

Government of
Northwest Territories

Northwest Territories' Nominee Program

PROGRAM GUIDELINES



Employer Driven Program
Skilled Worker/Express Entry Streams



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1.0 – Introduction



The Northwest Territories Nominee Program supports the recruitment and retention of Foreign Nationals when there are no qualified Canadians or permanent residents available to fill a position. This process provides eligible Foreign Nationals who have expressed an interest in permanently settling in the Northwest Territories and who have a valid job offer with a pathway to becoming a Canadian permanent resident.

Immigration is a shared responsibility between the Government of Canada and the Government of Northwest Territories. The Government of Canada has the sole responsibility of determining who is admitted to Canada, immigration classes, and annual immigration levels. The Government of Northwest Territories has the responsibility of nominating Foreign Nationals that fill critical labour shortages. There are two program streams within the Northwest Territories Nominee Program: Employer Driven and Business Driven streams. The Department of Education, Culture and Employment is responsible for administering the Employer Driven streams of the Nominee Program.

The Employer Driven streams of the Nominee Program support Employers in recruiting and retaining Foreign Nationals who meet program eligibility criteria and who possess the skills, education and work experience required by the Employer. The Employer Driven streams may be used by an Employer when there are no qualified Canadians or permanent residents available to fill the position. Through the Nominee Program, employers are able to submit an application for a Foreign National that they would like to hire and nominate for permanent residency.

Employer Driven Streams are:

1. Critical Impact Workers
2. Skilled Workers
3. Express Entry

The Department of Industry, Tourism and Investment is responsible for administering the Business Driven streams of the Nominee Program. Information on how to apply to the Business Driven streams can be found at www.immigraatenwt.ca.

These Program Guidelines are for the Skilled Worker/Express Entry stream only.

The Skilled Worker/Express Entry stream is designed to attract qualified individuals that will assist with shortages of skilled workers in the Northwest Territories. This stream is for skilled occupations for which formal education and/or specialized training is required. These occupations are within the National Occupational Classification, skill levels 0, A, and B.

Important Note: As determined by Immigration, Refugees and Citizenship Canada, Refugee Claimants are not eligible for the Nominee Program.

2.0 – Key Partners



The following parties are involved in the administration of the Nominee Program and will be referred to throughout these Program Guidelines.

Immigration, Refugees and Citizenship Canada (IRCC)

The federal government department authorized to sign agreements with provincial/territorial governments to facilitate the coordination and implementation of immigration policies and programs, such as the Nominee Program. Final authority rests solely with the Government of Canada in issuing work permits, permanent residency, and granting Canadian citizenship.

The Government of Northwest Territories, Department of Education, Culture and Employment

The Government of Northwest Territories department that delivers the Employer Driven streams of the Nominee Program. The Government of Northwest Territories is responsible for assessing the impacts that nominations will have on the Northwest Territories labour market.

The Employer

In the case of a registered business, the employer is defined as the owner or designated human resources representative of the establishment. In the case of an industry association or local, municipal, First Nation or territorial government, the employer is defined as the head or designated human resources representative of the association or government.

The Foreign National

A person who is not a Canadian citizen or a permanent resident.

The Nominee

A Foreign National who has been approved and nominated under the Nominee Program.

The Authorized Representative

An individual that an Employer and/or Foreign National appoint to conduct business on their behalf with the Nominee Program and/or advises them throughout the NT Nominee Program application process.

An Authorized Representative can be paid or unpaid. Paid representatives must be disclosed to the Nominee Program by submitting the Use of a Representative Form (NTNP-05 a/b). If the Employer and/or Foreign National or Nominee wishes to authorize an unpaid representative to formally act on one's behalf in conducting business or communicating with the Nominee Program, they must also submit a Use of a Representative Form (NTNP-05a/b). Using an Authorized Representative does not change the application process or guarantee an application will be approved.

Paid representatives must be:

- immigration consultants who are full members in good standing of the Immigration Consultants of Canada Regulatory Council
- lawyers who are members in good standing of the Law Society of BC or another Canadian Law Society, the Nova Scotia Barristers' Society, or the Chambre des notaires du Quebec.

