



Your Guide to the New Brunswick Skilled Worker Stream

***New Brunswick Provincial Nominee Program
Department of Post-Secondary Education, Training and Labour
Population Growth Division***

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the Government of New Brunswick and is not to be sold.**

List of Updates made to this guide

13 March 2020

- **Page 4:** The following section was modified for clarity:

Stage 1: Application to the NBNP for a nomination certificate

If you meet all eligibility criteria and selection factors, and you have the support of your New Brunswick employer as indicated through a completed and signed Employer Information form (NBNP-004), you can then apply to the NBNP by submitting an online application. The processing time varies depending on the time required for the verification of documents included in your application and on the volume of applications received. In some cases, you may be asked to attend an interview.

- **Page 7:**
NOC 6711 (Food Counter Attendants) and NOC 6731 (Light-duty Cleaners) were added to the list of eligible occupations

The following section was added for clarity:

Your employer is willing to support the application

All applications submitted through the NB Skilled Worker stream must be supported by an Employer Information Form (NBNP-004) completed by the employer and signed by both the employer and the applicant. Applications submitted without the express support of the New Brunswick employer, as indicated by this form, are not eligible for nomination under this stream.

- **Page 20:** The following note was added:

Please Note: Employers must be actively engaged in the NB business, and therefore directly connected to the employment of the candidate. Consequently, recruitment-type, temporary placement-type, or broker-type agencies (i.e. where candidates are nominated with the support of one employer and then contracted out to other businesses) are not permitted.

03 January 2020

- **Page 19:**
The following information was added:

“Work Permits

When a work permit (or work permit renewal) is required, **the employer must pay a federal compliance fee of \$230** and submit an offer of employment form through the IRCC Employer Portal before the applicant can submit an application for their work permit.

For more information refer to: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-serviceproviders/employer-portal.html>.”

17 December 2019

- **Page 10:**
Under the section titled Work Experience the language was changed to read as follows:

“Note: Work experience is not required for international graduates, with a minimum one-year degree, diploma or certificate from a New Brunswick university, college, trade or technical school, or other accredited institute, hired through the New Brunswick Skilled Worker Stream.”

These changes were made from the previous version:

“ Note: Work experience is not required for international graduates, with a minimum one-year degree, diploma or certificate from a ~~Canadian~~ university, college, trade or technical school, or other accredited institute, hired through the New Brunswick Skilled Worker Stream.”

- **Page 14:**
Under the section titled Withdrawing a nomination certificate (by PETL) the language was changed to read as follows:

“PETL may withdraw your nomination at any time during the immigration process, if:”

These changes were made from previous version:

(2020-03-13)

"PETL may withdraw your nomination at any time ~~prior to the issuance of a PR visa by IRCC~~, if:"

- **Page 19:**
Under the section titled Employer shall be in good standing in New Brunswick, the language has been changed to read as follows:
"have been in continuous, active operation in New Brunswick for at least two years under the same ownership;"
These changes were made from previous version:
"have been in continuous, active operation in New Brunswick for at least two years;"

Contact information

Courier address

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Population Growth Division
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Mailing address

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New Brunswick Provincial Nominee Program
PO Box 6000, Fredericton, NB CANADA E3B 5H1

Email immigration@gnb.ca

Website www.welcomenb.ca

Business hours

Monday to Friday, 8:15 a.m. – 4:30 p.m. Atlantic Standard Time (AST)
Closed Saturday and Sunday
Closed on statutory holidays

In the event of a discrepancy between the New Brunswick Provincial Nominee Program (NBPNP) website and the NBPNP program guides, the information in the application program guides shall be considered correct. Please check our website regularly to ensure you are using the most up-to-date version of the application program guides.

Do I need a representative to help me apply?

No. The Government of Canada and the Government of New Brunswick treat everyone equally, whether they use a representative or not.

All the forms and information that you need to apply to immigrate to Canada are available for **free**. If you follow the instructions in the application guide, you can complete the application form and submit it on your own.

If you decide to use an immigration representative, **be careful whom you ask for advice**.

If you're hiring a paid representative:

- find out if they're authorized
 - This means they have a license to practice and give advice
 - If you choose a paid representative who's not authorized, we may return your application or refuse it
 - If you give a representative money **or compensate them in any other way** in exchange for their services, they're considered paid and must be authorized

Tips to protect yourself from fraud

- Be careful of anything that sounds too good to be true
 - Using a representative will not draw special attention to your application or guarantee that we'll approve it
- Beware of representatives who encourage you to give false information in your application
 - It's against the law, and you could be denied entry into Canada or deported after you arrive
- Don't leave original documents or photos with your representative
- Don't sign blank application forms
- Don't sign forms or documents unless you can read them
 - If you don't understand them, ask someone to translate
- Make sure to get copies of any documents your representative makes for you
- Any time you pay your representative, get a signed receipt
- Make sure your representative updates you on your application often
- Protect your money and remember:
 - we'll **never** call you and ask you to deposit money into a personal bank account
 - we'll **never** ask you to transfer money through a private money transfer company
 - processing fees are in Canadian dollars and they're the same around the world

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Part 1: Introduction

The New Brunswick Provincial Nominee Program (NBPNP), administered by the Department of Post-Secondary Education, Training and Labour (PETL), is an immigration program that allows the Government of New Brunswick to nominate individuals with the greatest ability to become economically established in New Brunswick. This immigration stream is part of an economic immigration program and is not intended for family reunification, protected persons or for humanitarian and compassionate reasons.

The New Brunswick Skilled Worker Stream helps New Brunswick employers recruit foreign nationals and international graduates whose skills are in limited supply in the province and who have been unable to fill job vacancies with a Canadian citizen or permanent resident (PR).

The New Brunswick Skilled Worker Stream is for workers with the skills, education and work experience to contribute to New Brunswick's economy, and who are ready to live and work in New Brunswick permanently. This guide provides complete and comprehensive information about program requirements and eligibility. Please carefully read it before you apply.

When applying to any of New Brunswick's immigration streams, you must be PR Ready. In the New Brunswick Skilled Worker Stream, it means that you meet all minimum eligibility requirements and selection factors and have all the required documents on hand to prepare and submit a complete and correct application to the Government of New Brunswick and to the Government of Canada. Being PR Ready means more efficient processing, fewer delays and a better experience navigating the New Brunswick and Canadian immigration programs. In most cases, this means your application will be processed faster. For details refer to the **Are you PR ready?** document available at www.welcomenb.ca.

