



Northwest Territories Nominee Program

Employer Driven Stream
Skilled Worker/NWT Express Entry
Program Guidelines

EFFECTIVE SEPTEMBER 12, 2022

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Northwest Territories Nominee Program

The Northwest Territories Nominee Program (NTNP) supports the recruitment and retention of foreign nationals when there are no qualified Canadians or permanent residents available to fill a position.

The NTNP assists employers in retaining Nominee Applicants who have the skills, education and work experience to contribute to the economy, want to live in the Northwest Territories (NWT) and become a permanent resident of Canada. Immigration is a shared responsibility between the Government of Canada and the Government of Northwest Territories (GNWT). The Government of Canada has the sole responsibility of determining who is admitted to Canada, immigration classes, and annual immigration levels. The GNWT has the responsibility of nominating a Nominee Applicant to fill critical labour shortages.

There are two program streams within the NTNP: Employer Driven and Business. The Department of Education, Culture and Employment (ECE) is responsible for administering the Employer Driven stream of the NTNP.

The Employer Driven stream supports Employers in recruiting and retaining Nominee Applicants who meet program eligibility criteria and who possess the skills, education and work experience required. The Employer Driven stream categories may be used by an Employer when there are no qualified Canadians or permanent residents available to fill the position. Through the NTNP, employers are responsible for submitting an application to nominate a Nominee Applicant for permanent residency.

Employer Driven stream categories are:

- Entry Level/Semi-Skilled Occupations
- Skilled Workers
- NWT Express Entry

The NTNP is not designed to support a fully foreign-based workforce.

The Department of Industry, Tourism and Investment (ITI) is responsible for administering the Business stream of the NTNP. Information on how to apply to the Business stream can be found at www.immigraatenwt.ca.

Skilled Worker/ NWT Express Entry Occupations Category

These guidelines are only for the **Skilled Worker/NWT Express Entry** category.

The Skilled Worker/NWT Express Entry occupations category is intended to assist Employers with critical labour shortages that cannot be filled by local, permanent residents, or Canadian citizens. This category is designed to increase the labour pool for skilled level jobs within the National Occupational Classification (NOC) skill levels 0, A and B.

As determined by Immigration, Refugees and Citizenship Canada (IRCC), refugee claimants are not eligible for the NTNP.

Service Standards

NTNP staff are available to assist Employers throughout all steps of the application process.

NTNP 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, Nominee Applicant, and/or Authorized Representative to ensure all supporting documents remain valid throughout the application process.

NTNP 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.

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

Eligibility Criteria

Employer

To be eligible for the Northwest Territories Nominee Program, the Employer must:

- be a Canadian Citizen or permanent resident of Canada;
- be a registered business, or a local, municipal, First Nation or territorial government, with an office or establishment in the NWT that is operational year-round.
- must maintain a place of business in the NWT where the Nominee Applicant will work;
 - If the Nominee Applicant will work at more than one location, the Employer must maintain a place of business in the NWT where the Nominee Applicant will report to work;
- have been registered and operational in the NWT for a minimum of one (1) year on a full-time basis immediately prior to submitting the application package;
- be registered and in good standing with the NWT Workers' Safety and Compensation Commission (WSSCC) and must submit proof of valid registration; and
- Employers who are subject to the Northwest Territories *Employment Standards Act* must be in good standing and be operating in compliance with the *Employment Standards Act*.
 - Employers who are subject to the Northwest Territories *Employment Standards Act* are required to submit an Employment Standards Verification Form 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.

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 a local, municipal, First Nation or territorial government, the Employer is defined as the head or designated human resources representative.

Employment

The term of employment must be for a permanent, full-time position (minimum 30 hours per week). Please include an employment contract from the original date of hire and the current contract that is consistent with the Northwest Territories *Employment Standards Act* or in compliance with the prevailing union or collective 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. The sample contract is not mandatory.

Job Description

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

- position title;
- language requirements of the position (only English or French will be accepted – any other language will only be considered an asset);
- main duties of the position;
- educational and work experience requirements of the position;
- any occupational certification for the position (including any required certification or accreditation).

National Occupational Classification

The National Occupational 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.

