



The Employer's Guide to the New Brunswick Atlantic Immigration Pilot Program

***New Brunswick Atlantic Immigration Pilot Program
Department of Post-Secondary Education, Training and Labour
Population Growth Division***

**This guide is provided free of charge by
the Government of New Brunswick and is not to be sold.**

List of Updates made to this guide

13 March 2020

- Page 5: The following Notice 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 endorsed by the designated employer and then contracted out to other businesses) are not permitted.

28 February 2020

- Formatting changes (but no changes to content)

20 January 2020

- Page 14: An errant reference to self-employment was removed.

Contact information

Courier address

Department of Post-Secondary Education, Training and Labour
Population Growth Division
New Brunswick Provincial Nominee Program
500 Beaverbrook Court, 5th Floor, Suite 500, Fredericton, NB Canada E3B 5X4

Mailing address

Department of Post-Secondary Education, Training and Labour
Population Growth Division
New Brunswick Provincial Nominee Program
PO Box 6000, Fredericton, NB CANADA E3B 5H1

Email aipp-ppia@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

Table of contents

PART 1	Introduction.....	4
PART 2	AIPP Immigration Streams.....	4
PART 3	Designation.....	5
PART 4	Hiring a Foreign Worker.....	6
PART 5	Application Process.....	9
PART 6	Important Information.....	12
PART 7	Document Checklist.....	14
PART 8	Using a representative.....	16
PART 9	Helpful Resources	18

Part 1: Introduction

The New Brunswick Atlantic Immigration Pilot Program (NB AIPP), administered by the Department of Post-Secondary Education, Training and Labour (PETL), is an immigration program that allows the Government of New Brunswick to help designated employers recruit and hire individuals with the skills, education and work experience to fill labour market shortages in New Brunswick, and who are ready to live and work in New Brunswick permanently. The program is not intended for family reunification, protected persons or for humanitarian and compassionate reasons.

This guide provides information about program requirements and eligibility. Please carefully read it before applying.

Part 2: AIPP Immigration Streams

The Atlantic Immigration Pilot helps you hire qualified candidates for jobs you haven't been able to fill locally. These candidates can be overseas or living in Canada temporarily. There are 3 programs you can use to hire someone:

- [Atlantic International Graduate Program](#)
- [Atlantic High-skilled Program](#)
- [Atlantic Intermediate-skilled Program](#)

Each program has requirements that you and the candidate must meet. If you and the candidate meet all the requirements, the candidate gets [permanent resident status in Canada](#).

Part 3: Designation

Before you make a job offer, you must be designated by the provincial government of the Atlantic province where the candidate will be working. Once you make a job offer, you and the candidate will work through several steps. Being “designated” means you can offer jobs under the Atlantic Immigration Pilot.

Your first point of contact is the [Employment Development Office](#) in your region to learn about services available to New Brunswick employers. An Employment Officer will work with you to discuss your workforce needs and the [Employment Services](#) that might be available to you, and they will conduct a needs assessment.

If immigration is identified as a potential pathway to meet your workforce needs, your company will be referred to an Immigration Program Officer at PETL for further consideration. The Officer will contact you to discuss our economic immigration programs. They might invite you to submit an application for AIPP designation.

To be designated, your organization, shall:

- have been invited to apply for designation by PETL;
- be in good standing (see below);
- have been in continuous, active operation in New Brunswick for at least 2 years prior to designation; and
- work with a settlement service provider organization to help your candidates get settlement services.

An employer in good standing shall, at a minimum:

- 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 endorsed by the designated employer and then contracted out to other businesses) are not permitted.

Part 4: Hiring a Foreign Worker

As an employer you are responsible for screening and selecting candidates that are best suited for the job. When hiring foreign workers, you have the additional responsibility of ensuring that candidates meet immigration requirements. This is best accomplished during the hiring process. You need to consider the following when recruiting and hiring foreign workers.

Demonstrating genuine labour market needs

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 Foreign National 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.

Establishing a relationship with the candidate during the hiring process

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.

You need to ensure the candidate is qualified for the position being offered. PETL will 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.

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.

Offering competitive wages

The wage offered must be competitive with New Brunswick wage rates for the occupation. The wage stated on the offer of employment must:

- meet or exceed the median wage level for the occupation in the region of New Brunswick where the Foreign National applicant 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 for the business of the employer.