NBPNP applications require two stages of approval before PR status may be obtained.

Stage 1: Application to the NBPNP for a nomination certificate

If you meet all eligibility criteria and selection factors, and you have the support of your New Brunswick employer as indicated through a completed and signed Employer Information form (NBPNP-004), you can then apply to the NBPNP by submitting an online application. The processing time varies depending on the time required for the verification of documents included in your application and on the volume of applications received. In some cases, you may be asked to attend an interview.

Stage 2: Application to Immigration, Refugees and Citizenship Canada for a PR visa

If you are nominated by PETL, you may then apply to the Government of Canada for a PR visa, through Immigration, Refugees and Citizenship Canada (IRCC). In this case, you will send your application to the IRCC Centralized Intake Office in Sydney, Nova Scotia, Canada. You, your spouse and dependents must meet statutory requirements for medical, security and criminal admissibility. IRCC has the final authority to issue a PR visa. There is no guarantee that IRCC will approve your PR application even if you are nominated by PETL.

Important Information

Provincial immigration pathways are dependent upon federal immigration allocations, application volumes and labour market needs. For this reason:

- PETL will determine the availability of immigration streams and categories depending on the volume of applications;
- PETL reserves the right to close or pause application intake without prior notice for any stream, at any time;
- PETL is not obligated to process any expression of interest or application submitted to one of its streams or categories;
- PETL may decline to consider applications, irrespective of when an application was submitted;

- PETL will assess applications according to the most current criteria, regardless of the date of submission of an application;
- PETL will process applications at its discretion and in a manner that best supports the goals of the NBNP. This can be based on application volumes, quality of individual applications, labour market information, economic forecasting and/or any other factors as determined by PETL;
- PETL will grant priority processing to applicants who have the greatest ability to become established economically in New Brunswick – as determined by PETL – and will not process applications on a first come, first served basis;
- The decision to process (or assess) any application and the outcome is at the sole discretion of PETL; and
- The decision to issue a nomination certificate is at the sole discretion of PETL.

By submitting an application to IRCC, employers and applicants agree and acknowledge that:

- Receipt of a nomination certificate from PETL does not guarantee that a PR visa will be issued by IRCC;
- IRCC has the sole authority to decide if persons will receive a PR visa. PETL is not responsible for any processes or decisions of IRCC; and
- IRCC will assess the application based on Canadian immigration law and make the final decision for granting a PR visa.

Misrepresentation

If it is found that you, or any person included in or associated with your application, has directly or indirectly misrepresented or intentionally withheld, or failed to submit, material fact(s) or information that induced or could have induced errors in the administration of the program whereas you could have been issued a nomination certificate without having provided truthful and complete information to enable PETL to properly assess the application, your application will be refused due to misrepresentation, regardless of your ability to meet any, or all of the eligibility requirements.

Applicants who are refused for misrepresentation are prohibited from applying to New Brunswick for five years from the date of decision.

Furthermore, the Government of New Brunswick is obligated to cooperate with the Government of Canada to ensure the integrity of the program. This includes sharing information including personal information and intelligence related to program abuses, as per the details set out in the *Canada-New Brunswick Memorandum of Understanding on Information Sharing*. As such New Brunswick will report to Canada without delay any instances of suspected or confirmed fraud involving, but not limited to, applicants, employers, third-party immigration representatives and educational institutions, subject to Section 10 of the agreement, and in accordance with the policies and procedures outlined in the *Canada-New Brunswick Memorandum of Understanding on Information Sharing*.

Legal status

If you are residing in Canada during the application process, you must maintain legal immigration status. Legal status means that you are authorized to enter and remain in Canada as a temporary resident for a specific period, either as a visitor, worker or student.

Implied status

You may register and/or apply to the NBNP if you are a temporary resident with implied status in Canada. You obtain implied status if you are a temporary resident who submitted an application to IRCC to renew/extend your period of authorized stay (i.e. renewal of study or work permit) before its expiry date. You can remain in Canada and continue to work under the same conditions as your existing permit until a decision is made on your pending IRCC application.

New Brunswick *Employment Standards Act*

Foreign workers have the same rights and obligations under the *Employment Standards Act* as all employees in New Brunswick. Employers cannot:

- require foreign workers to use and pay an immigration consultant;
- recover ineligible recruitment and transportation costs from the foreign worker;
- misrepresent employment opportunities;
- supply false information about employer and employee rights and responsibilities;
- prevent workers from vacating employer-provided accommodations for private accommodations;
- reduce wages or changing any other terms or conditions of employment undertaken in the recruitment of a foreign worker;
- threaten deportation; and
- take possession of a foreign worker's identity documents (e.g., passport) and work permit.

Part 2: Eligibility requirements

There are requirements for each stage of the New Brunswick Skilled Worker Stream process including registration, application and nomination. You must meet the minimum eligibility requirements for age, language, job offer, work experience and education, and score a minimum of 60 points in the selection factors to be considered for nomination by PETL. Eligibility requirements must be met at the time of registration, application and nomination. Meeting eligibility requirements does not guarantee that you will be nominated.

You intend to reside in New Brunswick. It is your responsibility to prove a genuine intention to reside in New Brunswick as described in Section 87(2) (b) of the *Immigration Refugee Protection Act, S C 2001, c 27*, Regulations which state that “a foreign national is a member of the nominee class if they intend to reside in the province that nominated them”.

To establish intent, you may be asked to demonstrate your attachment to New Brunswick, that may include, but are not limited to:

- a description of any actions you have taken to permanently settle in New Brunswick;
- current employment in New Brunswick;
- employment search details;
- the length of any previous and/or current period of residence in New Brunswick;
- community involvement;
- ability to support yourself in New Brunswick;
- your connections to New Brunswick through work, study or family;
- professional networks and affiliations;
- residency including household lease agreements and/or property ownership;
- family ties and other social relationships and connections;
- details of prior visits to Canada; and
- your connection to other jurisdictions in Canada.

You received a genuine offer of employment. A New Brunswick employer has offered, and you have accepted, permanent, full time, year-round (non-seasonal) employment in an eligible occupation. Permanent means the job has no pre-determined end date; it is a long-term job offer. Full-time means that you are expected to work a minimum of 30 hours per week, or 1,560 hours per year.

