



Northwest Territories Nominee Program

Employer-Driven Stream | Program Guidelines

EFFECTIVE March 9, 2026

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Definitions

Authorized Representative

An individual paid or unpaid, that an Applicant appoints to conduct business on their behalf with the Northwest Territories Nominee Program (NTNP) and/or advises them throughout NTNP application process.

Authorized Person (Certification)

An individual legally permitted to certify true copies of documents, such as a Commissioner of Oaths, Notary Public, Justice of the Peace, Judge, Magistrate, or other authorized official depending on jurisdiction.

Certified True Copy

A photocopy of an original document that has been compared to the original and certified as accurate by an authorized person.

Department of Education, Culture and Employment (ECE)

The Government of the Northwest Territories department responsible for delivering the Northwest Territories Nominee Program.

Dependent

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

Educational Credential Assessment (ECA)

A report issued by a designated organization that verifies the authenticity of a foreign educational credential and assesses its equivalency to Canadian standards.

Employer

In the case of a registered business, the Employer is the owner or designated human resources representative of the establishment. In the case of local, municipal, First Nation or territorial government, the Employer is the head or designated human resources representative of the association or government.

Employer Compliance Fee

A mandatory fee paid by the Employer through the IRCC Employer Portal when submitting an offer of employment for a nominee applying for an employer specific work permit.

Extended Leave

Any leave longer than two consecutive weeks. Time on extended leave does not count toward work experience requirements unless it is approved medical, parental, maternity, or extended vacation leave with a defined return-to-work date.

Foreign National

A person who is not a Canadian citizen or a permanent resident of Canada.

Full-time

Full-time means at least 30 hours per week.

Immigration, Refugees and Citizenship Canada (IRCC)

The Government of Canada department responsible for issuing temporary visas (including work permits), permanent residency, and granting Canadian citizenship.

Labour Market Impact Assessment Exempt Work Permit

A work permit issued without the need for a Labour Market Impact Assessment, available to approved Nominees through a work permit support letter.

Memorandum of Understanding (MOU)

An agreement signed post-nomination between the Nominee, Employer and the GNWT outlining 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, maintaining program eligibility and informing the NTNP of any changes to the employment situation or relationship.

Nominee

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

Nominee Applicant

The foreign national applying to the NTNP.

Settlement Income

The minimum amount of funds a Nominee Applicant must demonstrate to economically establish themselves and any dependents in the Northwest Territories.

Validation Period

The period during which a nomination certificate remains valid for submission to IRCC as part of a permanent residency application.

Acronyms

CLB	Canadian Language Benchmark Level
ECA	Educational Credential Assessment
ECE	Department of Education, Culture and Employment
ESDC	Department of Employment and Social Development Canada
GNWT	Government of the Northwest Territories
IRCC	Department of Immigration, Refugees and Citizenship Canada
LMIA	Labour Market Impact Assessment
MOU	Memorandum of Understanding
NOC	National Occupational Classification
NTNP	Northwest Territories Nominee Program
NWT	Northwest Territories
TEER	Training, Education, Experience and Responsibilities
WSCC	Workers' Safety and Compensation Commission

The Northwest Territories Nominee Program

The Northwest Territories Nominee Program (NTNP) is an economic immigration program designed to fill territorial labour shortages and support economic growth by nominating foreign nationals for permanent residency in Canada.

The NTNP is delivered by the Government of the Northwest Territories (GNWT) Department of Education, Culture and Employment in collaboration with the Government of Canada Department of Immigration, Refugee and Citizenship Canada (IRCC). Immigration is a shared responsibility between the Government of Canada and the GNWT, where:

- The Government of Canada has sole responsibility for determining who is admitted to Canada, issuing immigration visas, determining immigration classes and determining annual immigration levels, including the NTNP nomination allocation; and,
- The GNWT has the responsibility for the recruitment, assessment, and nomination of Territorial Nominees based on their ability and intention to economically establish and settle in the Northwest Territories (NWT).

There are three program streams within the NTNP:

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

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 Canadian citizens 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.

The 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 Business Stream of the NTNP is designed to attract entrepreneurs with business

expertise and investment capital to settle in the NWT and enhance the economic environment of the NWT by purchasing or starting a business.

A foreign national can only apply to one NTNP stream at a time. For example, a foreign national cannot apply to the Francophone and the Business Stream at the same time.

