



# Northwest Territories Nominee Program

Francophone Stream | Program Guidelines

NOVEMBER | 2022



If you would like this information in another official language, call us.

English

---

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.

French

---

Kīspin ki nitawih̄tīn ē nīhīyawihk ōma ācimōwin, tipwāsinān.

Cree

---

Tłıchq̄ yatı k'èè. Dı wegodi newq̄ dè, gots'ō gonede.

Tłıchq̄

---

ʔerih̄t'is Dēne Sų́nė yatı t'a huts'elkēr xa beyáyatı theᓯᓯ ᓯat'e, nuwe ts'ēn yóttı.

Chipewyan

---

Edı gondı dehgháh got'je zhatıé k'éé edat'éh enahddhę nıde naxets'é edahí.

South Slavey

---

K'áhshó got'jne xədə k'é hederı ʔedjht'é yerııwę nıde dúle.

North Slavey

---

Jii gwandak izhii ginjik vat'atr'ijáhch'uu zhit yınohthan jı', diıts'at ginohkhii.

Gwich'in

---

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqłuta.

Inuvialuktun

---

Ć<sup>b</sup>đ< ǀǀ<sup>sb</sup>Δ<sup>c</sup> ǀǀLJΔ<sup>rc</sup> Δ<sup>sb</sup>ǀǀǀǀǀ<sup>c</sup>ǀǀǀǀǀ<sup>b</sup>, ǀǀ<sup>c</sup>ǀǀ<sup>a</sup>ǀǀ<sup>c</sup> ǀǀ<sup>b</sup>ǀǀǀǀǀ<sup>sb</sup>ǀǀǀ<sup>c</sup>.

Inuktitut

---

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

---

Indigenous Languages:

[ecepublicaffairs@gov.nt.ca](mailto:ecepublicaffairs@gov.nt.ca)

French:

867-767-9348

866-561-1664 Toll Free

# Table of Contents

The Northwest Territories Nominee Program: Introduction .....	3
Francophone Stream.....	4
Service Standards .....	4
Eligibility Criteria .....	5
Personal Documentation .....	5
Language Requirements .....	5
National Occupational Classification .....	6
Job Offer .....	6
Job Description.....	7
Wage Rate .....	7
Employer .....	7
Work Permits.....	8
Education and Work Experience .....	9
Settlement Income.....	10
Important notes on submitting an application.....	10
Definitions .....	10
Authorized Representatives.....	11
How to Submit an Application Package .....	12
<b>Application process</b> .....	12
<b>What is the online application system?</b> .....	12
<b>How does the online submission work?</b> .....	12
<b>Registering as an Applicant</b> .....	13
<b>Submitting an application</b> .....	13
<b>Contact information</b> .....	13
Application Assessment Process.....	14
<b>Confirmation of receipt</b> .....	14
<b>Screening process</b> .....	14
<b>Process for incomplete application packages</b> .....	14
<b>Process for complete application packages</b> .....	14
<b>Application approval and nomination process</b> .....	15
<b>Application denial</b> .....	15

<b>Appeals</b> .....	16
<b>Post-nomination</b> .....	16
Supporting Documents.....	17
Language of documents.....	17
Certified true copies.....	17
Who can certify documents .....	18

# The Northwest Territories Nominee Program: Introduction

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 Northwest Territories Nominee Program 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 who desire to become a permanent resident of Canada. Immigration is a shared responsibility between the Government of Canada and the Government of the 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 Government of Northwest Territories has the responsibility of nominating a Nominee Applicant to fill critical labour shortages.

There are three program streams within the NTNP: Employer Driven, Francophone and Business streams. The Department of Education, Culture and Employment (ECE) is responsible for administering the Employer Driven and Francophone streams 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 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 able to submit 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 Francophone Stream allows qualified foreign nationals, who speak both French and English and have a valid job offer from an NWT Employer, to apply to the NTNP. This program stream helps to fill labour shortages while diversifying and expanding the labour force in the NWT with qualified bilingual workers.

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 Nominee Program. Information on how to apply to the Business stream can be found at [www.immigraatenwt.ca](http://www.immigraatenwt.ca).

## Francophone Stream

These Program Guidelines are for the Francophone Stream only.

The Francophone Stream is intended to assist Employers with labour shortages that cannot be filled by local, permanent residents, or Canadian citizens, by allowing eligible foreign nationals who speak both French and English and have a valid job offer from an NWT Employer, to apply to the program. This stream is designed to increase the labour pool for bilingual workers within all National Occupational Classification (NOC) TEER categories (TEER 0, 1, 2, 3, 4 and 5)).

