



Northwest Territories Nominee Program

Employer Driven Stream: Frequently Asked Questions

What is the Northwest Territories Nominee Program?

The Northwest Territories Nominee Program (NTNP) can help employers recruit and retain critically needed and skilled workers.

Many foreign nationals are well educated and motivated for success. They often possess high levels of skills and work experience and may speak several languages. They bring fresh perspectives and approaches to work processes, management styles and business relationships. This diversity can improve problem solving and promote new ideas and innovation.

Common Employer Questions:

How can the Northwest Territories Nominee Program's Employer Driven Stream help me as an employer?

The Northwest Territories (NWT) is a small jurisdiction, so as employers prepare their applications to nominate foreign nationals, they have the benefit of attentive service from Government of the Northwest Territories (GNWT) staff. NTNP staff work closely with employers who are interested in the program so employers can get quick answers to their questions and results.

Further benefits to employers who participate in the NTNP include:

- an opportunity to permanently hire foreign nationals who are already on staff
- the ability to hire foreign nationals without obtaining a Labour Market Impact Assessment (LMIA)
- an effective contact/team at the GNWT to support them through the application process
- a widened scope for job searches for qualified foreign nationals (across Canada)
- retention of skilled workers.

How long must a foreign national be employed before their employer can apply to the NTNP's Employer Driven Stream?

[Under the Entry Level/Semi-Skilled category](#), the foreign national must be employed in their position for a minimum of six months full-time immediately prior to applying to the NTNP.

The [Skilled Worker](#) and [NWT Express Entry](#) categories do not have minimum time requirements for employment with the nominating employer but the foreign national must have at least one year of full-time experience within the last 10 years in the same or related occupation they are being nominated.

How does an employer submit an application?

Employers can submit applications through the [online application portal found on immigratenwt.ca](https://immigratenwt.ca). Employers must first register an account by creating an Employer User ID for each application. After completing the registration, the employer will receive a confirmation email with the User ID and a link to verify and activate your account. The registration is free of charge.

There are then two parts to the application: the first is the Employer Application, and the second is the Foreign National Submission. Employers can save the application at any stage and return to it later to complete.

Once both parts of the application are fully completed and submitted, the employer will receive a confirmation email with the application file number. Submitted applications are then accessible to NTNP program officers for assessment.

If you have any questions about the online application portal, or have any technical issues, please let program staff know via email: immigration@gov.nt.ca

What if I want to edit information in my online application?

If any of the submitted information needs to be changed or updated throughout the application process, the employer will need to submit these changes to the NTNP via email, as all information is locked in once it's submitted. NTNP staff can make the changes on behalf of the client. Email: immigration@gov.nt.ca

What is the processing time for an application?

If the application is complete and error-free, it will take up to ten (10) weeks to process from the date it was received. The processing time may increase if there are errors and/or additional information required during the assessment of an application.

If, during the assessment of an application, program staff request further information, documentation and/or clarification, an email will be sent to the Employer and/or their Authorized Representative and they will be given a deadline of 14 calendar days to submit what has been requested.

What is an NOC code?

The National Occupation Classification (NOC) is the authority on occupational information in Canada. The NOC code of the occupation selected will determine what program category it falls under. For example, NOC **C** and **D** fall under the Entry Level/Semi-Skilled Occupations category. NOC **O**, **A** and **B** fall under the Skilled Worker or NWT Express Entry category. The chosen NOC code must be consistent throughout the application.

What is the industry rate-of-pay?

In the application, the employer must provide a comparable industry rate-of-pay based on [Job Bank wage information](#), the business's 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 in the Northwest Territories](#).

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

Is the employer required to submit financial statements?

No, the employer is not required to submit financial statements; however, NTNP staff may request financial statements to ensure the company is operational and viable.

Employers are also required to submit other documents such as a valid business licence, Proof of Registration letter from the Workers’ Safety and Compensation Commission (WSCC) and a Certificate of Incorporation.

Do I need to submit a Labour Market Impact Assessment (LMIA)?

Employers applying to nominate a foreign national through the Employer Driven Stream do not need to submit an LMIA, but they must follow advertising requirements if they are not submitting one.

What are the advertising requirements?

Employers who apply to nominate foreign nationals under the Employer Driven stream and who don’t have a valid Labour Market Impact Assessment must advertise on two news-sharing platforms, one (1) local and one (1) being national in scope.

For the Skilled Worker category and NWT Express Entry category: Advertisements must be posted for a minimum of fourteen (14) consecutive calendar days and placed within twelve (12) months immediately prior to the submission of an application.

For the Entry Level/Semi-Skilled Occupations category: Advertisements must be posted for a minimum of thirty (30) consecutive calendar days and placed within twelve (12) months immediately prior to application submission.

What is required in the ‘summary of results’ of advertising?

The summary of advertising results must:

- include a list of all the applications the employer received in response to the advertised position
- include a detailed list of reasons why the applicants were refused employment
- include an explanation describing why the nominated Foreign National is the best candidate for the position
- be dated and signed by the employer.

Do not submit the résumés you received for the position advertised; however, please date stamp them and keep on file in case they are requested.

Can I nominate someone who doesn’t hold a valid work permit?

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.

Skilled workers (NOC **O**, **A** and **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 NTNP may consider assessing a file. For more information on exceptional circumstances, review [pages 7 of the Skilled Worker/NWT Express Entry guidelines](#).

Can I nominate a Foreign National from abroad?

Foreign Nationals abroad are not eligible for nomination for the Entry Level/Semi-Skilled Occupations category (NOC C and D), as they must work for their northern nominating employer for a minimum of six (6) months full-time prior to applying to the program.

