



Northwest Territories Nominee Program

Employer Driven Stream
Entry Level/Semi-Skilled Occupations
Program Guidelines

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Une version française de ce document est disponible.

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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 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, Indigenous 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.

A Dependent

Is a spouse or common-law partner, and any dependent children (under 22 years old).

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)

Is an agreement signed post-nomination between 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.

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 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 GNWT has the responsibility of nominating a Nominee Applicant to fill critical labour shortages.

There are three program streams within the NTNP:

- Employer Driven;
- Francophone Stream; and
- Business Stream.

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, who have a genuine intention to reside in the NWT 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; and
- 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.

Entry Level/Semi-Skilled Occupations Category

These guidelines are only for the **Entry Level/Semi-Skilled Occupations** category.

The Entry Level/Semi-Skilled 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 entry level jobs within the National Occupational Classification (NOC) Training, Education, Experience and Responsibilities (TEER) 4 and 5.

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;
- respond to all inquiries via email or telephone within two (2) business days;
- assess all complete application packages (including all necessary forms and original/certified documentation) within twelve (12) weeks of receipt; and
- prioritize the assessment of applications by work permit expiry date.

It is the responsibility of the Employer, Nominee Applicant, and/or Authorized Representative to ensure all supporting documents remain valid throughout the application process. This includes a Nominee Applicant's work permits as there is no guarantee an application will be finalized before the expiry of the work permit, and it is the responsibility of the applicant to maintain their status in Canada for the duration of the application process.

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.

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. Visit the IRCC website (www.cic.gc.ca) for more information.

Eligibility Criteria

Employer

To be eligible for the NTNP, the Employer must:

- be a registered business, or a local, municipal, Indigenous 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;
- be registered and in good standing with the NWT Workers' Safety and Compensation Commission (WSCC) and must submit proof of valid registration; and
- Employers who are subject to the NWT *Employment Standards Act* must be in good standing and be operating in compliance with the *Employment Standards Act*.
 - Employers who are subject to the NWT *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 NWT *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, Indigenous or territorial government, the Employer is defined as the head or designated human resources representative.

Employers are limited in the number of applications that they can submit to the Employer Driven Stream in 2025. This includes applications to all three categories. The maximum number of applications being accepted per employer are:

- Employers with 1-10 total NWT employees can submit a maximum of 1 application in 2025.
- Employers with 11-49 total NWT employees can submit a maximum of 2 applications in 2025.

Employers with 50+ total NWT employees can submit maximum of 4 applications in 2025.

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 NWT *Employment Standards Act* or in compliance with the prevailing union or collect bargaining agreement.

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; and
- any occupational certification for the position (including any required certification or accreditation).

National Occupational Classification (NOC)

The NOC system is used by the Government of Canada to classify occupations. These occupations are grouped together based on the TEER needed to work in an occupation.

The TEER categories applicable to the Entry Level/Semi-Skilled Occupations stream are:

- TEER 4 – intermediate jobs (usually requiring high school or job-specific training); and
- TEER 5 – labour jobs.

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. For more information, visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code-2021.html>.

Labour Market Impact Assessment

The Employer must submit a copy of a positive Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC), or proof of job advertising (see below). A LMIA is a verification process whereby ESDC 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. 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 30 consecutive days (or 4 consecutive weeks) on each platform. The validity of job advertisements is eighteen (18) 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 NWT newspaper such as;
 - The Yellowknifer, News North, The Hub, etc.
- Local and regional employment centers; and
- Industry job boards such as:
 - Aviation industry job boards; and
 - Healthcare 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 the applicants. 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, ensure that you 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 to identify if a critical labour shortage exists for the occupation.

Wage Rate

The Employer must provide a comparable industry wage based on the ESDC Job Bank median wage information, the business's existing workforce, as advertised, and as per the terms and conditions in the LMIA, if applicable. The wage must also be equal to or more than the NWT's current minimum wage.

For Job Bank wage information refer to www.jobbank.gc.ca as a guide. This resource provides detailed information on wage rates by NOC code and region.

Refer to the median wage rates for the NWT. If the wage information for the NOC code is not available for the NWT, 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 twelve (12) months to demonstrate that the wage has been paid accordingly. The pay stubs must clearly note the wage rate, the hours worked for that pay period, and any deductions taken from the payment amount. Timesheets must provide a record of time worked and not simply be a work schedule.

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, Indigenous or territorial government.

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

Nominee Applicant

To be eligible for nomination, a Nominee Applicant must have a full-time and permanent job offer from an NWT Employer and have their NWT Employer apply to the program on their behalf. Both the Employer and the Nominee Applicant must meet all program eligibility, and the Nominee Applicant must have the ability and intention to economically establish and permanently settle in the NWT.

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

Nominee Applicants with dependents must include the supporting documentation for all dependents whether the dependents are accompanying the nominee applicant or not.

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 that expires in 2025 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, the applicant must provide proof they are on maintained status.

