

# Occupations in Demand Stream Application Guide

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Nova Scotia Nominee Program

Occupations in Demand Stream • Nova Scotia Nominee Program

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# Part 1: For the applicant

## Thank you for choosing Nova Scotia

Read this guide carefully to find out how you can apply to the Nova Scotia Nominee Program (NSNP) through the Occupations in Demand stream. If you are accepted through this stream, you, your spouse, and your dependents may apply to the Canadian government for permanent resident visas.

The Occupations in Demand stream is for workers whose skills match specific National Occupational Classification (NOC) job categories. The categories listed below reflect jobs that are currently in high demand in Nova Scotia. Jobs that are in high demand change from time to time. Therefore, the category of worker eligible to apply for this stream may change as well. We post updates for this stream, including changes to the list of job categories in demand, on the Nova Scotia Immigration website.

This stream is currently open to workers in the following NOC job categories:

- NOC 33102: Nurse Aides
- NOC 65200: Food and beverage servers
- NOC 65201: Food counter attendants, kitchen helpers and related support occupations
- NOC 65310: Light duty cleaners
- NOC 73300: Transport truck drivers
- NOC 73400: Heavy equipment operators
- NOC 75110: construction trades helpers and labourers

**Important! You must have a full-time, permanent job offer from a Nova Scotia employer in one of the NOC job categories listed above BEFORE you can apply to immigrate through the NSNP Occupations in Demand stream.** Full time means that you will work **year-round** for a minimum of **30 hours a week**. Permanent means your job does NOT have an end date.

This stream is part of an economic immigration program. You may NOT use it as a way to immigrate to Canada for any of these reasons:

- family reunification
- protected persons
- humanitarian or compassionate grounds

# Is the Occupations in Demand stream right for you?

The Occupations in Demand stream is only for people who have a **permanent, full-time** job offer from a Nova Scotia employer in one of the NOC job categories listed above. Read the following 2 columns carefully to see if the Occupations in Demand stream is right for you.

The Occupations in Demand stream MAY be right for you	The Occupations in Demand stream is NOT right for you
The Occupations in Demand stream may be right for you IF you meet ALL of the criteria listed below.	Do NOT apply to the Occupations in Demand stream if even ONE of the statements below applies to you.
<ul style="list-style-type: none"> <li>• You have been offered a full-time job. Full time means you will work a minimum of 30 hours a week all year round.</li> <li>• Your offer is for a permanent job. Permanent means that your job has no end date.</li> <li>• The job you have been offered is located in Nova Scotia<sup>1</sup>.</li> <li>• You intend to live in Nova Scotia.</li> <li>• Your employer is a Nova Scotia employer. That means               <ul style="list-style-type: none"> <li>- If the employer is a commercial business, it must be registered with the Nova Scotia Registry of Joint Stock Companies AND show that it has a permanent establishment in Nova Scotia as defined in Canada's Income Tax Act.</li> <li>- If the employer is a not-for-profit organization, it must be registered under the Societies Act.</li> <li>- The employer must have operated in Nova Scotia for <b>at least 2 years</b>.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• You have been found to have committed misrepresentation in relation to an immigration application in the last five years.</li> <li>• You are currently living in a country in which you are NOT legally allowed to live.</li> <li>• You have received a nomination within the last 12 months.</li> <li>• You are in Canada as part of the <u>Live-In Caregiver Program</u>.</li> <li>• You have applied to immigrate to Canada on compassionate or humanitarian grounds or to claim refugee status.</li> <li>• You have received a removal order from IRCC or the Canada Border Services Agency (CBSA).</li> <li>• You are currently studying at a Canadian post-secondary institution.</li> <li>• You received a scholarship or award that requires you to return to your home country upon graduation and you have not yet done so.</li> <li>• You are self-employed.</li> </ul>

<sup>1</sup> For Transport Truck Drivers (NOC 73300) whose work includes driving outside of the province, a job based in Nova Scotia means that the employer has physical premises (non-residential) in Nova Scotia where at least three staff work, trucks park and Transport Truck Drivers begin and/or end routes.