Labour Market Impact Assessment

The Employer must submit a copy of a positive Labour Market Impact Assessment (LMIA) from the federal government's Department of Employment and Social Development Canada, or proof of job advertising (see below). An LMIA is a verification process whereby Employment and Social Development Canada assesses an offer of employment to ensure that the employment of a Nominee Applicant will not have a negative impact on the Canadian labour market. Please visit www.cic.gc.ca for detailed information on obtaining an LMIA.

An Employer who employs a Nominee Applicant based on a positive LMIA must adhere to the agreement in all aspects. Employers applying to nominate an applicant with an open work permit (under the International Mobility Program) and without submitting a positive LMIA, must instead submit the job advertising requirements (see below).

Job Advertising

Employers applying to nominate an applicant without a positive LMIA are required to submit proof of local and national job advertising, as well as a summary of advertising results.

Employers must demonstrate proof of advertising efforts on two (2) different platforms: one (1) local and one (1) being national in scope.

Advertisements must be placed for a minimum of 14 consecutive days (or 2 consecutive weeks) on each platform. The validity of job advertisements is twelve (12) months from the time of application submission.

Accepted advertising platforms include:

- Recognized online employment sites such as:
 - the Government of Canada's Job Bank at www.jobbank.gc.ca .
 - Indeed <https://ca.indeed.com/>
 - Jobs North Edge <https://www.edgenorth.ca/jobsnorth/>;
 - Workopolis <https://www.workopolis.com/en/>;
 - LinkedIn <https://ca.linkedin.com/>;
 - Monster <https://www.monster.ca/>, etc.;
- In a local Northwest Territories newspaper such as:
 - The Yellowknifer, The Hub, etc.
- Local and regional employment centres;
- Industry job boards such as:
 - Aviation industry job boards; and
 - Health care job boards.

Advertisements must clearly specify:

- the position title;
- wage information;
- minimum qualification/education (as per the NOC);
- skill requirements;
- hours per week;
- location of work; and
- a short description of position duties.

When submitting proof of advertisements, ensure copies of the job ads, as well as the dates they 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.

Summary of Advertising

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. Employers must demonstrate that the Nominee Applicant applied directly to the position as advertised and provide rationale as to why they are the best-suited candidate. The summary of advertising results must be dated and signed by the Employer. Do not submit the résumés you received for the position posted, however, please date stamp them and keep on file in case NTNP staff request them.

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

Wage Rate

The Employer must provide a comparable industry wage based on Employment and Social Development Canada's Job Bank median wage information, the business's existing workforce, as advertised, and as per the terms and conditions in the Labour Market Impact Assessment (if applicable). The wage must also be equal to, or more than, the NWT's current minimum wage.

For Job Bank wage information please refer to 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 Job Bank's 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.

Pay Stubs and Time Sheets

If the Employer already employs the Nominee Applicant, the Employer must submit their pay stubs and corresponding time sheets for the past three (3) months to demonstrate that the wage has been paid accordingly. These pay stubs must clearly note the wage rate, the hours worked for that pay period, and any deductions taken from the payment amount.

NTNP 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.

Additionally, NTNP staff may use discretion on refusing wages based on industry rate of pay for similar occupations.

Exceptional Circumstances (applying without a valid work permit)

Skilled workers 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 accepting an application without a valid work permit.

In these exceptional circumstances, the Employer must:

- consult with NTNP officers via email before applying to the NTNP;
- demonstrate that an advertising campaign (meeting the job advertising criteria of these guidelines) for a minimum of four (4) consecutive weeks has been undertaken;
- clearly identify how the skilled Foreign National has a skill set, education and work experience that cannot be found within the NWT or Canada; and
- provide information on if they applied for an LMIA and if they have accessed other Labour Market Programs to support their workforce.
 - NTNP officers must be satisfied that a skilled labour shortage exists and that the Employer has exhausted all other avenues to determine that no other Canadian, or permanent resident in Canada, is available.

Air Travel Costs

If the Nominee Applicant is approved as an exceptional circumstance, the Employer is responsible for paying the cost of air travel for the Nominee applicant (not any dependents) from their place of residence to the NWT. Employers must also pay for the return air transportation for the Nominee to their home country if the Nominee does not obtain permanent residency or is no longer participating the NTNP. This cost cannot be recovered from the Nominee under any circumstance.

NTNP officers may refuse to accept an application and that application will not be eligible for an appeal.