Service Standards

Program staff are available to assist Nominee Applicants throughout all steps of the application process.

Program staff will:

- Provide professional and timely service;
- Aim to respond to inquiries via email or telephone within two business days;
- Aim to assess complete application packages (including all necessary forms and original/certified documentation) within twelve weeks of receipt; and,
- Process applications in the order they were received.

It is the responsibility of the Nominee Applicant, and/or Authorized Representative to ensure all supporting documents remain valid throughout the application process. This includes a Nominee Applicant's work permit as there is no guarantee that 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 and/or the complexity of the application.

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. For more information visit IRCC website at www.cic.gc.ca.

Skilled Worker and NWT Express Entry Categories

Eligibility Criteria

The Skilled Worker and NWT Express Entry categories are intended to assist Employers with critical labour shortages that cannot be filled by local residents, permanent residents of Canada, or Canadian citizens. These categories are designed to increase the labour pool for skilled level jobs within the National Occupational Classification (NOC) Training, Education, Experience and Responsibilities (TEER) 0, 1, 2, and 3.

As determined by IRCC, refugee claimants are not eligible for the NTNP.

Employer Eligibility

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
- Maintain a place of business in the NWT where the Nominee Applicant will work
 - If the Nominee Applicant works 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 operate 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 submit a Proof of Registration Letter
- Be in good standing and be operating in compliance with the *Employment Standards Act*, if subject to the Act
 - Employers who are subject to the NWT *Employment Standards Act* are required to submit an Employment Standards Verification Form signed 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 who are not subject to 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, Indigenous or Territorial government, the Employer is defined as the head or designated human resources representative.

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

Employment

The term of employment must be permanent, non-seasonal and full-time. Full-time means at least 30 hours per week. Work must take place within the NWT. Remote work outside of the NWT is not eligible.

The contract or job offer, signed by the owner or the employee authorized to hire employees, must include the following:

- Business name and address
- Employer name and contact information
- Foreign national's name and address
- Location of employment
- Foreign national's job title and duties
- Confirmation that the position is full-time and permanent
- Hours of work
- Rate of pay
- Any additional benefits or deductions in addition to those that are required by law (for example: accommodation, meal allowances, vacations and vacation pay, sick pay, hospital or medical care insurance)

The contract or job offer must comply with the NWT *Employment Standards Act* or any applicable union or collective agreement.

The employment must provide economic benefit to the NWT and must not negatively affect opportunities for Canadian citizens or permanent residents living in the territory.

Please visit, <https://www.immigratenwt.ca/forms-and-resources>, for a sample contract. The sample contract is not mandatory.

Job Description

The Employer must provide a detailed job description for the position. The job description must clearly outline the duties and responsibilities of the role and must match the NOC code selected for the application.

The job description must include:

- Position title
- Language requirements of the position (English and/or French)
- Main duties
- Educational and work experience requirements
- Any required certification, accreditation or licensing

The job description must accurately reflect the work the Nominee Applicant will perform and must align with the Employer's operational needs.

National Occupational Classification (NOC)

The NOC system is used by the Government of Canada to classify occupations. These occupations are grouped together based on TEER needed to work in an occupation. The TEER categories applicable to the Skilled Worker and NWT Express Entry categories are NOC TEER 0, 1, 2 and 3.

TEER 0	Management Occupations
TEER 1	Professional Occupations Typically requires a university degree
TEER 2	Technical Occupations and Skilled Trades Typically requires a college diploma or apprenticeship training
TEER 3	

The Employer must select the NOC code that best matches the position. The selected code must align with the job duties, education requirements, and work experience described in the application. Employers are responsible for reviewing the NOC system and choosing the code that accurately reflects the occupation.

More information can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/find-national-occupation-code.html>

Labour Market Impact Assessment (LMIA)

The Employer must provide either a copy of a positive Labour Market Impact Assessment (LMIA) issued by Employment and Social Development Canada (ESDC) or proof of required job advertising (see below). A LMIA is the process through which ESDC evaluates an offer of employment to confirm that hiring the Nominee Applicant will not negatively affect the Canadian labour market.

More information can be found here: <https://www.canada.ca/en/employment-social-development/services/foreign-workers.html>

An Employer who employs a Nominee Applicant based on a positive LMIA must adhere to all aspects of the agreement. 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 must provide proof of local and national job advertising, along with a summary of advertising results. The advertised position must accurately reflect the job being offered to the Nominee Applicant.

