ATLANTIC IMMIGRATION PROGRAM (AIP)

Endorsement Checklist

Attract and retain talent to meet your labour market needs.

NOVA SCOTIA CANADA

DEPARTMENT OF LABOUR, SKILLS AND IMMIGRATION

Questions? Contact our employer support team.
employerimmigration@novascotia.ca

CANDIDATE DOCUMENTS

WHAT IF I DON'T SUBMIT A COMPLETE APPLICATION?

Submissions are screened for completeness according to AIP Endorsement Checklist requirements. **Incomplete applications will be rejected and not accepted into processing queue.**

IMPORTANT: Review the **eligibility criteria** for Atlantic Immigration Program applicants before submission. Also review Labour Skills and Immigration's **Endorsement Guide and Forms**.

☐ **1 PASSPORT**

Copy of the pages of valid passport or travel documents for the candidate, showing:

- 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.

☐ **2 IMMIGRATION STATUS DOCUMENTS**

Submit the candidate's **Canadian immigration status document** (work permit, study permit, visitor record).

IMPORTANT: Candidates residing in Canada must hold valid, non-expired legal status at the time the EOI is submitted. **"Maintained status" is NOT accepted for EOI intake.** If the status document is a Study Permit, proof of current DLI enrollment is also required.

NOTE: After EOI intake, maintained status may be accepted during processing, provided the candidate remains eligible under program requirements. Candidates who have lost status (including those awaiting restoration) are ineligible.

☐ **3 EDUCATION CREDENTIAL**

Please provide a copy of documents confirming the highest level of **completed** education attained. This documentation will include:

- Transcripts (English, French only: **translations required**)
- Copy of degree, diploma or certificate (English, French only: **translations required**)
- Education Credential Assessment (for foreign credentials ONLY)

☐ **4 SETTLEMENT PLAN**

Please provide a duly completed Settlement Plan from **an approved settlement service provider**, signed by the candidate (and spouse as applicable), and employer.

CANDIDATE DOCUMENTS

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5 LANGUAGE TEST RESULTS

Provide a copy of the candidates valid, **eligible** language test results (results must have been issued within last two years).

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

IMPORTANT: Limited exemptions to required Canadian Level Benchmarks may exist under limited circumstances please see the **AIP Employer's Endorsement Guide** for details.

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6 PREVIOUS WORK EXPERIENCE

Provide a copy of the employee's qualifying work experience.

On company letter head the following details must be included:

- Job title and corresponding NOC code (if known).
- Start and end dates of employment.
- Typical work hours (weekly) or total hours worked cumulatively throughout tenure.
- Salary and/or benefits received (last wage rate earned will suffice)
- Contact details (phone and email) of employer.
- Signature of HR or Direct Supervisor

IMPORTANT: If the candidate worked at multiple positions for the company, all positions should be documented separately, as above.

IMPORTANT: Some exemptions to qualifying work experience exist, please see the **AIP Employer's Endorsement Guide** for further information. Candidate need only submit work experience that is required to meet eligibility requirements (NOT all previous work experience is required).

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7 CANDIDATE DECLARATION

The Candidate Declaration must be **completed by the candidate** and signed by hand **(wet signed). Digital signatures are not accepted.**

EMPLOYER DOCUMENTS

WHAT IF I DON'T SUBMIT A COMPLETE APPLICATION?

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IMPORTANT: Review the **eligibility criteria** for Atlantic Immigration Program applicants before submission. Also review Labour Skills and Immigration's **Endorsement Guide and Forms**.

☐ **1 EMPLOYER REGISTRATION CERTIFICATE (ERC)**

Please submit a current version of your ERC with each application. To apply for an ERC, see here.

☐ **2 PROOF OF REQUIRED TRAINING**

Employers are required to complete the following training:

1. IRCC Onboarding Training
2. Intercultural Competency Training (ICT)

Please **submit proof that ICT training has been completed with each application.** Please know that IRCC provides the Government of Nova Scotia with direct confirmation that training has been completed by the employer, so no supporting evidence is required on the later point.

☐ **3 OFFER OF EMPLOYMENT**

IMM0157 form (use most up-to-date version, available in **English** and **French**)

The Employer must:

- Complete the form
- Print it and sign it **by hand** on page 3 (wet signed). **Digital signatures will not be accepted.**

The Candidate must:

- Complete the form
- Print it and sign it **by hand** (wet signed) on page 3. **Digital signatures will not be accepted.**

☐ **4 JOB DESCRIPTION**

Provide a job description which details the work duties of the employee. This job description must genuinely reflect the day-to-day job duties the employee is expected to perform, and be unique to your organization.

IMPORTANT: Job descriptions that are copies or near copies from the Economic Social Development Canada's (ESDC) website (National Occupation Classification, Main Duties) **will be rejected as non-genuine.**

EMPLOYER DOCUMENTS

☐ **5 JOB OFFER**

The employer must provide a copy of a mutually signed (candidate, employer) Job Offer/contract which contains the following details:

- Weekly work hours (**minimum 30 hours is a firm requirement**).
- **Wage** (hourly), if a salaried position, please compute the hourly wage as well as listing the overall salary. Potential bonuses should not be included in the calculation.
- Outline **other benefits** as applicable.
- **Permanent position** or position with indeterminate end date (non-seasonal) must be clearly stated.

IMPORTANT: For unionized positions please include a letter indicating union concurrence.

IMPORTANT: Review the **eligibility criteria** for Atlantic Immigration Program applicants before submission. Also review Labour, Skills and Immigration's **Endorsement Guide**.

☐ **6 EMPLOYER DECLARATION**

The Employer Declaration must be printed and signed by hand **(wet signed). Digital signatures will not be accepted.**

☐ **7 EMPLOYER ENDORSEMENT AGREEMENT**

The Employer Endorsement Agreement must be printed and signed by hand **(wet signed). Digital signatures will not be accepted.**

☐ **8 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.**

IMPORTANT: Limited exemptions to required recruitment may exist under special circumstances please see the AIP Employer's Endorsement Guide for details.

☐ **9 USE OF REPRESENTATIVE DECLARATION (AIP 50)**

If applicable, 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.

Failure to disclose a representation will lead to the rejection or refusal of your application.

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.

IMM0157
Use the most up-to-date version of IMM0157 found **HERE** for English and **HERE** for French.

EMPLOYMENT CONTRACT
The employment contract (also called job offer), settlement plan, and IMM0157 must be signed by both the candidate and an authorized signing officer.

> **TIP:** Both the IMM0157 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 3**3**102, 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 an 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.

TIPS 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**

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, SKILS 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)