

GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Department of Advanced Education and Skills
Office of Immigration and Multiculturalism
Provincial Nominee Program

Express Entry Skilled Worker Category Application Guide



LIVE HERE. WORK HERE. BELONG HERE.

Newfoundland and Labrador has a diverse labour market, a skilled and educated population, is family-friendly and committed to inclusion. People from over 80 countries make Newfoundland and Labrador their home. The introduction of the Newfoundland and Labrador Provincial Nominee Program Express Entry Skilled Worker Category enables skilled immigrant workers to enter the province faster than ever before. Express Entry offers the opportunity for permanent residency and provides a path to success for skilled immigrants and their families, as well as international students.

Under Express Entry immigration, candidates will be fast-tracked once they receive an offer of employment from a Canadian employer, and have a Provincial Government nomination or are selected by Citizenship and Immigration Canada.

Newfoundland and Labrador has 550 Express Entry nominations annually available for skilled immigrants who are successful in obtaining employment in the province and who are accepted into the Federal Government Express Entry Pool.

Please visit <http://www.jobbank.gc.ca/home-eng.do?lang=eng> for information on finding employment in Newfoundland and Labrador.

growth through employment
strength in diversity
dignity by inclusion



Marine Institute, Memorial University of Newfoundland

CONTENTS

1. Introduction	1
1.1 What is the Express Entry Skilled Worker Category?	1
2. How does the Express Entry Skilled Worker Category work?	2
2.1 Steps in the process	2
2.2 Who is eligible for the Express Entry Skilled Worker Category?	2
2.3 Who is not eligible for the Express Entry Skilled Worker Category?	3
3. Express Entry Skilled Worker Points System	4
4. Guidelines for Supporting Documents	5
4.1 General Guidelines	5
4.2 Who is included in the PNP Application?	5
5. The PNP Application Process	6
5.1 What happens to the application package once it is received?	7
5.2 Conditions for cancellation of an Express Entry Skilled Worker Nomination Certificate	8
5.3 Procedural Fairness	8
6. Immigration Representatives and Designated Individuals	9
7. ANNEX A - Point Assessment Grid Factor	10
8. ANNEX B - Supporting Document Requirements	13
8.1 Express Entry Profile Number	13
8.2 Work Experience Credentials	13
8.3 Language Credentials	13
8.4 Education/Training Credentials	14
8.5 Offer of Employment from a Newfoundland and Labrador Employer	14
8.6 Regulatory or Licensing Credentials	14
8.7 Previous Study Experience in Newfoundland and Labrador (if applicable)	14
8.8 Identity and Civil Status Documents	15
8.9 Passports	15
8.10 Settlement Funds.	16
8.11 Close Relatives in Newfoundland and Labrador (if applicable)	16
8.12 Police Reports	17
9. ANNEX C - Required Application Forms	18
9.1 Federal Government Forms	18
9.2 Provincial Government Forms	18
9.3 Guidelines for Completing Forms	18
10. ANNEX D - Useful Resources	19
11. ANNEX E - Important Terms	20
12. ANNEX F - Employer Criteria	23
12. ANNEX G - Disclaimer	25

1. INTRODUCTION

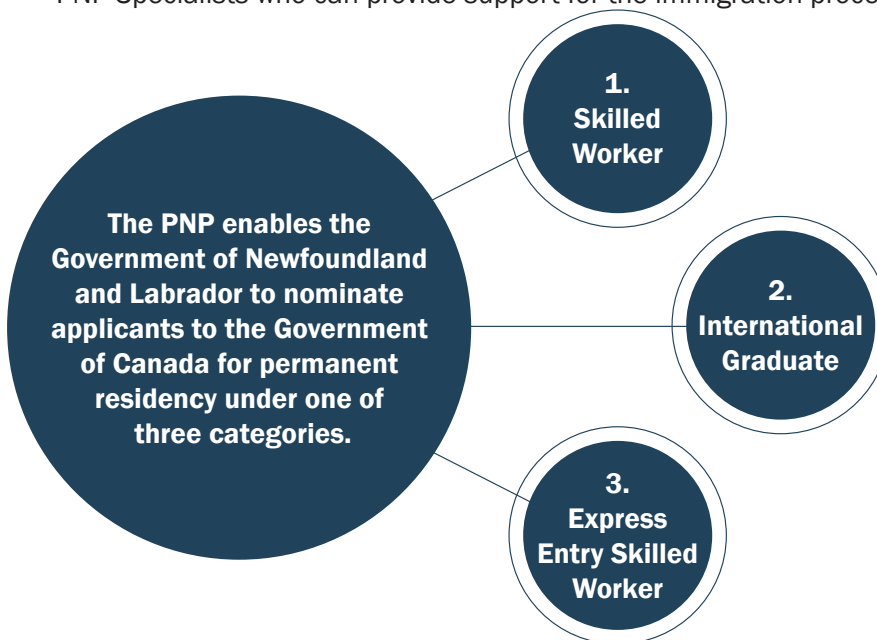
This application guide outlines the requirements for the Express Entry Skilled Worker Category of the Newfoundland and Labrador Provincial Nominee Program (PNP). It includes instructions and processes necessary for preparing an application. To determine eligibility for the program, users are encouraged to read this guide carefully before applying.

Please note that program criteria may change without notice and the Department of Advanced Education and Skills (the department) will assess applications according to the criteria in the application guide posted on the [PNP website](#) at the time an application is received.

The PNP is an economic immigration program administered by the Government of Newfoundland and Labrador. Under an agreement with Immigration, Refugees and Citizenship Canada (IRCC), Newfoundland and Labrador can nominate applicants to the Federal Government for permanent residency under one of three categories: 1. Skilled Worker; 2. International Graduate; and, 3. Express Entry Skilled Worker.

The PNP offers:

- Applicant selection based on provincial labour force and economic needs;
- Competitive application processing times; and
- PNP Specialists who can provide support for the immigration process.



1.1 What is the Express Entry Skilled Worker Category?

The Express Entry Skilled Worker Category is a path to immigration to Newfoundland and Labrador whereby skilled individuals who have been accepted into IRCC's [Express Entry pool](#); who have a job offer in Newfoundland and Labrador; and, who have the intent to reside permanently in this province can be nominated. The Federal Government will process the majority of complete Express Entry applications (meaning those with all the necessary supporting documents) in six months or less. The six months or less application processing time is a significant improvement from the former federal average processing times of 12 months or longer.