Employers must demonstrate advertising efforts on two platforms: one local and one national.

Advertisements must be placed for a minimum of 14 consecutive days (or 2 consecutive weeks) on each platform. The validity of job advertisements is eighteen months from the time of application submission. If the nominee applicant was hired more than eighteen months prior to application submission, the original advertisements may be provided if they meet the required advertising eligibility criteria.

Accepted advertising platforms include:

- Recognized online employment sites such as:
 - The Government of Canada's Job Bank
 - Indeed
 - Jobs North Edge
 - Workopolis
 - LinkedIn
- In a local NWT newspaper such as:
 - The Yellowknifer and News North, etc.
- Local and regional employment centres
- Industry job boards such as:
 - Aviation industry job boards
 - Health care job boards

Advertisements must clearly specify:

- Position title
- Wage information
- Minimum qualification/education (as per the NOC)
- Skill requirements
- Hours per week
- Location of employment
- Brief 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 of Canada to fill the position until a decision is reached on their application.

Summary of Advertising

The summary of advertising results must include:

- The platforms where the advertisements were posted
- The dates the advertisements were posted
- The number of applications received in response to the advertised position
- The applicants must be identified as either a Canadian citizen, a permanent resident of Canada, or a temporary foreign worker
- A detailed list of reasons for refusal of the applicants

- A detailed rationale on why the Nominee Applicant is the best-suited candidate; and
- It must be dated and signed by the Employer

Do not submit the résumés you received for the position posted, however, 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 pay the Foreign National comparable to the industry standard for the occupation. It must meet or exceed the median wage listed on Job Bank for the NWT. If no wage information is available for the NWT, the Employer must use the median wage for Yukon, Alberta, or Canada, in that order.

The job offer must provide a comparable industry wage based on the Government of Canada's Job Bank, the business existing workforce, the advertised wage, and the terms and conditions in the LMIA, if applicable. The wage must always be equal to or more than the current minimum wage of the NWT, found here: <https://www.ece.gov.nt.ca/en/minimum-wage>.

For Job Bank wage information, please refer to www.jobbank.gc.ca.

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. If the Nominee Applicant has worked for the Employer for less than three (3) months, then provide the pay stubs and timesheets for the duration of time they have been working.

These 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 cannot 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 Eligibility

To be eligible for nomination, a Nominee Applicant must have a full-time and permanent job offer from an NWT Employer and have their 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

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:

- Valid work permit, if applicable
- Passport biographical page
- Birth certificate
- Three months of stamped bank statements
- Three months of pay stubs if the applicant is already employed by the nominating Employer
- The acceptance letter issued by IRCC's Express Entry Pool, if applying to the NWT Express Entry category
- Marriage certificate, divorce certificate or declaration of common-law union
- Birth certificates and passports for dependents

Nominee Applicants with dependents must include the supporting documentation (passport and birth certificate) 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 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 must provide proof that they are on "maintained status." If not, they will not be considered 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 LMIA exempt and closed to their nominating occupation.

Prior to the Nominee Applicant applying for the work permit, the Employer must submit an offer of employment and pay a \$230 employer compliance fee in the IRCC Employer Portal.

The Employer Portal can be 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's 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 work experience within the last 10 years in the same or similar occupation as the nominating occupation.
 - The work experience must be equal or higher in NOC TEER level to the nominating occupation.

Extended Leave

Any type of leave longer than two consecutive weeks is considered extended leave. Time on extended leave does not count towards the accumulation of work experience requirements.

Medical, parental, maternity, or extended vacation leave that is supported by documentation and has a defined return-to-work date, is an acceptable break in employment. This means that Nominee applicants on extended leave are not required to restart the accumulation of their work experience hours upon returning to work.

For example, if a Nominee applicant had five months of accumulated work experience prior to taking approved extended leave, they would maintain the five months of work experience hours upon their return to work.

Nominee applicants on approved extended leave are permitted to apply to the NTNP, provided they have accumulated the entire duration of full-time work experience prior to applying.

Education Credential Assessment (ECA)

Nominee Applicants whose education was completed outside of Canada must have it assessed to compare to Canadian educational standards. The NTNP accepts only Education Credential Assessments (ECA) issued by organizations designated by the federal Minister of Immigration, Refugees and Citizenship Canada.