You are qualified for the position. It is your responsibility to demonstrate that you are qualified for the position. PETL may refer to the National Occupation Code (NOC) and industry standards, etc., to determine the minimum qualifications for an occupation.

PETL uses the NOC to classify jobs according to duties, skills, aptitudes and work settings for occupations in the Canadian labour market. The NOC helps determine whether a job meets the skill levels established for skilled, semi-skilled and low-skilled worker occupations, and whether the candidate's qualifications and experience match the requirements of the job. PETL differentiates between skilled workers, semi-skilled and low-skilled workers.

High-skilled workers are defined as individuals with an occupation within NOC 0, A, B.

Semi-skilled workers have occupations that fall under NOC C.

Low-skilled workers have occupations that fall under NOC D skill type 7, 8 and 9, as well as NOC 6711 (Food Counter Attendants) and NOC 6731 (Light-duty Cleaners).

PETL reserves the right to consider only certain types of jobs and occupations for nomination. Decisions are based on the economic situation of the New Brunswick labour market, current inventory, yearly nomination allocations distributed by IRCC, and any other factors determined by PETL.

You are offered a competitive wage. The wage you have been offered must be competitive with New Brunswick wage rates for the occupation. The wage stated on your offer of employment must:

- meet or exceed the median wage level for the occupation in the region of New Brunswick where you will be working. For examples of market wage rates by occupation, visit www.jobbank.gc.ca;
- be comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in New Brunswick; and
- be consistent with the wage compensation structure of your employer.

PETL will not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages, housing allowances, room and board, or other similar payments to be part of your wage.

If you were originally hired on a positive Labour Market Impact Assessment (LMIA), the wage you are earning at the time of registration and/or application must be equal to or greater than the wage stated in the offer of employment and on the LMIA.

Your employer is willing to support the application

All applications submitted through the NB Skilled Worker stream must be supported by an Employer Information Form (NBPNP-004) completed by the employer and signed by both the employer and the applicant. Applications submitted without the express support of the New Brunswick employer, as indicated by this form, are not eligible for nomination under this stream.

Regulated occupations in New Brunswick There are a variety of regulated occupations in New Brunswick. If your intended job offer is in a regulated occupation, you are required to be certified or licensed by the regulatory authority for that occupation.

A regulatory authority is an organization, usually provincial, responsible for ensuring members of the occupation follow the rules outlined by legislation. This includes making sure that workers meet all necessary requirements and follow occupational standards. In general, standards are set to protect the public's health and safety, or the environment.

One of the first steps in becoming certified or licensed in New Brunswick is to obtain an equivalency for the foreign qualifications you have earned outside of Canada. Your academic credentials and work experience will be evaluated to determine how your credentials and experience compare to Canadian-trained professionals.

For more information visit:

<https://www.welcomenb.ca/content/wel-bien/en/working/content/CredentialsRecognized.html>

Part 3: Selection factors

The New Brunswick Skilled Worker Stream is open to foreign nationals, living in Canada or abroad, who have an offer of employment for a full-time, permanent position from an employer based in New Brunswick. To apply to the stream, you must make sure that you meet all eligibility requirements. If all eligibility requirements have been met, you will be assessed according to the following selection: age, language, education, previous work experience, priority sectors, and adaptability. A minimum of **60 of 100 points** is required to be successful.

1. Age (maximum 10 points)

You must be between 19-55 years of age. Your age is assessed as of the day that a complete application is submitted to PETL in response to an Invitation to Apply (ITA). Age is not considered as of the date you register with NBNP. Calculate your score:

Age	Points
22-55	10
19-21	8

2. Official languages (maximum 28 points)

To meet the language requirement, you must submit valid test results from a designated testing organization to show you have obtained a minimum score equal to or greater than a Canadian Language Benchmark (CLB) 4 for English or Niveaux de compétence linguistique canadiens (NCLC) 4 for French in all four language abilities: reading, writing, listening and speaking.

A benchmark of 4 is considered a basic language ability. It means you can communicate in common and predictable contexts about basic needs, everyday activities and familiar topics of immediate personal relevance. In the CLB, these are referred to as non-demanding contexts of language use.

Calculate your score:

First official language	Reading	Writing	Listening	Speaking	Max points
CLB 7+	6	6	6	6	24
CLB 5-6	5	5	5	5	
CLB 4	4	4	4	4	
Second official language					4
CLB 4+ in all four language abilities					

Valid language test results must be from one of the following designated language-testing organizations:

- International English Language Testing System (IELTS) General Training;
- Canadian English Language Proficiency Index Program (CELPIP) General;
- Test d'évaluation de français pour le Canada (TEF Canada); or
- Test de connaissance du français pour le Canada (TCF Canada).

Your test results will be considered valid for the two years from the date of issuance. Test results must be less than two years old when you submit your application to IRCC for PR, should you receive a nomination certificate. The following table shows the minimum scores required in each of the language proficiency tests to meet CLB4.

Language proficiency test	Reading	Writing	Listening	Speaking
IELTS General	3.5	4.0	4.5	4.0
CELPIP General	4	4	4	4
TEF Canada	121	181	145	181
TCF Canada	342-374	4-5	331-368	4-5

For more information visit:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/standard-requirements/language-requirements/test-equivalency-charts.html>.

3. Education (maximum 20 points)

You must, at a minimum, have a Canadian secondary (high school) diploma or a foreign high school diploma equal to a Canadian credential. If you have a foreign education you will need an Educational Credential Assessment (ECA) report from a recognized organization to show that your credential is valid and equal to a Canadian credential. If you already have an ECA report, it must be less than five years old when IRCC receives your PR application, should you receive a nomination certificate. You don't need an assessment for a Canadian degree, diploma or certificate.

To obtain an ECA Report, you must be assessed by an organization or a professional body designated by IRCC. They will give you a report that tells you what your education is equal to in Canada. Once you choose a designated organization or a professional body, they will tell you how to submit your documents to get your assessment. Designated organizations include:

- Comparative Education Service (CES)
- International Credential Assessment Service of Canada (ICAS)
- World Education Services (WES)
- International Qualifications Assessment Service (IQAS)
- International Credential Evaluation Service (ICES)
- Medical Council of Canada (professional body for doctors)
- Pharmacy Examining Board of Canada (professional body for pharmacists)

Processing times and costs may vary by organization or professional body. For more information about ECAs visit: www.cic.gc.ca/english/helpcentre/answer.asp?qnum=681&top=29

Note: You must indicate to the organization that you are requesting the ECA for purposes of applying to the NBNP and request that a copy of your report be sent to NBNP. Where possible please ensure the ECA is sent electronically to immigration@gnb.ca.