<b>The Occupations in Demand stream MAY be right for you</b>	<b>The Occupations in Demand stream is NOT right for you</b>
<p>The Occupations in Demand stream may be right for you IF you meet ALL of the criteria listed below.</p>	<p>Do NOT apply to the Occupations in Demand stream if even ONE of the statements below applies to you.</p>
<ul style="list-style-type: none"> <li>• You will be paid a sufficient wage or salary for your job. See <a href="#">Documents related to your move to Nova Scotia</a>.</li> <li>• Your job offer is in one of these NOC job categories: <ul style="list-style-type: none"> <li>- NOC 33102: Nurse Aides</li> <li>- NOC 65200: Food and beverage servers</li> <li>- NOC 65201: Food counter attendants, kitchen helpers and related support occupations</li> <li>- NOC 65310: Light duty cleaners</li> <li>- NOC 73300: Transport truck drivers</li> <li>- NOC 73400: Heavy equipment operators</li> <li>- NOC 75110: construction trades helpers and labourers</li> </ul> </li> <li>• You are between the ages of 21 and 55.</li> <li>• You have a high school diploma AND you have the training, skills, and credentials needed for the job.</li> <li>• You have proof of your immigration status in the country where you are currently living.</li> <li>• You have worked 12 complete calendar months within the last 5 years and a minimum of 1,560 hours. This work must be related to the job you are being offered AND it must be paid work. It cannot include volunteer work or unpaid internships.</li> </ul>	<ul style="list-style-type: none"> <li>• You plan to start a business or to become self-employed.</li> <li>• You are a majority shareholder in a Nova Scotia business.</li> <li>• You are a passive investor. That is, you plan to invest in a Nova Scotia business but will have little to no involvement in business operations.</li> <li>• You have been offered a sales job for which you will ONLY be paid commission. Commission means you are paid a percentage of the value of the item you sell or the profit your employer makes from that item.</li> <li>• Your job contravenes <a href="#">NSOI policies</a> related to: <ul style="list-style-type: none"> <li>- On-site Home-based Businesses</li> <li>- Service Home-based Businesses</li> <li>- Businesses with a Telework Arrangement</li> </ul> </li> </ul>

# What you need to know BEFORE you apply

## You must apply to 2 levels of government: provincial and federal

### **Level 1: Nova Scotia (provincial)**

First you apply to the Nova Scotia Nominee Program (NSNP) Occupations in Demand stream. If you are nominated for this stream, we will email you a nomination certificate. At the same time we will send proof of your nomination to Immigration, Refugees and Citizenship Canada (IRCC).

#### **Costs**

There is no application fee for the NSNP, but there may be costs related to your application. For example,

- translation costs if your required documents are in neither English nor French
- fees charged by a representative should you choose to hire one
- fees for English or French language testing if this is required

### **Level 2: Canada (federal)**

Next, if you are nominated by the Province of Nova Scotia, apply to IRCC for your permanent resident visa **within 12 months** of receiving your nomination certificate. You may submit applications for yourself and include your spouse and dependents in the application.

#### **Costs**

There is a fee to apply for a permanent resident visa. For current fees, see the fee list on the IRCC website.

## You are responsible for your application

It is up to you to provide ALL of the documents we require including those that you get from your employer, your spouse or common-law partner, and your dependents. You must also ensure that all documents are valid when you submit your application for this stream AND when you apply for a permanent resident visa. If you are missing documents or any document is invalid, we will refuse your application.

**Important!** You must tell us if your status changes at any time before you receive a permanent resident visa. These are just a few examples of a change in status:

- a change in marital status for example, you got married or divorced
- you no longer have a job offer
- you changed employers

## You may need a licence or certificate for the job you have been offered

Before you apply to the Occupations in Demand stream, find out if you need a licence or certificate to do the job you have been offered. Your employer can help you with this.