An ECA is a report that verifies the authenticity of a foreign diploma, certificate, or credential, and assesses its equivalence to a Canadian educational credential. The validity of an ECA is five years from the date of issuance.

The following organizations are designated as acceptable ECA providers for immigration purposes:

- World Education Services (WES)
- Comparative Education Service: University of Toronto School of Continuing Studies
- International Credential Assessment Service of Canada
- Medical Council of Canada
- Pharmacy Examining Board of Canada (PEBC)
- International Credential Evaluation Service (ICES)
- International Qualifications Assessment Service (IQAS)

Language Requirements

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

- **Skilled Worker Category (NOC TEER 0 and 1)**
Nominee Applicants must complete mandatory language testing and achieve a minimum Canadian Language Benchmark (CLB) Level 6 in either English or French across all four categories: listening, speaking, reading and writing.
- **NWT Express Entry Category (NOC TEER 0 and 1)**
Nominee Applicants must complete mandatory language testing and achieve a minimum CLB Level 7 in either English or French across all four categories: listening, speaking, reading, and writing.
- **Skilled Worker and NWT Express Entry Categories (NOC TEER 2 and 3)**
Nominee Applicants must complete mandatory language testing and achieve a minimum 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 five language tests approved by the Government of Canada. A Nominee Applicant can write one of the following five tests:

- The International English Language Testing System (IELTS) General Training
- The Canadian English Language Proficiency Index Program (CELPIP-General)
- The Pearson Test of English-Core (PTE)
- 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 CLB equivalency chart visit: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/standard-requirements/language-requirements/test-equivalency-charts.html>.

Proof of Settlement Funds

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

Express Entry Requirements

The NWT Express Entry category is only for Foreign Nationals who have been accepted into the 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.

More information can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry.html>.

When applying for the NWT 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 NWT Skilled Worker category; and,
- Have expressed interest in permanently settling in the NWT.

Entry Level/Semi-Skilled Occupations Category

Eligibility Criteria

The Entry Level/Semi-Skilled Occupations category is intended to assist Employers with critical labour shortages that cannot be filled by local residents, permanent residents of Canada, 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 IRCC, refugee claimants are not eligible for the NTNP.

Employer Eligibility

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
- Maintain a place of business in the NWT where the Nominee Applicant will work
 - If the Nominee Applicant works 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 operate 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 submit a Proof of Registration Letter
- Be in good standing and be operating in compliance with the Employment Standards Act, if subject to the 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 who are not subject to 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, Indigenous or territorial government, the Employer is defined as the head or designated human resources representative.

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

Employment

The term of employment must be permanent, non-seasonal and full-time. Full-time means at least 30 hours per week. Work must take place within the NWT. Remote work outside of

the NWT is not eligible.

The contract or job offer, signed by the owner or the employee authorized to hire employees, must include the following:

- Business name and address
- Employer name and contact information
- Foreign national's name and address
- Location of employment
- Foreign national's job title and duties
- Confirmation that the position is full-time and permanent
- Hours of work
- Rate of pay
- Any additional benefits or deductions in addition to those that are required by law (for example: accommodations, meal allowances, vacations and vacation pay, sick pay, hospital or medical care insurance)

The contract or job offer must comply with the NWT *Employment Standards Act* or any applicable union or collective agreement.

The employment must provide economic benefit to the NWT and must not negatively affect opportunities for Canadian citizens or permanent residents living in the territory.

Please visit, <https://www.immigratenwt.ca/forms-and-resources>, for a sample contract. The sample contract is not mandatory.

Job Description

The Employer must provide a detailed job description for the position. The job description must clearly outline the duties and responsibilities of the role and must match the NOC code selected for the application.

The job description must include:

- Position title
- Language requirements of the position (English and/or French)
- Main duties
- Educational and work experience requirements
- Any required certification, accreditation or licensing

The job description must accurately reflect the work the Nominee Applicant will perform and must align with the Employer's operational needs.

National Occupational Classification (NOC)

The NOC system is used by the Government of Canada to classify occupations. These occupations are grouped together based on TEER needed to work in an occupation. The TEER categories applicable to the Entry Level/Semi-Skilled Occupations category are NOC

TEER 4 and 5.