Please note, only one individual can be authorized to act as a representative at a time. An appointment of a new authorized representative will cancel any previously appointed representative.

3.0 – Service Standards



The Employer-Driven streams' Nominee Program staff is available to assist throughout all steps of the application process.

Program staff will:

- provide quality and professional service;
- endeavor to respond to all inquiries via email or telephone within two (2) business days;
- endeavor to assess all complete application packages (including all necessary forms and original/certified documentation) within ten (10) weeks of receipt; and
- assess all application packages by date received to maintain fairness and consistency.

It is the responsibility of the Employer, Foreign National, and/or Authorized Representative to ensure all supporting documents remain valid throughout the application process.

Program staff are unable to assist with applying to or answering questions on federal immigration programs, such as work permits, permanent residency, or Canadian citizenship. Please visit Immigration, Refugees and Citizenship Canada's website (www.cic.gc.ca) for more information.

Important Note: Immigrating to Canada, including through the Nominee Program, can be a lengthy process. While all efforts are made to process applications for nomination in a timely manner, processing times may increase with the volume of applications received.

4.0 – Application Process



Before applying to the Skilled Worker/Express Entry stream, please review these Program Guidelines thoroughly. The Program Guidelines provide information on the application process for the Skilled Worker/Express Entry stream.

4.1 – Prior to Submitting an Application Package

The Employer, or Authorized Representative, is responsible for completing the application package and submitting it to the Nominee Program. The application package must include all of the forms and documents listed on the Skilled Worker/NWT Express Entry stream checklist.

Whenever possible, please complete all forms electronically. Completing forms electronically reduces the risk of errors, which may delay the application assessment process. Completed forms must be printed and signed. Original copies of the signed forms must be submitted with the application.

It is the responsibility of the Employer (or Authorized Representative) to complete all sections of the required application forms and submit them with the application package. If a section of a form does not apply, please write 'not applicable' or 'N/A'.

It is the responsibility of the Employer (or Authorized Representative) to ensure that all required documentation is submitted with the application package. All documentation must be:

- English or French (or a translation with an affidavit from the translator);
- Original or certified true copies of the original document;
- Valid (and remain valid while the application package is being assessed by the Nominee Program); and
- Clear and legible.

4.2 – How to Submit an Application Package

Applications packages can be submitted in two ways; by mail or in person.

Application packages will not be accepted by email or fax as original/certified documentation is required for verification purposes.

Mail or submit your application package (including all necessary forms and original/certified documentation) to:

Nominee Program Employer Driven Streams
Government of Northwest Territories
1st Floor of the Lahm Ridge Tower
4501 – 50th Avenue
P.O. Box 1320
Yellowknife, Northwest Territories X1A 2L9

Employers can contact the Nominee Program by phone or email at:

- Toll Free Number: 1-855-440-5450
- Email: immigration@gov.nt.ca

Important Note: Applicants submitting applications in person must note that reception staff are not able to determine if an application is complete immediately upon receipt of an application or able to provide any type of program advice.

4.3 – Application Assessment Process

Confirmation of Receipt

All application packages received will be acknowledged by an email receipt to the Employer, Foreign National and/or Authorized Representative's email addresses, as provided on the application forms. The Employer (or Authorized Representative) is responsible for providing (and updating) accurate and current email addresses on the application forms.

Screening Process

All application packages are pre-screened to check for completeness.

To ensure your application package contains all required forms and documentation, please use the Skilled Worker/Express Entry stream checklist provided at www.immigratenwt.ca.

Process for Incomplete Application Packages

Incomplete application packages will not be assessed since all forms and required documentation are necessary to determine eligibility for the Nominee Program. Incomplete application packages will be returned to the Employer and/or Authorized Representative. A detailed checklist of eligibility criteria and an explanation of missing documentation, materials and/or eligibility information will be provided.

The Employer and/or Authorized Representative must re-submit a new and complete application package to begin the Nominee Program application process again.

