



**Atlantic Immigration Program
Endorsement Application Guidelines**

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ACRONYM GLOSSARY

AIP – Atlantic Immigration Program

ECA – Educational Criteria Assessment

ERC – Employer Registration Certificate

IRCC – Immigration, Refugees and Citizenship Canada

IRPA – Immigration and Refugee Protection Act

IRPR – Immigration and Refugee Protection Regulations

LMIA – Labour Market Impact Assessment

MOU – Memorandum of Understanding

NOC – National Occupational Classification

NSIPG – Nova Scotia Immigration and Population Growth

PA – Principal Applicant

PR – Permanent Resident

SPO – Service Provider Organization

TEER – Training, Education, Experience and Responsibilities

TFW – Temporary Foreign Worker

TR – Temporary Resident

ENDORSEMENT APPLICATION FORM

Designated employers who have identified a candidate 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 for a work permit and Permanent Residency.

The endorsement process confirms:

1. Application Program
2. Position Information
3. Recruitment Activities
4. Principal Applicant's Information
5. Commitment to settlement supports

APPLICATION PROGRAM SECTION

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.

POSTION INFORMATION SECTION

The province will require information on the position that the Principal Applicant is expected to fill 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.

Employer must ensure the job offer is sufficient to attract and retain Canadian citizens or permanent residents. The wages offered must fall within the range of wages for that particular occupation within the specified region, as identified by the federal government. The language requirement for the position must only be English or French.

You must attach a copy of the position description, accepted job offer, as well as a completed federal Offer of Employment to a Foreign National form ([IMM 0157](#)), with this endorsement application.

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 Program.

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

| Job Offer NOC TEER | Language | Education | Experience |
|--|---|---|---|
| 0 | CLB 5 | Candidates must have a one-year Canadian post-secondary program credential, or equivalency (demonstrated by a valid ECA). | Candidate has accumulated 1 year of work experience at the NOC TEER 0,1, 2, 3, or 4 category in the last 5 years. |
| 1 | CLB 5 | Candidates must have a one-year Canadian post-secondary program credential, or equivalency (demonstrated by a valid ECA). | Candidate has accumulated 1 year of work experience at the NOC TEER 1, 2, 3, or 4 category in the last 5 years. |
| 2 | CLB 5 | Candidates must have either a Canadian educational credential (high school) or equivalency (demonstrated by a valid ECA). | Candidate has accumulated 1 year of work experience at the NOC TEER 2, 3 or 4 category in the last 5 years. |
| 3 | CLB 5 | Candidates must have either a Canadian educational credential (high school) or equivalency (demonstrated by a valid ECA). | Candidate has accumulated 1 year of work experience at the NOC TEER 3 or 4 category in the last 5 years. |
| 4 | CLB 4, with employer commitment to support the candidate in increasing their level to CLB 5 | Candidates must have either a Canadian educational credential (high school) or equivalency (demonstrated by a valid ECA). | Candidate has accumulated 1 year of work experience at the NOC TEER 4 category in the last 5 years. |
| Atlantic International Graduate | Job offer in NOC TEER 0,1,2 or 3 = CLB 5 Job offer in NOC TEER 4 = CLB 4 | Post-secondary educational credential issued by an institution in an Atlantic province. | No work experience required. |

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 candidates 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 wish to 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 College of Immigration and Citizenship Consultants.

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 settlement plan. Please ensure that a settlement plan is completed for the Principal Applicant and their accompanying family member(s).

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).

COMMITMENT TO SETTLEMENT SUPPORTS

The Commitment to Settlement Supports section identifies all employer responsibilities related to settlement services for a candidate.

As part of the endorsement process, employers must ensure Principal Applicants contact an approved [immigrant settlement service provider organization](#) to complete a settlement plan for themselves and their accompanying family member(s). The Principal Applicant is to provide a copy of each individualized settlement plan to the employer. Please refer to the [attached list](#) of immigrant settlement service provider organizations approved to provide pre-endorsement settlement plans for Program participants.

NOTE: Employers must identify the preferred official language of the Principal Applicant. When the preferred official language is French, the employer must refer the Principal Applicant to an immigrant settlement service provider organization that provides services in French. These organizations are noted on the attached list.

Note that the Principal Applicant and their accompanying family member(s) or the immigrant settlement service provider organization have the right to exclude information that they deem sensitive from the version of the individualized settlement plan 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 another settlement plan at their local immigrant settlement service provider organization.

Provinces review and approve Endorsement applications. Applications that do not include a settlement plan completed by an approved immigrant settlement service provider organization will not be processed. Furthermore, the provincial government monitors employer commitments and failure to support access to settlement services as per the settlement plan may result in de-designation.

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 facilitate access to, provide, and/or pay for settlement supports, where necessary, for the Principal Applicant and their accompanying family member(s) in the preferred Official Language of the applicant and their accompanying family member(s), as identified in their settlement plans. This may include language training as needed for the Principal Applicant to reach level five of the Canadian Language Benchmarks in English/niveau cinq des Niveaux de compétence linguistique canadiens in French for the Principal Applicant.

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 Program 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 training and other settlement services.

TEMPORARY WORK PERMIT SECTION

Employers may request a provincial referral letter which, in combination with additional documents would enable the candidate to apply for a temporary work permit to support working in your province for your organization while the application for permanent residence is processed.

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

Please note that Immigration, Refugees and Citizenship Canada has committed to a one-year processing standard for all applications for permanent residence processed under the Atlantic Immigration Program. Consequently, the Department expects that 80% of applicants will be provided with a decision on their application for permanent residence within 12 months.