TEER 4	Intermediate Occupations Typically requires high school or job specific training
TEER 5	Labour Occupations

Labour Market Impact Assessment (LMIA)

The Employer must submit a copy of a positive LMIA from ESDC, or proof of job advertising (see below). A LMIA is the process through which ESDC evaluates an offer of employment to confirm that hiring the Nominee Applicant will not negatively affect the Canadian labour market.

More information can be found here: <https://www.canada.ca/en/employment-social-development/services/foreign-workers.html>

An Employer who employs a Nominee Applicant based on a positive LMIA must adhere to all aspects of the agreement. 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 must provide proof of local and national job advertising, along with a summary of advertising results. The advertised position must accurately reflect the job being offered to the Nominee Applicant.

Employers must demonstrate advertising efforts on two platforms: one local and one national.

Advertisements must be placed for a minimum of 30 consecutive days (or 2 consecutive weeks) on each platform. The validity of job advertisements is eighteen months from the time of application submission.

Accepted advertising platforms include:

- Recognized online employment sites such as:
 - The Government of Canada's Job Bank
 - Indeed
 - Jobs North Edge
 - Workopolis
 - LinkedIn
- In a local NWT newspaper such as:
 - The Yellowknifer and News North, etc.
- Local and regional employment centres
- Industry job boards such as:

- Aviation industry job boards
- 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 employment
- Brief 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 of Canada to fill the position until a decision is reached on their application.

Summary of Advertising

The summary of advertising results must include:

- The platforms where the advertisements were posted
- The dates the advertisements were posted
- The number of applications received in response to the advertised position
- The applicants must be identified as either a Canadian citizen, a permanent resident of Canada, or a temporary foreign worker
- A detailed list of reasons for refusal of the applicants
- A detailed rationale on why the Nominee Applicant is the best-suited candidate; and,
- It 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 to identify if a critical labour shortage exists for the occupation.

Wage Rate

The Employer must pay the Foreign National comparable to the industry standard for the occupation. It must meet or exceed the median wage listed on Job Bank for the NWT. If no wage information is available for the NWT, the Employer must use the median wage for Yukon, Alberta, or Canada, in that order.

The job offer must provide a comparable industry wage based on the Government of Canada's Job Bank, the business existing workforce, the advertised wage, and 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 NWT, found here: <https://www.ece.gov.nt.ca/en/minimum-wage>.

For Job Bank wage information, please refer to www.jobbank.gc.ca.

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.

These 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 cannot 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 Eligibility

To be eligible for nomination, a Nominee Applicant must have a full-time and permanent job offer from an NWT Employer and have their 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

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.

- Valid work permit, if applicable
- Passport biographical page
- Birth certificate
- Three months of stamped bank statements;
- Three months of pay stubs if the applicant is already employed by the nominating Employer
- Marriage certificate, divorce certificate or declaration of common-law union
- Birth certificates and passports for dependents

Nominee Applicants with dependents must include the supporting documentation (passport and birth certificate) 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 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 must provide proof that they are on "maintained status." If not, they will not be considered 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 LMIA exempt and closed to their nominating occupation.

Prior to the Nominee Applicant applying for the work permit, the Employer must submit an offer of employment and pay a \$230 employer compliance fee in the IRCC Employer Portal.

The Employer Portal can be 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's 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 worked in the same position with the 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. Approvals for transferring past work experience are assessed per application submission.

Extended Leave

Any type of leave longer than two consecutive weeks is considered extended leave. Time on extended leave does not count towards the accumulation of work experience requirements.

Medical, parental, maternity, or extended vacation leave that is supported by documentation and has a defined return-to-work date, is an acceptable break in employment. This means that Nominee applicants on extended leave are not required to restart the accumulation of their work experience hours upon returning to work.

For example, if a Nominee applicant had five months of accumulated work experience prior to taking approved extended leave, they would maintain the five months of work experience hours upon their return to work.

Nominee applicants on approved extended leave are permitted to apply to the NTNP, provided they have accumulated the entire duration of full-time work experience prior to applying to the NTNP.

Education Credential Assessment (ECA)

Nominee Applicants whose education was completed outside of Canada must have it assessed to compare to Canadian educational standards. The NTNP accepts only ECAs issued by organizations designated by the federal Minister of Immigration, Refugees and Citizenship Canada.