## You may use a representative

There are 2 kinds of representatives: paid and unpaid. Both can help you to complete and submit your application. When you appoint a representative, you do 2 things:

- You authorize us to share information about your application with them.
- You authorize them to act on your behalf.

### **Unpaid representatives**

As the name suggests, unpaid representatives do NOT charge for their services. Your representative could be a family member, a friend, or someone else.



## **Paid representatives**

Paid representatives charge a fee for their services. If you are using 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 with the College of Immigration and Citizenship Consultants (CCIC). Visit the [CCIC 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 don't need to use a representative to prepare and submit an application. If you choose to use a representative—paid or unpaid—they must complete an [NSNP 50 – Use of a Representative form](#). You must submit this form with your application.

**Warning!** We strongly recommend that if you choose to hire a representative, you choose one from the categories listed above. We do NOT deal with unauthorized representatives. Also, if your representative is NOT authorized, you may not have the ability to hold them accountable if they make an error or give you bad advice.

## Misrepresentations disqualify you for 5 years

What is misrepresentation? Misrepresentation happens when you or someone else involved in your application does one of these things:

- is not truthful about one or more of the eligibility criteria
- leaves out information we need to assess your application

The people involved in your application include yourself, your employer, your spouse, and your dependents, or an immigration representative if you decide to use one.

**Important!** If you are refused for misrepresentation, you will NOT be allowed to apply to any immigration stream for 5 years.

## There are no guarantees

Submitting an application and meeting the eligibility requirements for the Occupations in Demand stream do NOT guarantee that your application will be processed and assessed.

Even if you are successful and receive a nomination certificate, we cannot guarantee that you will receive a work permit or permanent resident visa. IRCC has its own application process. They are the only ones who can issue these documents. NSOI does not issue work permits or permanent resident visas.

### Responsibilities of NSOI

- assess nominee applications
- issue letters of support for work permits (if applicable)
- issue nomination certificates



### Responsibilities of IRCC

- assess work permits (if applicable)
- assess permanent resident applications
- issue permits and visas

**Important!** NSOI-issued letters of support or nomination certificates do NOT guarantee approval by IRCC.

## Criteria may change; streams may close

The Occupations in Demand stream is a 3-year pilot project. At the end of the 3-year period, we may extend or close the stream. Closing the stream means that we will stop accepting applications. We may also suspend the stream for a period of time.

If we close or suspend the Occupations in Demand stream before we review your application, we may not consider it even if you submitted it before we closed the stream.

There may be a delay between the time we receive your application and when we can process it. During that time, criteria may change. We will assess your application based on the criteria in place at that time. Check the [NSOI website](#) regularly to stay up-to-date with all changes.

## Decisions are final; there are no appeals

If we decide to refuse your application for the NSNP Occupations in Demand stream, our decision is final. There is no appeal process.

## We may withdraw your nomination

We may withdraw your nomination at any time before you receive a permanent resident visa and before you arrive in Canada for any of these reasons:

- You no longer meet the eligibility requirements of the Occupations in Demand stream.
- The Government of Canada has advised us that some information in your application for permanent residency is false.
- IRCC finds that you, your spouse, or a dependent is not allowed to immigrate to Canada.

## You may withdraw your application

You may withdraw your application without penalty at any time before you receive a nomination certificate. There is one exception. You may NOT withdraw your application without penalty if we know or suspect that you have NOT been truthful or have left out important information in your application.

# Gather the documents you need

You will need a number of documents to complete your application. You will have to complete some of these documents yourself. Some will have to be completed by your employer. You will also have to get documents from third parties such as educational institutions and governments. Begin to gather these documents as soon as you know that you will apply for the Occupations in Demand stream. It may take some time to gather all the documents you need.

## **Important!**

- All documents must be PDF files.
- Documents with images must be scanned in colour.
- Text-only documents may be scanned in black and white.
- The total size of all documents must be no more than 50 megabytes (MB).
- Each file name must be no more than 50 characters.
- All documents must be clear enough to read.
- Scanner resolution must be 300 dots per inch (dpi).

