

20. Post Nomination – Next Steps

Once the Manager of Immigration Programs has approved a nomination, an email is sent automatically to the IPDO from the Online Application Portal. The IPDO will open the application in the Online Application Portal and complete fields that opened after the Nomination was approved by the Manager of Immigration Programs. Those include “Nomination Details” and “Work Permit Details”.

The IPDO will clearly convey to the nominee that it is the responsibility of the applicant to apply for permanent residence within six (6) months of receiving nomination. Failure to apply for permanent residence within the specified timeframe may result in cancellation of the nomination. If the nominee requires a work permit to begin or continue working in Canada, the IPDO will provide detailed instructions on how they may apply for a work permit.

PROCEDURES:

1. The IPDO will generate a nomination certificate and a work permit support letter (if applicable) and save them to the applicable folders on the Shared Drive.
2. The IPDO will inform the PNP Champion of the nomination. The PNP Champion will review the assessment form, the online application, the work permit support letter (if applicable) and the nomination to ensure that no discrepancies exist between them. The PNP Champion will notify the IPDO that they have reviewed and approved the file.
3. The PNP Champion will forward the nomination certificate and work permit support letter (if applicable) to the Statistics Officer for the purpose of updating all trackers.
4. The Statistics Officer will notify IRCC’s Centralized Intake Office (IRCC-CIO) of the nomination via the Monthly Mission Reports.
5. Upon review by the PNP Champion, the IPDO will send the nominee a package by email containing the following items:
 - a. Full instructions for their permanent residence application;
 - b. NLPNP Nomination Certificate;
 - c. NLPNP Work Permit Support Letter (if applicable);
 - d. Instructions for submitting application for permanent residency;
 - e. Link to information brochure on settlement services (Anglophone or Francophone);
 - f. Link to information on Labour Standards (a link or the *Labour Standards at Work* guide);
 - g. The IPDO will convey to the applicant that it is the responsibility of the applicant to apply for permanent residence within six months of their nomination. It is the responsibility of the applicant to ensure that a complete application is sent to IRCC as incomplete applications are returned without review;
 - h. Any other pertinent information or promotional material deemed appropriate by the IPDO.

6. Should the applicant require a new work permit to begin or continue working for their employer, the IPDO will provide the employer with instructions on how to navigate the Employer Portal, which is required by employers in order to support a client's new work permit.
7. The IPDO will remain available to both the employer and the client for any questions or concerns they have about the permanent residence/work permit application process, during the duration of federal processing of the associated permanent residency application.
8. The applicant is responsible for informing the IPDO and IRCC of any changes to their personal information, including address, telephone number, and employment changes, etc. The applicant must also inform the IPDO when they receive their new work permit, if applicable. This applies to the applicant as well as any dependents.