Process for Complete Application Packages

Complete application packages will be assessed through a review and verification of all forms and documentation based on eligibility.

Once the assessment is completed, a decision will be made as to whether or not the Foreign National is eligible for nomination to the Government of Canada for permanent residency. Each application will undergo an assessment to determine the impacts that nominating a Foreign National is likely to have on the Northwest Territories labour market. If, during the assessment of a complete application, program staff request further information, documentation and/or clarification, an email will be sent to the Employer and/or Authorized Representative and a 14 calendar day deadline will be given to submit what is requested. Program staff will use discretion when granting an extension if the 14 day deadline cannot be met (e.g.: if delays are expected in securing and submitting third party documents).

If the information, documentation and/or clarification is not received by the deadline given, the application will be withdrawn and the Employer must submit a new application package to begin the Nominee Program application process again.

Submitting a complete application does not automatically result in a nomination. Program staff have the right to render a denial based on the impacts the potential nomination may have on the local labour market.

The Employer, the Foreign National, and/or Authorized Representative will receive letters by email communicating the decision.

The assessment of complete applications will take up to ten (10) weeks from the date a complete application was received by the Nominee Program, Employer Driven streams. For clarity, the ten-week service standard applies only from the point when a complete application is submitted. Processing times may increase depending on the volume of applications received and for applications that require an extension for requested information.

5.0 – Application Approval and Nomination Process



When an application is approved, a formal letter (also known as a nomination certificate) will be sent by email to the Employer, Nominee and/or Authorized Representative, which indicates that the application has been approved.

The letter provides the Nominee with instructions to submit their application for permanent residency to Immigration, Refugees and Citizenship Canada within the validation period for the nomination. The validation period is six (6) months for the Skilled Worker and NWT Express Entry streams from the date the nomination approval was issued.

Nominees are strongly encouraged to apply for permanent residency as soon as possible after their nomination certificate is received. The Nominee Program will not grant nomination extensions under any circumstances.

The letter will also outline the responsibility of the Employer and the Nominee to sign a Memorandum of Understanding (MOU) with the Department of Education, Culture and Employment for the Skilled Worker/Express Entry stream. This MOU outlines the conditions of the nomination and the responsibilities of both the Employer and the Nominee.

6.0 – Application Denial



When an application is denied, a formal letter will be sent to the Employer, the Foreign National and/or the Authorized Representative notifying them that the application has been denied. The letter will also include the reason(s) for denying the application.

Reasons an application will be denied include:

- the Employer or Foreign National does not meet the required program criteria;
- the Employer and/or Authorized Representative submitted an application package that is inadequate, outdated and/or expired;
- the Foreign National no longer resides and/or works in the Northwest Territories when a decision was made;
- the Employer is not in good standing with the Employment Standards Office;
- the Employer is not in compliance with the prevailing union or collective bargaining agreement;
- program staff are not satisfied that a critical labour shortage exists for the occupation;
- program staff are satisfied that the nomination may negatively impact the Northwest Territories labour market;
- there are grounds to believe misrepresentation at any phase of the application process has occurred; and
- other reasons for denying an application will be referenced in the denial letter.

Please Note: Where a Nominee Program officer has reason to believe that an Employer, Foreign National and/or Authorized Representative has intentionally misrepresented or withheld material information, either directly or indirectly, that is relevant to the application or the decision to nominate, the application will be placed on hold and additional information or clarification will be requested from the Employer, Foreign National and/or Authorized Representative. Where it is found that intentional misrepresentation has occurred, the Employer, Foreign National and/or Authorized Representative will be barred from using or applying to the Employer Driven streams for a period of one (1) year.

7.0 – Appeals



An Employer and/or an Employer's Authorized Representative may appeal the decision of a denied application. The appeal must be made, in writing, to the Department of Education, Culture and Employment, within 15 calendar days of the date on the denial letter.

The letter must clearly state the Employer or their Authorized Representative's reason(s) for appealing the decision.

The appeal will be based solely on the forms and/or documentation provided in the original application package.