2. HOW DOES THE EXPRESS ENTRY SKILLED WORKER CATEGORY WORK?

2.1 Steps in the process:

Step 1:

Applicants submit their online profile to Immigration, Refugees and Citizenship Canada's Express Entry system and receive acceptance into the [Express Entry pool](#).

Step 2:

Applicants submit a PNP application. During the assessment of an application, all information provided will be validated. An applicant who has provided false information may be found inadmissible to the province due to misrepresentation and may be forbidden from applying to the PNP for five years. This includes applications completed by paid or unpaid representatives on behalf of an applicant. IRCC will be notified of all misrepresentations.

Step 3:

Once nomination occurs, the department will send a nomination letter to the applicant explaining the next steps in the process and instructions on submitting the Federal Government's permanent residency application. Following this step, the department will enter the applicant's nomination information into the Express Entry profile. Applicants will have 30 days to accept the nomination in the Express Entry system.

IRCC assigns points to each applicant to Express Entry based on their skills, education, work experience and language ability. An additional 600 points are awarded to applicants who have received a Nomination Certificate from the department.

With the additional 600 points for a nomination, it is likely that an invitation to apply for permanent residency will be issued by IRCC. When the invitation to apply for permanent residency is received, the applicant will have 60 days to submit their permanent residency application to IRCC. Please view IRCC's [application process](#) for permanent residency for provincial nominees through the Express Entry system.

IRCC conducts health, security, and criminality reviews and verifies other inadmissibility provisions under the [Immigration and Refugee Protection Act](#) (IRPA) before issuing permanent resident visas. You may view more information on IRCC [eligibility](#) and [health assessments](#), by clicking the hyperlinks.

2.2 Who is eligible for the Express Entry Skilled Worker Category?

Applicants may apply to the Express Entry Skilled Worker Category if they reside outside of Canada and have been offered a job by a Newfoundland and Labrador employer. The employer must demonstrate that they have made a genuine effort to recruit qualified Canadians or permanent residents before the job offer is extended to an international worker. ([Employer Criteria located in Annex F](#))

In addition, the applicant must:

- Be accepted into IRCC's Express Entry pool and have a valid Express Entry key code;
- Score a minimum of 67 points out of 100 on the PNP point assessment grid (see Annex A);
- Have a full-time job offer from a Newfoundland and Labrador employer that has compensation in the form of a salary and benefits package that meets Provincial Government employment standards and prevailing wage rates, and does not contravene existing bargaining unit agreements or interfere with a labour dispute;

- Have a IRCC Work Permit or be entitled to apply for one;
- Have a Canadian post-secondary degree or diploma, or an [Educational Credential Assessment \(ECA\)](#) report from an agency approved by IRCC to verify that their foreign education is equal to Canadian education standards. The ECA submitted with the application must match the education level declared in the Express Entry profile and the points claimed in the points grid;
- Be able to demonstrate the intention and ability to settle permanently in Newfoundland and Labrador and demonstrate with proof that they have sufficient settlement funds or financial resources to successfully establish themselves and any dependents in Newfoundland and Labrador; and
- Be able to provide [language test results](#) from a designated testing agency that match the language level declared in the Express Entry profile.

If work experience is in an occupation that is regulated in Newfoundland and Labrador and requires mandatory certification or licensing in the province, proof of eligibility for provincial licensure or certification to be able to work in that profession must be submitted with the PNP application (e.g., nurse, physician, engineer).

2.3 Who is not eligible for the Express Entry Skilled Worker Category?

Express Entry Skilled Worker Category applications are ineligible if:

- The applicant has not been accepted into the Express Entry pool ([determine eligibility here](#));
- The applicant did not achieve a minimum of 67 points out of 100 points on the [Point Assessment Grid](#);
- The applicant is a refugee claimant in Canada claiming refugee status from the Government of Canada or the applicant is a failed refugee claimant;
- The applicant fails to submit documentation as requested by PNP staff;
- The applicant fails to establish that their intent to live and work in Newfoundland and Labrador is genuine;
- The applicant fails to demonstrate the ability to become economically established;
- The applicant or any dependent family member over the age of 18 (whether or not they are accompanying them) has a criminal record;
- The applicant has unresolved custody or child support disputes. Applicants must have these issues resolved prior to starting the immigration application process; and
- The applicant or the applicant's representative has intentionally misrepresented information in the application. Any activity potentially constituting fraud will be investigated and may result in criminal proceedings.

Nomination Limit and Application Intake Thresholds

The PNP is subject to a nomination limit set by the Federal Government. The ability to be nominated is affected by these limits as well as program criteria. No application is guaranteed to be accepted and/or nominated.

You may visit <http://nlpnp.ca/news.html> to view current PNP nomination targets for Newfoundland and Labrador.








3. EXPRESS ENTRY SKILLED WORKER POINTS SYSTEM

Assessment Rating

Applicants must score a minimum of 67 points out of 100 points on the [Point Assessment Grid](#) (Annex A) to be considered for nomination.

Points are awarded on the basis of five factors including:

-  1. Education and training
-  2. Skilled work experience
-  3. Language ability
-  4. Age
-  5. Connection(s) to the Newfoundland and Labrador labour market and adaptability (ability to settle in Newfoundland and Labrador)

Documents that support information related to eligibility criteria must be submitted to the Department of Advanced Education and Skills. For example, if an applicant claims 20 points for having a university degree, a copy of the university degree and complete transcript must be submitted with the application.

For more information on the requirements for supporting documents, please see the [Supporting Documents](#) (Annex B) and [Important Terms](#) (Annex E) sections of this guide.



4. GUIDELINES FOR SUPPORTING DOCUMENTS

4.1 General Guidelines

Supporting documents are required to verify eligibility for PNP nomination and to prove identity, work experience, academic credentials, language ability, finances and employment offer. During the application assessment process, additional documentation not listed in the guide may be requested at any time.

All supporting documents must be clear and easy to read copies of the original documents. If documents are in a language other than English or French, the following three documents must be submitted:

1. A copy of the original document;
2. A copy of the English or French translation of the document; and
3. A copy of an affidavit from the translator describing his or her translation ability. Translators shall be a qualified person, other than a family member or spouse.