Considering intent to reside in New Brunswick when selecting candidates

It is the candidate's 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 endorsed them".

To establish intent, PETL may ask the candidate to demonstrate their attachment to New Brunswick, including:

- a description of any actions they 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 themselves in New Brunswick;
- their 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
- their residency and employment in other Canadian jurisdictions.

Respecting the rights and obligations of foreign workers

Foreign workers have the same rights and obligations under the *Employment Standards Act* as all employees in New Brunswick, and 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.

Understanding regulated occupations

There are a variety of regulated occupations in New Brunswick. If the employer's intended job offer is in a regulated occupation, the Foreign National applicant accepting that job offer is 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 that the Foreign National applicant has earned outside of Canada. Academic credentials and work experience will be evaluated to determine how the Foreign National applicant's 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 5: Application process

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



Step #1 Offer of employment

The candidate must accept your genuine offer of full-time (non-seasonal), permanent (indeterminate) employment

Step #2 PR Readiness

As an employer you need to ensure the candidate is PR Ready. This means they meet all minimum eligibility requirements 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

As an employer you must instruct the candidate register via the INB Portal at www.welcomenb.ca. You need to provide the candidate with your INB Employer Designation number and a pdf copy of the signed letter of offer or signed contract of employment prior to registration.

In the INB Portal, 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

Candidates and employers 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., throughout the immigration process. Failure to notify PETL of any changes may result in the withdrawal of an endorsement certificate.

Step #4 Invitation to apply

Because the candidate has an offer of employment from a New Brunswick employer, they will receive an invitation to apply (ITA). Once they receive this notification, they will have up to 45 calendar days from the date of the ITA to submit a complete application via the INB portal. If they fail to submit a complete application by the deadline, the ITA will be automatically removed and the employer and applicant will have to start that process again.

An ITA does not guarantee that the subsequent application will be approved for endorsement. A submitted application may be refused if the applicant does not meet eligibility requirements as they pertain to relative work experience, language or education levels, or other factors.

Step #5 Submission of provincial application to PETL

Once the applicant and the employer have submitted their completed components of the application, PETL will conduct a full review, and the application will be assessed.

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 the 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 the application.

Interview

PETL may require the employer and/or the applicant to participate in an interview as reasonably required to verify information related to the application, or any other reason to be disclosed at the time of the request. The interview shall be held in the 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 a scheduled interview may result in the refusal of your application.

Step #6 Provincial application decision from PETL

PETL will advise the employer, applicant, and or the appointed representative (if applicable) of the final decision in writing and will upload that decision to the applicant and the employer's online profile dashboards.

Application approval

The decision to issue an endorsement certificate shall be at the sole discretion PETL. If an applicant is endorsed, they can then apply to IRCC for Permanent Residence. Remember, that the applicant must maintain the conditions of their endorsement while awaiting a decision on their PR application.

The endorsement certificate shall be valid for six months from the date of issuance and is considered valid if the applicant submits a complete application for PR before the expiry date on the endorsement certificate.

Application refusal

If it is found that the applicant does not meet the eligibility requirements, the application will be refused. If the application is refused by PETL, all parties will receive a letter of refusal. There is no appeal process for refused applications. The parties may choose to submit a new application once program requirements are met.

Requesting a new endorsement certificate

PETL will only issue a second endorsement certificate if the applicant is able to demonstrate that they submitted an application for permanent residence to IRCC before the endorsement expiry date listed on the Confirmation of Endorsement 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 six months from the date of issuance.

Withdrawing an endorsement certificate

PETL may withdraw an endorsement at any time during the immigration process, if:

- The employer or the candidate fail to comply with the terms and conditions under which you have been endorsed.
- The employer or the candidate fail to inform PETL of material changes in your circumstances.
- The employer or the candidate fail to submit a written request to amend a Certificate of Endorsement prior to the expiry date on the current certificate.
- The employer or the candidate 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 an endorsement Certificate.
- It is proven that the applicant lacks the genuine intention to live in New Brunswick, or
- PETL determines the applicant is ineligible for any other reason.

An applicant or employer may voluntarily withdraw an endorsement at any time without penalty other than in the case of suspected or actual misrepresentation.

