

Nova Scotia Nominee Program

Occupations in Demand Application Guide

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Introduction

This guide explains how you can apply to the Nova Scotia Nominee Program (NSNP) through the Occupations in Demand stream to be nominated for permanent residence.

The Occupations in Demand stream is a three-year pilot stream that targets specific NOC C, intermediate-skilled occupations that are in high labour market demand in Nova Scotia. The Office of Immigration identifies occupations in demand based on labour market information and eligible occupations are subject to change. Updates to this stream including changes to the list of in demand occupations will be available on the Office of Immigration website at novascotiainmigration.com/move-here/occupations-in-demand.

This stream is currently open to workers in two occupations:

- 1) NOC 3413 (Nurse aides, orderlies and patient service associates); and
- 2) NOC 7511 (Transport truck drivers).

You must have a **full-time, permanent job offer** with a Nova Scotia employer in one of these occupations before submitting an application to the Occupations in Demand stream.

Nominees, along with their spouse and dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government. This stream is part of an economic immigration program and is not intended to be used for family reunification, protected persons, or humanitarian or compassionate reasons.

When Not to Apply

The Occupations in Demand stream is only open to candidates with a full-time, permanent job offer in Nova Scotia. The job offer must be in either:

- 1) NOC 3413 (Nurse aides, orderlies and patient service associates); or
- 2) NOC 7511 (Transport truck drivers).

If you do not have a job offer in one of these occupations, you are not eligible to apply for this stream; do not apply.

Additionally, do not apply for the Occupations in Demand stream if you are:

- an individual who has received a nomination under the Nova Scotia Nominee Program dated within the last 12 months;
- younger than 21 or older than 55;
- an applicant under humanitarian and compassionate grounds, a refugee claimant or a failed refugee claimant;
- not legally present in your current country of residence;
- in Canada illegally, under a removal order, or are prohibited from entering or being in Canada;
- an individual who does not have status. You will not be eligible to apply until your status has been restored;
- an international student who is currently studying at a Canadian post-secondary institution;
- an international graduate who has studied in Canada, whose studies have been sponsored by an agency or government and who is contractually obligated to return to their country of origin.

Your Occupations in Demand stream application must not be based on a job offer where you are:

- a seasonal, part-time or casual worker;
- in a sales position that is based solely on commission for compensation;
- an individual in Canada who is in the Caregiver Program;
- an individual whose job is not based in Nova Scotia;
- self-employed;
- intending to start a business and/or becoming self-employed;
- a majority shareholder in a Nova Scotia business;
- a passive investor (individuals who intend to invest in a Nova Scotia business with very limited or no involvement in the day-to-day management of the business).

Important Information

- It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide.
- All eligibility criteria and supporting documentation must be valid at the time of application to NSOI and must also be valid at the time of application to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency.
- If your application is not complete or if you do not meet basic eligibility requirements, your application will be refused.
- The NSOI reserves the right to close or suspend application intake for any NSNP stream at any time. Regardless of when an application is submitted, the NSOI may decline to consider applications in closed or suspended streams.
- Stream criteria may change without notice. You will find the most current NSNP stream information at www.novascotiainmigration.com. Applications may be assessed with the most current criteria irrespective of the date of submission of an application.
- By submitting an application to the NSNP, you agree and acknowledge that:
 - meeting eligibility criteria does not guarantee nomination;
 - NSOI is not obligated to assess or process any application submitted;
 - the decision whether to assess or process any application, and the outcome of that assessment, or processing, is at the NSOI's sole discretion;
 - the decision to refuse an application is final. There is no appeal process; and
 - NSOI is not responsible for any processes or decisions of IRCC.

Withdrawals

You may withdraw an application at any time prior to nomination without penalty, except in the case of suspected or actual misrepresentation.

NSOI may withdraw your nomination at any time prior to the issuance of the permanent resident visa and prior to landing in Canada if:

- you no longer meet minimum eligibility requirements of the NSNP such as changes in your employment;

- the Office of Immigration is advised by the Canadian visa office that any information provided in your application for permanent residency is false or fraudulent; or
- Immigration, Refugees and Citizenship Canada finds that you or a dependent is inadmissible as a result of medical, criminality, security checks or invalid passport.