**Warning!** We may close your application if documents are missing, unsigned, unclear, or have been enhanced or edited.

## Documents in languages other than English or French

Documents in languages other than English or French must be translated by a certified translator.

- Submit a copy of the original document AND a copy of the certified translation.
- Submit proof from the translator of their certification.

**Warning!** These people are NOT allowed to translate your documents:

- members of your family
- anyone who works for the paid representative you have hired to help you with your application

If your documents are NOT translated by a certified translator, we may NOT accept your application.

## Documents related to your job offer

- NSNP 200—Your employer must complete and sign this form. It proves that they have offered you a **permanent, full-time** job.
- NSNP 200 supporting documents.

While your employer must complete and sign the NSNP 200 form, you must submit it and all supporting documents as part of your application.

## Documents related to your work experience

To prove that you have the work experience and skills needed for the job, you must include letters of reference from your employers. These letters must be **written on company letterhead** and they must be **stamped with the company's official seal** if it has one.

Letters of reference must also include ALL of the following:

- the company's full address, telephone and fax numbers, email and website addresses
- your supervisor's signature or that of a responsible officer
- the specific period of time that you worked for the company
- the titles of the jobs you held while you worked for the company
- the amount of time you worked in each job
- your main duties in each job
- your annual salary plus benefits for each job
- the number of hours you worked per week in each job
- the number of hours you worked in total in each job

Send the above list to each employer you ask for a reference letter. This will help to ensure that they include all the information we need.

## Documents related to your education and training

- a copy of your high-school diploma
- copies of the licences or certificates required for the job you have been offered, if needed

## Documents related to your ability to communicate in English or French

You must meet one of the following:

- the criteria listed under Canadian Language Benchmarks (CLB) Level 4 or higher
- the criteria listed under Niveaux de compétence linguistique canadiens (NCLC) Level 4 or higher

To show that you meet the above criteria, you must submit the results of one of these language tests even if your first language is English or French:

- International English Language Testing System (IELTS) General Training
- Canadian English Language Proficiency Index Program (CELPIP) General
- Pearson Test of English (PTE) Core
- Test d'évaluation de français (TEF) Canada
- Test de connaissance du français (TCF) Canada

This table shows the scores you need in each language test to meet the CLB/NCLC 4 standard.

Test	Listening	Reading	Writing	Speaking
IELTS	4.5	3.5	4	4
CELPIP	4	4	4	4
PTE	28	33	41	42
TEF	145	121	181	181
TCF	331	342	4	4

**Warning!** You must have had your language skills tested within 2 years of applying to the Occupations in Demand stream. We do NOT accept test results dated more than 2 years before the date on your application.

## Documents about you and your family

### Passports

You, and everyone immigrating with you, must have a valid passport. The expiry date of all passports should be at least 2 years from the date of your application. Do NOT include the original passports in your application.

Instead, include copies of pages that show these things:

- the passport number
- the date of issue and expiry
- the photo of the passport holder
- the name of the passport holder as well as their date and place of birth
- any changes to the passport holder's name, date of birth, or other identifying information
- any changes to the passport's expiry date
- any visas or visits to Canada

### Documents related to your spouse and children if they are immigrating with you

Include the documents that apply to you:

- a copy of your marriage certificate
- copies of birth certificates for dependent children
- copies of custody documents and permission for the child to come to Canada
- copies of adoption papers

## Documents related to your immigration status

Include the documents that apply to you:

- **If you currently live in Canada**, include a copy of proof of your legal status in Canada. Ensure that your proof is valid when you submit your application.
- **If you currently live in a country of which you are NOT a citizen**, include a copy of proof of your legal status in that country.
- **If you have applied to immigrate to Canada before**, include copies of every letter you have received from the Canadian government or any provincial or territorial government regarding each application.