An ECA is a report that verifies the authenticity of a foreign diploma, certificate, or credential, and assesses its equivalence to a Canadian educational credential. The validity of an ECA is five years from the date of issuance.

There are seven organizations designated as acceptable ECA providers for immigration purposes, which are listed below:

- World Education Services (WES)
- Comparative Education Service: University of Toronto School of Continuing Studies
- International Credential Assessment Service of Canada: Date of Designation
- Medical Council of Canada: Date of Designation
- Pharmacy Examining Board of Canada (PEBC)
- International Credential Evaluation Service (ICES)
- International Qualifications Assessment Service (IQAS)

Language Requirements

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

- **Entry Level and Semi-Skilled Occupations (NOC TEER 4 and 5)**

Nominee Applicants must complete mandatory language testing and achieve a minimum 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 five tests:

- The International English Language Testing System (IELTS) General Training
- The Canadian English Language Proficiency Index Program (CELPIP-General)
- The Pearson Test of English-Core (PTE)
- 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 CLB equivalency chart visit: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/standard-requirements/language-requirements/test-equivalency-charts.html>.

Proof of Settlement Funds

A Nominee Applicant must demonstrate they have sufficient funds to establish and maintain themselves and any dependents in the NWT. As proof of settlement funds, the Nominee Applicant must submit bank statements stamped by a Canadian financial institution in their name for the 3 months prior to the application submission.

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.

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 all 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 license, 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, job description, and application forms.

Following a successful nomination of a foreign national, both the Nominee Applicant and Employer are required to sign a MOU with the GNWT. If the Employer is found to be in violation of the 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 is someone who has your permission to conduct business on your behalf with the NTNP and/or has advised you throughout the application process. 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, they must submit a Use of a Representative Form (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; 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.

The Authorized Representative must ensure that all communication with program staff is accurate, complete, and submitted within required timelines.

Expression of Interest (EOI) Comprehensive Ranking System

The NTNP has an Expression of Interest (EOI) Comprehensive Ranking System to manage intake for the Employer Driven Stream.

The EOI system is not an application. It is an online profile created by completing a survey. Completing an EOI does not guarantee a nomination or an invitation to submit an application. There is no limit to the number of candidates who may submit an EOI and there is no deadline for doing so.

The EOI survey must be completed by the Nominee Applicant after the Employer registers in the NTNP online application portal found here: <https://ntnp.immigratenwt.ca/>. The survey includes questions about the Nominee Applicant's human capital factors (language, age, work experience and education) as well as factors related to adaptability, intention to reside in the NWT, as well as their connections to the territory.

Each survey response is assigned a point value. A cumulative score is then issued to the Nominee Applicant's profile, which determines their ranking within the EOI pool. Employers whose Nominee Applicants have the highest-ranking scores will receive invitations to apply through draws held throughout the year. The number of draws and the number of candidates selected in each draw will depend on application volumes and available nomination spaces.

The EOI Points Grid is found here:

https://www.immigratenwt.ca/sites/immigratenwt/files/employer-driven_stream_expression_of_interest_points_grid.pdf

Submitting an Expression of Interest (EOI)

Review the Program Guidelines

Before submitting an EOI to Employer Driven Stream, Employers and Nominee Applicants must review these guidelines in full. The guidelines outline eligibility criteria, the EOI scoring system, the application process, and instructions for submitting an online application.

Registering as an Employer

The NTNP uses an online application portal where Employers must register to create an account. Employers register by creating a unique Employer User ID for each Nominee Applicant. 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 profile. It is recommended that Employers use the Nominee Applicant's name as the User ID to support clarity when managing multiple profiles. Only one active application can be associated with each User ID at any time.

After creating the User ID, Employers log in to their profile. At this stage, Employers may add an Authorized Representative, who will then serve as the primary point of contact for the application.

Once registered, Employers log in to the portal and select "Start an application." Employers then choose the appropriate program category and review the mandatory eligibility criteria.

Expression of Interest (EOI) Survey

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 Applicants' ranking in the EOI pool.

After the EOI survey is submitted, the NTNP will review the information and send an email to both the Employer and the Nominee Applicant with the EOI score within five (5) business days.

Employers of Nominee Applicants with the highest scores will be invited to apply through draws held throughout the year. The number of draws and the number of candidates selected in each draw will depend on NTNP application volumes and available nomination spaces.