The *Apprenticeship and Occupational Certification Branch* (PETL) and will assess certificates or licenses that are granted by a regulatory authority if they are in a trade or occupation that is similar in scope to any of the [designated occupations](#) in New Brunswick. For more information visit: https://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/ApprenticeshipAndTrades/CredentialRecognition.htm

Calculate your score:

Education – Canadian, or equivalent	Points
Doctoral level university degree (Ph.D.)	20
Master's degree, OR professional degree needed to practice in a licensed profession. (For “professional degree,” the degree program must have been in: medicine, veterinary medicine, dentistry, optometry, law, chiropractic medicine, or pharmacy.)	
Two or more certificates, degrees, diplomas or certificates from a university, college, trade or technical school, or other accredited institute. One must be for a program of at least three years.	19
Bachelor's degree, or a three, or more year program at a university, college, trade or technical school, or other accredited institute	
Two-year degree, diploma or certificate from a university, college, trade or technical school, or other accredited institute	18
One-year degree, diploma or certificate from a university, college, trade or technical school, or other accredited institute	17
Secondary diploma (high school graduation) from a high school (after junior/middle school and before college, university or other formal training)	15

4. Work experience (maximum 20 points)

You may be awarded up to a maximum of 20 points based on your cumulative full-time, related work experience obtained within the five years prior to submitting your immigration application to PETL. You must have at least one year of work experience, in the last five, related to the job offer.

Note: Work experience is not required for international graduates, with a minimum one-year degree, diploma or certificate from a New Brunswick university, college, trade or technical school, or other accredited institute, hired through the New Brunswick Skilled Worker Stream.

Your work experience shall

- be based on full-time work, which means at least 1,560 hours of work over a period of one year. [This is how many hours you would have worked in a year if you were working 30 hours per week.];
- be with one or more employers;
- be in a NOC related to your job offer from a New Brunswick employer;
- be paid. [Employment that is part of unpaid internships, volunteer experiences and programs of study (such as a co-op) do not qualify towards your work experience];
- be obtained within Canada and/or abroad;
- if based on self-employment, be validated with official documents through independent third parties; and
- not be based on self-employment in the retail, food and accommodation sectors.

If you are claiming work experience in a regulated occupation that requires authorization to practice, you must demonstrate that you held a valid license from the applicable regulatory body during that period. See in previous section: Regulated occupations in New Brunswick. Calculate your score:

Years of experience	Points
Five	20
Four	16
Three	12
Two	8
One	5

Priority sectors (maximum 10 points)

The NBPNP is locally driven and works to balance the needs of New Brunswick employers with provincial priorities. You may be awarded 10 points if your intended occupation is in the education, health care, manufacturing, transportation or the business service centres sector, and your employer can demonstrate that they have been unable to identify qualified candidates in the local labour market.

Calculate your score:

Sector
Business service centres
Education
Health care
Manufacturing
Transportation

5. Adaptability (maximum 12 points)

You may be awarded up to a maximum of 12 points in the event you have an additional connection to New Brunswick demonstrated through education, employment in New Brunswick, additional skills and language. Later in this guide, you will find a list of documents that you must submit to PETL to receive points for adaptability.

Principal Applicant		Points
Employment	You have worked in New Brunswick for at least two of the last five years, with a valid work permit or authorization to work in Canada	10
	Your employer has a positive LMIA on which your job offer is based, or your occupation is exempt from needing an LMIA, or	8
	your employer interviewed, and hired you, through a national or international recruitment mission organized by PETL in the 12 months immediately prior to submitting an application	
	You have worked in New Brunswick for at least one of the last five years, with a valid work permit or authorization to work in Canada, or	7
	You are an international student graduate from a post-secondary institution in New Brunswick with at least six months work experience in the province, including work experience obtained while a student	
Education	You have successfully completed at least two years of post-secondary education from an accredited institution in New Brunswick	10
	You have successfully completed at least one year of post-secondary education from an accredited institution in New Brunswick	7
Family	You or your spouse/common-law partner, has a son, daughter, brother, sister, mother, father, child, grandparent, aunt, uncle, niece or nephew living in New Brunswick as a Canadian Citizen or PR for the 12 months prior to you submitting an application.	5

Spouse or Common-Law Partner	Your spouse or common-law partner worked for at least one of the last five years in New Brunswick, with a valid work permit or authorization to work in Canada, or	5
	Your spouse or common-law partner has a minimum language level proficiency of CLB4 4 in English or Niveaux de compétence linguistique canadiens (NCLC) 4 in French in all four language abilities	

Part 4: Application process

The following section outlines the steps required to obtain permanent residence to Canada.



Step #1 Offer of employment

You must accept a genuine offer of full-time (non-seasonal), permanent (indeterminate) employment from a New Brunswick employer who is willing to support you through the NBNP process.

Step #2 PR Readiness

When applying to any of New Brunswick's immigration streams, you must be PR Ready. In the New Brunswick Skilled Worker Stream, it means that you meet all minimum eligibility requirements and selection factors and have all the required documents on hand to prepare and submit a complete and correct application to the Government of New Brunswick and to the Government of Canada. Being PR Ready means more efficient processing, fewer delays and a better experience navigating the New Brunswick and Canadian immigration programs. In most cases, this means your application will be processed faster. For details refer to the **Are you PR ready?** document available at www.welcomenb.ca.

Step #3 Online registration

You must create a candidate profile. You can check the most up-to-date information regarding the status of your application at any time by logging in to view My Dashboard.

Updating of personal information

You are responsible for updating your profile and ensuring that all required information is accurate, current and up-to-date throughout all stages of the immigration process. You must notify PETL of any changes in your life circumstances throughout the application process, including but not limited to: family composition, marital status, country of residence, employment, contact information, decrease in salary, change in immigration status, etc. Failure to notify PETL of any changes may result in the refusal of your application.