Work Permit Support Letter

Approved Nominee's 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 LMIA and closed to their nominating occupation.

Employers will be required to submit an offer of employment and 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 NOC employment requirements;
- meet the NWT 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; and
- have worked in the same position with their nominating Employer for a minimum of twelve (12) months full-time immediately prior to submitting an application.

In cases of mistreatment or abuse, the NTNP may consider past employment in the NWT to be transferred to a new NWT Employer. In such cases, applicants will need to provide evidence to support this claim and get approval from the NTNP to transfer the experience prior to applying.

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 (ECA) organizations to verify educational credentials.

An ECA is a report issued by an organization designated by the 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 Entry Level/Semi-Skilled Occupations stream, in NOC TEER 4 and 5, must undergo mandatory language testing and achieve a minimum language standard of the Canadian Language Benchmark (CLB) Level 4, 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 five 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 (TEF Canada - to test proficiency in French);
- The Pearson Test of English-Core (PTE);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 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 NWT. As proof of settlement funds, bank statements that are stamped by a Canadian financial institution in the Nominee Applicant's name for the three months prior to application submission need to accompany the application.

Nominee Applicants are required to have \$10,000 CAD for themselves, and an additional \$2,000 CAD for each accompanying dependent spouse and/or child(ren). For example, if a Nominee Applicant's dependents include a spouse and two children, the settlement income required would be \$16,000 CAD.

Important Information

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, T4A slip(s), 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, LMIA, 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 for up to three (3) years, depending on the severity of the issue.

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

Online Application Portal

The NTNP has [an online application system](#) that allows employers to submit applications through this portal. Applications must be submitted electronically through the NTNP online application portal. Paper-based applications are not accepted.

Before applying to the Entry Level/Semi-Skilled Occupations category, review these guidelines thoroughly. These guidelines outline the eligibility criteria, application process and how to submit an online application.

The Employer 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 the Entry Level/Semi-Skilled Occupations Category checklist, [which can be found here](#).

Registering as an Employer

Employers must register on the NTNP online portal by creating a unique Employer User ID for each nominee's application. The registration is free of charge. 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 want to 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, 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, 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 and then complete the Nominee Applicant application.
- 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, 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

Application Intake Period

For 2025, eligible applications will be accepted in the NTNP online application portal from February 27, 2025, to March 6, 2025.

Confirmation of Application Receipt

All applications received will be acknowledged by an automated email receipt to the Employer's email 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

Applications received in the NTNP online application portal will be pre-screened for completeness.

If an incomplete application is identified during the pre-screening, the NTNP will email the Employer, the Nominee Applicant and/or the Authorized Representative and identify the missing or incorrect documents and allow two (2) business days to provide the correct documents. If the requested documents are not provided by the given date, the application is withdrawn as incomplete.

To ensure your application package contains all required forms and documentation, use the Skilled Worker/Express Entry category checklist provided at <https://www.immigraatenwt.ca/entry-levelsemi-skilled-occupations>.

Assessment

Following the intake period and pre-screening of all applications submitted, 90 applications will be selected for assessment at random.

The 90 applications that are selected will be confirmed with an email to the Employer, the Nominee Applicant and/or the Authorized Representative that states that the application has been moved to the assessment queue.

Complete applications will be assessed in the order of work permit expiry date, and 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:

- if the Nominee Applicant is urgently required by the NWT-based Employer,
- if the job offer is genuine and will create economic benefits or opportunities,

- the impacts that nominating a Nominee Applicant is likely to have on the NWT labour market; and
- if the Nominee Applicant will have the ability and intention to economically establish and settle in the Northwest Territories.

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

Application Decision

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, the Nominee Applicant and/or the 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 Entry Level/Semi-Skilled Occupations stream, the validation period is six (6) months from the date the nomination approval letter was issued.

Nominees are strongly encouraged **to apply for permanent residency as soon as possible** after their nomination certificate is received. Requests for a nomination extension are determined on a case-by-case basis.

The letter will also outline the responsibility of the Employer and the Nominee to sign a MOU with ECE for the Entry Level/Semi-Skilled Occupations 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 NWT 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 NWT 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.

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.

Appeal Process

Only an Employer may appeal the decision of a denied application. The appeal must be made in writing to the NTNP email at immigration@gov.nt.ca 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 ECE 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.

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 MOU 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:

- applying for their permanent residency within six (6) months of receiving their nomination;
- continuing to meet the Entry Level/Semi-Skilled occupations 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; or
- 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);
- Notary Public; or
- 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; or
- 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 and Foreign Nationals can contact the NTNP by phone or email at:

Toll Free: 1-855-440-5450

Email: immigration@gov.nt.ca

Submit or drop off paper documents/application at:

Northwest Territories Nominee Program
Department Education, Culture and Employment
Government of the Northwest Territories
1st Floor of the Lahm Ridge Tower
4501-50th Avenue
Box 1320
Yellowknife, NT X1A 2L9