Nominee Applicants must ensure that all information provided in the EOI remains accurate at all times. If a Nominee Applicant needs to update their profile, they must withdraw the existing EOI and submit a new one. Multiple profiles for the same candidate will not be accepted. An EOI profile is valid for one year from the date of submission, after which it will expire.

Prior to receiving an official invitation to apply, the NTNP may request supporting documents to verify the information provided in the EOI survey.

If false or misleading information is submitted, the EOI will be refused and the Nominee Applicant may be prohibited from applying to the NTNP for one year.

How to Submit an Application

Employers of Nominee Applicants selected in an EOI draw will be invited to submit an application to the NTNP and will have 30 calendar days to submit the application. All applications must be submitted electronically through the NTNP online application portal. Paper-based applications are not accepted.

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 appropriate NTNP category checklist, available at: <https://www.immigraatenwt.ca/forms-and-resources>.

Employers and Nominee Applicants will receive an email confirming that they have been selected in the EOI draw. Employers will then be instructed to log in to the online portal, where they will have access to submit the application. Employers will have 30 calendar days to submit the full application, after which the EOI will expire.

The online application requires Employers to complete the Employer Application Form first, followed by the Nominee Applicant Application Form. All required fields must be completed and all required documents must be uploaded. Employers may save the application at any stage and return to it later.

The system will not allow submission until all required information and documents have been provided. If a section of the Employer or Nominee Applicant form does not apply, Employers must 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
- Clear and legible

Employers may contact NTNP staff by email at immigration@gov.nt.ca for assistance with the online application portal.

The NTNP may request original documents or certified copies to be submitted by mail or in person for verification purposes. If any information changes during the assessment process, Employers must notify the NTNP by email at immigration@gov.nt.ca.

Application packages will not be accepted by email or fax.

Application Assessment Process

Confirmation of Application Receipt

All applications submitted through the NTNP online application portal will receive an automated email confirming receipt. The Employer or Authorized Representative is responsible for ensuring that all email addresses provided in the application remain accurate and up to date.

Screening

All applications received in the NTNP online portal will undergo a pre-screening for completeness.

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

Employers must use the appropriate NTNP category checklist to ensure that all required forms and documents are included: <https://www.immigratenwt.ca/forms-and-resources>.

Assessment

Following pre-screening, complete applications will be moved to the assessment queue. The NTNP will send an email to the Employer, the Nominee Applicant, and the Authorized Representative confirming that the application is pending assessment.

Applications are assessed in the order they are received. The assessment includes a review and verification of all forms and documentation against the eligibility criteria.

Each application will be assessed to determine:

- Whether the Nominee Applicant is urgently required by the NWT Employer
- Whether the job offer is genuine and will create economic benefits or opportunities
- The likely impacts of the nomination on the NWT labour market
- Whether the Nominee Applicant has the ability and intention to economically establish and settle in the NWT

If additional information, documentation, or clarification is required, the NTNP will email the Employer, the Nominee Applicant, and the Authorized Representative. A deadline of 14 calendar days will be provided to submit the requested information. NTNP staff may grant an extension if delays are expected in obtaining third-party documents.

If the requested information is not submitted by the deadline, the application will be withdrawn. The Employer must submit a new EOI and restart the process from the beginning.

Submitting a complete application does not guarantee a nomination. NTNP staff may deny an application based on the potential impacts of the nomination on the local labour market. Applications that remain incomplete at the end of the calendar year may be withdrawn. The Employer, the Nominee Applicant, and the Authorized Representative will receive written notification of the decision by email.

Once the assessment is complete, a decision will be made regarding the Nominee Applicant's

eligibility for nomination to the Government of Canada for permanent residency.

Applicants must ensure that all information remains accurate throughout the assessment process and must notify NTNP staff immediately if any details change.

Application Decision

Application Approval and Nomination Process

If an application is approved, a formal letter (also known as a nomination certificate) will be sent by email to the Employer, the Nominee and/or the Authorized Representative. This letter confirms approval and provides instructions for submitting a permanent residency application to Immigration, Refugees and Citizenship Canada within the nomination validation period. The validation period is six (6) months from the date the nomination is issued.