Decisions on appeals will be rendered by an independent senior departmental official who is not involved in the application process. The decision on appeals is final and will be communicated to the Employer or Authorized Representative by email.

Important Notes:

- Any new or revised forms, supporting documentation and/or other information will not be accepted as part of the appeal.
- An appeal based on eligibility criteria will not be considered.

8.0 – Nomination Revocations



Employers and/or Foreign Nationals who violate any conditions of their nomination will have their nomination revoked.

Instances that indicate a nomination violation include:

- the Foreign National ceases to be employed by the Employer specified on the nomination certificate;
- the Foreign National or Employer are non-compliant with the MOU;
- there are grounds to believe misrepresentation or immigration fraud has occurred at any phase of the application process;
- the Employer or Foreign national no longer meet mandatory eligibility criteria; and
- other situations that will be identified on the revocation letter.

Important Note: Potential nomination revocation in the case of temporary lay-offs will be at the discretion of program staff. Generally, the Nominee Program will not revoke a nomination if an Employer has due reason to temporarily lay-off a nominee for a short-term, fixed period of time and if the conditions of the temporary lay-off are consistent with applicable labour legislation (i.e. *Employment Standards Act* or *Canada Labour Code*).

9.0 – Employer Criteria



Please read the criteria below and refer to the Skilled Worker/ Express Entry stream checklist when completing your application package. Application forms are located at: www.immigratenwt.ca

9.1 – Employer

The Employer must be a registered business, industry association, or a local, municipal, First Nation or territorial government, with an office or establishment in the Northwest Territories. The Employer must have been registered and operational in the Northwest Territories for a minimum of one (1) year on a full-time basis immediately prior to submitting the application package. Additional documentation, such as financial statements, may be required as proof that the Employer has been operational for the time period required.

In the case of a registered business, the Employer is defined as the owner or designated human resources representative of the establishment. In the case of an industry association or local, municipal, First Nation or territorial government, the Employer is defined as the head or designated human resources representative of the association or government.

The Employer must submit with the application, a description of the business, industry association, or local, municipal or First Nation or territorial government. In some cases, further information on the nature of the Employer's work may be requested.

The Employer must be registered and in good standing with the Northwest Territories' Workers' Safety and Compensation Commission and must submit documentation to this effect.

Employers who are subject to the *Northwest Territories' Employment Standards Act* are required to submit an Employment Standards Verification Form (NTNP-09) completed by an Employment Standards Officer. This form is used to verify compliance with the *Employment Standards Act*, and remains valid for a period of six (6) months. Employers that are not within the jurisdiction of the *Employment Standards Act* must be in compliance with the prevailing union or collective bargaining agreement.

If the Employer is in violation of the MOU, the Nominee Program will not accept applications from the Employer to nominate any future Foreign Nationals under the Employer Driven streams for up to 3 years, depending on the severity of the issue.

Important Note: Foreign Nationals who own/operate or invest in a business within the Northwest Territories are not eligible for nomination under the Employer Driven streams, but might be eligible under the Business Stream. Please visit the www.immigratenwt.ca to obtain a copy of the Business Stream guidelines to learn about the opportunities available under this stream.

Additionally, Foreign Nationals are prohibited from having applications submitted to the Employer Driven Stream and the Business Stream simultaneously.

9.2 – Employment

The term of employment must be for a permanent, full-time position (minimum 37.5 hours per week). Please include an employment contract that is consistent with the Northwest Territories' *Employment Standards Act* or in compliance with the prevailing union or collect bargaining agreement.

Please visit www.immigratenwt.ca for a sample contract. Employers are strongly encouraged to review the sample contract prior to submitting their application and are invited to use this sample contract for their application.

9.3 – Job Description

The Employer must submit a detailed job description for the position. The job description must include:

- position title;
- language requirements of the position – either English or French or another of the Northwest Territories' official languages (**any other language will only be considered an asset**);
- main duties of the positions;
- educational and work experience requirements of the position; and
- any occupational certification required for the position (including any required certification or accreditation).

