

ATLANTIC IMMIGRATION PROGRAM (AIP)

Designation Checklist



**NOVA
SCOTIA**
CANADA

DEPARTMENT
OF LABOUR, SKILLS
AND IMMIGRATION

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

DESIGNATION APPLICATION SUBMISSION

Applications must be submitted using the online application system; applications submitted by email (unless requested by an Officer) or by post will not be accepted.

To submit an online Designation application, you will need to upload the required documents through your Nova Scotia Online Service account at [Nova Scotia's online service for business](#).

IMPORTANT: Only two (2) of the documents on the checklist ([Employer Declaration Form](#)) and Intercultural Competency Training (ICT) certificate **are accepted through online portal submission**. The remaining checklist items are to be **gathered and prepared by the employer now, but submitted at a later time**, by request (ONLY). An AIP Designation Officer will reach out by email to collect the remaining documents when your application reaches the processing stage. You will **ONLY have ten business days to reply** to the Officers email request. **All employers are strongly encouraged to prepare ALL checklist items in advance.**

DULY COMPLETED APPLICATION REQUIREMENT

Failure to provide a completed application and required documents will lead to the rejection of your application.

If you have questions or require clarifications about documentation requirements, please contact AIP employer support at employerimmigration@novascotia.ca prior to the submission of your designation application.

Prior to submitting your Designation application, it is expected that you will review the Government of Nova Scotia's [Immigration & Population Growth Branch Program Integrity Policy AND the Atlantic Immigration Program Employer Designation Guidelines](#) for further details on eligibility and requirements.

FORMS AND SUPPORTING DOCUMENTS

Answer all questions and sign all forms where applicable. By signing these documents, you are certifying that all information provided is complete and accurate.

NOTE: If it is determined that your application does not meet the eligibility requirements or is otherwise incompatible with the Government of Nova Scotia's labour market priorities, your application will be closed.

ADDITIONAL INFORMATION

Labour, Skills and Immigration reserves the right to request additional information if needed to evaluate a Designation application and the employers compatibility with program objectives.

REQUIRED DOCUMENTS

1 EMPLOYER DECLARATION FORM



Submitted via
AIP Online Portal

The Employer Declaration Form is a legal declaration that outlines the responsibilities of employers in the Atlantic Immigration Program.

The Employer must:

- Download the [Employer Declaration Form](#) from the online designation application.
- Complete the form.
- Print it and **sign it by hand**.
- Ensure it is signed by the organization's Authorized Signatory, then upload a scanned copy of **all 3 pages** to your application.

IMPORTANT: Review all attestation fields of the form carefully before signing. Consider your obligations as an employer participating in the AIP carefully.

2 AIP 60 - APPOINTMENT OF AUTHORIZED SIGNING AUTHORITY, DELEGATED CONTACT, PORTAL USER



Submitted via email
upon Officer request

The AIP 60 form authorizes signatories, contacts, and portal users for the employer.

Labour, Skills and Immigration (LSI) will only communicate with individuals authorized by the employer. A director or officer listed in the Nova Scotia Registry of Joint Stock Companies, or another approved registry, must complete the AIP 60 form to authorize:

- **Signing officers** who can sign AIP documents and communicate with LSI.
- **Delegated contacts** who can communicate with and receive information from LSI about AIP applications.
- **Portal users** who can access the employer's online applications.




If a signing officer, delegated contact, or portal user is not listed in the company's registry profile, a director must complete the AIP 60 form to authorize them.

The Employer must:

- Access the [AIP 60](#) on our website.
- Complete the relevant sections of the form.
- Print it and sign the relevant section(s) **by hand**. **Digital signatures will not be accepted.**

IMPORTANT: The completed AIP 60 form(s) must be sent to our Program Officers via email by the company's Authorized Signatory contact information we have on file. A delegated contact may submit the form while copying an **Authorized Signing Authority** on the email. LSI may need to contact the authorized signatory to confirm the changes requested.