Misrepresentation

If it is found that any person included in or associated with the application, has misrepresented or intentionally omitted material information to the NSNP that is relevant to the application or the decision to nominate, you will be refused for misrepresentation. If you are refused by the NSOI for misrepresentation, you will be unable to submit an expression of interest or apply to the NSNP or the Atlantic Immigration Pilot for a period of five years.

Fees

There is no provincial application fee under the NSNP. You must, however, pay all fees associated with your application to IRCC. There may also be costs associated with third parties for services such as language testing or educational credential assessment.

Use of a Representative

A representative is someone who provides advice or guidance to you at any stage of the application process, whether they are paid or unpaid. An unpaid representative could be a family member, a friend or another third party.

You don't need to use a representative to prepare and submit an application. If you choose to use a representative, they must complete an NSNP 50 – Use of a Representative form and submit it with your application, whether they are paid or unpaid.

If you are using a paid immigration representative, they must be authorized. Authorized representatives must be either:

- An immigration consultant who is a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC) (visit www.iccrc-crcic.ca); OR
- A lawyer or paralegal who is a member in good standing of a Canadian Law Society or a student-at-law under the supervision of a recognized lawyer (visit www.flsc.ca/about-us/our-members-canadas-law-societies); OR
- A notary public who is a member in good standing of the Chambre des notaires du Québec or a student-at-law under their supervision (visit www.cmq.org/).

Warning: Payment to an individual who is not regulated as above offers no legal opportunity for complaint and is strongly discouraged by this office. NSOI will not deal with non-regulated representatives.

Criteria and Requirements for the Principal Applicant

In order to apply for nomination under the Occupations in Demand stream, you must meet all of the eligibility criteria set out in the following seven areas.

1. Job Offer

To apply to the Occupations in Demand stream, your job offer must be:

- in either NOC 3413 (Nurse aides, orderlies and patient service associates) or NOC 7511 (Transport truck drivers);
- located in Nova Scotia with a Nova Scotia employer;
- a permanent job with no pre-determined end date (a long-term job offer); and
- full-time employment that is year-round and, on average, at least 30 hours a week.

2. Work Experience

At the time of application, you must have work experience of 12 complete calendar months within the last five years and a minimum of 1,560 hours related to the position and skills for the job. Volunteer work and unpaid internships are not eligible.

Work experience and transferable skills will be verified via letters of reference from employers and supporting employment documents.

Letters of reference must:

- be written on company letterhead
- be signed by the responsible officer/supervisor
- show company's full address, telephone and fax numbers, e-mail and website addresses
- be stamped with the company's official seal (if applicable)

Letters must include all the following information:

- the specific period of your employment with the company,
- the positions you have held during the period of employment and time spent in each position,
- your main responsibilities and duties in each position,
- your annual salary plus benefits in each position,
- the number of hours worked per week in each position, and
- the number of hours worked in total for each position.

3. Education and Training

At the time of application, you must have completed a high-school diploma and have the appropriate training, skills, and/or accreditation required for the job.

For occupations requiring licensing or certification in Nova Scotia, contact the appropriate provincial, national and/or industry regulatory association prior to applying to verify that you meet licensing or certification requirements. For information on regulated and non-regulated occupations in Nova Scotia, contact the Canadian Information Centre for International Credentials at www.cicic.ca.

4. Language Ability

You must submit official language test results showing a minimum standard of Canadian Language Benchmark (CLB) 4 across all four categories (listening, reading, writing and speaking) even if your first language is English or French.

Language test results must not be older than two years upon receipt at the Nova Scotia Office of Immigration, and they must be renewed if they will expire at any time before your application to IRCC is approved for processing. The Nova Scotia Office of Immigration will only consider results from designated testing agencies.

The acceptable tests are:

- International English Language Testing System (IELTS) General Training: www.ielts.org/test_takers_information.aspx
- Canadian English Language Proficiency Index Program (CELPIP-General): www.celpip.ca
- Test d'évaluation de français (TEF) : www.lefrancaisdesaffaires.fr
- Test de connaissance du français (TCF) : www.ciep.fr/tcf

CLB Level	Listening	Reading	Writing	Speaking
4	IELTS test results for each ability			
	4.5	3.5	4	4
	CELPIP test results for each ability			
	4	4	4	4
	TEF test results for each ability			
	145	121	181	181
	TCF test results for each ability			
	331	342	4	4

5. Immigration Status

If you are living in a country other than your country of nationality, include a photocopy of your visa or permit for the country where you currently live.