While the details of the job description, including educational and work experience requirements, are at the discretion of the Employer, Nominee Program staff may require additional information on any aspect of the job description.

9.4 – National Occupation Classification (NOC) Codes

The National Occupation Classification (NOC) system is used by the Government of Canada to classify occupations. These occupations are grouped together based on the educational and work experience requirements of the position and the job duties. The skill levels applicable to the Skilled Worker/Express Entry stream are:

- Skill Type 0 (zero) – management jobs;
- Skill Type A – professional jobs (usually requiring a university degree); and
- Skill Level B – technical jobs and skilled trades (usually requiring a college diploma or apprenticeship training).

The Employer is required to research and select an appropriate NOC code for the position based on the educational and work experience requirements and job duties. Please visit www.cic.gc.ca/english/immigrate/skilled/noc.asp for more information.

Important Note: The NOC code must be consistent on all documentation submitted in the application package, including all necessary forms, employment contract, and Labour Market Impact Assessment or job advertising.

9.5 – Labour Market Impact Assessment

The Employer must submit a copy of a positive Employment and Social Development Canada's Labour Market Impact Assessment or proof of job advertising (see below).

A Labour Market Impact Assessment is a verification process whereby the federal government's Department of Employment and Social Development Canada assesses an offer of employment to ensure that the employment of a Foreign National will not have a negative impact on the Canadian labour market. Please visit www.cic.gc.ca for detailed information on Labour Market Impact Assessments.

An Employer who employs a Foreign National based on a positive Labour Market Impact Assessment must adhere to the agreement in all aspects.

Employers applying to nominate a Foreign National with an open work permit (under the International Mobility Program) and without submitting a positive Labour Market Impact Assessment, must instead submit the job advertising requirements (see below).

9.6 – Job Advertising

Employers applying to nominate a Foreign National without a positive Labour Market Impact Assessment are required to submit proof of local, national, and industry advertising (optional), as well as a summary of advertising results.

In the job advertisements, Employers are required to clearly describe the application process, the job requirements and the wage for the position advertised. If an Employer is deemed to have imposed any unnecessary barriers to the application process (e.g., requiring applications in-person to a non-central location), Nominee Program staff have the discretion of refusing the job advertisements.

The summary of advertising results must include a list of all applications received in response to the advertised position and a detailed list of reasons for refusal of employment. The Employer must also provide an explanation describing why the Foreign National is the best candidate for the position. The summary of advertising results must also be dated and signed by the Employer. Do not submit the resumes you receive for the position posted, however, please date stamp them and keep on file in case they are requested.

Minimum local, national, and industry (optional) recruitment efforts must have been placed within six (6) months immediately prior to the submission of an application package. These are:

Local Advertising:

- advertising on two (2) of Northwest Territories' local news-sharing platforms where the position is advertised for thirty (30) consecutive calendar days, such as:
 - NWT News North online classifieds;
 - Jobs North EDGE; or
 - a Northwest Territories local newspaper (for example, the Yellowknifer, if the position is located in Yellowknife or the Hub if the position is located in Hay River).

If choosing to advertise locally in a Northwest Territories newspaper, the advertisement should be posted for a minimum of once per week for four (4) consecutive weeks. As proof of this advertising, the Nominee Program will only accept the following: (1) original or copies of the newspaper pages for each of the dates the position was advertised, or (2) original or copy of the newspaper page for one date the position was advertised and an invoice proving that the advertisement was continued for the required period of time.

National Advertising:

- advertising on the Government of Canada's Job Bank at www.jobbank.gc.ca for a minimum of thirty (30) consecutive calendar days; and

Industry Advertising (optional):

- advertising on one (1) industry job board for a minimum of thirty (30) consecutive calendar days.

When submitting proof of local, national, and industry advertising, please ensure that copies of the job advertisings, as well as the dates the advertisements were posted, are clear and legible.

Employers are strongly encouraged to continue to actively seek Canadians and permanent residents to fill the position until a decision is reached on their application.

