with an immigrant service provider organization.
- Support your new employee and their family by helping them to obtain settlement services and, possibly, by helping them with related financial commitments.
- Provide a welcoming workplace.

You will learn more about your prospective employee's settlement needs after they complete the pre-endorsement needs assessment for themselves and their family members. Find out more about this in the *Guidelines for Endorsement: Atlantic Immigration Pilot*.

If your employee must return home

Your employee may have to return to their home country under these circumstances:

- They applied through the Atlantic Intermediate-Skilled Program (NOC C) and this designation has been revoked.

If your employee must return to their home country because of the above circumstances **you agree to cover the costs** of this return.

Important! The signature at the end of the *Employer Designation Application* form tells us that you agree to do the above 3 things.

Find out more about your commitments as a designated employer in the *Settlement and Integration* section of the *Application for Endorsement*.

Employer declaration

This section of the *Employer Designation Application* form assures us that you understand the commitment you make as an employer when you use the Atlantic Immigration Pilot to recruit foreign nationals to work for your business.

Be sure to read each statement in the *Employer declaration* section of the *Employer Designation Application* form carefully BEFORE your authorized signing officer initials it and BEFORE they sign and date the form. The initials and signature mean that your business agrees to abide by each statement.

Your authorized signing officer must initial each statement for your business to be eligible to become a designated employer. If we find that your business has failed to comply with even one of the statements, we may revoke its designated employer status.

Submitting the application

You may submit your completed *Employer Designation Application* form by email, mail, or in person.

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.

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 granting your business designated employer status. 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