## Documents related to your move to Nova Scotia

You may provide one or both of the following:

- banking statements from the past 3 months showing all account balances and transaction history
- statements from your investment portfolio showing fixed deposits and the terms for withdrawing funds before the investment matures

This may include transferable funds in your name or your spouse's name.

**Important!** Do NOT include real estate or personal items such as jewelry, furniture, and vehicles.

### Why do I need to include banking and investment information?

We need to know that you have enough money to pay for these things:

- your immigration costs
- your travel expenses
- the costs related to settling in Nova Scotia such as having enough money for food, rent, clothing, etc.

You can find the requirements regarding the settlement funds for your family size, and the form in which funds will be accepted on [IRCC's website](#).

**Note:** The above link mentions Express Entry. If you are submitting an Occupations in Demand application, you will NOT apply through the Express Entry system. This link is only for information about the required settlement funds.



These requirements may be reduced if you are already living in Nova Scotia or have arranged employment. In all cases, you must provide proof of your financial resources in your own name. The reduction will be assessed by an officer on a case-by-case basis.

We will NOT approve your application if it appears likely that your family income will be below Statistics Canada's Low Income Cut-Off (LICO). We calculate the LICO requirement based on your family size whether they are coming to Canada with you or not. Your family income includes these things:

- the income you will earn from your job offer
- your spouse's income if they have a permanent job offer in Nova Scotia

To find out if your income will be above or below LICO, compare your family income to the minimum incomes listed in [Table 1 of the Federal Income Scale](#).

**Note:** While the above link refers to specific IRCC program requirements, the only information that applies to you as an Occupations in Demand applicant is under the heading Federal Income Scale.

# The application process

## 1. Apply to the NSNP Occupations in Demand stream Go to [novascotia.ca/ensnp](https://novascotia.ca/ensnp) to submit your application.

You must complete the eNSNP 100 form online and ensure that you include all the documents we need. On the form you must show your intention to settle in Nova Scotia. Be sure to write in detail

- why you chose to settle in Nova Scotia permanently
- what Nova Scotia can offer you
- what Nova Scotia can offer your family if you have one
- if you currently live in another Canadian province, explain why you would leave this province and come to Nova Scotia

These are some details you may want to include:

- where you plan to live
- how you will meet your daily needs
- where you will work, including details about your job
- where you will send your children, if any, to school or daycare
- what your plans are for improving your English or French
- how you plan to become part of the community to which you are moving

**Important!** You must write all this information in your own words. Do NOT copy information from other sources.

## 2. You will either be nominated or refused

### If you are nominated

If you meet the Occupations in Demand stream criteria, we will email a nomination certificate to you or your representative. The certificate expires at the end of the month one year after your nomination date. We will also send proof of your nomination directly to IRCC. You need to apply for this visa within 12 months of receiving your nomination certificate.

### We may extend your nomination

You can ask us to extend your nomination period beyond 12 months. You must provide evidence that:

- you applied for permanent residency before the 12-month expiry date,
- the application was rejected by IRCC after the expiry date, and
- you resolved the issue for which your application was rejected.

We allow you only **one** such extension. This extension will expire 6 months after the original expiry date. We do NOT grant extensions after 18 months from the original nomination date. You will have to re-apply to the program.

### If we decide to refuse your application

We will refuse your application if you do NOT meet the criteria for the Occupations in Demand stream. We will NOT refuse you right away. Instead, we will email you or your representative a letter explaining our concerns or requesting further information. You have **10 business days** to submit new information for us to consider. After **10 business days** we will re-assess your application, including the new information. We will then make our final decision and email it to you or your representative.

We may extend this 10-day time limit in rare circumstances if you request it. For example, we may extend it if you were in hospital or had a death in the family.

### If we refuse your application

We will notify you or your representative by email. This decision is final. There is no appeal process.

