Employer Job Offer Streams: Employer’s Guide

Ontario Immigrant Nominee Program

Disponible en français

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PLEASE NOTE THAT THIS GUIDE IS AN EXPLANATORY DOCUMENT ONLY. PLEASE REFER TO THE **ONTARIO IMMIGRATION ACT, 2015** AND ITS REGULATIONS. TO THE EXTENT THAT THERE IS ANY DISCREPANCY BETWEEN THIS GUIDE AND THE ACT OR ITS REGULATIONS, THE ACT AND REGULATIONS GOVERN.

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1.0 INTRODUCTION

1.1 About the Employer Job Offer Streams

The Ontario Immigrant Nominee Program (OINP) allows Ontario to nominate, for permanent residence, individuals who have the skills and experience to contribute to Ontario’s economy.

The Employer Job Offer streams offer employers an opportunity to recruit and retain foreign workers to help fill their labour needs.

The program offers three job offer streams for Ontario’s employers:

- Employer Job Offer: Foreign Worker Stream
- Employer Job Offer: International Student Stream
- Employer Job Offer: In-Demand Skills Stream

The streams are open to foreign workers and international students, living abroad or in Canada, who have a job offer for a permanent and full-time position from an employer in Ontario. Applicants must meet all eligibility criteria and submit an Employer Form completed by you, the employer.

Please note that for program purposes, the foreign worker or international student is referred to as the ‘applicant’ and is responsible for submitting the application.

As an employer supporting an application to one of the Employer Job Offer streams, you will be required to:

- Meet minimum employer eligibility requirements;
- Complete and sign the Employer Form. The Employer Form provides information about you as the employer and attests that you meet program criteria; and
- Provide the applicant with a job offer that meets position and wage criteria.

1.2 About the Employer’s Guide

This guide is to be used by Ontario employers who are supporting an application under the Employer Job Offer: Foreign Worker Stream, the Employer Job Offer: International Student Stream or the Employer Job Offer: In-Demand Skills Stream.

The guide provides you with information about the employer job offer streams and eligibility requirements. The guide also sets out the criteria you must meet as an employer supporting an application and the minimum requirements of the position offered to the applicant.
1.3 How an Applicant Qualifies under an Employer Job Offer Stream

To qualify under the **Employer Job Offer: Foreign Worker Stream**, the applicant must meet minimum program requirements including:

- work experience in the same occupation as the job offer **OR** a valid licence or other authorization from the applicable regulatory body in Ontario for the same occupation as the job offer; and
- legal status in Canada (i.e., study permit, work permit, visitor record) if currently residing in Canada.

If the job offer is in an occupation that requires a mandatory licence or other authorization in Ontario, the applicant must hold the licence or authorization in Ontario at the time of application submission.

You can learn more about the eligibility requirements for an applicant in the **Application Guide - Employer Job Offer: Foreign Worker Stream**.

To qualify under the **Employer Job Offer: International Student Stream**, the applicant must meet minimum program requirements including:

- a degree, diploma or certificate from an eligible Canadian institution that is completed within two years of submitting their application;
- relevant mandatory licencing in Ontario if the position is in a regulated occupation; and
- legal status in Canada (i.e., study permit, work permit, visitor record) if currently residing in Canada.

You can learn more about the eligibility requirements for an applicant in the **Application Guide - Employer Job Offer: International Student Stream**.

To qualify under the **Employer Job Offer: In-Demand Skills Stream**, the applicant must meet minimum program requirements including:

- work experience in Ontario in the same occupation as the job offer;
- a Canadian high school diploma or its equivalent;
- language skills in English and/or French;
- sufficient funds to settle in Ontario; and
- legal status in Canada (i.e., study permit, work permit, visitor record) if currently residing in Canada.

You can learn more about the eligibility requirements for an applicant in the **Application Guide - Employer Job Offer: In-Demand Skills Stream**.
2.0 EMPLOYER ELIGIBILITY CRITERIA

To be eligible to apply under any of the Employer Job Offer streams, you must meet employer eligibility criteria.

You will be asked to provide your Business Number on the Employer Form. The Business Number is used to confirm the employer for the purpose of the application and the verification of employer criteria.

**Note:** Franchisors¹ and franchisees² are treated as separate employers. If you are a franchisee and have made a job offer to a foreign worker or an international student, you (and not the franchisor) are considered to be the employer for the purposes of the application and are responsible for meeting all program criteria.

2.1 Active Business

Your business must have been in active business for at least three years prior to the date of application submission.

If your business is a corporation that has been amalgamated, you must demonstrate that:

- the business (including one of the predecessor businesses) has been in continuous operation for at least three years,
- the restructuring does not affect the employment opportunities of Ontarians, and
- the job offer to the applicant is still valid.

**Note:** You will be asked to provide the date of incorporation and the incorporation/registration number of your business on the Employer Form.

- If your business is not incorporated, enter the date that your business was established.
- If your business was incorporated or amalgamated in Ontario, the incorporation number appears on the top-right corner of the Certificate of Incorporation/Continuation or Amalgamation, or in your business’s Letters of Patent.
- If your business was incorporated or amalgamated outside of Ontario, this number appears in the top-right corner of the Extra Provincial Licence.

¹ A franchisor is a company that allows an individual (known as the franchisee) to run a location of their business. The franchisor owns the overarching company, trademarks and products, but gives the right to the franchisee to run the franchise location, in return for an agreed-upon fee.

² A franchisee is an individual or company that holds a franchise for the sale of goods or the operation of a service.
• If your business does not require a licence, the number is assigned upon filing the Initial Return/Notice of Change by an Extra-Provincial Corporation (Form 2) with Service Ontario.

2.2 Business Premises in Ontario

You must maintain a place of business in Ontario where the applicant will work.

2.3 Regulatory Compliance

There must be no outstanding orders made against your business under the Ontario Employment Standards Act, 2000 or the Ontario Occupational Health and Safety Act.

2.4 Revenue & Full-Time Employees

Revenue:

You must be able to demonstrate that your business as a whole met the minimum gross annual revenue in its most recently completed fiscal year prior to the date of application submission:

• If the applicant will work or report to work at a location in the Greater Toronto Area (including the City of Toronto, Durham, Halton, York and Peel regions), you must demonstrate that your business had a total gross annual revenue of at least $1,000,000 (excluding HST/GST).

• If the applicant will work or report to work at a location outside the Greater Toronto Area, you must demonstrate that your business had a total gross annual revenue of at least $500,000 (excluding HST/GST).

Full-Time Employees:

You must be able to demonstrate that your business had the required minimum number of full-time employees who are Canadian citizens or permanent residents employed at the location where the applicant will work or report to work throughout its most recently completed fiscal year prior to the date of application submission:

• If the applicant will work or report to work at a location in the Greater Toronto Area, you must demonstrate that your business had at least five full-time employees who are Canadian citizens or permanent residents who worked at the location where the applicant will work or report to work.
• If the applicant will work or report to work at a location outside the Greater Toronto Area, you must demonstrate that your business had at least three full-time employees who are Canadian citizens or permanent residents who worked at the location where the applicant will work or report to work.

This means that your business must have employed the minimum number of Canadian citizen or permanent resident full-time employees (FTEs) during the course of your business’s most recently completed fiscal year. You can demonstrate that your business meets this criterion through various ways. For example, it is acceptable to demonstrate the FTE requirement by employing:

• One full-time employee who is a Canadian citizen or permanent resident for the business’s entire fiscal year; or
• Two or more full-time employees who held the exact same position during the same fiscal year. For example, one full-time employee who is a Canadian citizen or permanent resident left the position for employment elsewhere and was replaced by a second full-time employee who is a Canadian citizen or permanent resident.

Important:

Meaning of ‘report to work’

In cases where the applicant will work at more than one location, the location where the applicant will report to work means:

• The location where the applicant’s immediate supervisor or manager works; or
• The location of the administrative office where the applicant will receive work assignments.

Meaning of ‘full-time employee’

A full-time employee is an employee who has worked a minimum of 30 hours per week.

Please see Appendix 1 for a map of the Greater Toronto Area.

2.5 Recruitment

For employers supporting applications under the Foreign Worker and In-Demand Skills streams, you are required to demonstrate reasonable recruitment efforts if the applicant is:

• an individual currently living abroad,
• visiting Canada, or
• working in a province or territory other than Ontario.
For employers supporting applicants under the Foreign Worker and In-Demand Skills streams, you are not required to demonstrate reasonable recruitment efforts if:

- the applicant is an individual authorized to work in Ontario; or
- you have a positive Labour Market Impact Assessment (LMIA) for the exact National Occupational Classification (NOC) code and position being offered to the applicant.

**Note:** Employers supporting applications under the International Student Stream are not required to demonstrate recruitment efforts.

### Demonstrating Reasonable Recruitment Efforts

You will be required to include a summary of your recruitment efforts for the position of the job offer in Section D of the Employer Form. The summary should include:

- a description of the job advertisement and a summary of the content included as part of the job advertisement;
- the location of where the job advertisement was posted;
- the duration of the posting of the job advertisement;
- how many individuals applied for the position; and
- a summary of the recruitment results including the interviews that were conducted.