Nominee Applicant

Personal Documentation

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

- valid work permit;
- passport (biographical page only);
- birth certificate;
- marriage certificate or declaration of common-law union, if applicable;
- birth certificate(s) and passport(s) for dependent(s), if applicable;
- bank statements, stamped by the financial institution, for 3 months prior to submitting an application.

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

Work Permits

Nominee Applicants currently in Canada must have legal status to work and must have a valid work permit for the duration of the application process. Nominee Applicants with a closed work permit must meet the terms and conditions of the work permit. If the Nominee Applicant's work permit

expires during the application period, they will not be considered for nomination. Nominee Applicants must also demonstrate to the NTNP their intention to settle permanently in the NWT.

Work Permit Support Letter

Approved Nominees are eligible for a work permit support letter, issued by the NTNP, which they can use to apply for an employer-specific work permit that is exempt from having a Labour Market Impact Assessment (LMIA) and closed to their nominating occupation.

Employers will be required to pay a \$230 employer compliance fee in the IRCC Employer Portal prior to the Nominee Applicant applying for the work permit. The Employer Portal is found here <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html>.

Education and Work Experience

A Nominee Applicant 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.
- meet the Northwest Territories' certification, licensing, or registration requirements of the job (if applicable).
 - For non-regulated occupations, the Employer is responsible for ensuring that the Nominee Applicant meets occupational standards and has the required work experience for the specific occupation.
- have one (1) year of full-time experience within the last 10 years in the same or similar occupation that they are being nominated for.

Education Credential Assessment

Nominee Applicants who 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 IRCC-approved Educational Credential Assessment organizations to verify educational credentials.

An Educational Credential Assessment (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 seven 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.

Language Requirements

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

Nominee Applicants being supported under the **Skilled Worker category in NOC category types 0, and A**, must undergo mandatory language testing and achieve a **minimum language standard of the Canadian Language Benchmark (CLB) Level 6** in either English or French, across all four categories: listening, speaking, reading and writing.

Nominee Applicants being supported under the **NWT Express Entry category in NOC category types 0, and A**, must undergo mandatory language testing and achieve a **minimum language standard of the Canadian Language Benchmark (CLB) Level 7** in either English or French, across all four categories: listening, speaking, reading and writing.

Nominee Applicants being supported under **NOC skill level B in both the Skilled Worker or NWT Express Entry** categories must achieve a **minimum language standard of the Canadian Language Benchmark (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. Test scores for different categories cannot be combined from multiple tests. There are four language tests approved by the Government of Canada. A Nominee Applicant can write one of the following four tests:

- 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); or
- The Test de connaissance du français (TCF Canada - 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.

For the Canadian Language Benchmark (CLB) language test equivalency chart visit:

www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/standard-requirements/language-requirements/test-equivalency-charts.htm

Proof of Settlement Funds

A Nominee Applicant must demonstrate they have sufficient funds to establish and maintain themselves and any dependents within the Northwest Territories. This is demonstrated from the valid job offer and industry rate of pay.

Express Entry Requirements

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

Only candidates accepted into IRCC's Express Entry pool, and have been issued an Express Entry Profile Number, are eligible to be nominated by the NTNP as an Express Entry candidate.

For detailed information on IRCC's Express Entry, please visit:

www.cic.gc.ca/english/immigrate/express/express-entry.asp.

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

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

Important notes on submitting an application to the NTNP

Employers are responsible for ensuring that their application meets mandatory eligibility criteria. NTNP staff may request additional supporting documentation to verify that the application meets criteria. This may include documents such as financial statements, T4As, lease agreements, Canada Revenue Agency schedules 125 (Income Statement Information), and other relevant documentation related to eligibility criteria.

Nominee Applicants are responsible for ensuring that their personal documentation remains valid for the duration of the application process. Personal documents, including work permits and language test results, will not be accepted as proof of meeting mandatory eligibility criteria if they expire during the application process. NTNP staff may request additional supporting documentation to verify that the application meets eligibility criteria.

Information must be consistent on all documentation submitted in the application package, including the employment contract, Labour Market Impact Assessment, job advertising, etc.

If the Employer is in violation of the Memorandum of Understanding (MOU), the NTNP will not accept applications from the Employer to nominate any future applicants under the Employer Driven Stream categories for up to three (3) years, depending on the severity of the issue.