## 3. Ask for a Letter of Support for your Temporary Work Permit

After you have been nominated by the Province of Nova Scotia, you can request a Letter of Support from our office (NSOI) if your work permit is expiring within the next several months. You can use this letter to apply for a temporary work permit or to renew your existing work permit with IRCC. A work permit lets you work in Nova Scotia while IRCC processes your application for a permanent resident visa.

#### **4. Apply for permanent residence**

Within 12 months of your nomination certificate having been issued, submit a complete application for a permanent resident visa to IRCC. We will send you more information about this with your nomination certificate.

#### **5. Tell us when you become a permanent resident**

Contact us within 30 days of your arrival in Nova Scotia. Send us these documents:

- a copy of the Confirmation of Permanent Residence
- a copy of your passport
- your Nova Scotia contact information including
  - your current address
  - your phone number
  - your email address

***Important!*** You must tell us if your status changes at any time before you receive a permanent resident visa. These are just a few examples of a change in status:

- a change in marital status for example, you got married or divorced
- you no longer have a job offer
- you changed employers

Contact us by email at [immigration@novascotia.ca](mailto:immigration@novascotia.ca) or email or phone your assessing officer. Be sure to include your case number if you have one.

## Part 2: For employers

**Warning!** We may refuse your prospective employee's application if you do NOT meet our requirements.

### Is the Occupations in Demand stream right for the job you are offering?

The Occupations in Demand stream is for applicants who have a **permanent, full-time job offer from a Nova Scotia employer for a job in one of these categories:**

- NOC 33102: Nurse Aides
- NOC 65200: Food and beverage servers
- NOC 65201: Food counter attendants, kitchen helpers and related support occupations
- NOC 65310: Light duty cleaners
- NOC 73300: Transport truck drivers
- NOC 73400: Heavy equipment operators
- NOC 75110: construction trades helpers and labourers

**Note:** As labour market demands change in Nova Scotia, these categories may change. An up-to-date list of occupations in demand is posted on our [website](#).

#### **Important!**

**Full-time** means your employee will work year round for a minimum of 30 hours per week.

**Permanent** means the employment has no pre-determined end date.

**Nova Scotia employer** means an employer that meets these criteria:

- If the employer is a commercial business, it must be registered with the Nova Scotia Registry of Joint Stock Companies AND show that it has a permanent establishment in Nova Scotia as defined in Canada's Income Tax Act.
- If the employer is a not-for-profit organization, it must be registered under the Societies Act.
- The employer must have operated in Nova Scotia for **at least 2 years**.

## Does your business qualify for this stream?

In addition to the criteria listed above for a **Nova Scotia employer**, you must **meet the following criteria as an employer**:

- You must have a history of good workplace and business practices and must be compliant with all applicable laws and regulations.
- You must be in good standing with provincial occupational health and safety and labour authorities.
- You may need to get an Employer Registration Certificate from the Director of Labour Standards in order to recruit and hire foreign workers for employment in Nova Scotia.
- You must NOT be in violation of the Immigration and Refugee Protection Act or Immigration and Refugee Protection Regulations.
- You must NOT deduct the costs of bringing a foreign worker to Canada from their wages or salaries.
- If you are an employment agency or placement firm, you may NOT act as an employer unless you are hiring the applicant as a full-time permanent employee in your agency or firm.

## Does the job offer qualify for this stream?

To qualify for the Occupations in Demand stream, the job offer must meet these criteria:

- The job must be with a Nova Scotia employer AND be located in Nova Scotia.
- The job must be permanent. That means there is no pre-determined end date.
- The job must be full-time. That means the employee will work a minimum of 30 hours a week year-round.
- The job must fall into one of these NOC job categories:
  - NOC 33102: Nurse Aides
  - NOC 65200: Food and beverage servers
  - NOC 65201: Food counter attendants, kitchen helpers and related support occupations
  - NOC 65310: Light duty cleaners
  - NOC 73300: Transport truck drivers
  - NOC 73400: Heavy equipment operators
  - NOC 75110: construction trades helpers and labourers
- The employee must be paid a salary that meets provincial employment standards and the provincial wage range for the specific occupation.
- There must be a shortage of qualified permanent residents or Canadian citizens to fill the position.
- Hiring the applicant must NOT contravene any existing bargaining unit agreements, labour agreements or standards, nor can it be part of any employment disputes.
- Hiring the applicant must not contravene NSOI policies related to:
  - On-site Home-based Businesses
  - Service Home-based Businesses
  - Business with a Telework Arrangement