If you are living in Canada, you must provide proof of your legal status as a temporary worker or visitor. If you are in Canada on a temporary permit, your permit must be valid at the time of application.

Passports

You must have valid passports for all accompanying family members. When you submit your application, you must provide copies of your passport pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your application.

Previous applications

If you have previously applied to immigrate to Canada through provincial or federal immigration categories, you must provide copies of all correspondence received from the provincial or Canadian government associated with each previous application.

6. Adaptability and Intention to Settle

You must show that you have a genuine intention to settle in Nova Scotia by providing a detailed explanation of why you chose Nova Scotia to permanently settle and what you feel Nova Scotia can offer to you and if applicable, your family.

Your explanation can include details such as your plans for accommodation/housing, transportation, employment/job, schools or child care, language training plans, and integration into the community.

All responses must be in your own words. Do not copy information from other sources.

7. Financial and Settlement Supports

You must demonstrate that you have sufficient settlement supports and financial resources to pay your immigration costs and travel expenses (if applicable) and to successfully establish yourself and your family (if applicable) in Nova Scotia.

Federal guidelines generally recommend that immigrants arrive with a minimum of \$11,000, plus \$2,000 for each dependent. This recommended amount is reduced in the case of a principal applicant who is already living in Nova Scotia or has arranged employment. In all cases, proof of some financial resources in your own name is required. This may include transferable funds in your name or your spouse's name.

The Office of Immigration will not approve an application if it appears likely that your family income (based on your job offer and any spousal income) will be below Statistics Canada's Low Income Cut-Off (LICO) at Table 1 of www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5196-sponsorship-adopted-children-other-relatives-sponsor.html#5196E9

Criteria and Requirements for the Employer

The Office of Immigration reserves, at its sole discretion, the right to refuse applications that are based on job offers with employers who are not in compliance with NSNP requirements.

NSNP 200 Form

The employer must complete the NSNP 200 form to confirm the details of your job offer. The NSNP 200 form must include all supporting documents and must be signed by the employer. This form should be completed by the authorized signing officer of the company that is making the job offer.

The job offer must:

- be in either NOC 3413 (Nurse aides, orderlies and patient service associates); or NOC 7511 (Transport truck drivers)
- be located in Nova Scotia with a Nova Scotian employer;
- be full-time employment where the employee is expected to work year-round and, on average, at least 30 hours a week;
- be a permanent job with no pre-determined end date (a long-term job offer);
- have compensation in the form of salary that meets provincial employment standards and the provincial wage range. (see www.jobbank.gc.ca/trend-analysis/search-wages);
- be a position that has a shortage of qualified permanent residents or Canadian citizens to fill the position; and
- not contravene any existing bargaining unit agreements, labour agreements/standards or be involved in any employment disputes.

Recruitment Efforts

Recruitment efforts are mandatory unless the applicant is in possession of a valid Labour Market Impact Assessment (LMIA) or is in a position that was determined to be LMIA exempt.

The employer must provide evidence of recruitment for the position. This evidence must predate the applicant's current offer of employment. Satisfactory evidence can be either:

- a current positive LMIA,
- proof that the either the job offer or the applicant is LMIA exempt, or
- three advertisements and related information that meet the conditions described below.

The Office of Immigration reserves the right to request additional information to demonstrate recruitment efforts in support of an application.

Labour Market Impact Assessment

If the employer has received a positive LMIA from Employment and Social Development Canada (Service Canada) for this position, attach a copy of the LMIA in which the applicant is named. No other recruitment documentation is required. The LMIA's expiry date must be on or after the date of application to the Nova Scotia Office of Immigration (NSOI).

Labour Market Impact Assessment exemption

If Immigration, Refugees and Citizenship Canada has identified either the job offer or the worker as LMIA-exempt, you must provide proof of this exemption. (see: www.cic.gc.ca/english/work/apply-who-permit.asp)

Advertisements

If there is no current positive LMIA, or the offered position and/or worker is not considered LMIA exempt, provide a copy of the job advertisement that appeared in three different publications, one being national in scope. Canada-wide resources such as Job Bank are considered an effective method of recruitment for the position. All advertisements must occur in the six months prior to the date of the job offer to the applicant. Each advertisement must be publicly available for no less than four consecutive weeks. The employer must be able to demonstrate that the print media and websites used to advertise the job target an audience in Canada that has the appropriate education, professional experience, language ability and skill level required for that job.