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

**Nominee Applicants to this stream are not eligible for nomination through Express Entry.**

## Service Standards

Program staff are available to assist Nominee Applicants 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 Nominee Applicant, 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](http://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 applications for nomination in a timely manner, processing times may increase with the volume of applications received.

# Eligibility Criteria

## Personal Documentation

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

- Nominee Applicant's valid work permit (if applicable);
- Nominee Applicant's passport (biographical page only);
- Nominee Applicant's birth certificate;
- Nominee Applicant's bank statements, stamped by the financial institution, for 3 months prior to submitting an application;
- Nominee Applicant's pay stubs for the past 3 months, if currently employed with nominating NWT Employer;
- Nominee Applicant's marriage certificate or declaration of common-law union; and
- Birth certificate(s) and passport(s) for dependent(s) of Nominee Applicant.

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

## Language Requirements

Nominee Applicants must be able to communicate in both of Canada's official languages: French and English. Nominee Applicants being supported under the Francophone Stream in all NOC TEER categories (TEER 0, 1, 2, 3, 4 and 5) must undergo mandatory language testing and achieve a minimum language standard of the Canadian Language Benchmark (CLB) Level 5 in French, across all four categories: listening, speaking, reading and writing.

Nominee Applicants must also achieve a minimum language standard of the Canadian Language Benchmark (CLB) Level 4 in English, across all four categories: listening, speaking, reading and writing.

The minimum language standards must all be achieved in one testing session, per language. Test scores for different categories cannot be combined from multiple tests. There are four language tests approved by the Government of Canada. Nominee Applicants can write two 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)
- 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 Level (CLB) language test equivalency chart [visit this website](#).

## 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 training, education, experience and responsibilities (TEER) needed to work in an occupation. The TEER categories applicable to the Francophone Stream are:

- TEER 0 (zero) – Management jobs
- TEER 1 – Professional jobs (usually requiring a university degree)
- TEER 2 and 3 – Technical jobs and skilled trades (usually requiring a college diploma or apprenticeship training)
- TEER 4 – Intermediate jobs (usually requiring high school or job-specific training)
- TEER 5 – Labour jobs

The Nominee Applicant 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 <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code-2021>. for more information.

## Job Offer

The term of employment must be for a permanent, full-time position (minimum 30 hours per week). Please include a signed and dated employment contract or job offer letter from the original date of hire and the current contract (if different) that is consistent with the Northwest Territories *Employment Standards Act* or in compliance with the prevailing union or collective bargaining agreement. The contract or letter, signed by the owner or employee who is authorized to hire employees, must include the following:

- business name and address
- employer name and contact information
- your name and address
- location of employment
- your job title and duties
- the term of employment (full-time, permanent)
- hours or work
- rate of pay
- any benefits or deductions in addition to those that are required by law (i.e., accommodations, meal allowances, vacations and vacation pay, sick pay, hospital or medical care insurance)

Please visit [www.immigratenwt.ca](http://www.immigratenwt.ca) for a sample contract. The sample contract is not mandatory.



The Nominee Applicant's employment must provide economic benefit to the NWT and must not adversely affect employment or development opportunities for Canadian citizens and/or permanent residents living in the NWT.

## **Job Description**

The Nominee Applicant 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)

## **Wage Rate**

The job offer must provide a comparable industry wage based on [Job Bank 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 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](http://www.jobbank.gc.ca) as a guide. This resource provides detailed information on wage rates by National Occupational 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 NWT, please refer to wages from these regions in the following order: Yukon, Northern Alberta, Alberta, Canada.

If currently employed in the NWT, the Nominee Applicant must submit their pay stubs 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. Program staff may request additional pay stubs.

Additionally, Program Staff may use discretion on refusing applications if the wage is significantly lower than the industry rate of pay for similar occupations.

## **Employer**

In order for the Nominee Applicant to be eligible for the Francophone Stream, the Employer providing them the job offer must:

- Be a Canadian Citizen or a 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.
- 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.
  - 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.
- Be registered and in good standing with the Northwest Territories Workers' Safety and Compensation Commission (WSCC).
- Be in good standing and operating in compliance with the Northwest Territories *Employment Standards Act*, if applicable.
  - 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.
- Is required to complete and sign the Francophone Stream Employer Information and Declaration Form.
- Following a nomination, the employer will be required to sign a Memorandum of Understanding with the Nominee Applicant, and the Department of Education, Culture and Employment.

The Employer is not required to provide business documents with the initial application submission. However, program staff may request documents from the Employer during the Employer verification stage of assessment to confirm the information provided in the Employer Information and Declaration Form (i.e., valid business licence, WSCC registration letter, certificate of incorporation).