While the AIP is used to fill employers' immediate labour needs, it is anticipated that most applicants who are currently unable to work in Canada will require a temporary work permit. If you have indicated an immediate labour need and requested a referral letter 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 Nova Scotia and provide an explanation.

For your applicant to work 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.

ENDORSEMENT COMPLIANCE SECTION

The endorsement compliance section reviews program requirements where an endorsement will be rescinded if the outlined conditions are not met or adhered to:

- Provincial endorsement may be rescinded, at the discretion of Nova Scotia, when they become aware of disqualifying information that was not included in the endorsement application.
- Nova Scotia will rescind the endorsement upon becoming aware that the job offer is not genuine, full-time and based on labour market need identified by the province, or that the identified candidate listed in the endorsement does not have a genuine intent to fill the job offer listed in the endorsement certificate.
- Nova Scotia will rescind endorsements of foreign nationals who have received a job offer from an employer who is de-designated and do not have an application for permanent residence under the Program that has been accepted into processing by Canada.
- Nova Scotia may, but is not required to, request additional documents from applicant to confirm that they meet the federal criteria of the Program, and will not issue an endorsement if they are not satisfied that the applicant meets the federal requirements.
- Nova Scotia has the ability to not issue an endorsement when the applicant is on a study permit, has not completed their studies and the offer of employment is at the NOC TEER 4 category.
- Nova Scotia in its sole discretion determines that an applicant or anyone associated with an application to this Program or another provincial immigration program has committed fraud with respect to an application submitted to Nova Scotia under this Program or any other immigration program for which [PROVINCE] has obligations under an agreement with Canada, Nova Scotia may refuse the application and reject any future applications submitted by that individual from the date the determination is made and for a period of up to five (5) years thereafter.

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 Program representative in your province.

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

Please note that where the Principal Applicant has applied with a NOC TEER 4 job offer 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.

EMPLOYEE DECLARATION SECTION

The Employee declaration indicates that the Principal Applicant agrees to participate in the Program per the commitments outlined.

SUBMITTING THE APPLICATION

Ensure you have included all required documents:

- [IMM 0157](#) E Job offer form
- Copy of accepted job offer
- Detailed job description
- Proof of recruitment efforts
- Evidence of the candidate's previous work experience
- The Principal Applicant's (including any accompanying family members') Settlement Plan
- If the candidate is already in Canada, copy of their legal status in the country (work permit, visitor permit or study permit)
- Educational Credential Assessment
- Language test results

If the candidate requires a temporary work permit, also include:

- IMM 0156 form: Undertaking for an application for a work permit exempted from a Labour Market Impact Assessment (LMIA) as part of the Atlantic Immigration Program

FOR FIRST ENDORSEMENT APPLICATION THROUGH THE ATLANTIC IMMIGRATION PROGRAM ONLY:

- Attestation of having completed of mandatory onboarding training (Proof of completion of the training will be communicated to the Provinces by IRCC)
- If required, proof of employer's completion of intercultural competency training, delivered by an approved organization

Submit completed applications using the online application system. Application forms submitted by email or by post will not be accepted.

NOTE:

Once the Endorsement application has been approved, the Principal Applicant then applies to Immigration, Refugees and Citizenship Canada for [permanent residency](https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration.html). See <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration.html>

CONTACT INFORMATION

To learn more about the Atlantic Immigration Program or if you have questions, please contact our Employer Support Team. We're here to help.

Labour, Skills and Immigration
Immigration and Population Growth
1505 Barrington Street, 4th Floor (Maritime Centre)
Halifax, NS
B3J 3K5

902-424-5230
1 (877) 292-9597
immigration@novascotia.ca

SETTLEMENT SERVICE PROVIDER ORGANIZATIONS OFFERING AIP SETTLEMENT PLANS NOVA SCOTIA

Immigrant Services Association of Nova Scotia (ISANS)

6960 Mumford Road, Suite 2120
Halifax, Nova Scotia
B3L 4P1
Phone: 902-423-3607
info@isans.ca

YMCA of Greater Halifax/Dartmouth

104-7071 Bayers Road
Halifax, Nova Scotia
Phone: 902-457-9622
AIP.support@halifax.ymca.ca

Antigonish Women's Resource Centre

204 Kirk Place, 219 Main Street
Antigonish, Nova Scotia
B2G 2C1
Phone: 902-863-6221
info@awrcsada.ca

New Dawn Enterprises

Cape Breton Island Centre for Immigration
37 Nepean Street
Sydney, Nova Scotia
B1S 6A7
Phone: 902-270-5772
cbici@newdawn.ca

Fédération acadienne de la Nouvelle-Écosse

French only
54 Queen Street
Dartmouth, Nova Scotia
B2Y 1G3
Phone: 902-433-0065
fane@federationacadienne.ca

SERVICE PROVIDERS OFFERING AIP INTERCULTURAL COMPETENCY TRAINING NOVA SCOTIA

Immigrant Services Association of Nova Scotia (ISANS)

Areas served: Greater Halifax Area

Language of instruction: English

6960 Mumford Road, Suite 2120

Halifax, Nova Scotia

B3L 4P1

Phone: 902-406-4089

jremedios@isans.ca

YMCA of Greater Halifax/Dartmouth

Areas served: all areas of Nova Scotia outside of the Greater Halifax Area

Language of instruction: English

104-7071 Bayers Road

Halifax, Nova Scotia

Phone: 902-301-6572

AIPtraining@halifax.ymca.ca

Conseil de développement économique de la Nouvelle-Écosse (CDÉNÉ)

Areas served: all of Nova Scotia

Language of instruction: French

1809 Barrington St., Office 902

Halifax, Nova Scotia

B3J 3K8

Phone: 902-424-7230

info@cdene.ns.ca