IRCC requires that the translator be certified by a regulatory body as a translator. It is the responsibility of the applicant to ensure that translations meet all Federal Government requirements when applying for permanent residency. Translators must not work for or be a paid consultant, or a representative who is preparing the application.

If documents are unclear, missing, or not translated into English or French, the application will be returned without assessment. In such cases, the department will provide further instruction on the missing documents and how to re-apply.

4.2 Who is included in the PNP Application?

Applicants must list all dependents on their application whether or not the dependents are coming to Canada. Accompanying dependents include:

- Spouse - husband or wife of the opposite or same sex;
- Common-law partner - person of the opposite or same sex who has lived in a conjugal relationship with the applicant for at least one year. This relationship is considered to be a marriage but is not a legal marriage; and
- Dependent children - daughters and sons (including step-children, children adopted before the age of 18, and children who are not in the applicant's custody) who:
 - Are under the age of 19 and do not have a spouse or common-law partner; and/or,
 - Are dependent on the applicant's financial support because of a medical condition.

All dependent family members must be included on the original application and cannot be added at a later date. If an applicant has dependent family members who are not accompanying them to Canada, they must provide a detailed reason as to why they are non-accompanying, along with appropriate supporting documentation.

Applications may be ineligible if there is no valid reason provided as to why the dependent(s) are non-accompanying or if the supporting documentation is insufficient (e.g., financial statements or child custody orders).

If an applicant wishes to have dependent family members join them in Canada at a later date, the applicant will need to make a separate application to the [Government of Canada's Family Sponsorship Program](#) or to another immigration category. That application will have to be approved before the dependent family member(s) will be approved, which can only happen if the applicant lists family members on the original PNP immigration application.

Note: Parents and siblings of the applicant cannot be included in the PNP application.

5. THE PNP APPLICATION PROCESS

An applicant who meets eligibility criteria can prepare and submit a complete application following these steps:

Step 1:

Print the Application Guide for the Express Entry Skilled Worker Category.

Step 2:

Read the instructions in the Application Guide before completing the application.

Step 3:

Download and print all the required forms located online at www.nlppn.ca/expressentry.html

Step 4:

Obtain and photocopy all the required supporting documents. Ensure that all photocopies are notarized as true copies of the original documents. For further information on supporting documents, please see the [Supporting Documentation](#) section of the Application Guide (Annex B).

Step 5:

Read and complete all required forms. Make two photocopies of the Federal Government forms. Keep the original Federal Government form for future immigration application submission and send the copies along with the PNP application.

Step 6:

Review and organize the completed forms and supporting documents as outlined in the PNP Document Checklist. This will help ensure that the application package is complete.

Step 7:

Photocopy all completed forms and supporting documents, and keep a copy of all documents for your own records.

Step 8:

Prepare a cheque or bank draft for the sum of \$250.00 CAD payable to “Newfoundland Exchequer”. Please note this application fee is non-refundable.

Step 9:

Mail the original forms and notarized photocopies of supporting documents to:

ATTENTION: PROVINCIAL NOMINEE PROGRAM

Office of Immigration and Multiculturalism
Department of Advanced Education and Skills
Government of Newfoundland & Labrador
P.O. Box 8700,
St. John's, NL
A1B 4J6

To ensure that the application can be tracked, it is recommended that applicants use registered mail or a professional courier service.

THE PNP APPLICATION PROCESS

If assistance is required during the completion of the PNP application, please contact PNP staff:

- Telephone: 1-709-729-6607
- Fax: 1-709-729-7381
- Email: pnp@gov.nl.ca
- Website: www.nlpnp.ca

After preparing a PNP application, please make note of the following:

- Applicants residing outside of Canada are required to submit notarized copies of supporting documents;
- Passports must be valid and not expired;
- Applicants will be required to participate in an interview with PNP staff;
- Applicants must submit original Federal Government forms to the PNP; and
- Applicants are advised to review their application forms, supporting documents and the document checklist before forwarding the application package to the department.

5.1 What happens to the application package once it is received?

Step 1:

PNP staff will review the application to ensure that it is complete and meets all eligibility criteria. If the application is not complete or basic eligibility requirements are not satisfactory, it will be returned to the applicant.

Step 2:

PNP staff will conduct a review and evaluation of the complete application, subject to application volumes and the possible circumstances set out under the [Disclaimer](#). The department's Office of Immigration and Multiculturalism reserves the right to request an interview with the applicant and/or to contact the indicated employer to gather additional information or to clarify information provided during the assessment process.

Step 3:

Nomination is at the sole discretion of the Department of Advanced Education and Skills. PNP staff will communicate the decision in writing to the applicant or their representative. If nominated by the Government of Newfoundland and Labrador:

- The applicant will receive a letter confirming the nomination along with a nomination certificate; and,
- Proof of Nomination will be sent directly to IRCC on the applicant's behalf.

(Note: nomination certificates expire six months after the date of issuance).

If a PNP application for nomination is refused:

- The applicant will receive a Letter of Refusal from the Department of Advanced Education and Skills outlining the reasons for refusal of the application.
- While there is no appeal process, a secondary review can be requested. If the department has not received a request for a secondary review within 45 days, the file will be closed.
- Immigration representatives can only represent active client files (i.e., a file that is in process with the department or that has been nominated and is being processed by IRCC).
- Applicants may re-apply to the PNP after the time frame noted in the Letter of Refusal. If the applicant re-applies, please note a new non-refundable application fee of \$250 CAD is required and he or she must prove that circumstances have changed since the refusal and provide proof that

supports the possibility of a successful new application.

5.2 Conditions for cancellation of an Express Entry Skilled Worker Nomination Certificate

A nomination may be cancelled at any time prior to the issuance of permanent residence from IRCC or prior to landing in Newfoundland and Labrador as a permanent resident if any of the following occur:

- If anyone associated with the file misrepresents information at any time during the process. This includes anyone assisting with the application or providing assistance with supporting documentation. Any individual who has provided false information may be found inadmissible due to misrepresentation and may be forbidden for five years from applying to the PNP. This includes applications completed by immigration consultants and lawyers. Any individual who has misrepresented themselves while applying to the PNP will be reported to IRCC;
- IRCC advises that an applicant or any accompanying dependents are inadmissible as a result of medical, criminal, or security checks;
- IRCC confirms that any information provided on an application is false or fraudulent;
- If it is determined at the port of entry, prior to being landed, that the applicant does not intend to travel to, or permanently reside in, Newfoundland and Labrador;
- If the applicant has lost his or her employment in the province as a result of:
 - Charges having been laid against them under the Criminal Code of Canada;
 - A conviction of a criminal offence;
 - Termination of employment or termination of an offer of employment;
- If the applicant has permanently left Newfoundland and Labrador prior to receiving permanent residency.

5.3 Procedural Fairness

A nomination certificate shall be cancelled if an applicant misrepresents any information during the application process. Before a certificate is cancelled, applicants shall receive notification, in writing, outlining the reasons for potential cancellation of the certificate. All applicants shall be provided with an opportunity to present any information/evidence that he or she believes relevant to their case which demonstrates misrepresentation did not occur. PNP staff shall review the information submitted to determine if cancellation is warranted.

In the event of a pending certificate cancellation, the department may conduct an investigation of any issue that arose during the application assessment process.



6. IMMIGRATION REPRESENTATIVES AND DESIGNATED INDIVIDUALS

Applicants who use a representative must also complete and submit a copy of the form [IMM-5476: Use of a Representative](#). If an applicant does not disclose the name of a representative to the department, or if an applicant uses an unlicensed representative, the application may be refused.

Applicants may only appoint one paid or unpaid representative to conduct business on his or her behalf with PNP staff. If an applicant wishes to cancel the appointment of their representative or appoint a new one, a new [IMM 5476 Use of Representative](#) form must be submitted.

If an applicant is being recruited for a job with a Newfoundland and Labrador employer, recruitment cannot be contingent upon purchasing other services, such as immigration services.

If an applicant chooses to use a representative, he or she must ensure that the representative is in good standing with the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#) or a provincial or territorial law society. Consultants that are in good standing are listed on the ICCRC website and they must be labelled as “Active”.

Applicants are not required to use lawyers, immigration consultants or representatives to submit a PNP application.



7. ANNEX A - POINT ASSESSMENT GRID FACTOR

POINT ASSESSMENT GRID FACTOR I: LABOUR MARKET SUCCESS INDICATORS	
FACTOR I (A): EDUCATION & TRAINING	
<p>The principal applicant's education points are calculated according to documented proof of completed post-secondary education and/or training programs from a nationally or provincially recognized institution or regulatory body. The principal applicant must include copies of diplomas, certificates or degrees for any education or training with their complete transcripts. The applicant must show at least one year of post-secondary education or training. (Maximum total points = 28)</p>	
Master's or Doctorate degree; OR	28
University Degree that required at least three years of full-time study; OR	23
Trade certification equivalent to journeyman status in Newfoundland and Labrador (this credential must be approved by the Department of Advanced Education and Skills); OR	23
Degree, diploma or certificate that required at least two years of full-time post-secondary study, or certificate equivalent; OR	18
Degree, diploma or certificate that required at least one year of full-time post-secondary study, or certificate equivalent to a trade certificate	15
FACTOR I (B): SKILLED WORK EXPERIENCE	
<p>The principal applicant's work experience points are calculated according to documented proof of skilled work experience in a NOC O, A, B position. The applicant must have a minimum level of work experience related to their field of education or training:</p> <ul style="list-style-type: none"> • At least one year of work experience in the past 10 years in a skilled profession (non-trades); OR • At least two years of work experience in a skilled trade within the past five years; OR • At least 12 months of skilled work experience in Canada in the past three years (trades and non-trades). <p>Documentation must include a letter of reference from the supervisor or human resources officer, for each work experience listed that is printed on company letterhead, or the applicant's official work book or other official government document. A letter of reference must state the job title, job duties, wage and duration of employment. (Maximum total points = 20)</p> <p>Work experience gained over the last 10 years is weighted. Applicants get three points for each year worked in the most recent five years, and one point for each year from the six to 10 year period prior to applying, up to a maximum of 15 points.</p>	
(A) WORK EXPERIENCE DURING THE MOST RECENT FIVE YEARS PRIOR TO APPLICATION	
5 years	15
4 years	12

ANNEX A - POINT ASSESSMENT GRID FACTOR

3 years	9
2 years	6
1 year	3
(B) WORK EXPERIENCE DURING THE SIX TO 10-YEAR PERIOD PRIOR TO APPLICATION	
5 years	7
4 years	6
3 years	5
2 years	4
1 year	2
FACTOR I (C): LANGUAGE ABILITY	
<p>The principal applicant must provide valid language test results from a designated testing agency that match the language level the applicant declared in their Express Entry profile. The principal applicant's language ability is calculated according to documented ability in one of Canada's official languages, English or French. If the applicant is proficient in both, he or she should choose the language that is most comfortable as their first official language. PNP-approved language tests include the International English Language Testing Systems (IELTS-General Training); Canadian English Language Proficiency Index Program (CELPIP); and, Test d'évaluation de français (TEF). "CLB" refers to Canadian Language Benchmarks. Visit IRCC to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+. (Maximum total points = 27)</p>	
First Language	
CLB 8 and higher	27
CLB 7	23
CLB 6	21
CLB 5	19
FACTOR I (D): AGE	
<p>The principal applicant's age points are calculated according to the date of application to the PNP. (Maximum total points = 12)</p>	
<18 years	0
18-21 years	8
22-33 years	12
34-45 years	10
46-50 years	8

ANNEX A - POINT ASSESSMENT GRID FACTOR

>50 years	0
FACTOR II: CONNECTION TO LABOUR MARKET and ADAPTABILITY The principal applicant's points are calculated according to documented proof of a strong connection to the province with genuine intention and ability to successfully settle and economically establish in Newfoundland and Labrador as a permanent resident. (Maximum total points = 13)	
Close relative in Newfoundland and Labrador (the applicant or accompanying spouse has a close relative that is a Canadian citizen or Permanent Resident residing in Newfoundland and Labrador – includes: parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin and step-family members or in-laws of the same relationships).	7
Previous work experience in Newfoundland and Labrador (the applicant worked in Newfoundland and Labrador for at least twelve months in the past five years on a valid work permit).	3
Previous student experience in Newfoundland and Labrador (the applicant studied at a recognized Newfoundland and Labrador educational institution for at least one full-time academic year on a valid study permit).	3
MAXIMUM POINTS TOTAL - FACTOR I and II 100	100

8. ANNEX B - SUPPORTING DOCUMENT REQUIREMENTS

8.1 Express Entry Profile Number

Applicants must be accepted into IRCC's Express Entry pool before applying to the PNP. Once accepted, applicants will receive an Express Entry Profile number. This number must be included on the [PNP Application Form](#), which shall be verified during the processing of the applicant's PNP application.

8.2 Work Experience Credentials

Applicants must have a minimum level of at least one year (1,560 hours total / 30 hours per week) paid work experience (volunteer work and unpaid internships are not considered), within the last 10 years, under the National Occupational Classification (NOC) groups O (zero) A or B. Further information can be found at www.cic.gc.ca/english/immigrate/skilled/noc.asp.

Additionally, applicants must have:

- At least one year of paid work experience in the past 10 years in a skilled profession (non-trades); OR
- At least two years of paid work experience in a skilled trade within the past five years; OR
- At least 12 months of paid skilled work experience in Canada in the past three years (trades and non-trades).

Letters of reference from previous employers that demonstrate work experience for each job listed for the point assessment grid must be submitted.

Documentation must include letters of reference from the supervisor or human resources officer, printed on company letterhead; the applicant's official log book; or other official government documents.

Each letter should indicate the following:

- Job position and dates of employment;
- Main duties/responsibilities;
- The number of hours worked each week if the position was not full-time; and
- The contact information of a supervisor or manager.

8.3 Language Credentials

Applicants must meet Federal Government Express Entry language requirements: <http://www.cic.gc.ca/english/immigrate/skilled/language.asp>

Valid language test results from a designated testing agency that match the language level declared in the Express Entry profile must be submitted with the PNP application. Test results cannot be more than two years old at the time of receipt of application. All applicants must provide valid language test results which confirm that minimum requirements are met, regardless of the applicant's native language.

Designated testing agencies include:

- [International English Language Testing System](#) (IELTS, GENERAL TRAINING)
- [Canadian English Language Proficiency Index Program](#) (CELPIP)
- [Test d'évaluation de français](#) (TEF)

Visit [IRCC](#) to convert IELTS, CELPIP and TEF scores to CLB 5 to 9+.

8.4 Education/Training Credentials

Applicants must have completed a minimum of one year of post-secondary education. Applicants must submit one of the following education documents:

- A Canadian post-secondary degree or diploma, or an [Educational Credential Assessment \(ECA\)](#) report from an agency approved by IRCC which shows that the foreign education is equal to Canadian education standards. The ECA submitted with the application must match the education level declared in the Express Entry profile and the points claimed on the points grid;
- Additional education/trade certificates, degrees or diplomas with a copy of official transcripts wherever applicable, showing school(s) attended or courses taken;
- Professional designations, professional licenses and/or professional association memberships; and
- Certification of apprenticeship/certificate equivalent (that is verifiable and comparable to the Canadian education system programs) with details of program structure, courses, length and its administering or regulatory authority.

8.5 Offer of Employment from a Newfoundland and Labrador Employer

Applicants must submit a letter from his or her Newfoundland and Labrador employer confirming the following:

- Job duties and responsibilities;
- Annual salary;
- Benefits provided by the employer;
- Duration of employment; and
- Company contact information.

The letter from the Newfoundland and Labrador employer must be addressed to the applicant and must be written on the company's official letterhead and signed by an authorized representative of the company who is identified by name and title.

All positions must offer wages which match Canadian standards for that occupation as well as working conditions that respect labour standards and any applicable collective agreements for unionized employees.

8.6 Regulatory or Licensing Credentials

Applicants with work experience in an occupation that is regulated in Newfoundland and Labrador and requires mandatory certification or licensing are required to obtain proof of eligibility for provincial licensure to be able to work in that profession before applying to the PNP.

Proof of eligibility for Newfoundland and Labrador licensure from the regulatory body will be required as part of the PNP application.

If the applicant is to be employed as a tradesperson in a compulsory trade, he or she must have a certificate of qualification in their skilled trade issued by the Department of Advanced Education and Skills.

8.7 Previous Study Experience in Newfoundland and Labrador (if applicable)

For points claimed on the points grid for studying in Newfoundland and Labrador, the following documents must be submitted:

- Education/trade certificates, degrees or diplomas with official transcripts wherever applicable, showing school(s) attended or courses taken; or,
- A letter from the registrar verifying study at a recognized Newfoundland and Labrador educational or training institute.

8.8 Identity and Civil Status Documents

Applicants must provide the following documents to confirm identity and civil status:

- Birth Certificates that list both parents for:
 - The principal applicant;
 - The spouse or common-law partner (if applicable); and
 - Each dependent child, including those who will not accompany the applicant to Canada (if applicable).

- Married or widowed applicants must include:
 - A marriage certificate; and/or,
 - A death certificate of the former spouse (if applicable).

- Those in common-law relationships must include:
 - [IMM 5409 Declaration of Common-Law Union](#) (if in a common-law relationship of one year or more); and
 - Proof of at least one year of common law relationship (e.g., statements or letters from a bank or financial institution showing a joint bank, trust, credit union, or charge card account; copy of signed joint lease or mortgage; copy of jointly-owned property other than residence; copy of bills or receipts made to both partners; or, a copy of a life insurance policy naming the other partner as the beneficiary).

- If the applicant or their spouse is divorced, the following documents are required:
 - Final divorce documents for all divorces; and
 - Custody and child support documents (if applicable).

- Applicants with dependent children who were adopted are required to submit court-issued adoption papers.

- If the applicant has dependent children and the other parent is not accompanying them to Canada, the following must be submitted:
 - A letter from the other parent stating that they are aware of the applicant's intention to immigrate to Canada (with or without the child/children) and that there are no outstanding custody or child support issues; OR
 - Proof of custody for the child/children under the age of majority and proof that the applicant has legal authority to remove the child/children from his or her home country (if applicable).

- If the applicant has dependent children that are not accompanying them to Canada, the following must be submitted:
 - The child's name, age and contact information (mailing and email address if applicable, and phone number); and
 - A detailed reason why each dependent is not accompanying along with supporting documentation (e.g., legal separation/divorce).

8.9 Passports

- Applicants must submit photocopies of pages in the passport that show the passport number, date of issue and expiry date, photo, name, date and place of birth for:
 - The applicant;
 - The applicant's spouse or common-law partner (if applicable); and
 - All dependent children accompanying the applicant to Canada (if applicable).

ANNEX B - SUPPORTING DOCUMENT REQUIREMENTS

- Applicants who live in a country that is different from their nationality must include a photocopy of the visa for the country in which they currently live; and
- The expiry date on passports should be two years or more from the date of receipt of the PNP application.

8.10 Settlement Funds

Applicants must demonstrate they have sufficient financial resources to support themselves and their family members after they arrive in Canada. Settlement funds must meet the following criteria:

- The minimum amount must be maintained for at least three months prior to submitting a PNP application. Applicants are required to maintain these funds throughout the entire immigration process;
- The financial account(s) must be in the principal applicant or spouse's name(s) only;
- Account statements must show a detailed transaction history;
- Applicants should only provide documents for accounts that maintain the minimum required value, not documents for all financial assets; and
- Applicants should note that only the following funds shall be accepted: chequing accounts, savings accounts, Guaranteed Investment Certificates (GIC), Mutual Funds, Registered Retirement Savings Plans (RRSP), Tax-free Savings Account (TFSA), term deposits and time deposits.

IRCC outlines the minimum funds required based on the number of individuals in the table below:

Number of Persons in Household	Funds Required (in Canadian dollars)
One person	\$11,931
Two people	\$14,853
Three people	\$18,260
Four people	\$22,170
Five people	\$25,145
Six people	\$28,359
Seven or more	\$31,574

8.11 Close Relatives in Newfoundland and Labrador (if applicable)

A close relative is considered to be:

- Parents
- Sisters/brothers
- Aunts/uncles
- Nieces/nephews
- First cousins
- Grandparents
- Step-family members/in-laws of the same relationship

ANNEX B - SUPPORTING DOCUMENT REQUIREMENTS

If points are being claimed for a close family member, the following documents pertaining to the family member must be submitted:

- Birth certificate, marriage certificate and/or any other official government education or religious documents that prove the relationship to the close family relative. Please note: the Department does not accept affidavits;
- Copy of the relative's Canadian permanent resident or citizenship card, or Canadian passport;
- Proof that the family member has been living in Newfoundland and Labrador for the past twelve months and is financially self-sufficient;
- Utility bills from the past twelve months (telephone, cellular or cable bills are not acceptable);
- Newfoundland and Labrador Medical Care Plan (MCP) card or Newfoundland and Labrador Driver's License;
- Proof that the family member is a registered tenant of a Newfoundland and Labrador address (lease agreement and rental receipts OR proof of ownership), and names of other occupants at this address including their relationship to the family member and the applicant; and
- Proof of receipt of income for the past three months.

Other documents may be requested that are not required at the time of application. For example, if the close relative has children between the ages of five and seventeen, copies of their enrollment in the Newfoundland and Labrador secondary school system may be requested.

8.12 Police Reports

Applicants with criminal records must provide a photocopy of a police report from the country or countries where the offense(s) occurred and the current country of residence. In addition to the police report, proof of rehabilitation, if applicable, is required.

If the applicant or any of the applicant's dependents over the age of 18 have committed an offence or have been convicted of a crime, it may affect admissibility for permanent resident status. Visit www.cic.gc.ca/english/information/inadmissibility/index.asp for more information.

9. ANNEX C - REQUIRED APPLICATION FORMS

9.1 Federal Government Forms

- [Federal Form - Application for Permanent Residence: Guide for Provincial Nominees \[IMM EP7000\]](#)
- [Federal Form - Generic Application Form for Canada \[IMM 0008\]](#)
- [Federal Form - Additional Dependants/Declaration \[IMM 0008DEP\]](#)
- [Federal Form - Schedule A – Background/Declaration \[IMM 5669\]](#)
- [Federal Form - Additional Family Information \[IMM 5406\]](#)
- [Federal Form - Schedule 4: Economic Classes: Provincial Nominees \[IMM 0008 SCHEDULE 4\]](#)
- [Federal Form - Supplementary Information - Your travels \[IMM 5562\]](#)
- [Federal Form - Separation Declaration for Minors Travelling to Canada \[IMM 5604\] Statutory](#)
- [Declaration of Common-law Union \[IMM 5409\] \(if applicable\)](#)
- [Federal Form - Document Checklist \[IMM 5690\]](#)
- [Federal Form - Use of a Representative \[IMM 5476\] \(if applicable\)](#)

9.2 Provincial Government Forms

- [Provincial Form - Application](#)
- [Provincial Form - Employment Offer](#)
- [Provincial Form - Declaration of Personal Net Worth](#)
- [Provincial Form - Document Checklist](#)
- [Provincial Form - Use of a Representative \(if applicable\)](#)

9.3 Guidelines for Completing Forms

- All forms require original signatures in blue ink. Please ensure all appropriate signature blocks are signed;
- Print clearly with a pen or fill out the forms on a computer and print them;
- Answer all questions. If any sections are left blank, the application may be returned or processing may be delayed;
- Attach a separate sheet of paper if more space is required and indicate the number of the question that is being answered;
- If any sections do not apply, answer with “N/A” (“not applicable”). For example, on Schedule A: Background/Declaration, there is a question about past military service. If there is no military service, answer this question with “N/A”; and
- If an application is accepted and the information provided on the forms changes during processing, the Department must be informed, as should the visa office where the original application was made. Do this even if a visa has already been issued.

10. ANNEX D - USEFUL RESOURCES

Immigration, Refugees and Citizenship Canada (IRCC)

- www.cic.gc.ca

IRCC Express Entry Website

- www.cic.gc.ca/english/immigrate/express/express-entry.asp

IRCC Express Entry Employer Liaison Network

- www.cic.gc.ca/english/hire/elin.asp

Government of Canada Job Bank

- www.jobbank.gc.ca/home-eng.do?lang=eng

Department of Advanced Education and Skills

Government of Newfoundland and Labrador

- www.gov.nl.ca/aes

Newfoundland and Labrador Job Bank

- www.jobbank.gc.ca/home-eng.do?lang=eng

Newfoundland and Labrador Provincial Nominee Program

- www.nlpnp.ca

Newfoundland and Labrador Immigration

- www.nlimmigration.ca

Population Growth Strategy

- www.homeforgoodnl.ca

11. ANNEX E - IMPORTANT TERMS

Adoption - when an adult becomes the legal parent of a child who is not the adult's biological child.

Adoption Papers - documents that prove the applicant is the legal parent of an adopted child.

Affidavit - a document becomes an affidavit when a person signs the document, in the presence of an authorized person, after taking an oath that what the document says is true and accurate.

An affidavit is often used in order to verify that a translation of a document accurately reflects what is stated in the original language of the document.

Apprenticeship - an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. Apprenticeship is a proven industry-based learning system that usually combines on-the-job experience with technical training.

Apprentices learn the skills of a trade through working in the occupation, supervised by a Journeyperson. After a period of supervised employment, the apprentice attends technical training where they learn additional skills that reflect the needs and standards of the industry. The sequence of on-the-job experience followed by technical training continues to cycle until an apprentice has completed the number of levels prescribed in the designated trade and meets the requirements to challenge a Certificate of Qualification examination with the goal of becoming a certified Journeyperson.

Canadian Visa Office - an Immigration, Refugees and Citizenship Canada (IRCC) office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General or Canadian High Commission.

Certification - a formal document that recognizes a person's skills, knowledge and abilities.

Commissioner of Oaths - a public official who is present when an oath is made or an affidavit is signed. A Commissioner of Oaths signs copies to ensure that they are true and correct, and prints his or her name and position, and if possible, affixes an official stamp.

Common-law Partner - a person of the opposite or same sex who has been living with the principal applicant in a conjugal relationship for at least one year. This relationship is considered to be a marriage but is not a legal marriage.

Compulsory Trade - a trade designated by the Government of Newfoundland and Labrador that requires a person to be a certified Journeyperson (possesses a Certificate of Qualification) or a registered apprentice with the Department of Advanced Education and Skills to be permitted to work in the trade.

Custody Documents - legal documents that describe the agreement that divorced parents have made about living arrangements for their children.

Dependent Child - A child who depends on their parent for financial and other support. A son or daughter is considered a dependant of their parent when the child is:

- under 19 years old, and does not have a spouse or partner, or
- 19 years old and over, and has depended largely on the parent's financial support since before the age of 19 because of a physical or mental condition.

Educational Credential Assessment (ECA) - used to verify that a foreign degree, diploma, certificate (or other proof of credentials) is valid and equivalent to Canadian educational credentials.

ANNEX E - IMPORTANT TERMS

Express Entry Pool - Potential candidates who have submitted an Express Entry profile in the Federal Government Express Entry system, may be placed in the Express Entry pool if they meet the minimum entry criteria. This pool of candidates are available to be selected for immigration and provincial nomination.

Express Entry system - This system will be used to manage the federal intake of economic immigration applications more quickly. Only applications under the Federal Skilled Worker Program, Federal Skilled Trades Program, Canadian Experience Class and a portion of the Provincial Nominee Program are being considered.

Immigration Representative - a person who provides support, advice or help, for a fee or other consideration, to someone who wants to immigrate to Canada. Canada's immigration laws define representatives and the terms of their services. This person does not work for the Canadian government.

In-laws - relatives by marriage (e.g., the father of a spouse is a father-in-law).

Inadmissibility - when a person is not allowed to enter or stay in Canada. Reasons can include security concerns, criminal offences, human rights violations, health or financial reasons, and failure to comply with Canada's immigration laws.

Journey person - a journey person is someone who has met the requirements for writing the relevant interprovincial or provincial certification examination, has successfully passed the certification examination and has received a Certificate of Qualification for his/her trade.

Medical Care Plan (MCP) - a comprehensive plan of medical care insurance designed to cover the cost of physician services for residents of Newfoundland and Labrador.

National Occupational Classification (NOC) - a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.

Nominate - the term used to describe the assessment and selection of individuals under the Newfoundland and Labrador Provincial Nominee Program (PNP) for permanent residency. Nominees apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency following a provincial nomination by the Government of Newfoundland and Labrador.

Nomination Certificate - a certificate issued by a province or territory that recommends a foreign national for permanent residence under the Provincial Nominee Program.

Notary Public (also called a notary) - a public official who verifies that documents are real and/or official. The notary signs copies to ensure that they are true and correct, prints his or her name and position, and if possible, affixes an official stamp.

Oath - a promise that a statement is true.

Occupation - refers to both the occupation for which an applicant has an offer from a Newfoundland and Labrador employer as well as the occupation they have worked in, related to their field or education, in the last 10 years.

Permanent Resident - an individual who has been given permanent resident status by immigrating to Canada but is not a Canadian citizen.

ANNEX E - IMPORTANT TERMS

Principal Applicant - the person in the household (the applicant, or his or her spouse) who meets the selection criteria for the immigration category. Other immediate family members listed on the application are considered a spouse or dependents.

Provincial Nominee Program - an immigration program that allows a province or a territory to nominate candidates for immigration to Canada.

Regulated Occupation - some jobs in Canada require individuals to have a special license before beginning work. These are called regulated occupations. Most regulated occupations require specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with mandatory (compulsory) certification or licensing, an applicant must have a license or certificate or be registered with the regulatory body for their occupation before beginning work. Physicians and electricians are examples of workers who need to be licensed in order to do their job.

Recruitment Representatives - someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist individuals with his or her immigration application.

Skilled Tradesperson/People - someone who has worked for at least two years in the past five years in one of the occupations eligible under IRCC's [Federal Skilled Trades Program](#).

Spouse - a husband or wife of the opposite or same sex.

Supporting Documents - the documents required for the immigration application (i.e., documents that prove identity, work experience, language ability and finances).

Work permit - a document issued by the federal Department of Citizenship and Immigration Canada that authorizes a foreign national to work legally in Canada. It sets out conditions for the worker such as: the type of work they can do, the employer they can work for, where they can work, and how long they can work.