# What you need to do BEFORE you offer a job to a foreign worker

## Try to recruit Canadian citizens or permanent residents for the job

You must show that, BEFORE you offered the job to the applicant, you tried to recruit a Canadian citizen or permanent resident. We will accept these documents as proof:

- a copy of the positive Labour Market Impact Assessment (LMIA) you received from Employment and Social Development Canada (Service Canada) for this job. Your prospective employee must be named in this document AND the expiry date must be on or after the date that they submit their application to us (NSOI).

OR

- proof that the worker is on an open work permit and legally entitled to work in Canada for example with a Post-Graduation Work Permit or the position offered is LMIA exempt.

OR

- 3 advertisements and related information that meet the conditions described below.

We may ask for additional information.



## Advertisements

If you do NOT have a current positive LMIA, or proof that the worker or the position is NOT LMIA exempt, you must show that you advertised for the position. Advertisements must meet these criteria:

- They must be in English or French and include these things:
  - your company's operating name, telephone and fax numbers, email and mailing addresses
  - job title
  - duties
  - skill requirements
  - location of work (city or town)
- They must appear in 3 different publications. You must show that each publication targets a Canadian audience with the education, experience, language ability, and skill level needed for the job.
- They must have been published in the 6 months BEFORE the date you offered the job to the applicant.
- They must be publicly available for at least 4 weeks in a row.
- At least one of the advertisements must be in a Canada-wide recruitment tool that has a track record of finding workers for the job such as Job Bank.
- You must demonstrate that your recruitment did not result in any qualified candidates who are Canadian citizens or permanent residents. You must not make a job offer to a foreign national until all Canadian candidates have been vetted through the recruitment process.

## Support the applicant through the immigration process

You may want to think about doing some of these things:

- Help to pay the immigration fees.
- Help your prospective employee to find housing.
- Refer your prospective employee to settlement services agencies and language classes.

## Help your employee to succeed in their job

- Continue to offer the settlement supports described above.
- Offer bonuses or incentives.

Offer career training, benefits packages, and advancement opportunities.

## Prepare information to include on the NSNP 200 form

You will need to include the following information on the NSNP 200 form that you will give to your prospective employee as part of their immigration application:

- a detailed job description. This includes the roles, responsibilities, qualifications, education, and experience needed for the job.
- detailed conditions of employment including supporting documents. These are some of the things you must include; we may ask for others:
  - wages, this includes wages paid during a probationary period. Include the length of the probationary period.
  - overtime pay
  - vacation time and vacation pay
  - holiday pay
  - hours of work
  - location of employment
  - benefits, including accommodation if applicable

## Duty to provide accurate information

Labour, Skills and Immigration relies on information provided by employers and authorized representatives to assess whether an applicant is eligible to participate in the Nova Scotia Nominee Program.

Information provided to LSI by employers or authorized representatives that:

- is false or misleading about one or more Nova Scotia Nominee Program eligibility criteria, or
- leaves out or conceals requested information about one or more Nova Scotia Nominee Program eligibility criteria

may result in a determination that the employer or authorized representative has committed misrepresentation or fraud. This applies to all information provided to LSI, including information in the NSNP 200 form and any additional document(s) or verbal information provided in support of the NSNP applicant. As necessary, LSI may ask for further information in support of an application, and employers are obligated to provide this information as requested by the Government of Nova Scotia.

***Important!*** Employers and authorized representatives who commit misrepresentation or fraud in relation to the Nova Scotia Nominee Program will NOT be allowed to participate in any provincial immigration programs for a period of five (5) years

## Gather the documents you need

NSNP 200 form. The authorized signing officer of the company making the job offer should complete and sign this form.

