How to prepare for submitting an Expression of Interest to the Northwest Territories Nominee Program's Employer-Driven Stream

Step 1. Employer registers in the online application portal

- The Northwest Territories Nominee Program (NTNP) uses an online application portal where Employers must register to create an online account.
- Employers register by creating a unique Employer User ID for each nominee application. The registration is free of charge.
- Employers with multiple nominee applicants may use the same name, phone number and email address for each registration, but **must create a different User ID for every application**.
- Once registered, Employers log in to the online application portal and select 'Start an application.'
- Employers then choose the category they want to submit the Expression of Interest (EOI) to and review the mandatory eligibility criteria.

Step 2. Nominee Applicant completes EOI survey in online portal

- After the Employer registers and selects a program category, **the Nominee Applicant must complete the EOI survey**. Survey responses are assigned points that determine the Nominee Applicant's rank in the EOI system.
- Nominee Applicants must ensure all information is accurate and remains accurate. To update information, the Nominee Applicant must email the NTNP and request to have the existing EOI profile withdrawn and then submit a new profile. Multiple profiles for the same individual will not be accepted.
- An EOI profile will be valid for one (1) year from the date it is submitted, after which it will expire.

Step 3. NTNP provides EOI score to Nominee Applicant

- After the EOI survey is submitted, the NTNP reviews the information and emails the Employer and Nominee Applicant with the EOI score within five (5) business days.
- Scores are calculated using the Expression of Interest Points Grid.

Step 4. Invitation to apply through EOI draws

- Employers of the Nominee Applicants with highest scores in the EOI pool will receive invitations to apply during draws held throughout the year.
- The number of candidates selected for each draw and the number of draws depends on application volumes and available nomination spaces.
- Before issuing an invitation to apply, the NTNP may ask for supporting documents to verify EOI responses. If false information is provided, the EOI will be refused, and the Nominee Applicant may be banned from applying for one (1) year.

Step 5. Employer submits application

- Employers and Nominee Applicants will receive an email confirming selection in the EOI draw.
- Employers will have 30 calendar days to submit an application. After 30 days, the invitation to apply will expire.
- Employers will be instructed to log in to the online portal and will have access to continue with the EDS- Employer Eligibility Application.
- The Employer completes the Employer Application Form, attaches required documents and submits the form.
- The Foreign National Submission Form then becomes available for the Nominee Applicant to complete, including uploading required documents.
- When both forms are submitted, the Employer receives a confirmation email with the file number, and the application enters the intake queue.
- All applications are processed in the order they are received to ensure fairness and consistency.

Important NTNP Links

- NTNP Website: https://www.immigratenwt.ca/
- Expression of Interest: https://www.immigratenwt.ca/expression-interest
- Entry Level/Semi-Skilled Occupations category: https://www.immigratenwt.ca/entry-levelsemi-skilled-occupations
- Skilled Worker category: https://www.immigratenwt.ca/skilled-worker
- NWT Express Entry category: https://www.immigratenwt.ca/nwt-express-entry
- Forms and Resources: https://www.immigratenwt.ca/forms-and-resources
- Online Application Portal: https://ntnp.immigratenwt.ca/

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