Step #4 Invitation to apply

Because you have an offer of employment from a New Brunswick company, you will receive an invitation to apply (ITA) to the NBNP. You have up to 45 calendar days from the date of the ITA to submit a complete application via the New Brunswick online system. If you fail to submit a complete application by the deadline, your ITA will be automatically removed and you will have to start the process again.

An ITA does not guarantee that your application will be approved for nomination. If you receive an ITA, and you submit your application, your application may be refused if you do not meet eligibility requirements and/or selection factors as outlined in this guide.

Step #5 Submission of provincial application to PETL

Once you have submitted your complete application online and paid the processing fee, PETL will conduct a full review of your application and it will be assessed according to eligibility requirements and selection factors outlined in this guide.

The stream under which you apply cannot be changed once you submit your application. If you do not meet the requirements of the category under which you registered, your application will be refused. Afterward, you may apply under another stream providing you meet the eligibility requirements.

Additional information for submitting your application

PETL may request additional evidence and information as reasonably required to verify and process your application. Failure to provide such information in a timely manner may result in the refusal of your application. Failure to provide the information within the timeline indicated by PETL may result in the refusal of your application.

Interview

PETL may require you to participate in an interview as reasonably required to verify information related to your application, or any other reason to be disclosed at the time of the request. The interview shall be held in your preferred language of English and/or French. Interpreters are not permitted during the interview. The format, location and time of the interview shall be determined by PETL. Failure to attend your scheduled interview may result in the refusal of your application.

Age of dependent children

The age(s) of your dependent children, if any, are locked in, for federal immigration requirements, at the time you submit a complete application to PETL. The date you create your online profile or receive an ITA is not considered the lock-in-date.

Non-accompanying family members

Non-accompanying family members are family members who are dependent on the principal applicant but **who are not** immigrating to Canada. They can include a spouse or common-law partner, dependent children, and the children of a dependent child.

These people **must be declared** on your provincial application for nomination or endorsement, on your application for permanent residence, and on any other application for a Canadian visa of any kind. They should have a medical exam so they can remain eligible for sponsorship at a later date.

Failure to declare non-accompanying family members can be considered misrepresentation, is reportable to IRCC, and could negatively affect your own application and any future possibility of sponsoring these family members.

Disclose previous immigration applications

You must disclose any immigration applications you made to another provincial or federal immigration program and provide copies of all relevant correspondence, regardless of the outcome. Failure to provide such information will result in your refusal.

Withdrawing your application

You may voluntarily withdraw your application at any time without penalty other than in the case of suspected or actual misrepresentation. Processing fees will not be returned.

Step #6 Provincial application decision from PETL

PETL will advise you and your representative, if applicable, of the final decision in writing and upload that decision to your online profile's dashboard.

Application approval

The decision to issue a nomination certificate shall be at the sole discretion PETL. If you are nominated you can apply to IRCC for PR. Remember, you must maintain the conditions of your nomination while you are awaiting a decision on your PR application.

The nomination certificate shall be valid for nine months from the date of issuance and is considered valid if you submit a complete application for PR before the expiry date on the nomination certificate.

Application refusal

If it is found that you do not meet the eligibility requirements, your application will be refused. If your application is refused by PETL, you will receive a letter of refusal. There is no appeal process for refused applications. Processing fees will not be returned. You may choose to submit a new application once you meet program requirements.

Extending a nomination certificate

PETL will only issue a nomination extension if you are able to demonstrate that you submitted your application for permanent residence to IRCC before the nomination expiry date listed on the Confirmation of Nomination and it was later returned by IRCC. Other extenuating circumstances may be considered on a case-by-case basis. A maximum of one amendment shall be issued by PETL; and if granted, the amended certificate is valid for three months from the date of issuance.

Withdrawing your nomination certificate

You may voluntarily withdraw your nomination at any time without penalty other than in the case of suspected or actual misrepresentation. Processing fees will not be returned.

Withdrawing a nomination certificate (by PETL)

PETL may withdraw your nomination at any time during the immigration process, if:

- You fail to comply with the terms and conditions under which you have been nominated.
- You fail to inform PETL of material changes in your circumstances.
- You fail to submit a written request to amend a Certificate of Nomination prior to the expiry date on the current certificate.
- You provide PETL with false or misleading information relating to a relevant matter that causes or could cause PETL to make an error in the processing of the application, or the decision to issue a Nomination Certificate.
- It is proven that you lack the genuine intention to live in New Brunswick, or
- PETL determines you are ineligible for any other reason.

Work permit support letters

At the time of nomination, PETL may include a work permit support letter in your nomination package if you do not have a valid work permit or your current work permit will expire within 180 days (approximately six months). This letter permits you to apply for a work permit from the federal government without the need for an LMIA.

Support letters are issued at the sole discretion of PETL and are restricted to the employer that supported your nomination.

Most foreign nationals need a valid work permit to work in Canada. IRCC and the Canada Border Services Agency (CBSA) are responsible for issuing work permits. If you require a work permit, you must apply to IRCC for your own work permit. PETL cannot apply for a work permit on your behalf.

In most cases, to hire a temporary worker without an LMIA, employers must pay the employer compliance fee of \$230 and submit an offer of employment form through the IRCC Employer Portal before you apply for a new work permit.

Step #7 Submission of federal application to IRCC

If you are granted a nomination by PETL, you are required to submit your application for a PR visa directly to IRCC prior to the expiry date indicated on your Certificate of Nomination. IRCC will assess the application based on Canadian immigration law and make the final decision for granting a PR visa. PETL is not responsible for any decision made by IRCC to grant or deny permanent status. You must contact IRCC directly for updates on the status of your application.

For more information visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/forms-guides/guide-p7000-application-permanent-residence-provincial-nominee-class.html>.

Step #8 Federal application decision from IRCC

If IRCC approves your PR application, you will be issued a PR visa which will enable you to become a PR of Canada.

If you receive a PR visa from Canada, you must report your landing to PETL within **30 days** of landing in Canada.

Part 5: Document checklist

You are required to submit a complete electronic application within 45 calendar days of being issued an ITA. The application and all supporting documents must be submitted electronically through your online account.

All documents must be provided as PDF files. You will have to scan paper documents into PDF files and convert electronic documents into PDF files. Scanned documents:

- must not exceed an upload size of 2 GB;
- must be clear enough to read;
- with images, should be scanned in color; and
- with text-only, may be scanned at a grayscale setting to reduce the file size; and must not be enhanced or edited.

If you are unable to provide any of the requested documentation, please include with your application a written explanation with full details as to why that documentation is unavailable and any other documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

Sign all forms as applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a PR visa, your application will be refused.

All documents must be in either English or French. If a supporting document is in a language other than English or French, you must upload a copy of the original document as well as a version translated by a certified translator. Translators must be certified by a regulatory body and cannot be a family relative, or work for a paid consultant who is preparing your application. You must also supply proof from the translator describing their translation ability or certification.

Identity and civil status documents (mandatory, as applicable)	
Document	Description
Birth certificate(s)	A birth certificate or equivalent document from the birth country, or letter of explanation where no birth certificate is available in the country, for you and your spouse or common-law partner.
Marriage, divorce/death certificate(s)	Include certificates for each marriage, divorce or death of a spouse, for you and your spouse or common-law partner.
Common-law union	If you have a common law partner, complete and include an original IRCC Statutory Declaration of Common-Law Union Form (IMM 5409) and include evidence that you have cohabited with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names: copies of joint bank accounts, copies of leases, and utility bills, etc.
Passport(s)	Page showing your biographical data for you, your spouse or common-law partner and accompanying dependent children.
Travel documents	Visas and permits providing proof of legal status in your country of residence, if other than your country of citizenship (e.g. work permit)
Children's information	<ul style="list-style-type: none"> • Birth certificates (which names their parents); • If applicable, adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted, dependent children; • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • Proof of current or future studies in Canada, including a confirmation letter from the educational institution(s) and study permit or other authorization. • If the other parent of your children is not accompanying you to Canada, you must submit a IRCC Statutory Declaration from Non-Accompanying Parent/Guardian for Minors
Color digital photo(s)	Digital passport-type photos of yourself and each family member included in your application. Photos must comply with Canadian passport photo specifications.

Eligibility documents (mandatory, as applicable)	
Document	Description
Language	Valid language test results from a designated testing agency
Education earned in Canada	Completed Canadian secondary or post-secondary educational credential documents, including: certificates, diplomas or degrees, and transcripts for successfully completed secondary or post-secondary studies

Education earned outside Canada	Educational Credential Assessment from a recognized organization to show that your credential is valid and equal to a Canadian credential
Previous work experience	<p>You shall provide an official reference letter(s) from each employer, based on your cumulative and full-time-related work experience obtained within the five years prior to submitting a complete application to PETL. Letter(s) shall be printed on company letterhead, and include:</p> <ul style="list-style-type: none"> • your name; • the company's contact information (i.e. address, telephone number, email); • the name, title and signature of the immediate supervisor or personnel officer at the company; and • all positions held while employed at the company including: job title, duties and responsibilities, job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits. • If your work experience is in Canada, proof may include copies of T4 tax information slips that reflect the work experience timeframe (e.g., work experience from 2015-2018 requires only documents from those calendar years). Be sure to remove the Social Insurance Number. • If your work experience is based on self-employment, you must provide official documents from independent third parties.
Adaptability	<p>If you are claiming points for adaptability you must provide the following (if applicable):</p> <ul style="list-style-type: none"> • Work experience: an official reference letter(s) from each New Brunswick employer, based on your cumulative full-time, related work experience obtained within the five years prior to submitting a complete application to PETL, along, pay stubs and/or other proof of remuneration, as well as current and expired work permits. • Education: provide proof of having successfully completed post-secondary education at an accredited institution in New Brunswick. Include certificates, diplomas or degrees, and transcripts. • Additional Skills: these skills must be supported by a credential (certificate, diploma or degree) requiring at least one year of post-secondary education after secondary school, plus a minimum of one year of work experience, in the last five, related to the additional skill area. • Language: valid test results from a designated testing organization showing that your spouse/common-law partner has obtained a minimum score equal to or greater than a Canadian Language Benchmark (CLB) 4 for English or Niveaux de compétence linguistique canadiens (NCLC) 4 for French in all four language abilities: reading, writing, listening and speaking. • Family: provide certificated copies of birth certificates and/or notarized kinship certificate of the relative in Canada, Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident card, proof of citizenship such as a photocopy of pages of a Canadian passport or Canadian citizenship card, and copies of employment letters, driver's licence, ownership of property, lease, etc.

Employment documents from your New Brunswick employer (mandatory, as applicable)	
Document	Description
Skilled Worker Employer Support Form (NBPNP-004) (required for all applications)	Completed, dated and signed by you and your New Brunswick employer
Reference Letter	An official reference or experience letter printed on company letterhead, that includes: <ul style="list-style-type: none"> • your name; • the company's contact information (i.e. address, telephone number, email); • the name, title and signature of the immediate supervisor or personnel officer at the company; and • all positions held while employed at the company including: job title, duties and responsibilities; job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits.
Work contracts	Completed, dated and signed by you and your New Brunswick employer
Work permit(s)	If working in New Brunswick, you shall provide copies of current and expired work permits.
Job advertisements	You shall submit evidence of advertising in the six months prior to the date of the job offer. (You should request this from your employer).
T4 Tax information	If you are working or have worked in New Brunswick, provide copies of T4 tax information slips. Be sure to remove the Social Insurance Number.

Other documents	
Document	Description
Consent and Declaration (NB-005)	Completed, dated and signed by you and your spouse or common-law partner. This form is mandatory.
Use of Representative (NB-007)	Completed, dated and signed by you and your spouse or common-law partner.
Affidavit of Translation	Any document that is not in English or French must be accompanied by the English or French translation; and an affidavit from the person who completed the translation, if required. An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the place where the affidavit is sworn, that the contents of the translation are a true translation and representation of the contents of the original document. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit.

Part 6: Processing fees

PETL charges fees to partially recover the cost of providing some services to the public. The fees are based on the concept that persons specifically requesting a service should pay for that service. Fee levels are set to recover as much of the costs of each service as reasonable without imposing undue hardship or affecting access to services.

Pay your fees through your online account. Your spouse or common-law partner and dependent children are included in the processing fee. Processing fees are **non-refundable**.

The Canadian \$250 processing fee is payable by Visa, MasterCard, Discover, Amex, INTERAC Online or Visa/Debit.

Note: You and your family members must also pay for medical examinations, police clearances, fees associated with language testing and obtaining documents. Other fees may apply including, but not limited to, language testing, educational credential assessments, net worth verification and document translation. These fees are not payable to PETL.

Part 7: Information for your employer

Employers must meet specific requirements to support an application through the NBPNP.

Employer shall be in good standing in New Brunswick.

To be considered in good standing an employer shall:

- have been in continuous, active operation in New Brunswick for at least two years under the same ownership;
- be operating a genuine business;
- be financially sound;
- be in good standing with any provincial and or federal legislation governing employment standards and occupational health and safety legislation; and
- not be in violation of the *Immigration and Refugees Protection Act* (IRPA) or *Immigration and Refugees Protection Regulations* (IRPR)

Please Note: Employers must be actively engaged in the NB business, and therefore directly connected to the employment of the candidate. Consequently, recruitment-type, temporary placement-type, or broker-type agencies (i.e. where candidates are nominated with the support of one employer and then contracted out to other businesses) are not permitted.

Employer is required to demonstrate labour shortages. Hiring a foreign national must not adversely affect employment for Canadian citizens or PRs living in New Brunswick. Generally, PETL will only support applications in occupations where labour market information shows that employers cannot find individuals in New Brunswick with the necessary skills to do the job and where there is indication of a skills shortage. It is the responsibility of the employer to demonstrate that there is a genuine labour market need for the position. PETL, however, will consider local labour market conditions. Employers may be required to demonstrate genuine labour market needs through recruitment efforts and advertising.

Genuine recruitment efforts are assessed against, but not limited to the following:

- Recruitment methods and duration that favor Canadian citizens or PRs;
- Recruitment efforts are consistent with industry standards and practices;
- Information listed in recruitment advertisements are reasonable and sufficient to allow Canadian citizens or PRs to qualify for the position;
- Candidates are not required to have a foreign network or foreign work experience; and
- Advertisements are not created for a particular candidate or group of people.

Minimum requirements for advertising include:

- Posting in three different locations, one being national in scope and considered to be an effective method of recruiting for the position. Acceptable recruitment advertisement locations include: Job Bank, recognized job posting websites, professional association websites, national newspapers, and professional journals and newsletters; and
- Advertising for at least four weeks, in the six months prior to the date of the job offer to the applicant.

Advertisements must include the company operating name, contact information, location of work, job title and duties, language, education and/or qualifications, skill requirements and work experience.

The employer shall establish a relationship with the candidate. Employers are required to establish an employer/employee relationship. PETL will not consider applications from individuals who have not been vetted through the employer, by an executive recruitment team created by the employer, or by a specialized human resources recruitment agency. You may be asked to explain the hiring process.

Work Permits

(2020-03-13)

When a work permit (or work permit renewal) is required, **the employer must pay a federal compliance fee of \$230** and submit an offer of employment form through the IRCC Employer Portal before the applicant can submit an application for their work permit.

For more information refer to: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-serviceproviders/employer-portal.html>.

Employers shall not engage in certain businesses.

The following business activities are ineligible under the NBNP:

- Business that is maintained without expectation of being a primary source of income;
- Home-based and/or businesses operating from a residential property;
- Landlord property and rental management;
- Property investment;
- Professional practices and services where the employer fails to provide proof of licensing and/or accreditation in New Brunswick;
- Secured loans where items of personal property are used as collateral (i.e. pawnbrokers);
- Short-term borrowing including, but not limited to, payday loans, cheque cashing, money changing and cash machines;
- Adult services including but not limited to the production, distribution and/or sale of pornographic or sexually explicit products and/or services, and/or the provision of sexually-oriented services; and
- Any other type of business activity that by association would tend to bring the NBNP or the Government of New Brunswick into disrepute.

Misrepresentation

No employer and no person who recruits foreign workers for employment on behalf of an employer shall misrepresent employment opportunities, including misrepresentations with respect to the position to be filled by a foreign worker, the duties of the position, the length of employment, the rate of wages, benefits and other terms and conditions of employment. They shall not supply or cause to be supplied false or misleading information to a foreign worker about employment and employee rights and responsibilities. If it is determined that an employer, or any person who recruits foreign workers on behalf of an employer, has misrepresented employment opportunities or supplied false or misleading information to a foreign worker, they shall be excluded from the NBNP.

Part 8: Using a representative

You are not required to hire a representative. Using one will not draw special attention to your application and doesn't mean we will approve an ITA or the issuance of a nomination certificate. You can get all the forms and instructions you need to apply for nomination for free on our website. If you follow the instructions, you should be able to fill out the forms and submit them yourself. You may choose to use a representative to provide immigration advice or help. If so, you must disclose that you have received assistance in preparing an application whether or not the person is compensated or receives a benefit as a result of such assistance. Failure to declare such assistance will result in the refusal of your application.

Immigration representatives:

- explain and give advice on your immigration or citizenship options;
- help you choose the best immigration program for you;
- fill out and submit your application;
- communicate with PETL on your behalf; and
- advertise that they can give immigration or citizenship advice.

Representatives could be:

- immigration consultants;
- lawyers;
- friends;
- family members; or
- other third parties.

Types of representatives

There are two types of representatives, paid (must be authorized) and unpaid. Representatives must meet the requirements for authorized representatives stated below.

1. Authorized paid representatives

Only some people can charge a fee or receive any other type of payment. These people are called "authorized representatives." They are:

- lawyers and paralegals, who are members in good standing of a Canadian provincial or territorial law society;
- notaries who are members in good standing of the Chambre des notaires du Québec; and
- citizenship or immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council.

Remember: if you pay a representative or compensate them in any way in exchange for their services, PETL considers that as paid and they must be authorized. PETL will not deal with representatives who charge a fee but are not authorized. If you use an unauthorized representative, in Canada or abroad, PETL may return your application or refuse it.

2. Unpaid representatives or third parties

You may use the services of unpaid representatives, such as family members, friends and other third parties who do not charge a fee. They may provide the same services as paid representatives, but they do it for free.

PETL only considers uncompensated representatives or third parties as unpaid if they do not charge fees or receive any other compensation or benefit for providing immigration advice or related services. If your uncompensated representative or third party is found by PETL to have charged fees for, or otherwise benefited from acting as your representative, PETL will revoke such person's eligibility to serve as your representative and will refuse your application.