The advertisement must be in English or French and include the:

- Company operating name and contact information including telephone number, cell phone number, email address, fax number, and mailing address
- Title of position
- Job duties
- Skill requirements
- Location of work (city or town)

Support and Retention Plan

When reviewing an application, the Office of Immigration will consider the employer's support to the immigrant employee. Supports may consist of financial or non-financial assistance such as covering or contributing to the immigration fees, accommodation/housing, and referrals to settlement services agencies or language classes. Examples of employer retention activities include settlement assistance, bonuses or incentives, career training plans, benefits packages and advancement opportunities.

Registration status

The business must have a permanent establishment in Nova Scotia, as defined in Canada's Income Tax Act, and must be registered with Nova Scotia's Registry of Joint Stock Companies. The Office of Immigration accepts applications from workers with employers in the public sector and not-for-profit organizations with a permanent establishment in Nova Scotia. A not-for-profit organization must be registered under the Societies Act and demonstrate financial ability and stability to support the position on a long-term basis.

Operational status

The employer's business must have been in active operation in Nova Scotia (registered with Nova Scotia's Registry of Joint Stock Companies) for **at least two years** and be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the Immigration and Refugee Protection Act (IRPA) or Immigration and Refugee Protection Regulations (IRPR).

Business Practices

- Employers must have a history of good workplace and business practices and must be compliant with all applicable laws and regulations.
- Employers cannot deduct business costs such as travel expenses or recruitment fees from their worker's wages or salaries.
- Most employers who wish to recruit and hire foreign workers for employment in Nova Scotia must obtain an Employer Registration Certificate from Labour Standards (see http://novascotia.ca/lae/employmentrights/FW/ForeignWorker_Employer_Registration_Information.asp).
- Employment agencies and similar placement firms cannot act as an employer unless they are establishing a full-time permanent employer-employee relationship with the applicant themselves.

Application Process

You must notify the NSNP of any changes in your status or eligibility for this stream, including change of employer or loss of employment. This applies from the time of applying to NSOI and until the time permanent residence status has been received from IRCC.

Any misrepresentation in your application package is grounds for refusal of your application.

Apply to the NSNP under the Occupations in Demand stream

To apply, you must submit your application through Nova Scotia's online service (www.novascotia.ca/ensnp) and ensure that you include all the required supporting documents.

All supporting documents must be provided as portable document format (PDF) files. You will have to scan paper documents into PDF files and convert electronic documents into PDF files. Note that all documents must be clear enough to read and:

- Documents with images should be scanned in colour.
- Text-only documents may be scanned at a grayscale setting to reduce file size.
- Scanner resolution should be a minimum of 300 dots per inch.
- No enhancement or editing should be done to a scanned document.
- The total size of all documents attached to your application must be no more than 50 megabytes (MB).
- The file names of attachments must be no more than 50 characters.

When documents are not in English or in French, you must submit a copy of the original document and a copy of the certified translation. NSOI will only accept translations prepared by certified translators. Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply proof from the translator describing their translation ability or certification.

It is your responsibility to submit all documents outlined in this guide and set out in the online application, including the signed NSNP 200 Employer form and all supporting documents. If documents are missing, unsigned, not translated by a certified translator, or not clear, your application may be closed.

Nomination/Refusal

Nominations and refusals under the Occupations in Demand stream are at the sole discretion of NSOI. A nomination from the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued.

Nomination

If you meet the Occupations in Demand stream criteria, NSOI will communicate the decision and provide the Nomination Certificate to you or your representative via email.

Intent to Refuse

If you do not meet the Occupations in Demand stream criteria, you will receive a letter of Intent to Refuse from NSOI via email. If you disagree with this decision, you have 10 business days to submit additional information to be considered by NSOI. In extenuating circumstances such as hospitalization or death in the family, extensions may be given on a case-by-case basis. After 10 business days the file will be re-assessed, including any new information submitted, and a final decision made. This decision will be sent via email to you or your representative.

Refusal

If your application has been refused by NSOI, you or your representative will receive notification via email. Refusal decisions are final. There is no appeal process.

