

EMPLOYER TIPS

Atlantic Immigration Program (AIP)

Attract and retain talent to meet your labour market needs.

May 29, 2024



**NOVA
SCOTIA**
CANADA

DEPARTMENT
OF LABOUR, SKILLS
AND IMMIGRATION

PROCESS OVERVIEW

1 EMPLOYER DESIGNATION

- [APPLY](#) to your provincial immigration department.
- [REGISTER](#) for IRCC's mandatory onboarding training.
- [REGISTER](#) for intercultural competency training (unless exempt).
- If your application is approved, the Province will designate you as an AIP employer.

2 EMPLOYER ENDORSEMENT

- Present your candidate with a job offer. **Candidates must meet AIP criteria.*
- For settlement plans, connect your candidate with an English or French settlement service provider.
- [SUBMIT](#) an endorsement application to the province.
- If approved, your candidate will be sent an endorsement certificate.
- Candidates eligible for permanent residence can apply for a temporary work permit so that they can begin or continue working while waiting for their PR to be processed.

3 CANDIDATE IMMIGRATION APPLICATION

- Candidate submits PR application, including their endorsement certificate and other required documents to IRCC.
- IRCC reviews and processes application.
- Candidate can apply for a work permit while their permanent resident application is being processed.
- Approved candidate and their family can travel to Atlantic Canada (if not already working in Nova Scotia).
- Connect your candidate with a local settlement service provider.

TIPS FOR ENDORSEMENT

The tips below ensure your application is complete and can be processed efficiently.

IMMO157

Use the most up-to-date version of IMMO157 found [HERE](#) for English and [HERE](#) for French.

SIGNATURES

Complete all sections of each required form and sign with ink, then scan and upload to the application portal.

▶ **TIP:** You can use apps like CamScanner or Google Drive's "scan" function on mobile devices to scan documents.

EMPLOYMENT CONTRACT

The employment contract (also called job offer), settlement plan, and IMMO157 must be signed by both the candidate and an authorized signing officer.

▶ **TIP:** Both the IMMO157 form and an employment contract need to include the job title, duties, wages, term, etc.

TERM LENGTH

Make sure the position meets term length requirements for the NOC. TEER 0, 1, 2, and 3 positions must be at least one year after the candidate receives PR and TEER 4 positions must be permanent.

▶ **TIP:** The TEER is indicated by the 2nd digit in the 2021 NOC code (e.g. NOC 33102, Continuing Care Assistants (CCAs) are TEER 3).

PASSPORTS

Include a copy of the candidate's valid passport and work permit or visa (if they have one).

SPEED UP THE PROCESS

Remember to include these two materials.

Intercultural competency training (ICT) certificate from a supervisor of the candidate (see [HERE](#) for a list of approved providers).

A valid Employer Registration Certificate (ERC) for the work location (obtainable from [NOVA SCOTIA LABOUR STANDARDS](#)) if the job offered is TEER 2, 3, or 4.

▶ **TIP:** These expire yearly, so make sure to provide a new one if the old one is no longer valid. Make sure you've completed the IRCC's Atlantic Immigration Program onboarding (see [HERE](#) for details and to sign up).



🌊 TIPS FOR ENDORSEMENT

USING A REPRESENTATIVE

If a representative like an immigration consultant or lawyer is involved in the application, please complete an [AIP 50 FORM](#) and declare their involvement in the endorsement application.

📌 **TIP:** Licensed recruiters that are regularly involved in your recruitment should be declared on Employer Registration Certificates (ERC).

If you choose to use an immigration consultant or representative, make sure they have the proper credentials to be providing immigration services.

You can verify a representative's credentials [HERE](#).

EXPIRING OR NO WORK PERMIT

If the candidate does not have a valid Canadian work permit or possesses a Canadian work permit that is closed to an alternate employer, [PROVIDE EVIDENCE OF RECRUITMENT EFFORTS](#). Candidates that you currently legally employ with open or closed work permits do not require evidence of recruitment efforts.

Include an IMM0156 (found [HERE](#) for English and [HERE](#) for French).

SETTLEMENT FUNDS

Evidence of settlement funds are not required by the provincial stage of the Atlantic Immigration Program (AIP), but it is required by Immigration, Refugees and Citizenship Canada (IRCC). Please see their [WEBSITE](#) for details.

ATLANTIC INTERNATIONAL GRADUATES

If the candidate is an Atlantic International Graduate (AIG), please include their education credential, transcripts, all study permits from the period of study, and evidence that they lived in an Atlantic Canadian province for at least 16 months of their final 24 months of study (e.g. utility bills, lease agreements, etc.).

🌊 TIPS FOR ENDORSEMENT

WORK EXPERIENCE

Include evidence of at least 1 year of full-time qualifying work experience (see [HERE](#)).

📌 **TIP:** The experience can include multiple positions within the last 5 years.

Acceptable evidence includes reference letters that state title, duration of employment, hours worked, wage/salary, location of work, copies of pay stubs, copies of employment contracts, tax documents, official job descriptions. We recommend including a combination including reference letter.