Declaration and consent

To protect your privacy, you need to give us your written consent before we'll share any of your personal information with anyone or give anyone access to your application information. If you wish to use the services of a paid or unpaid representative, you must complete the *Use of a Representative Form (NB-007)* and include it with your application. It confirms that you have authorized the individual named on the form to represent you and act on your behalf with PETL. This may include representation throughout the Expression of Interest (EOI), application and assessment processes, and communication with PETL as required, including disclosure of personal and/or confidential information to your representative.

Correspondence from PETL will be sent to you and your representative. Therefore, it is required that you include your personal contact information on the application. At its discretion, PETL may contact you directly to request additional evidence or information to verify information in your EOI and/or application to determine if you meet or continue to meet all program requirements.

Changing or cancelling representatives

You may only have one representative named in your application at any given time. If you change or cancel your paid or unpaid representative, you must provide notification to PETL by submitting a revised *Use of Representative Form (NB-007)*. Submitting a revised form will automatically cancel any previously appointed representative. Failure to declare a change in representative will result in the refusal of your application. You are responsible for ensuring your application is updated to reflect any change in representative.

Beware of fraud

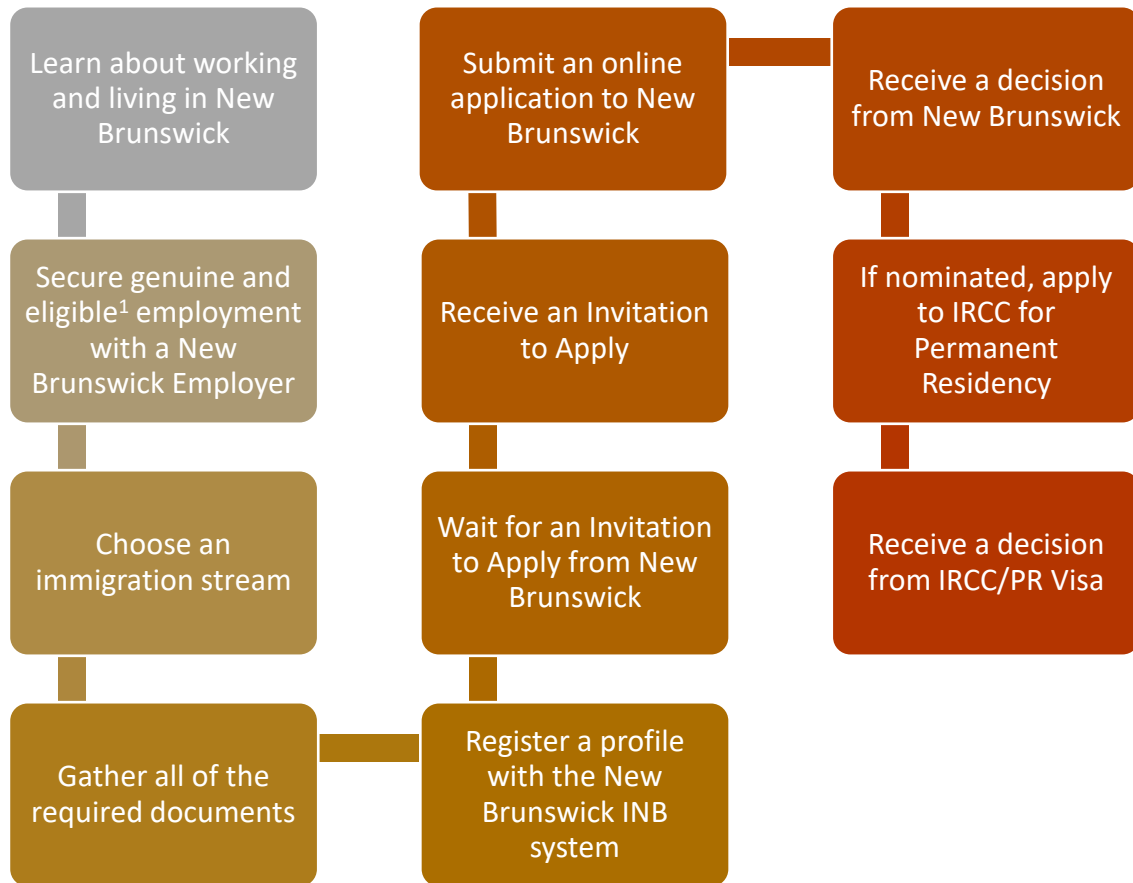
You are responsible for all the information in your application even if a representative completes it for you. It is against the law to give false or misleading information in your application. If the information on your application is false or misleading, your application will be refused.

Part 9: When not to apply

You are not eligible to apply if you:

- already have an active application registered with PETL;
- own property and/or a business in another province or territory in Canada;
- have an immigration application in process in another province or territory in Canada;
- have been refused for misrepresentation through any immigration program;
- living in Canada illegally;
- have been refused admission to, or ordered to leave Canada or any other country or territory;
- are working in Canada without authorization;
- are living in Canada and are out of legal status and have not applied for restoration of status within 90 days of having lost your status;
- are an unresolved or failed refugee or humanitarian and compassionate claimant living in Canada;
- have not been lawfully admitted to your current country of residence;
- are not lawfully residing in your current country of residence;
- are engaged in full-time post-secondary education in Canada;
- have been offered a seasonal, part-time or casual job in New Brunswick;
- are in a sales position that is based solely on commission for compensation;
- are an individual whose job will not be based in New Brunswick;
- are registered in the federal Live-in Caregiver Program;
- base your application on a job offer where you are self-employed in New Brunswick;
- are on a federal post-graduate work permit and your occupation falls under NOC skill-level D;
- accept an offer of employment that will adversely affect the settlement of a labour dispute, or the employment of anyone involved in any such dispute, or adversely impact training or employment opportunities for Canadian citizen or PR living in New Brunswick;
- base your application on a job offer where you are a majority shareholder in an New Brunswick business;
or
- base your application on a job offer where you are intending to start a business and/or become self-employed in New Brunswick.

New Brunswick Provincial Nominee Program (NBPNP): NB Skilled Worker Stream Basic Process Map



¹Eligibility requirements may vary depending on the details of a job offer and the particulars of a candidate's profile and experience.