12. ANNEX F - EMPLOYER CRITERIA

Provincial Nominee Program applications are accepted from individuals who are employed in the private sector, non-profit, and the public sector of Newfoundland and Labrador. Employers must meet the following requirements in order for an employee's position to be considered under the Newfoundland and Labrador Provincial Nominee Program (NLPNP):

1. ESTABLISHED AND OPERATING IN NL

- The employer must be permanently established in Newfoundland and Labrador, as defined by the federal Income Tax Act (see <http://laws.justice.gc.ca/eng/acts/l-3.3/>).
- The employer must have operated in Newfoundland and Labrador, under current management, for at least two (2) consecutive years. In exceptional circumstances, the Office of Immigration and Multiculturalism (OIM) may accept applications where the employer has been operating under current management for at least one (1) year. Some exceptions include:
 - o new business opened following closure/sale of previous successful business
 - o business engaged with innovation/export markets
 - o business located in rural region of Newfoundland and Labrador

2. EMPLOYS PERMANENT, FULL-TIME EMPLOYEES

- If the business is located within the St. John's census metropolitan area, then the employer must have at least two (2) permanent, full-time local employees in the staff complement.
- If the business is located outside of the St. John's census metropolitan area, then the employer must have at least one (1) permanent full-time local employee in the staff complement.
- If the applicant has an ownership stake in the business, then the applicant's share of ownership cannot exceed 10%.

3. HAS A HISTORY OF SOUND WORKPLACE AND BUSINESS PRACTICES

The business must be financially solvent and have a history of sound workplace and business practices, including compliance with all applicable employment, labour, immigration, Workplace Health and Safety (WHSCC) laws and regulations.

4. THE JOB OFFER MEETS APPLICABLE LAWS AND REGULATIONS

- The employer must provide a job offer for permanent, full-time employment located in Newfoundland and Labrador in an occupation which falls under one of the five skills levels as per the National Occupational Classification (NOC) system (<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/SearchIndex.aspx>).
- The job offer must meet Newfoundland and Labrador's employment and wage standards (refer to www.gov.nl.ca/lra/faq/labourstandards.html). Compensation must not be in the form of cash or be solely commission-based.
- Contractual or locum positions (short-term positions usually less than twelve (12) months in duration with little or no possibility of extension) are not eligible for the NLPNP.
- Jobs which are of a seasonal or cyclical nature, or which are considered part-time, are

also not eligible.

- Jobs where the employee does not work on the company's premises (for example, employees who work from home or "virtual" locations and serve the employer by telecommuting) are also not eligible for the NLPNP.
- The job offer must not conflict with any existing collective bargaining agreements. The NLPNP will not accept any application if there is a labour dispute involving either the employer or the applicant.

5. RECRUITMENT EFFORTS BY THE EMPLOYER

The employer must demonstrate that sufficient recruitment efforts have been made to hire Canadian citizens or permanent residents before offering the vacant position to the foreign worker.

6. AUTHORIZATION TO HIRE A FOREIGN WORKER

The employer must provide proof of authorization to hire a foreign worker by showing either the Labour Market Impact Assessment (LMIA), evidence of the LMIA exemption, or results of the approved Job Vacancy Assessment (JVA).

- if an LMIA exists, then the employer must show compliance with all terms and conditions outlined in the LMIA,
- if the job offer is LMIA exempt, then the employer must show that they are offering wages and benefits as per industry standards (please refer to http://www.jobbank.gc.ca/occupation_search-eng.do)
- if a JVA exists, then the employer must show compliance with all terms and conditions as outlined in the JVA.

7. PUBLIC SECTOR AND NON-PROFIT EMPLOYERS

The NLPNP also accepts applications from individuals who are employed by the following public sector and non-profit organizations that are permanently established in Newfoundland and Labrador:

- provincial and regional health care authorities and agencies,
- public post-secondary education and training institutions,
- provincial/federal/municipal government organizations and agencies; and
- other non-profit groups registered as charitable organizations and incorporated under Part XXI (21) of the Corporations Act RSNL 1990, c C-36, or the Canada Corporations Act RSC 1970, c.C-32, and in good standing. In addition, a non-profit organization must demonstrate the financial ability and stability to support the position on a long-term basis.

8. INELIGIBLE EMPLOYERS

The OIM will not accept applications from individuals who are employed in businesses of an inappropriate nature including those involved in producing, distributing or selling pornographic or sexually explicit products, or providing sexually-oriented entertainment or services. Source: Immigration and Refugee Protection Regulations SOR/2002-227 (as amended) (see <http://laws-lois.justice.gc.ca/PDF/SOR-2002-227.pdf>)

9. EMPLOYER INTERVIEWS

An employer interview will be conducted by a Provincial Nominee Program (PNP) Specialist. During the interview, employers may be asked to provide documentation such as audited financial statements, Workplace Health, Safety & Compensation Commission of Newfoundland and Labrador (WHSCC) letter of good standing or letter of clearance, Canada Revenue Agency Notice of Assessment, and business license.

13. ANNEX G - DISCLAIMER

The Government of Newfoundland and Labrador advises each applicant of the Newfoundland and Labrador Provincial Nominee Program (PNP) Express Entry Category that:

- Each application is considered on its own merits;
- Interpretation of this program and its contents must come directly from an official of the Office of Immigration and Multiculturalism, Department of Advanced Education and Skills;
- Applicants should not accept any assurances from sources outside of the aforementioned regarding any aspect of this program; and
- The criteria for this program are routinely evaluated and may be subject to change at any time.

Processing of PNP applications is dependent upon application volumes and current labour market needs, and program criteria may change without notice. Therefore, the Department of Advanced Education and Skills reserves the right to close or suspend application intake for any PNP category at any time. Regardless of when an application was submitted, the Department may decline to consider applications in closed or suspended categories. If application criteria or forms are updated or if there are changes to PNP criteria, including closure or suspension of a category, the most current information can be found online at <http://www.nlpnp.ca/>. Applications will be assessed with the most current criteria irrespective of the date of submission of an application.

Please be advised that the information in this guide is provided as a public service and the Department does not guarantee that all information is current or accurate. Users are advised to verify the information before acting on it. Information is provided strictly “as is” and without warranty of any kind, either expressed or implied. This information may be used on the strict understanding that neither the Province nor its Ministers, employees, or agents shall be liable to any persons for any loss or damage of any nature, whether arising out of negligence or otherwise, which may be occasioned as a result of the use of information provided in this guide, or information provided in any other guide that can be accessed from www.nlpnp.ca. Submitting an application to the PNP constitutes acceptance of these terms and conditions.

Access to the PNP is at the sole discretion of the Minister of Advanced Education and Skills.

**Department of Advanced Education and Skills
Office of Immigration and Multiculturalism
P.O. Box 8700
St. John's, NL
A1B 4J6
Canada
Phone: 1-709-729-6607
Fax: 1-709-729-7381
E-mail: pnp@gov.nl.ca**