Program staff have the discretion to refuse or request further information on job advertisings or the summary of advertising results to identify if a critical labour shortage exists for the occupation.

9.7 – Wage Rate

The Employer must provide a comparable industry rate of pay based on Job Bank wage information, the businesses' existing workforce rate-of-pay, rate-of-pay as advertised, and rate-of-pay in the Labour Market Impact Assessment (if applicable). Rate-of-pay must always be equal to or more than the current minimum wage of the Northwest Territories.

For Job Bank wage information please refer to the Government of Canada's Employment and Social Development Canada website at www.jobbank.gc.ca as a guide. This resource provides detailed information on wage rates by National Occupation Classification (NOC) code and region.

Please refer to the median wage rates for the Northwest Territories. If the wage information for the NOC code is not available for the Northwest Territories, please refer to wages from these regions in the following order: Yukon, Northern Alberta, Alberta, Canada.

If the Foreign National has already been working in the position, the Employer must submit their pay stubs and corresponding time sheets for the past three (3) months or for the length of time the Foreign National has been working in the position (if less than three months). These pay stubs must clearly note the wage rate, the hours worked for that pay period, and any deductions taken from the payment amount.

Nominee Program staff may request additional pay stubs for the position and/or wage information for other similar positions within the registered business, industry association, or local, municipal, First Nation or territorial government.

Important Note: The wage rate must be consistent on all documentation submitted in the application package, including all necessary forms, employment contract, and Labour Market Impact Assessment or job advertising.

10.0 – Foreign National Criteria for the Skilled Worker/Express Entry Stream

The following eligibility criteria apply to the Skilled Worker/Express Entry stream.

Please read the criteria below and refer to the Skilled Worker/Express Entry stream checklists when completing your application package. Application forms are located at: www.immigratenwt.ca

10.1 – Express Entry Requirements

The Northwest Territories' Express Entry stream is only for Foreign Nationals who have been accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool. Once a candidate is accepted into the Express Entry pool, Immigration, Refugees and Citizenship Canada will provide an acceptance letter (including an Express Entry Profile Number).

Only candidates accepted into Immigration, Refugees and Citizenship Canada's Express Entry pool, and have been issued an Express Entry Profile Number are eligible to be nominated as an Express Entry candidate.

For detailed information on Immigration, Refugees and Citizenship Canada's Express Entry, please visit: www.cic.gc.ca/english/immigrate/express/express-entry.asp.

When applying for the Northwest Territories' Express Entry stream, a candidate must:

- provide the acceptance letter issued by Immigration, Refugees and Citizenship Canada's Express Entry Pool;
- prove a valid job seeker validation code;
- maintain valid status in Immigration, Refugees and Citizenship Canada's Express Entry pool throughout the application process;
- meet the eligibility criteria for the Northwest Territories' Skilled Worker stream; and
- have expressed interest in settling permanently in the Northwest Territories.

10.2 – Personal Documentation

A Foreign National is required to submit the following documentation in original or certified true copies and translated into English or French. Certified true copies of documents must be clear and legible.

- Foreign National's valid work permit;
- Foreign National's passport (biographical page only);

- Foreign National's birth certificate;
- Foreign National's marriage certificate or declaration of common-law union; and
- Birth certificate(s) and passport(s) for dependent(s).

It is the responsibility of the Foreign National to ensure all personal documentation remains valid (including the certification period) while their application is being processed.

Important Note: Information on notaries public in the Northwest Territories can be found at the Department of Justice's website at www.justice.gov.nt.ca/en/notaries-public/.

10.3 – Work Permits

Foreign Nationals currently in Canada must have legal status to work and must have a valid work permit for the duration of the application process. Foreign Nationals must also satisfy the Nominee Program that they intend to settle permanently in the Northwest Territories.

Skilled workers (NOC O, A & B) are typically not eligible for nomination when living abroad or in Canada without a valid work permit. However, in exceptional circumstances and depending on the Employer's business case and operational circumstances, the Nominee Program may consider assessing a file.