Extension of Nomination

At NSOI's discretion, NSNP may issue **one** extension of nomination. The decision to issue an extension will be made on a case-by-case basis where there is evidence of extenuating circumstances. Extensions will not be granted after one year from the original issue date.

Letter of Support for Temporary Work Permit

After you have been nominated by the Province of Nova Scotia, you can request a Letter of Support from the Office of Immigration. You can use this letter when you apply for a temporary work permit or to renew your existing work permit with IRCC. A work permit will enable you to work in Nova Scotia while your application for a permanent resident visa is being processed.

Application for Permanent Residence

After you have been nominated by the Province of Nova Scotia, you must submit a complete application for a permanent resident visa to IRCC within six months. Your Letter of Nomination from NSOI will provide you with more information about this process.

A nomination by the Province of Nova Scotia does not guarantee that a permanent resident visa will be issued. IRCC makes the final decision on the granting of permanent resident visas.

Notification of Permanent Residence

When you are granted permanent residence, you must contact NSOI within 30 days of your arrival in Nova Scotia. You must provide NSOI with a copy of the Confirmation of Permanent Residence, a copy of your passport and your Nova Scotia contact information such as current address, phone number(s) and email address.

Document Checklist

The checklist below will help you organize your documents before submitting your application to NSOI. It is your responsibility to submit all documents required to validate eligibility criteria as set out in this guide.

The Office of Immigration reserves the right to request further information if required.

Forms, Criteria, and Supporting Documents	Who must provide the document
NSNP FORMS	
<p><input type="checkbox"/> eNSNP 100 - Online application at www.novascotia.ca/ensnp</p> <p><input type="checkbox"/> NSNP 200 – Employer Form signed by employer, and supporting documents as described on the form including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a detailed position description <input type="checkbox"/> detailed conditions of employment <input type="checkbox"/> a signed copy of the accepted job offer <p><input type="checkbox"/> NSNP 50 - Use of a Representative: Complete this form (if applicable) to designate an authorized representative who has your permission to conduct business on your behalf with NSOI. When you appoint a representative, you also authorize NSOI to share information from your case with this person.</p> <p><input type="checkbox"/> NSNP 60 – Authority to Release Personal Information to a Designated Individual: If applicable, complete this form to have your application information sent to a designated individual other than yourself or your representative.</p> <p>The individual you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will not be a representative who can conduct business on your behalf with Nova Scotia Office of Immigration.</p>	Principal applicant and dependents aged 19 or older
Work Experience	
<p><input type="checkbox"/> Letters of reference from employers</p>	Principal applicant
Education	
<p><input type="checkbox"/> Copies of all certificates, diplomas, degrees</p> <p><input type="checkbox"/> Proof of certification for principal applicant with a licensing or regulatory association or organization or any permits required to hold an occupation abroad or in Canada (if applicable)</p>	Principal applicant
Language	
<p><input type="checkbox"/> Proof of English or French language ability</p>	Principal applicant

Forms, Criteria, and Supporting Documents	Who must provide the document
Immigration status	
<input type="checkbox"/> Valid passports for all accompanying family members. Include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth, any amendments in name, date of birth, expiration, etc., and any previous visas and/or visits to Canada. <input type="checkbox"/> If you live in a country other than your country of nationality, a copy of your proof of legal status for the country where you currently live (including Canada). <input type="checkbox"/> Correspondence from previous attempts to immigrate to Canada through provincial or federal immigration categories. Include correspondence received from the provincial or Canadian government associated with each previous application.	Principal applicant, spouse or common-law partner, and dependents
Accompanying family members (if applicable)	
<input type="checkbox"/> Birth certificates for dependent children <input type="checkbox"/> Marriage certificate <input type="checkbox"/> Custody documents and permission for the child to come to Canada <input type="checkbox"/> Adoption papers	Principal applicant and spouse or common-law partner
Settlement Funds	
<p>You may provide one or a combination of the following:</p> <input type="checkbox"/> Official banking statements from a financial institution for the past three months indicating the account(s) balance and transactional history, <input type="checkbox"/> Statements for investment portfolio and fixed deposits and the terms and conditions for withdrawing these funds prior to maturity (if applicable)	Principal applicant and spouse or common-law partner
<p>DO NOT include real estate or personal items such as jewelry, furniture and vehicles.</p>	