Nominees are strongly encouraged to apply for permanent residency as soon as possible after receiving their nomination certificate. Requests for an extension of the nomination are considered on a case-by-case basis.

The nomination letter will also outline the requirement for the Employer and the Nominee Applicant to sign a Memorandum of Understanding with ECE. This document outlines the conditions of the nomination and the responsibilities of both parties.

A nomination may be used only once to apply for permanent residency. If the permanent residency application is denied, the nomination is automatically revoked. The Nominee Applicant must reapply to the NTNP if they wish to be considered again.

Application Denial

If an application is denied, a formal letter will be sent to the Employer, Nominee Applicant and/or the Authorized Representative. The letter will also include the reasons for the denial.

Applications may be denied for any of the following reasons:

- The Nominee Applicant or the Employer does not meet program criteria
- The application package is inadequate, outdated or expired
- The Nominee Applicant no longer resides or works in the NWT at the time the decision
- The Employer is not in good standing with the Employment Standards Office
- The Employer is not compliant with the prevailing union or collective agreement
- The Nominee Applicant's employment will not provide economic benefit to the NWT
- The nomination would negatively impact the NWT labour market
- There are grounds to believe that misrepresentation has occurred
- Other reasons for denial will be referenced in the denial letter

If there is reason to believe that the Employer, the Nominee Applicant or the Authorized Representative has intentionally misrepresented or withheld material information, the application will be placed on hold while additional information is requested. If intentional misrepresentation is confirmed, the Employer, the Nominee Applicant or the Authorized Representative will be barred from using or applying to the NTNP for one year.

Appeal Process

The Employer may appeal the decision of a denied application. Appeals must be submitted in writing to ECE within 15 calendar days of the date on the denial letter. Appeals submitted after this deadline will not be considered.

The appeal letter must clearly state the reason or reasons for appealing the decision. The appeal will be based solely on the forms and documentation provided in the original application package.

Decisions on appeals will be rendered by an independent senior ECE official who is not involved in the application process. The appeal decision is final and will be communicated to the Nominee Applicant or the Employer or Authorized Representative by email.

Important notes:

- New or revised forms, supporting documentation, or other information will not be accepted as part of the appeal; and
- Appeals based on eligibility criteria will not be considered.

Post-Nomination Responsibilities

The Nominee and the Employer must continue to meet the terms set out in the MOU until a decision has been reached on the Nominee's permanent residency application. These responsibilities include, but are not limited to, the following.

Responsibilities of the Nominee

The Nominee is responsible for:

- Applying for permanent residency within six (6) months of receiving the nomination;
- Continuing to meet the Employer-Driven Stream eligibility until a decision has been made on the permanent residency application; and
- Updating the NTNP with any changes to contact information, marital status or dependents, employment status or legal status within Canada.

Responsibilities of the Employer

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

- Demotion or promotion;

- Termination;
- Temporary lay-off;
- Extended leaves (maternity leave, extended sick leave, etc.);
- Business closure; and
- Change of ownership.

Failure to notify the NTNP of these changes, or situations where the Nominee no longer meets the terms of the nomination, may result in a nomination revocation and refusal to accept further applications from this Employer under the Employer-Driven Stream for a period of up to 3 years.

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

Supporting Documents

Language of Documents

The Nominee Program will accept documents in English and French. Documents that are not in English or French must be translated into one of these languages and must 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.

Translations must be complete, accurate, and must reflect the full content of the original document.

All translation costs are the responsibility of the Nominee Applicant and are not covered by the NTNP.

Certified True Copies

To provide certified true copies, an authorized person must compare the original document to the photocopy being submitted. 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”
- The name of the original document
- The date of the certification
- The name of the person certifying the document
- The certifying person’s official position or title
- The certifying person’s signature

Who Can Certify Documents

Documents can be certified in Canada or outside of Canada. Certified copies must be clear, legible, and must show all information contained in the original document.

From within Canada, the NTNP will accept certified documentation from a:

- Commissioner of Oaths (authority to certify varies by province and territory)
- Notary Public
- Justice of the Peace

From outside of Canada, the NTNP will accept certified documentation 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

Employers, Authorized Representatives, friends, and family members may not certify copies of documents.

Contact Information

Nominee Applicants and Employers can contact the NTNP by phone or email at:

- Toll Free Number: 1-855-440-5450; and,
- Email: immigration@gov.nt.ca.