LANGUAGE TESTS

English language tests should be General CELPIP, General IELTS or PTE Core, and French language tests should be TEF or TCF Canada (see [HERE](#)). Language test results are valid for 2 years from completion.

EDUCATION CREDENTIAL ASSESSMENTS

Education Credential Assessments (ECA) should be for Immigration, Refugees and Citizenship Canada (not for general purposes) and are valid for 5 years from completion (see [HERE](#)).

📌 **TIP:** TEER 0 and 1 positions require post-secondary education and TEER 2, 3, and 4 require completion of secondary education.

JOB STANDARDS

Make sure the job meets Nova Scotia Labour Code standards and prevailing wage range for Nova Scotia (see [HERE](#)), and also that all forms are consistent regarding employment details.



WIPS FOR RESPONSIBLE PARTICIPATION

EMPLOYER RESPONSIBILITIES

RECRUITMENT AND APPLICATION:

Employers need to be actively involved in all aspects of supporting an endorsed candidate, which includes interviews and verification of credentials. Retain records related to the recruitment and hiring of your endorsed candidates. Be accurate in your application submission and when in doubt, reach out to our office if you have questions.

POST-ENDORSEMENT

Keep in communication with your candidate. They are obliged to make their way to Nova Scotia to begin working, as soon as possible once a Work Permit has been issued.

If the status of your candidate with your business has changed (wages, hours, location) please advise our office. If your candidate has departed their employer, advise our office.

COMPLIANCE

IPG may visit your business to conduct verifications. Be prepared to cooperate with our office representatives and provide information as requested.

▼ **TIP:** Make sure the email you supplied on your application for Designation is the same email used to communicate with our office throughout your participation, and that your phone number is up to date in our records.

We may need to verify information with you at any point in the process.

AWARENESS

THIRD PARTY ASSISTANCE

Employers may choose to utilize third parties to assist in their immigration and/or recruitment process. Ensure they hold the appropriate license and have a good track record. Ensure you have contracts in place clearly articulate expectations. Check with the College of Immigration Consultants Canada (CICC) and Nova Scotia Labour Standards Division.

▼ **TIP:** Trustworthy representatives will provide a contract and will be transparent about fees. Avoid cash deals and people offering to “handle” all aspects of your process.

If it sounds too good to be true, it probably is.

OBLIGATIONS

When you apply for Designation and Endorsement, you initial and submit multiple declarations. Ensure you have reviewed these declarations so that you are fully aware of your obligations and expectation from our office. False statements or submissions can lead to serious consequences.

Supporting a person for endorsement is a big deal! Don't take any part of the process for granted. Be informed, be involved.

▼ **When in doubt, check with our office.** Report suspicious or fraudulent activity regarding Nova Scotia immigration programs to immigration.integrity@novascotia.ca or anonymously through Clearview, found on our website at novascotiainmigration.com/contact.

FREQUENTLY ASKED QUESTIONS

HOW DO I APPLY TO ENDORSE SOMEONE THROUGH THE ATLANTIC IMMIGRATION PROGRAM?

You can read the [ENDORSEMENT GUIDE](#) for an overview of the endorsement process, but the first step is to have your business and work location designated.

Review the [DESIGNATION GUIDE](#) before you start, and then go to the [ATLANTIC IMMIGRATION PROGRAM WEBPAGE](#) to begin the designation process. After you are designated, you will receive information on how to endorse candidates.

HOW DO I KNOW THE STATUS OF MY APPLICATION?

If you have not been made aware of a change in status, then your application is likely in the last known status (e.g. queue, processing, etc).

An officer will reach out if any clarification or additional information is required. If your application is complete at time of submission, then the first contact may be the letter of endorsement.

WHAT HAPPENS IF THERE'S A CHANGE IN THE ENDORSED CANDIDATE'S APPLICATION?

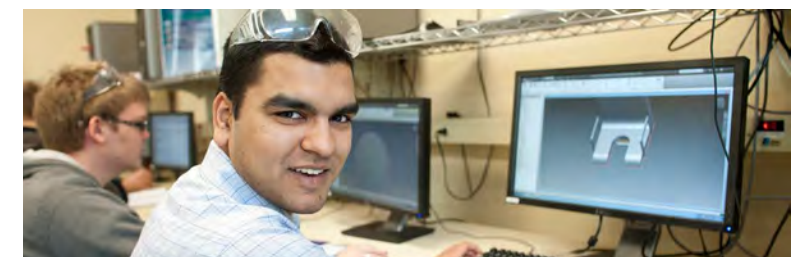
Please reach out to Immigration and Population Growth via AIP-Online@novascotia.ca.

Please include the name of the candidate, the endorsement certificate number, and any information regarding the change in the candidate's employment.

WHAT CHANGES ABOUT MY BUSINESS SHOULD I COMMUNICATE TO THE PROVINCIAL IMMIGRATION DEPARTMENT?

Any of the following changes should be communicated to us via AIP-Online@novascotia.ca.

- Change in business location (additional or relocation)
- Change in labour needs
- Change in authorized signing officers or contacts
- Changes in structure and ownership (e.g. amalgamations, incorporations, expansion etc.)





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VISIT OUR WEBSITE

