

EMPLOYER TIPS

Atlantic Immigration Program (AIP)

Attract and retain talent to meet your labour market needs.

September 17, 2024



**NOVA
SCOTIA**
CANADA

DEPARTMENT
OF LABOUR, SKILLS
AND IMMIGRATION

PROCESS OVERVIEW

1 EMPLOYER DESIGNATION

- [APPLY](#) to Labour, Skills and Immigration.
- [REGISTER](#) for IRCC's mandatory onboarding training.
- [REGISTER](#) for intercultural competency training (unless exempt).
- If your application is approved, Nova Scotia will designate you as an AIP employer.

2 ENDORSEMENT PROCESS

- 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.
- Approved candidate and their family can travel to Nova Scotia (if not already here on a work permit).
- 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.

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, and term.

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.

PASSPORT

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

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).

SPEED UP THE PROCESS

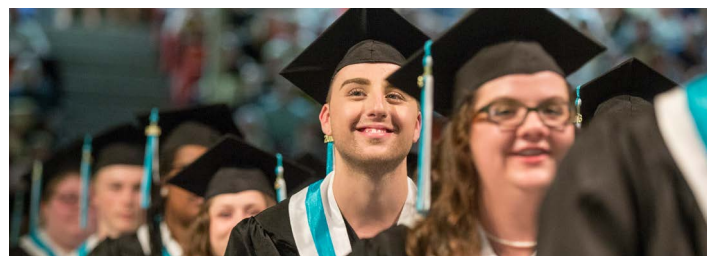
Remember to include:

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

A valid Employer Registration Certificate (ERC) for the work location (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.

▶ **TIP:** 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, complete an [AIP 50 FORM](#) and declare their involvement.

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

📌 **TIP:** If you choose to use an immigration consultant or representative, make sure they have the proper credentials to provide 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 restricted to another employer, [PROVIDE EVIDENCE OF RECRUITMENT EFFORTS](#). Candidates who you currently legally employ with open or closed work permits do not require evidence of recruitment.

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

SETTLEMENT FUNDS

Evidence of settlement funds is not required at 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), include their education credential, transcripts, all study permits from the period of study, and evidence that they lived in Atlantic Canada for at least 16 months of their final 24 months of study (e.g., utility bills, lease agreements).

🌊 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, and location of work. Also include job descriptions and copies of pay stubs, employment contracts, and tax documents.

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 the 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), advise our office. This includes the candidate resigning, being laid off or terminated.

COMPLIANCE

IPG may visit your business to conduct verifications. Be prepared to 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, 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 use third parties to assist in the immigration and/or recruitment process. Check with the College of Immigration Consultants Canada (CICC) and Nova Scotia Labour Standards Division to ensure they hold the appropriate license and have a good track record. Ensure you have contracts in place that clearly articulate expectations.

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

▼ **TIP:** 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 liveinnovascotia.com/contact

WIPS 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).

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?

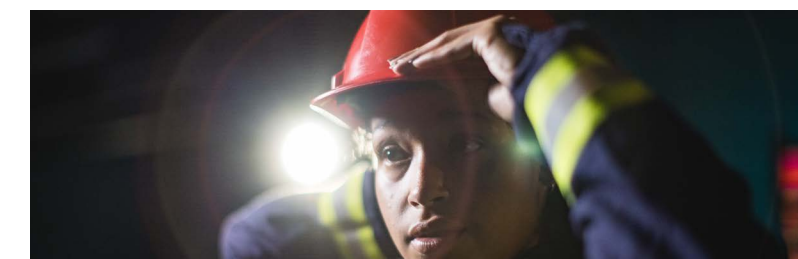
Reach out to Immigration and Population Growth via AIP-Online@novascotia.ca.

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 LABOUR, SKILLS AND IMMIGRATION?

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)