AND

A signed copy of the accepted job offer

AND

a copy of your Employer Registration Certificate if you need one

AND

a copy of the LMIA in which the applicant is named. The expiry date must be on or after the date that the applicant submits their application to us (NSOI).

OR

proof that the worker or the position offered is LMIA exempt

OR

copies of the advertisements described above

Give your prospective employee PDF copies of all these documents to include as part of their application.

# Part 3: For the applicant AND the employer

## Document checklist

Check your documents against the list below. Be sure that you have all the documents we have requested in this guide. We may ask you for more information if we need it.

Forms, Criteria, and Supporting Documents	Who must provide the document
<b>NSNP FORMS</b>	
<input type="checkbox"/> <b>eNSNP 100</b> – online application at <a href="https://novascotia.ca/ensnp">novascotia.ca/ensnp</a> <input type="checkbox"/> <b>NSNP 200</b> – and supporting documents. See <a href="#">Prepare information to include on the NSNP 200 form</a> and <a href="#">Gather the documents you need</a> in Part 2 of this guide. <input type="checkbox"/> <b>NSNP 50</b> – Use of a Representative (optional. Use only if a representative has helped you to complete and submit your application). See <a href="#">You may use a representative</a> . <input type="checkbox"/> <b>NSNP 60</b> – Authority to Release Personal Information (optional. Use only if you want us to send your application information to someone other than yourself or your representative). The person you choose will have access to information about your application but they will NOT be able to act on your behalf.	Applicant  Any dependents 19 and older
<b>Work Experience</b>	
<input type="checkbox"/> Letters of reference from employers. See <a href="#">Documents related to your work experience</a> .	Applicant

Forms, Criteria, and Supporting Documents	Who must provide the document
<b>Education</b>	
<input type="checkbox"/> Copies of all certificates, diplomas, and degrees <input type="checkbox"/> Proof of your licence or certification. See <u>Documents related to your education and training</u> .	Applicant
<b>Language</b>	
<input type="checkbox"/> Evidence of English or French language ability. See <u>Documents related to your ability to communicate in English or French</u> .	Applicant
<b>Immigration status</b>	
<input type="checkbox"/> Copies of passport pages as described under <u>Passports</u> in this guide. <input type="checkbox"/> A copy of proof of legal status for the country where you are currently living, including Canada. See <u>Documents related to your immigration status</u> . <input type="checkbox"/> Letters from previous attempts to immigrate to Canada. See <u>Documents related to your immigration status</u> .	Applicant Spouse or common-law partner Dependents
<b>Accompanying family members</b> (if applicable)	
Copies of these documents: <input type="checkbox"/> Birth certificates for dependent children <input type="checkbox"/> Marriage certificate <input type="checkbox"/> Custody documents and permission for the child to come to Canada <input type="checkbox"/> Adoption papers	Applicant Spouse or common-law partner

Forms, Criteria, and Supporting Documents	Who must provide the document
<b>Settlement Funds</b>	
<p>You may provide one or both of the following:</p> <p><input type="checkbox"/> Official banking statements from a financial institution for the past 3 months. See <u>Documents related to your move to Nova Scotia</u>.</p> <p><input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity. See <u>Documents related to your move to Nova Scotia</u>.</p>	<p>Applicant</p> <p>Spouse or common-law partner</p>

# Questions?

**Call** (902) 424-5230 or toll free in Nova Scotia 1-877-292-9597

**Email** [immigration@novascotia.ca](mailto:immigration@novascotia.ca)

**Write to**                      **Labour, Skills and Immigration**  
Immigration and Population Growth  
PO Box 697  
Halifax, NS B3J 2T8  
CANADA

**Visit online** [liveinnovascotia.com](http://liveinnovascotia.com)

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

Find Nova Scotia Immigration on the following social media websites:

