

Nova Scotia Nominee Program

Skilled Worker Application Guide

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Contents

Contact Information.....	1
Introduction	2
When Not to Apply	2
Criteria and Requirements for the Principal Applicant.....	4
Criteria and Requirements for the Employer	7
Application Process	9
Document Checklist	12

Contact Information

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Introduction

This guide explains how you can apply to the Nova Scotia Nominee Program (NSNP) through the Skilled Worker stream to be nominated for permanent residence.

The Skilled Worker stream assists employers in hiring workers whose skills are in limited supply in the province. The stream helps employers recruit and/or retain foreign workers with the required skills for positions that they have been unable to fill with a permanent resident or Canadian citizen. You must have a **full-time, permanent job offer** from a Nova Scotia employer before submitting an application to the NSNP Skilled Worker stream.

Nominees, along with their spouse and dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government. This stream is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

When Not to Apply

Do Not Apply for the Skilled Worker stream if you are:

- an individual who has received a nomination under the Nova Scotia Nominee Program dated within the last 12 months;
- younger than 21 or older than 55;
- an applicant under humanitarian and compassionate grounds, a refugee claimant or a failed refugee claimant;
- not legally present in your current country of residence;
- in Canada illegally, under a removal order, or are prohibited from entering or being in Canada;
- an individual who does not have status. You will not be eligible to apply until your status has been restored;
- an international student who is currently studying at a Canadian post-secondary institution;
- an international graduate who has studied in Canada, whose studies have been sponsored by an agency or government and who is contractually obligated to return to their country of origin;
- on a federal post-graduation work permit whose occupation falls under NOC skill Level D.

Your Skilled Worker stream application must not be based on a job offer where you are:

- a seasonal, part-time or casual worker;
- in a sales position that is based solely on commission for compensation;
- an individual in Canada who is in the Caregiver Program;
- an individual whose job is not based in Nova Scotia;
- working for an employer operating a home-based business;
- self-employed;
- intending to start a business and/or becoming self-employed;
- a majority shareholder in a Nova Scotia business;
- a passive investor (individuals who intend to invest in a Nova Scotia business with very limited or no involvement in the day-to-day management of the business).

Important Information

- It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide.
- All eligibility criteria and supporting documentation must be valid at the time of application to NSOI and must also be valid at the time of application to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency.
- If your application is not complete or if you do not meet basic eligibility requirements, your application will be refused.
- The NSOI reserves the right to close or suspend application intake for any NSNP stream at any time. Regardless of when an application is submitted, the NSOI may decline to consider applications in closed or suspended streams.
- Stream criteria may change without notice. You will find the most current NSNP stream information at novascotiaimmigration.com. Applications may be assessed with the most current criteria irrespective of the date of submission of an application.
- By submitting an application to the NSNP, you agree and acknowledge that:
 - meeting eligibility criteria does not guarantee nomination;
 - NSOI is not obligated to assess or process any application submitted;
 - the decision whether to assess or process any application, and the outcome of that assessment, or processing, is at the NSOI's sole discretion;
 - the decision to refuse an application is final. There is no appeal process; and
 - NSOI is not responsible for any processes or decisions of IRCC.

Withdrawals

NSOI may withdraw your nomination at any time prior to the issuance of the permanent resident visa and prior to landing in Canada if:

- You no longer meet any of the minimum eligibility requirements of the Skilled Worker stream, including change of employer or loss of employment;
- NSOI is advised by the Government of Canada that any information provided in your application for permanent residency is false or fraudulent; or
- IRCC finds that you or a dependent is inadmissible to Canada.

You may withdraw an application at any time prior to nomination without penalty, except in the case of suspected or actual misrepresentation.

Misrepresentation

If it is found that any person included in or associated with the application, has misrepresented or intentionally omitted material information to the NSNP that is relevant to the application or the decision to nominate, you will be refused for misrepresentation. If you are refused by the NSOI for misrepresentation, you will be unable to submit an expression of interest or apply to the NSNP or the Atlantic Immigration Pilot for a period of five years.

Fees

There is no provincial application fee under the NSNP. You must, however, pay all the required Government of Canada immigration fees when you submit your file to IRCC. There may also be costs associated with third parties for services such as language testing or educational credential assessment.

Use of a Representative

A representative is someone who provides advice or guidance to you at any stage of the application process, whether they are paid or unpaid. Unpaid representatives provide the same services as paid representatives, but they do not charge a fee. An unpaid representative could be a family member, a friend or another third party.

You don't need to use a representative to prepare and submit an application. If you choose to use a representative, they must complete an NSNP 50 – Use of a Representative form and submit it with your application, whether they are paid or unpaid.

If you are using a paid immigration representative, they must be authorized. Authorized representatives must be either:

- An immigration consultant who is a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC) (visit icrc-crcic.ca); OR
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under the supervision of a recognized lawyer (visit fisc.ca/about-us/our-members-canadas-law-societies); OR
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision (visit cnq.org).

Warning: Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by this office. NSOI will not deal with non-regulated representatives.

Criteria and Requirements for the Principal Applicant

In order to apply for nomination under the Skilled Worker stream, you must meet all of the eligibility criteria set out in the following seven (7) areas.

1. Job Offer

You must have a permanent full-time job offer that is located in Nova Scotia with a Nova Scotia employer before submitting an application to the NSNP Skilled Worker stream. A permanent job has no pre-determined end date; it is a long-term job offer. Full-time employment means that the employee is expected to work year round and, on average, at least 30 hours a week.

The Office of Immigration will assess your job offer using the National Occupational Classification (NOC). The NOC classifies jobs in different skill levels and types according to duties, formal qualifications, and experience. For more details on NOC skill levels and types, visit noc.esdc.gc.ca/English/home.aspx.

The Office of Immigration uses the NOC to determine:

- whether a job offer is in a skilled occupation (NOC 0, A, or B), intermediate skilled occupation (NOC C), or low skilled occupation (NOC D);
- whether your qualifications and experience match the requirements of the job; and

- whether the wage being offered meets the provincial wage range.

The Office of Immigration considers applications from intermediate and low skilled workers based on local labour market requirements and conditions. At the time of application, intermediate and low skilled workers must meet all eligibility criteria and have six (6) months of work experience with the Nova Scotia employer supporting the application. Applications must also demonstrate strong employer support such as contribution to the immigration fees, housing supports, language training, and career training plans.

2. Work Experience

At the time of application, you must have work experience of 12 complete calendar months within the last five years and a minimum of 1,560 hours related to the position and skills for the job. Volunteer work and unpaid internships are not eligible.

Work experience and transferable skills will be verified via letters of reference from employers and supporting employment documents.

Letters of reference must:

- be written on company letterhead
- be signed by the responsible officer/supervisor
- show company's full address, telephone and fax numbers, e-mail and website addresses
- be stamped with the company's official seal (if applicable)

Letters must include all the following information:

- the specific period of your employment with the company
- the positions you have held during the period of employment and time spent in each position
- your main responsibilities and duties in each position
- your annual salary plus benefits in each position, and
- the number of hours worked per week in each position
- the number of hours worked in total for each position

3. Education and Training

At the time of application, you must have completed a high-school diploma and have the appropriate training, skills, and/or accreditation required for the job.

For occupations requiring licensing or certification in Nova Scotia, contact the appropriate provincial, national and/or industry regulatory association prior to applying to verify that you meet licensing or certification requirements. For information on regulated and non-regulated occupations in Nova Scotia, contact the Canadian Information Centre for International Credentials at cicic.ca.

4. Language Ability

NOC 0, A, and B

If you are an applicant in a NOC 0, A, or B occupation and your first language is not English or French, you must provide written evidence or explanation that clearly shows that you meet the criteria listed in the Canadian Language Benchmarks (CLB) or Niveaux de compétence linguistique canadiens (NCLC) for at least CLB/NCLC Level 5.

Your abilities are verified by one or more of the following:

- Educational transcripts or other documentation indicating English or French as the principal language of instruction or communication.
- Employment history and references with English or French as the principal language of communication.
- Internationally recognised test results to prove a CLB/NCLC Level 5.

NOC C and D

If you are an applicant in a NOC C or D occupation, you must submit official language test results showing a minimum standard of Canadian Language Benchmark (CLB) 4 across all four categories (listening, reading, writing and speaking) even if your first language is English or French.

Language test results must not be older than two years upon receipt at the Nova Scotia Office of Immigration and they must be renewed if they will expire at any time before your application to IRCC is approved for processing. The Nova Scotia Office of Immigration will only consider results from designated testing agencies.

The acceptable tests are:

- International English Language Testing System (IELTS) General Training: ielts.org/test_takers_information.aspx
- Canadian English Language Proficiency Index Program (CELP-IP-General): celPIP.ca
- Test d'évaluation de français (TEF Canada) : lefrancaisdesaffaires.fr/en/tests-diplomas/test-for-evaluating-french-tef/tef-canada/
- Test de connaissance du français (TCF Canada) : ciep.fr/tcf-canada

CLB Level	Listening	Reading	Writing	Speaking
5 NOC 0, A & B (non-mandatory language testing)	IELTS test results for each ability			
	5	4	5	5
	CELP-IP test results for each ability			
	5	5	5	5
	TEF test results for each ability			
	181	151	226	226
	TCF test results for each ability			
	369	375	6	6
CLB Level	Listening	Reading	Writing	Speaking
4 NOC C and D (mandatory language testing)	IELTS test results for each ability			
	4.5	3.5	4	4
	CELP-IP test results for each ability			
	4	4	4	4
	TEF test results for each ability			
	145	121	181	181
	TCF test results for each ability			
	331	342	4	4

5. Immigration Status

If you are living in a country other than your country of nationality, include a photocopy of your visa for the country where you currently live.

If you are living in Canada, you must provide proof of your legal status as a temporary worker or visitor. If you are in Canada on a temporary permit, your permit must be valid at the time of application.

Passports

You must have valid passports for all accompanying family members. When you submit your application, you must provide copies of your passport pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your application.

Previous applications

If you have previously applied to immigrate to Canada through provincial or federal immigration categories, you must provide copies of all correspondence received from the provincial or Canadian government associated with each previous application.

6. Adaptability and Intention to Settle

In order to apply for the Skilled Worker stream, you must show that you have a genuine intention to settle in Nova Scotia by providing a detailed explanation of why you chose Nova Scotia to permanently settle and what you feel Nova Scotia can offer to you and, if applicable, your family.

Your explanation can include details such as your plans for accommodation/housing, transportation, employment/job, schools or child care, language training plans, and integration into community.

All responses must be in your own words. Do not copy information from other sources.

7. Financial and settlement supports

You must demonstrate that you have sufficient settlement supports and financial resources to pay your immigration costs and travel expenses and to successfully establish yourself and your family (if applicable) in Nova Scotia.

Federal guidelines generally recommend that immigrants arrive with a minimum of \$11,000, plus \$2,000 for each dependent. This recommended amount is reduced in the case of a principal applicant who is already living in Nova Scotia or has arranged employment. In all cases, proof of financial resources in your own name is required. This may include transferable funds in your name or your spouse's name.

The Office of Immigration will not approve an application if it appears likely that your family income (based on your job offer and any spousal income) will be below Statistics Canada's Low Income Cut-Off (LICO) at Table 1 of canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5196-sponsorship-adopted-children-other-relatives-sponsor.html#5196E9

Criteria and Requirements for the Employer

The Office of Immigration reserves, at its sole discretion, the right to refuse applications that are based on job offers with employers who are not in compliance with NSNP requirements.

NSNP 200 Form

The employer must complete the NSNP 200 form to confirm the details of your job offer. The NSNP 200 form must include all supporting documents and must be signed by the employer. This form should be completed by the authorized signing officer of the company that is making the job offer.

The job offer must:

- be located in Nova Scotia with a Nova Scotian employer;
- be full-time employment where the employee is expected to work year-round and, on average, at least 30 hours a week;
- be a permanent job with no pre-determined end date (a long-term job offer);
- have compensation in the form of salary that meets provincial employment standards and the provincial wage range. (see jobbank.gc.ca/trend-analysis/search-wages);
- be a position which has a shortage of qualified permanent residents or Canadian citizens to fill the position; and
- not contravene any existing bargaining unit agreements, labour agreements/standards or be involved in any employment disputes.

Recruitment Efforts

The employer must provide evidence of recruitment for the position. This evidence must predate the applicant's current offer of employment. Satisfactory evidence can be either:

- a current positive Labour Market Impact Assessment (LMIA), as described below,
- proof that the position offered, or the worker, is considered to be LMIA exempt, or
- three advertisements and related information that meet the conditions described below.

The Office of Immigration reserves the right to request additional information to demonstrate recruitment efforts in support of an application.

Labour market impact assessment

If the employer has received a positive LMIA from Employment and Social Development Canada (Service Canada) for this position, attach a copy of the LMIA in which the applicant is named. No other recruitment documentation is required. The LMIA's expiry date must be on or after the date of application to the Nova Scotia Office of Immigration (NSOI).

Labour market impact assessment exemption

If the position offered and/or the worker is LMIA exempt as identified by Immigration, Refugees and Citizenship Canada, proof must be submitted. (see: cic.gc.ca/english/work/apply-who-permit.asp)

Advertisements

If there is no current positive LMIA, or the offered position and/or worker is not considered LMIA exempt, provide a copy of the job advertisement that appeared in three different publications, one being national in scope (i.e., Job Bank or any other Canada-wide resources considered an effective method of recruitment for the position are acceptable.)

All advertisements must occur in the six months prior to the date of the job offer to the applicant. Each advertisement must be publicly available for no less than four consecutive weeks. The employer must be able to demonstrate that the print media and websites 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.

The advertisement must be in English or French and include the:

- Company operating name and contact information including telephone number, cell phone number, email address, fax number, and mailing address
- Title of position
- Job duties
- Skill requirements
- Location of work (city or town)

Support and Retention Plan

When reviewing an application, the Office of Immigration will consider the employer's support to the immigrant employee. Supports may consist of financial or non-financial assistance such as covering or contributing to the immigration fees, accommodation/housing, and referrals to settlement services agencies or language classes. Examples of employer retention activities include settlement assistance, bonuses or incentives, career training plans, benefits packages and advancement opportunities.

Registration status

The business must have a permanent establishment in Nova Scotia, as defined in Canada's Income Tax Act.

The Office of Immigration accepts applications from workers with employers in the public sector and not-for-profit organizations with a permanent establishment in Nova Scotia. A not-for-profit organization must be registered under the Societies Act and demonstrate financial ability and stability to support the position on a long-term basis.

Operational status

The employer's business must have been in active operation in Nova Scotia for **at least two years** and be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the Immigration and Refugee Protection Act (IRPA) or Immigration and Refugee Protection Regulations (IRPR).

Business Practices

- Employers must have a history of good workplace and business practices and must be compliant with all applicable laws and regulations.
- Employers cannot make deductions from wages or salaries for business costs such as bringing a foreign worker to Canada.
- Most employers who wish to recruit and hire foreign workers for employment in Nova Scotia must obtain an Employer Registration Certificate from Labour Standards (see novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp).
- Employment agencies and similar placement firms cannot act as an employer unless they are establishing a full-time permanent employer-employee relationship with the applicant themselves.

Application Process

You must notify the NSNP of any changes in your status or eligibility criteria for this stream, including change of employer or loss of employment. This applies from the time of applying to NSOI and until the time permanent residence status has been received from IRCC.

Any misrepresentation in your application package is grounds for refusal of your application.

Apply to the NSNP under the Skilled Worker stream

To apply, you must submit your application through Nova Scotia's online service (novascotia.ca/ensnp) and ensure that you include all the required supporting documents.

All supporting documents must be provided as portable document format (PDF) files. You will have to scan paper documents into PDF files and convert electronic documents into PDF files. Note that all documents must be clear enough to read and:

- Documents with images should be scanned in colour.

- Text-only documents may be scanned at a grayscale setting to reduce file size.
- Scanner resolution should be a minimum of 300 dots per inch.
- No enhancement or editing should be done to a scanned document.
- The total size of all documents attached to your application must be no more than 50 megabytes (MB).
- The file names of attachments must be no more than 50 characters.

When documents are not in English or in French, you must submit a copy of the original document and a copy of the certified translation. NSOI will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply proof from the translator describing their translation ability or certification.

It is your responsibility to submit all documents outlined in this guide and set out in the online application, including the signed NSNP 200 Employer form and all supporting documents. If documents are missing, unsigned, not translated by a certified translator, or not clear, your application may be closed.

Nomination/Refusal

Nominations and refusals under the Skilled Worker stream are at the sole discretion of NSOI. A nomination from the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued.

Nomination

If you meet the Skilled Worker stream criteria, NSOI will communicate the decision and provide the nomination certificate to you or your representative via email. The certificate expires six months after the date of nomination. NSOI will also send proof of nomination directly to IRCC.

Intent to Refuse

If you do not meet the Skilled Worker stream criteria, you will receive a letter of Intent to Refuse from NSOI via email. If you disagree with this decision, you have 10 business days to submit additional information to be considered by NSOI. In extenuating circumstances such as hospitalization or death in the family, extensions may be given on a case-by-case basis. After 10 business days the file will be re-assessed, including any new information submitted, and a final decision made. This decision will be sent via email to you or your representative.

Refusal

If your application has been refused by NSOI, you or your representative will receive notification via email. Refusal decisions are final. There is no appeal process.

Extension of Nomination

NSOI may issue **one** extension of nomination on a case-by-case basis. Regardless of when the request for extension is made, the extension will expire six months after the original expiry date. No extensions will be granted after one year from the original nomination date. A new application would be necessary.

The principal applicant must provide evidence as to why the extension is needed. Supporting documentation may be required.

Letter of Support for Temporary Work Permit

After you have been nominated by the Province of Nova Scotia, you can request a Letter of Support from the Office of Immigration. You can use this letter when you apply for a temporary work permit or to renew your existing work permit with IRCC. A work permit will enable you to work in Nova Scotia while your application for a permanent resident visa is being processed.

Application for Permanent Residence

After you have been nominated by the Province of Nova Scotia, you must submit a complete application for a permanent resident visa to IRCC within six months. Your Letter of Nomination from NSOI will provide you with more information about this process.

A nomination by the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued. IRCC makes the final decision on the granting of permanent resident visas.

Notification of Permanent Residence

When you are granted permanent residence, you must contact NSOI within 30 days of your arrival in Nova Scotia. You must provide NSOI with a copy of the Confirmation of Permanent Residence, a copy of your passport and your Nova Scotia contact information such as current address, phone number(s) and email address.

Document Checklist

The checklist below will help you organize your documents before submitting your application to NSOI. It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide.

- It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide.
- The Office of Immigration reserves the right to request further information if required.

Forms, Criteria, and Supporting Documents	Who must provide the document
NSNP FORMS	
<input type="checkbox"/> eNSNP 100 - Online application at novascotia.ca/ensnp <input type="checkbox"/> NSNP 200 – Employer Form signed by employer, and supporting documents as described on the form including: <ul style="list-style-type: none"> <input type="checkbox"/> a detailed position description <input type="checkbox"/> detailed conditions of employment <input type="checkbox"/> a signed copy of the accepted job offer <input type="checkbox"/> NSNP 50 - Use of a Representative: Complete this form (if applicable) to designate an authorized representative who has your permission to conduct business on your behalf with NSOI. When you appoint a representative, you also authorize NSOI to share information from your case to this person. <input type="checkbox"/> NSNP 60 – Authority to Release Personal Information to a Designated Individual: If applicable, complete this form to have your application information sent to a designated individual other than yourself or your representative. The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be a representative who can conduct business on your behalf with Nova Scotia Office of Immigration.	Principal applicant and dependents aged 19 or older
Work Experience	
<input type="checkbox"/> Letters of reference from employers	Principal applicant
Education	
<input type="checkbox"/> Copies of all certificates, diplomas, degrees <input type="checkbox"/> Proof of certification for principal applicant with a licensing or regulatory association or organization or any permits required to hold an occupation abroad or in Canada (if applicable)	Principal applicant
Language	
<input type="checkbox"/> Proof of English or French language ability	Principal applicant
Immigration status	

Forms, Criteria, and Supporting Documents	Who must provide the document
<input type="checkbox"/> Valid passports for all accompanying family members. Include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. <input type="checkbox"/> If you live in a country other than your country of nationality, a copy of your proof of legal status for the country where you currently live (including Canada). <input type="checkbox"/> Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application.	Principal applicant, spouse or common-law partner, and dependents
Accompanying family members (if applicable)	
<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	Principal applicant and spouse or common-law partner
Settlement Funds	
<p>You may provide one or a combination of the following:</p> <input type="checkbox"/> Official banking statements from a financial institution for the past three months indicating the account(s) balance and transactional history, <input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity (if applicable) DO NOT include real estate or personal items such as jewelry, furniture and vehicles.	Principal applicant and spouse or common-law partner