Skilled workers (NOC O, A and 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 NTNP may consider assessing a file. For more information on exceptional circumstances review [pages 7 of the Skilled Worker/NWT Express Entry guidelines](#).

Can I appeal a decision?

After an application has been denied, an employer may request to appeal the decision. An appeal can only be based on the process, and not the criteria. The appeal will only consider information provided through the forms and/or documentation provided in the original application package.

A request for an appeal of the decision must be made in writing to the NTNP office within 15 calendar days of the date on the denial letter. 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 the Employer's Authorized Representative by email.

Common Foreign National Questions:

What can the NT Nominee Program's Employer Driven Stream do for me as a foreign national?

The Northwest Territories Nominee Program (NTNP) is a pathway to Canadian Permanent Residency and can help foreign nationals and their families make the beautiful NWT their permanent home.

There are benefits to choosing the NWT as your home:

- It offers a desirable lifestyle for individuals and for families
- There are vibrant multi-cultural populations in NWT communities
- You can gain Canadian work experience
- Due to the comparatively small population, the NWT is a great place for career development and advancement.

Do I need to be employed to apply for the NTNP?

Yes, the NTNP requires your employer to make the application for your nomination. A foreign national must already be employed in the NWT or have a valid job offer for a full-time permanent position in the NWT. Both the foreign national and the employer must meet all mandatory eligibility criteria prior to applying, and the employer must submit the application on behalf of the foreign national. Here are some websites that list employment opportunities in the NWT:

- <http://www.edgenorth.ca/jobsnorth>
 - <https://jobbank.gc.ca> (search Northwest Territories)
 - <http://careers.hr.gov.nt.ca/en/search/job>
 - <https://www.nnsi.com/northern-jobs/>
 - <https://www.indeed.ca/?sq=1>
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What ‘settlement funds’ are required by the foreign national to be eligible for the NTNP’s Employer Driven Stream?

Foreign nationals applying under the Entry Level/Semi-Skilled Occupations category are required to demonstrate that they have \$10,000 per person in their bank account, and an additional \$2,000 for each accompanying dependent. For example, if a Nominee Applicant’s dependents include a spouse and two children, the settlement income required would be \$16,000.

Foreign nationals applying under the Skilled Worker category or NWT Express Entry category must submit proof of a valid, full-time permanent job offer with a wage that demonstrates their ability to economically settle in the NWT.

How can I apply for a Canadian work permit?

To apply for a Canadian work permit, you need to contact the federal government Department of Immigration, Refugees and Citizenship Canada. For more information about work permits visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html>.

Approved Nominees are eligible to receive a work permit support letter which they can use to apply for a new work permit that is LMIA exempt and closed to their nominating Employer.

Do I need an immigration representative?

It is your choice to decide if you want to have an immigration representative act on your behalf with the NTNP or advise you throughout the application process. It is not required. An immigration representative may be a lawyer, an immigration consultant, or a family member, and may be paid or unpaid for their involvement.

How long must a foreign national be employed before an employer can apply to the NTNP’s Employer Driven Stream?

Foreign nationals applying under the Entry Level/Semi-Skilled Occupations category must be employed in their position for a minimum of six months full-time immediately prior to applying.

The Skilled Worker category and NWT Express Entry category do not have minimum time requirements for how long they are employed by their nominating employer, **but** they must have one year of full-time experience within the last 10 years in same or related the occupation they are being nominated for.

Is there a language requirement for the NTNP’s Employer Driven Stream?

All program categories in the NTNP have minimum language requirements:

- For the Entry Level/Semi-Skilled Occupations category, it is a minimum of Canadian Language Benchmark (CLB) 4
- For the Skilled Worker category and the NWT Express Entry category, it is CLB 5 (NOC **B**).
- For the NWT Express Entry category, it is CLB 7 (NOC **0** and **A**) and for the Skilled Worker category, it is CLB 6 (NOC **0** and **A**).

Language requirements are demonstrated through a valid language test taken within the past two (2) years.

There are four language tests approved by the Government of Canada that nominees can write – other language tests or methods will not be accepted:

- The International English Language Testing System (IELTS) General Training
 - The Canadian English Language Proficiency Index Program (CELPIP-General)
 - The Test d’Évaluation de Français (to test proficiency in French)
 - The Test de connaissance du français (TCF Canada - to test proficiency in French)
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Will the NWT prioritize applications where a work permit is close to expiry?

No, the NWT does not grant priority processing for applications where work permits are due to expire soon. It is not guaranteed that an application will be assessed prior to a work permit expiring. Employers and foreign nationals are responsible for maintaining legal status to work in Canada.

I am a student or recent graduate from a Canadian post-secondary institution, am I eligible to apply under the NTNP’s Employer Driven Stream?

The NWT does not have a program stream specific to recent graduates. Foreign nationals must have a valid work permit and be currently employed or have a valid job offer in the NWT.

Your employer in the NWT can submit an application to the NTNP, if both the foreign national and employer meet all eligibility criteria.

Is there a fee to apply to the NTNP’s Employer Driven Stream?

No, there is no fee to apply to the NTNP’s Employer Driven Stream.

More information

Northwest Territories Nominee Program | Employer Driven Stream Labour Development and Standards Division | Department of Education, Culture and Employment 1st Floor, Lahm Ridge Tower | 4501 – 50th Avenue | P.O. Box 1320 | Yellowknife, Northwest Territories | X1A 2L9
Toll Free: 1-855-440-5450 | Email: immigration@gov.nt.ca | <https://www.immigraatenwt.ca/en>