REQUIRED DOCUMENTS

<input type="checkbox"/>	<p>3 AIP 50 - APPOINTMENT OF AUTHORIZED THIRD PARTY</p> <p> <i>Submitted via email upon Officer request</i></p>	<p>Third party assistance with immigration or recruitment must be disclosed under the 'Immigration Representative / Recruitment Agency' section of the online designation application.</p> <p>If you no longer have access to your AIP portal application, please include a list of all third parties involved in immigration/recruitment services (and, as applicable, a signed AIP 50), along with other checklist requirements by email.</p> <p>For the purpose of Designation application process, we only require an AIP 50 if the employer is authorizing a 3rd party authorized immigration representative to conduct business on the organization's behalf and receive information on the AIP Designation and Endorsement applications.</p> <p>IMPORTANT: Failure to disclose third-party assistance constitutes misrepresentation and will result in refusal of endorsement applications and de-designation from the AIP.</p> <p>NOTE: If you change or appoint a new representative, you MUST submit an updated AIP 50 form with subsequent Endorsement applications.</p>
<input type="checkbox"/>	<p>4 EMPLOYER REGISTRATION CERTIFICATE (ERC)</p> <p> <i>Submitted via email upon Officer request</i></p>	<p>A valid ERC is required for most employers. Some limited exceptions may apply. Consult the AIP Employer Designation Guide for further details.</p> <p>ERC's are location specific, a valid ERC is required for each business address included on the designation where candidates may work.</p> <p>To apply for an ERC, please submit an application to the Labour Standards Division. Do not apply for Designation until you are in possession of this document.</p>
<input type="checkbox"/>	<p>5 MANDATORY TRAINING</p>	<p>Employers must complete mandatory training to become designated and be able to endorse a candidate through the AIP. 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.</p> <p>1) Immigration, Refugees and Citizenship Canada Onboarding Training</p> <ul style="list-style-type: none"> • <i>Confirmed by the Government of Nova Scotia via IRCC, no upload required by employer.</i> • To sign up, see here. • Our branch receives confirmation of completed training directly from IRCC. <p>2) Intercultural Competency Training (ICT)</p> <ul style="list-style-type: none"> •  <i>Submitted via AIP Online Portal</i> • To find a service provider offering ICT in your region, see here. • Upon completion of the ICT, a certificate is issued to the employer by the service provider. • Upload a copy of the certificate to the 'Intercultural Competency' section of your application.

REQUIRED DOCUMENTS

<input type="checkbox"/>	<p>6 COLLABORATION WITH AN IMMIGRANT SETTLEMENT SERVICE PROVIDER</p> <p> <i>Submitted via AIP Online Portal</i></p>	<p>Employers are required to familiarize themselves with local settlement supports by contacting an approved settlement service provider in their region. See here for a list of approved settlement service providers in Nova Scotia.</p> <p>The Employer must:</p> <ul style="list-style-type: none"> Provide the Settlement Service Provider under the “Commitment to Settlement Supports” tab of the application. A Support plan is not required at the time of Designation. Support plans for each candidate the employer intends to endorse will be required at the time of endorsement application.
<input type="checkbox"/>	<p>7 EMPLOYER REGISTRATION</p> <p> <i>Submitted via email upon Officer request</i></p>	<p>Employers’ legal entity name and operating name must be verifiable through the Nova Scotia Registry of Joint Stock Companies (RJSC). If the employer’s operating name(s) differs from the name of the legal entity, the operating name(s) must be registered to the legal entity in the RJSC. For information on registering business name, see here.</p> <p>Employers who operate a franchise operation are required to provide a franchise or licensing agreement.</p>
<input type="checkbox"/>	<p>8 LEASE AGREEMENT</p> <p> <i>Submitted via email upon Officer request</i></p>	<p>If the physical business location(s) is not registered to the legal entity as per Nova Scotia Registry of Joint Stock Companies, a lease agreement of the physical business location(s) is required</p>
<input type="checkbox"/>	<p>9 LSI’S COMMON POLICIES DECLARATION</p> <p> <i>Submitted via email upon Officer request</i></p>	<p>Please review the Common Policies and Associated Declaration.</p> <p>Sign, date and send as an attachment.</p>



REQUIRED DOCUMENTS

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10 FINANCIAL DOCUMENTS



Submitted via email
upon Officer request

If an Officer determines that proof of financial capability to support the employment of foreign nationals is required, we will reach out with specific documentation requests.

**By Specific Request ONLY.*

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11 COMPANY ORG CHART



Submitted via email
upon Officer request

If an Officer determines more information is required about your current staffing and/or labour needs, **we will reach out with a request to review the following:**

- Current staffing levels and job titles.
- Staffing hierarchy.
- Other as required.

**By Specific Request ONLY.*