In these exceptional circumstances, employers must consult with program officers and demonstrate that a rigorous advertising campaign has been undertaken and must also clearly identify how the skilled Foreign National has a skill set, education, and work experience that cannot be found within the NWT or Canada.

Program officers must be satisfied that a skilled labour shortage exists and that no Canadian or Permanent resident in Canada is available.

10.4 – Educational and Work Experience Requirements

A Foreign National must have the required certification or accreditation for the occupation based on the Employer's job description, the job advertisements (if applicable) and the National Occupational Classification's employment requirements. If applicable, the Foreign National must also meet the Northwest Territories' certification, licensing, or registration requirements of the job. For non-regulated occupations, the Employer is responsible for ensuring that the Foreign National meets occupational standards and has the required work experience for the specific occupation. Furthermore, the Foreign National must have one year of full-time experience in the occupation being nominated for.

Foreign Nationals that completed education outside of Canada must have their international educational credentials assessed to compare them to educational standards in Canada. For the purposes of consistency, the NTNP will only accept the IRCC approved [Educational Credential Assessment \(ECA\)](#) organizations to verify educational credentials. An Educational Credential Assessment, or ECA, is a report issued by an organization designated by the federal Minister of

Immigration, Refugees and Citizenship Canada that verifies the authenticity of a foreign diploma, certificate or credential, and assesses its equivalence to a Canadian educational credential.

There are 7 organizations designated as acceptable ECA providers for immigration purposes, which are listed below:

- **World Education Services (WES)**: Date of Designation: April 17, 2013
- **Comparative Education Service: University of Toronto School of Continuing Studies**: Date of Designation: April 17, 2013
- **International Credential Assessment Service of Canada**: Date of Designation: April 17, 2013
- **Medical Council of Canada**: Date of Designation: April 17, 2013
- **Pharmacy Examining Board of Canada (PEBC)**: Date of Designation: January 6, 2014
- **International Credential Evaluation Service (ICES)**: Date of Designation: August 6, 2015
- **International Qualifications Assessment Service (IQAS)**: Date of Designation: August 6, 2015

Please note that the International Qualifications Assessment Service (IQAS), delivered by the Government of Alberta, provides a discounted rate to Northwest Territories residents. Please see their website, www.work.alberta.ca/immigration/international-qualifications-assessment-service.html for more information.

10.5 – Job Application

If an Employer is applying to nominate a Foreign National by submitting job advertising requirements (in lieu of submitting a positive Labour Market Impact Assessment), the Foreign National must apply to the position being advertised by the Employer, either in response to the local or national job advertisement. In their application to the job advertisement, the Foreign National must demonstrate how they applied to the position and that they meet the educational and employment requirements of the position.

10.6 – Language Requirements

Foreign Nationals must be able to communicate in one of Canada's official languages, English or French.

Foreign Nationals must undergo mandatory language testing and achieve the following minimum language standards of the Canadian Language Benchmark (CLB) Level.

Foreign Nationals applying under the National Occupational Classification skill levels O and A must achieve CLB level 6 in either English or French, across all four categories: listening, speaking, reading, and writing.

Foreign Nationals applying under the National Occupational Classification skill level B must achieve CLB level 5 in either English or French, across all four categories: listening, speaking, reading, and writing.

The minimum language standards must all be achieved in one testing session and at time of submitting an application. Test scores for different categories cannot be combined from multiple tests.

There are three language tests approved by the Government of Canada. A Foreign National is able to write one of the following three tests:

- The International English Language Testing System (IELTS) General Training;
- The Canadian English Language Proficiency Index Program (CELPIP-General); or,
- The Test d'Évaluation de Français (to test proficiency in French).

Other language tests or methods will not be accepted.

Language tests are valid for two years from the date of the test results. Foreign Nationals are responsible for ensuring that their language test results are valid for the duration of the application process. Test results that expire during the application process will not be accepted as proof of sufficient language proficiency.

10.7 – Settlement Income

A Foreign National is required to submit proof of a valid, full-time, permanent job offer that demonstrates their ability to economically settle in the Northwest Territories.