Definitions

Immigration, Refugees and Citizenship Canada (IRCC)

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

The Government of Northwest Territories (GNWT), Department of Education, Culture and Employment (ECE)

ECE is the GNWT department that delivers the Employer Driven stream of the NTNP. The GNWT 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 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 Applicant

The Foreign National who is being nominated by an Employer.

The Nominee

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

The Authorized Representative

An individual that an Employer and/or a Nominee Applicant appoint to conduct business on their behalf with the NTNP and/or advises them throughout the NTNP application process.

Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) is an agreement signed post-nomination between the Nominee, Employer and the GNWT that lays out the responsibilities of each party after a nomination and until the time that the Nominee receives permanent residency. The terms of the MOU include but are not limited to, continuing to meet program eligibility, and informing the NTNP of any changes to the employment situation or relationship.

Authorized Representatives

An Authorized Representative can be paid or unpaid. Paid and unpaid representatives must be disclosed to the NTNP. If the Employer and/or Nominee Applicant wishes to authorize a representative to formally act on their behalf in conducting business or communicating with the NTNP, they must submit a Use of a Representative Form (NTNP Employer/Nominee Applicant). 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 College of Immigration and Citizenship Consultants (CICC); or
- 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.

Only one individual can be authorized to act as a representative at a time. An appointment of a new authorized representative will cancel a previously appointed representative.

How to Submit an Application Package

Application process

Before applying to the Skilled Worker/Express Entry category, please review these guidelines thoroughly. These guidelines outline the eligibility criteria, application process and how to submit an online application.

What is the online application system?

The NTNP now has [an online application system](#) that allows employers to submit applications through this portal. The online application system brings an improved experience for employers submitting applications, and it supports better program delivery. Applications must be submitted electronically through the NTNP online application portal.

The Employer is responsible for completing the online application and submitting all required information. The application must be completed in full and include all of the required documents listed on the Skilled Worker/ Express Entry Category checklist, which [can be found here](#).

How does the online submission work?

If you, the Employer, are prepared to support an application, and you and the Nominee Applicant meet NTNP eligibility requirements, you can proceed directly to the NTNP [online application](#) portal.

Employers must register by creating an Employer User ID on the application portal. After you complete your registration, you will receive a confirmation email with your User ID and a link to verify and activate your account. The registration is free of charge.

Once an application is fully completed, it will be submitted to program officers for assessment. Once a fully completed application has been submitted, an automatic email will be sent to the Employer.

*Employers may opt to submit paper-based application package in person or by mail to the NTNP office. Paper-based application forms are available for download at www.immigratenwt.ca. Please note that all NTNP applications are assessed in the order received, regardless of whether they are online or paper-based.

Registering as an Employer

Employers must register on the NTNP online portal by creating a unique Employer User ID for each nominee's application. Should they have multiple nominees, Employers can use the same name, phone number and email address each time they register but **they must always use a different User ID**. It is recommended that Employers use the Nominee Applicant's name for the User ID. This is important should an Employer have more than one application submitted at a time. Employers can only have one active application attached to each User ID.

Employers log into their profile using the User ID created. At this stage of the application, Employers can add an Authorized Representative. This will allow the Authorized Representative to be the main point of contact for the application.

Submitting an application

Employers can contact NTNP staff by email at immigration@gov.nt.ca if they need assistance in using the online application portal.

- Once registered, to start an application, employers [log into the online application portal](#) and select 'Start an application.'
- Employers then choose the category they want to apply to and review the mandatory eligibility criteria.
- The online application is designed for employers to first complete the Employer application form and then complete the Nominee Applicant application form.
- All required fields of information must be completed, and all required documentation must be submitted.
- Employers may save an application at any stage and return to it later to complete.
- Applications cannot be submitted until all the required information and documents are attached to the application. The system will not accept an application until it is fully completed.
- If a section on the Employer or Nominee Applicant forms does not apply, please write 'not applicable' or 'N/A'.

All documentation submitted online must be:

- clear copies of original or certified true copies of the original document;
- valid (and remain valid while the application package is being assessed by the NTNP); and
- clear and legible.