Legal status

If the Foreign National applicant is residing in Canada during the application process, they must maintain legal immigration status. Legal status means that the individual is 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 NB AIPP if the Foreign National applicant is a temporary resident with implied status in Canada. The individual obtains implied status if they are a temporary resident who submitted an application to IRCC to renew/extend their period of authorized stay (i.e. renewal of study or work permit) before its expiry date. They can remain in Canada and continue to work under the same conditions as their existing permit until a decision is made on their pending IRCC application for a new permit.

Work permit support letters

At the time of endorsement, PETL may include a work permit support letter in the endorsement package if the applicant does not have a valid work permit or their current work permit will expire within 180 days (approximately six months). This letter permits the applicant 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 is supporting the endorsement.

If the candidate applies for an AIPP-supported Work Permit using the issued Work Permit Support Letter, they will be obliged to submit their Federal application for Permanent Residence to IRCC within 90 days of applying for the work permit.

Most foreign nationals need a valid work permit to work to work in Canada. IRCC and the Canada Border Services Agency (CBSA) are responsible for issuing work permits. If the applicant requires a work permit, they must apply to IRCC for their own work permit. PETL cannot apply for a work permit on their 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 the applicant is granted an endorsement by PETL, they are required to submit your application for a PR visa directly to IRCC prior to the expiry date indicated on your Certificate of Endorsement. 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. The applicant must contact IRCC directly for updates on the status of their application.

Step #8 Federal application decision from IRCC

If IRCC approves the applicant's PR application, the applicant will be issued a PR visa which will enable them to become a Permanent Resident of Canada.

If the applicant receives a PR visa from Canada, they must report your landing to PETL within **30 days** of landing in Canada.

Part 6: 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 NB AIPP. 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 Foreign National 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 an endorsement certificate is at the sole discretion of PETL.

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

- Receipt of an endorsement 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 the employer, the candidate, or any person included in or associated with the 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 the applicant could have been issued an endorsement certificate without having provided truthful and complete information to enable PETL to properly assess the application, the application will be refused due to misrepresentation, regardless of the applicant's ability to meet any, or all of the eligibility requirements.

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 NB AIPP and their Provincial Designation revoked.

Foreign National 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, Foreign National 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*.

When you should not endorse a candidate

You should not endorse candidates who:

- 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;
- are 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 an individual whose job will not be based in New Brunswick;
- are registered in the federal Live-in Caregiver Program; or
- 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.

Part 7: 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 an endorsement certificate, 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.

Candidate documents (mandatory, as applicable)

Document	Description
Passport(s)	Page showing your biographical data
Work Permit	If working in Canada, you shall provide copies of current and expired work permits.
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 three 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.•

Employer documents

Document	Description
Endorsement application	Completed, dated and signed by employer and employee
IMM 5650 – Offer of Employment to a Foreign National	Completed, dated and signed by employer and employee
Employment contract (Job offer Letter)	Completed, dated and signed by the employer and employee with details regarding the terms of employment
Job advertisements	You shall submit evidence of advertising in the six months prior to the date of the job offer.
Job Description	Details for the duties to be performed by the employee

Part 8: Using a representative

An employer or a Foreign National applicant is not required to hire a representative. Using one will not draw special attention to an application and doesn't mean we will approve the issuance of an endorsement certificate. All the forms and instructions needed to apply for endorsement are available at no cost on our website. If you follow the instructions, you should be able 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: Helpful resources

Canada-New Brunswick Agreement on the Atlantic Immigration Pilot Program

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/agreements/federal-provincial-territorial/new-brunswick/canada-new-brunswick-agreement-atlantic-immigration-pilot-program.html>

IRCC Atlantic Immigration Pilot

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/atlantic-immigration-pilot.html>

IRCC Employer Portal

The Employer Portal is for employers who hire temporary workers through the International Mobility Program (IMP). It lets employers submit offers of employment for temporary workers who don't need a Labour Market Impact Assessment (LMIA).

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html>

IRCC Temporary Workers Program

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers.html>

Canada-New Brunswick Immigration Agreement (2017)

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/agreements/federal-provincial-territorial/new-brunswick/canada-new-brunswick-immigration-agreement.html>

Canada-New Brunswick Immigration Agreement - Annex A: Provincial Nominees

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/agreements/federal-provincial-territorial/new-brunswick/canada-new-brunswick-immigration-agreement/annexprovincial-nominees.html>