#### Air Travel Costs

If the Nominee Applicant is currently residing outside Canada, it is the Employer's responsibility to assume the transportation costs of the round-trip travel (a return trip if they do not receive permanent residency) of the Nominee Applicant (but not for the travel costs of family or dependents) between his/her country of permanent residence and place of work in the Northwest Territories. Under no circumstances are transportation costs recoverable from the Nominee Applicant.

#### **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. Nominee Applicants must also satisfy the Nominee Program that they intend to settle permanently in the Northwest Territories.

Nominee Applicants outside of Canada without a work permit may be eligible for nomination.

### Work Permit Support Letter

Approved Nominees are eligible for a work permit support letter that they can use to apply for an employer-specific work permit that is Labour Market Impact Assessment (LMIA) exempt 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](#).

## **Education and Work Experience**

To be eligible for the Francophone stream, the Nominee Applicant must:

- Have the required experience, certification and/or accreditation for the occupation based on the Employer's job description, 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 offering the job is responsible for ensuring that the Applicant meets occupational standards and has the required work experience for the specific occupation.
- Have one (1) year of full-time experience in the occupation they are being nominated for within the last 10 years **OR** six (6) months of full-time work experience in the NWT in the occupation they are being nominated for.
- Have a minimum of high school education, that is equivalent to Canadian standards.

### Education Credential Assessment

Nominee Applicants whose education was completed outside of Canada must have it assessed to compare to educational standards in Canada. For the purposes of consistency, the NTNP will only accept the IRCC-approved Educational Credential Assessment organizations to verify educational credentials. An Educational Credential Assessment, or ECA, is a report issued by an organization that is designated by the federal Minister of Immigration, Refugees and Citizenship Canada to verify the authenticity of a foreign diploma, certificate or credential, and assess its equivalence to a Canadian educational credential.

There are 7 organizations designated as acceptable ECA providers for immigration purposes:

- 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

## Settlement Income

The Nominee Applicant must demonstrate they have sufficient funds to establish and maintain themselves and any dependents within the Northwest Territories. Bank statements stamped and signed by a financial institution in the Nominee Applicant's name for the three (3) months prior to application submission need to accompany the application as proof of settlement funds.

Nominee Applicants are required to have \$10,000 CAD for themselves, and an additional \$2,000 CAD 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 CAD.*

## Important notes on submitting an application

Nominee Applicants are responsible for ensuring that their application meets mandatory eligibility criteria. Program staff may request additional supporting documentation to verify that the application meets criteria. This may include documents from the Nominee Applicant or the Employer such as a valid business licence, WSCC registration letter, 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: work permits, language test results, and other personal documents that may expire during the application process will not be accepted as proof of meeting mandatory eligibility criteria. Program 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 all necessary documents, such as the employment contract and job description, application forms etc.

If the Employer is in violation of the Memorandum of Understanding (MOU), the Nominee Program will not accept Francophone Stream applications from foreign nationals hired under the Employer 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.

### **Department of Education, Culture and Employment**

This is the Government of Northwest Territories department that delivers the Employer Driven and Francophone streams of the NTNP. 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 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 applying to the Francophone Stream.

### **The Nominee**

A foreign national who has been approved and nominated under the NTNP.

### **The Authorized Representative**

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

### **Memorandum of Understanding (MOU)**

The Memorandum of Understanding (MOU) is an agreement signed post-nomination between the Nominee, Employer and the Government of the Northwest Territories, which 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 Francophone Stream 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 representatives must be disclosed to the NTNP by submitting the Use of a Representative Form (NTNP Nominee Applicant). If the Nominee Applicant wishes to authorize an unpaid representative to formally act on one's behalf in conducting business or communicating with the NTNP, they must also submit a Use of a Representative Form (NTNP Nominee Applicant). Using an Authorized Representative does not change the application process or guarantee an application will be approved and the Nominee Applicant is responsible for all information provided.

Paid representatives must be:

- Immigration consultants who are full members in good standing of the College of Immigration and Citizenship Consultants; 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 any previously appointed representative.

If the Nominee Applicant authorizes a representative to submit the application and communicate with NTNP staff on their behalf, the Nominee Applicant is still responsible for all the information provided in the application.

## How to Submit an Application Package

### Application process

Before applying to the Francophone Stream, please review these Program Guidelines thoroughly. These guidelines outline the eligibility criteria, application process and how to submit an online application.

### What is the online application system?

The Nominee Program now has a sophisticated [online application system](#) that allows the applicants to submit applications online through the Nominee Program portal. The online application system will bring an improved experience for submitting applications and support better program delivery. Applications must be submitted electronically through the NTNP online application portal. The Nominee Applicant is responsible for completing the online application and submitting all required information. The application must be completed in full and include all the required documents listed on Francophone Stream checklist.