The NTNP may request the original or certified copy of any of the required documents to be submitted by mail or in person for verification purposes. If any of the submitted information needs to be changed or updated throughout the application process, the Employer will need to submit the changes to the NTNP via email at immigration@gov.nt.ca.

Application packages will not be accepted by email or fax.

Application Assessment Process

Confirmation of receipt

All application packages received will be acknowledged by an automated email receipt to the Employer, the Nominee Applicant and/or Authorized Representative's email addresses, as provided in the application. 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 by the online application portal to determine if all mandatory fields have been completed. Incomplete applications will not be submitted into the system for assessment.

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

Process for incomplete application packages

Incomplete application packages will not be submitted into the system since all forms and required documentation are necessary to determine eligibility for the NTNP. Incomplete application packages will stay in the online application system indefinitely.

Process for complete application packages

Complete application packages will be assessed through a review and verification of all forms and documentation submitted against the eligibility criteria. Once the assessment is completed, a decision will be made as to whether the Nominee Applicant 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 Nominee Applicant is likely to have on the Northwest Territories labour market.

If, during the assessment of an application, NTNP staff request further information, documentation and/or clarification, an email will be sent to the Employer and/or Authorized Representative and

they will be given a deadline of 14 calendar days to submit what is requested. NTNP staff will use discretion when granting an extension of the 14-day deadline if it cannot be met (e.g., if delays are expected in securing and submitting third-party documents).

If the information, documentation and/or clarification are not received by the deadline given, the application will be withdrawn, and the Employer must submit a new application to begin the NTNP application process again. Submitting a complete application does not automatically result in a nomination. NTNP 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 Nominee Applicant, 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 the NTNP receives a complete application. 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.

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 Applicant and/or Authorized Representative, which will indicate that the application has been approved.

The letter provides the approved Nominee with instructions to submit their application for permanent residency to Immigration, Refugees and Citizenship Canada within the validation period for the nomination. For the Skilled Worker/Express Entry category, the validation period is six (6) months 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 letter is received. The NTNP 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 category. This MOU outlines the conditions of the nomination and the responsibilities of both the Employer and the Nominee.

Application denial

When an application is denied, a formal letter will be sent to the Employer, the Nominee Applicant 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 may include:

- the Employer or Nominee Applicant 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 Nominee Applicant 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;
- NTNP staff are not satisfied that a critical labour shortage exists for the occupation;
- NTNP 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 will be referenced in the denial letter.

Please note: Where NTNP staff have reason to believe that an Employer, Nominee Applicant and/or Authorized Representative has directly or indirectly intentionally misrepresented or withheld material information 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, Nominee Applicant and/or Authorized Representative.

Where it is found that intentional misrepresentation has occurred, the Employer, Nominee Applicant and/or Authorized Representative will be barred from using or applying to the Employer Driven stream for a period of one (1) year.

Appeals

Only an Employer 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 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 an appeal is final and will be communicated to the Employer or the Employer's 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.

Post-nomination process

The Nominee and the Employer must continue to meet the terms set out in the Memorandum of Understanding until the time that a decision has been reached on the Nominee's permanent residency application.

The Nominee's responsibilities include but are not limited to the following:

- applying for their permanent residency within six (6) months of receiving their nomination approval letter;
- continuing to meet the Skilled Worker/Express Entry category eligibility until they receive a decision on their permanent residency application; and
- updating the NTNP with any changes to their contact information, marital status or dependents, employment status, and legal status within Canada.

The Employer is responsible for notifying the NTNP of any changes to the Nominee's employment, such as, but not limited to:

- demotions or promotions;
- termination;
- temporary lay-off;
- extended leaves (maternity leave, extended sick leave, etc.);
- closure of business;
- change of ownership.

Failure to notify the NTNP of these changes may result in a nomination revocation and refusal to accept further applications from this Employer for a period of up to three (3) years.

The NTNP can be notified of any changes or updates post nomination via email at immigration@gov.nt.ca.

Supporting Documents

Language of documents

The NTNP 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.

Certified true copies

To provide the NTNP 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.

Who can certify documents

You can get your documents certified in Canada or outside of Canada. From within Canada, the NTNP 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 NTNP 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.

Contact Information

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

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

Submit or drop off paper documents/applications at:

Northwest Territories Nominee Program
Government of the Northwest Territories
1st Floor of the Lahm Ridge Tower
4501-50th Avenue