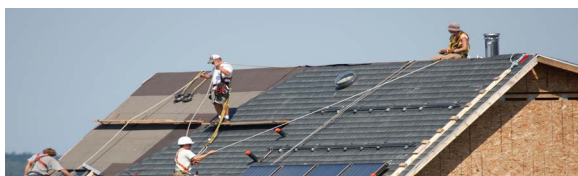


DOCUMENT CHECKLIST

<input type="checkbox"/>	1 OFFER OF EMPLOYMENT	IMMO157 form (use most up-to-date version, available in English and French)	The Employer must:	The Candidate must:
			<ul style="list-style-type: none"> Complete the form Print it and sign it by hand on page 3 (wet signed). Digital signatures will not be accepted. 	<ul style="list-style-type: none"> Complete the form Print it and sign it by hand (wet signed) on page 3. Digital signatures will not be accepted.
<input type="checkbox"/>	2 JOB OFFER	The employer must provide a full-time, non-seasonal job offer.		
		For TEER 0, 1, 2 or 3 roles , the job offer must be more than 12 months.	For TEER 4 roles , the job offer must be permanent.	
<input type="checkbox"/>	3 JOB DESCRIPTION	The job description must align with the identified National Occupational Classification (NOC) code for the position.	4 EMPLOYER REGISTRATION CERTIFICATE	A valid Employer Registration Certificate (ERC) is required when the candidate's job offer is in TEER 2, 3, or 4 . To apply for an ERC, see here .
		Find the appropriate NOC Code here .		
<input type="checkbox"/>	5 PREVIOUS WORK EXPERIENCE	The candidate must demonstrate they have at least one year (which equals to 1560 hours) of full-time (or part-time equivalent) work experience within the last five years .		
		Please include an Employer Reference Letter for the period of work experience, which includes:		
		<ul style="list-style-type: none"> Specific period of employment (to/from dates) Description of main responsibilities and duties The corresponding NOC code (if known) 	<ul style="list-style-type: none"> Total annual salary and benefits The number of hours worked per week Employer's name, signature. Full address, telephone number and email address (if applicable) 	
		NOTE: Recent graduates (within 24 months) from an institute in an endorsing Atlantic province are EXEMPT from work experience requirements.		

REQUIRED DOCUMENTS CONTINUED

<input type="checkbox"/>	6 SETTLEMENT PLAN	If the candidate is outside Canada: there are organizations that can serve in person or online	If the candidate is already in Canada: must work with a settlement service provider organization in the region where they'll be working
		Once the candidate receives the settlement plan, the employer will need to sign and send it with their endorsement application.	
		Find a Settlement Service Provider.	
<input type="checkbox"/>	7 EDUCATION	For a job offer at the TEER 0 or 1: The candidate must demonstrate completion of a one-year Canadian post-secondary program or equivalency demonstrated by a valid Educational Credential Assessment (ECA) .	For a job offer at the TEER 2, 3, or 4: The candidate must demonstrate completion of Canadian secondary (high school) or equivalency demonstrated by a valid Educational Credential Assessment (ECA) .
<input type="checkbox"/>	8 LANGUAGE PROFICIENCY TEST	Valid language test (no more than 2 years old) For a job offer at TEER 0, 1, 2 or 3, CLB 5 for each category	For a job offer at TEER 4, CLB 4 for each category
		Approved tests:	
		<ul style="list-style-type: none"> CELPIP: Canadian English Language Proficiency Index Program; General IELTS: International English Language Testing System; General Training 	<ul style="list-style-type: none"> PTE Core: Pearson Test of English TEF Canada: Test d'évaluation de français TCF Canada: Test de connaissance du français
<input type="checkbox"/>	9 EMPLOYER DECLARATION	The Employer Declaration must be printed and signed by hand (wet signed). Digital signatures will not be accepted.	
<input type="checkbox"/>	10 EMPLOYER ENDORSEMENT AGREEMENT	The Employer Endorsement Agreement must be printed and signed by hand (wet signed). Digital signatures will not be accepted.	
<input type="checkbox"/>	11 CANDIDATE DECLARATION	The Candidate Declaration must be completed by the candidate and signed by hand (wet signed). Digital signatures are not accepted.	



REQUIRED DOCUMENTS CONTINUED

<input type="checkbox"/>	12 PROOF OF RECRUITMENT	The employer must provide evidence of recruitment and this evidence must PREDATE the candidate's offer of employment. Please see visit our website for Recruitment Activities requirements .		
<input type="checkbox"/>	13 LEGAL STATUS IN CANADA	Submit the candidate's Canadian immigration status document (work permit, study permit, visitor record).		
<input type="checkbox"/>	14 PASSPORT	Copy of the pages of valid passport or travel documents for the candidate, showing: <ul style="list-style-type: none">• The passport number• Date of issue and expiry• The photo, name, date and place of birth• Pages showing any amendments in name, date of birth, expiration etc. If the candidate lives in a country other than their country of nationality , include a photocopy of the visa for the country in which they are currently living.		
<input type="checkbox"/>	15 REQUIRED TRAINING	<table border="0"><tr><td data-bbox="422 1012 846 1079">1. IRCC Onboarding Training: attestation of completion</td><td data-bbox="1013 1012 1520 1121">2. Intercultural Competency Training: upload a copy of the certificate</td></tr></table> This training aims to support those involved in day-to-day management of the organization, such as those responsible for hiring or managing employees in the organization.	1. IRCC Onboarding Training: attestation of completion	2. Intercultural Competency Training: upload a copy of the certificate
1. IRCC Onboarding Training: attestation of completion	2. Intercultural Competency Training: upload a copy of the certificate			
<input type="checkbox"/>	16 USE OF REPRESENTATIVE	Complete, print, date, sign and include a Use of Representative form (AIP 50) if you have a paid or unpaid representative. This form must be signed (digitally or by hand) by the employer and by the representative.		
<input type="checkbox"/>	17 LETTER OF SUPPORT FOR A TEMPORARY WORK PERMIT	Provide a completed copy of the IMM 0156 form to obtain a Letter of Support. The Candidate must: <ul style="list-style-type: none">• Complete the form• Print it and sign it by hand on page 2 (wet signed). Digital signatures will not be accepted. Apply for a temporary work permit (optional) .		