### How does the online submission work?

If you have reviewed the program criteria and you meet the eligibility requirements, you can proceed directly to the application via NTNP online.

Nominee Applicants must register by creating a User ID with the [NTNP Online 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 applicant. Only under exceptional circumstances may an applicant request to submit a paper-based application. Please contact program staff for an application package.

## Registering as an Applicant

Nominee Applicants must register by creating a User ID for each application. Nominee Applicants log into their profile using the User ID created. At this stage, applicants can add an Authorized Representative. This will allow the authorized representative to be the main point of contact for the application.

## Submitting an application

To start an application, log in to the Online Application Portal and select 'Start an application'. Then choose the Francophone Stream and review the mandatory eligibility criteria. The online application is designed to complete the online application form. All required fields must be completed, and all required documentation must be submitted. Nominee Applicants may save an application at any stage and return to it at a later time to complete. Applications cannot be submitted until all of the required information and documents are attached to the application. The system will not accept an application until it is fully completed. If there is a section online that does not apply, please write 'not applicable' or 'N/A'.

**Important note** – all documentation submitted online must be:

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

NTNP may request the original or certified copy of any of the required documents to be submitted in mail or in person for verification purposes. If any of the submitted information needs to be changed or updated throughout the application process, the applicant will need to submit the changes to the NTNP via email.

Application packages will not be accepted by email or fax.

## Contact information

Nominee Applicants can contact the Nominee Program by **phone or email** at:

Toll Free Number: 1-855-440-5450

Email: [immigration@gov.nt.ca](mailto:immigration@gov.nt.ca)

Submit or drop off **paper documents/application** at:

Nominee Program Francophone Stream  
Government of the Northwest Territories  
1<sup>st</sup> Floor of the Lahm Ridge Tower  
4501-50<sup>th</sup> Avenue

# Application Assessment Process

## Confirmation of receipt

All application packages received will be acknowledged by an automated email receipt to the Nominee Applicant and/or Authorized Representative's email addresses, as provided in the application. The Nominee Applicant (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 system 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 Francophone Stream checklist provided at [www.immigraatenwt.ca](http://www.immigraatenwt.ca).

## Process for incomplete application packages

Incomplete application packages will not be submitted into the system, as 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 eligibility criteria. Once the assessment is complete, 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 the Nominee Applicant is likely to have on the Northwest Territories' labour market.

If, during the assessment of an application, program staff request further information, documentation and/or clarification, an email will be sent to the Nominee Applicant, Employer and/or Authorized Representative and a 14-calendar day deadline will be given to submit the information requested. Program staff will use discretion whether to grant an extension if the 14-day deadline cannot be met (i.e., 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 Nominee Applicant must submit a new application to begin the NTNP 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 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 that a complete application was received by the NTNP. For clarity, the 10-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 Nominee and/or Authorized Representative, which indicates 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 Francophone Stream, 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 is received. The NTNP will not grant nomination extensions under any circumstances. The letter will also outline the responsibility of the Nominee to sign a Memorandum of Understanding (MOU) with their NWT Employer, and the Department of Education, Culture and Employment for the Francophone Stream. 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 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 Nominee Applicant or the Employer do not meet the required program criteria.
- The Nominee Applicant 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 the Nominee Applicant's employment will provide economic benefit to the NWT.
- 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.
- Other reasons for denying an application will be referenced in the denial letter.

Please note: Where NTNP staff have reason to believe that the Applicant, the Employer 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 Applicant, the Employer and/or Authorized Representative. Where it is found that intentional misrepresentation has occurred, the Applicant, the Employer and/or Authorized Representative will be barred from using or applying to the Employer Driven and Francophone streams for a period of one (1) year.

## Appeals

The Nominee Applicant 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 appeals is final and will be communicated to the applicant or the Employer/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

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, which includes but is not limited to the following.

The Nominee is responsible for:

- applying for their permanent residency within six (6) months of receiving their nomination;

- continuing to meet the Francophone Stream 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:

- demotion or promotion
- 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 under the NWT Francophone Stream for a period of up to (3) three years.

The NTNP can be notified of any changes or updates post-nomination via email, [immigration@gov.nt.ca](mailto:immigration@gov.nt.ca)

## Supporting Documents

### 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 Nominee Applicant will also need to include the original or certified copy of the document.

### 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
- 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
- a justice of the peace

The NTNP will accept certified documentation from outside of Canada from a:

- judge
- magistrate
- notary public
- officer of a court of justice
- 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.