10.8 – Skilled Worker Application Forms

Please complete and submit the following forms for the Northwest Territories Skilled Worker Stream:

- NTNP-01 Nominee Information Form.
- NTNP-02 Employer and Job information Form.
- NTNP-02b Skilled Worker Checklist Form.
- NTNP-05a/b Authorize or Cancel an Immigration Representative Form (if applicable).
- NTNP-09 Employment Standards Verification

For additional information and application forms, please visit the www.immigragenwt.ca website.

10.9 – Express Entry Application Forms

Please complete and submit the following forms for the Northwest Territories Express Entry Stream:

- NTNP-01 Nominee Information Form.
- NTNP-02 Employer and Job Information Form.
- NTNP- 02b Skilled Worker/ Express Entry Checklist Form.
- NTNP-05a/b Authorize or Cancel an Immigration Representative Form (if applicable).
- NTNP-09 Employment Standards Verification

For additional information and application forms, please visit the www.immigragenwt.ca website.

Important Note: Foreign Nationals are prohibited from applying to both the Business and Employer driven streams at the same time. Foreign Nationals who own/operate or invest in a business within the Northwest Territories are not eligible under the Employer Driven streams. The Employer Driven streams are designed to support Foreign Nationals who meet program eligibility criteria and critical labour shortages.

11.0 – Application Forms



This section provides an overview of each of the forms used when applying under the Skilled Worker/Express Entry stream.

NTNP-01 Nominee Information Form

This form is used to collect relevant information about the Foreign National being nominated. All information must be provided by the Foreign National (and/or the Authorized Representative).

NTNP-02 Employer Application Form

This form is used to collect relevant information about the Employer nominating the Foreign National. All information must be completed by the Employer (and/or the Authorized Representative).

NTNP-05a/b Authorize or Cancel a Representative Form

These forms are used to name an Authorized Representative (such as an immigration consultant, lawyer, friend, or family member) to act on your behalf with the Nominee Program and/or have provided advice throughout the NT Nominee Program application process. A paid representative or an unpaid representative who is acting on your behalf **MUST** be disclosed. Form NTNP-05a is for Employers and form NTNP-05b is for Nominees.

If you have named an Authorized Representative and want to cancel this representation, please use this form to cancel the Authorized Representative you have named.

Important Note: Hiring or using an Authorized Representative to apply to the Nominee Program is not a program requirement. Using an Authorized Representative does not change the application process or guarantee that an application will be approved.

NTNP-02b Skilled Worker/Express Entry Checklist

The Skilled Worker/Express Entry Checklist outlines the documentation and information required by both the Employer and the Foreign National.

NTNP-09 Employment Standards Verification

This form is used to pre-screen an employer's status of compliance with the Northwest Territories Employment Standards Office. This form must be completed by an Employment Standards Officer and remains valid for 6 months from the date of assessment by the Employment Standards Officer.

12.0 Supporting Documents



12.1 Language of Documents

The Nominee Program will accept documents in both English and French. Documents not in English or French must be translated to either English or French and include an affidavit from the individual who completed the translation. The Employer will also need to include the original or certified copy of the document.

12.2 Certified True Copies

To provide the Nominee Program with certified true copies an authorized person must compare the original document to the photocopy you expect to submit. The authorized person must include the following information on the certified true copy, the:

- phrase “I certify that this is a true copy of the original document”;
- name of the original document;
- date of the certification;
- name of the person certifying the document;
- certifying person’s official position or title; and
- certifying person’s signature.

12.3 Who can Certify Documents

You can get your documents certified in Canada or outside of Canada. From within Canada, the Nominee Program will only accept certified documentation from:

- a commissioner of oaths (authority to certify varies by province and territory),
- a notary public; or
- a justice of the peace.

The Nominee Program will accept certified documentation from outside of Canada from:

- a judge;
- a magistrate;
- a notary public;
- an officer of a court of justice; or
- a commissioner authorized to administer oaths in the country in which the commissioner is living.

Note: Employers, Authorized Representatives, friends, and family members may not certify copies of documents.