You may be asked to provide copies of your job advertisements and invoices. You should use a minimum of two advertising or recruitment methods, including:

- Job Bank advertisement ([Government of Canada’s Job Bank](http://www.jobbank.gc.ca))
- Print media (national or provincial/territorial newspapers, national journals, magazines with national coverage, specialized journals, professional association magazines, newsletters, etc.)
- Advertisement on general employment websites (Workopolis.com, monster.ca, indeed.ca, LinkedIn Jobs, CareerBuilder.ca, Glassdoor.ca, Eluta.ca etc.)
- Advertisement on specialist websites dedicated to specific occupation profiles (accounting, marketing, biotechnology, education, engineering etc.)
- Posting on employer’s career website for internal and external candidates
- Demonstrated participation at job fairs

Your job advertisements should be posted for at least four weeks prior to offering the position to the applicant, be accessible to the general public and include:

- Business operating name
- Business address
- Position title and duties
• Skill requirements which include education and/or work experience
• Wage (where a wage range is posted, the median wage must be within the range)
• Location where the employee will work (city or town in Ontario)
• Contact information – name, address, phone number, email
Date advertisement posted

Note:
• You should not submit personal information about candidates to the OINP.
• You may use third-party professional recruitment agencies, head hunters or HR consulting firms to conduct recruitment on your behalf; however, you must demonstrate reasonable recruitment efforts were undertaken as described above.
• You should not employ an authorized immigration representative to conduct recruitment efforts on your behalf.

3.0 JOB OFFER AND POSITION CRITERIA

You must provide the applicant with a job offer for a position that meets the following requirements:

3.1 Full-Time and of an Indeterminate Duration

The position must be full-time and of an indeterminate duration (i.e. permanent).

The work must consist of a minimum of 30 hours per week and at least 1,560 hours in a one year period.

3.2 Eligible Occupations

For information on how to find the NOC code of the position of the job offer, please see Appendix 2.

3.2.1 Foreign Worker and International Student Streams

The position must be in a skilled occupation, Skill Type 0 or Skill Level A or B, in accordance with the National Occupation Classification (NOC) for the Foreign Worker and International Student streams.
3.2.2 In-Demand Skills Stream

The position must be in one of the following eligible occupations in NOC Skill Level C or D for the In-Demand Skills Stream:

- NOC 7441 – Residential and commercial installers and servicers;
- NOC 7521 – Heavy equipment operators (except crane);
- NOC 8431 – General farm workers;
- NOC 8432 – Nursery and greenhouse workers;
- NOC 8611 – Harvesting labourers;
- NOC 7611 – Construction trades helpers and labourers;
- NOC 9462 – Industrial butchers, meat cutters, poultry preparers, related workers.

3.3 Wage Level

3.3.1 Low Wage Level

For the International Student Stream, the position must meet or exceed the low wage level for the occupation in the specific employment region of Ontario where the applicant will be working. Please see Appendix 3 for steps on how to find the low wage level for the occupation.

3.3.2 Median Wage Level

For the Foreign Worker and In-Demand Skills streams, the position must meet or exceed the median wage level for the occupation in the specific employment region of Ontario where the applicant will be working. Please see Appendix 4 for steps on how to find the median wage level for the occupation.

3.3.3 Additional Wage Requirements for All Employer Job Offer Streams

For all streams, if the applicant is currently working in the position of the job offer, the wage of the job offer must:

- be equal to or greater than the wage that the applicant is currently earning in that position; and
- meet the low or median wage level (depending on the stream).

If the applicant is currently working in the position of the job offer, the applicant will be required to submit their two most recent pay slips to verify wage criteria.

The wage does not have to meet the low or median wage level, if the job offer is for a position whose pay is subject to a collective agreement.
Note: The program does not consider remuneration by piece work, bonuses, commissions, vacation pay or non-financial compensation as comprising part of an applicant’s offered wage. You may offer an applicant piece work, bonuses, commissions, or non-financial compensation in addition to base pay. However, these will not be considered part of the hourly base wage.

You must provide the hourly wage that the applicant will be paid. If the applicant will be a salaried employee, you can calculate the hourly wage as follows:

- Deduct any bonuses or other discretionary benefits from the annual salary.
- Divide the remaining amount by the number of weeks of work per year. You may use the standard 52 weeks in your calculation.
- Divide this amount by the number of hours of work per week.
- The remaining amount is the hourly wage.

3.4 Necessary to Employer’s Business

The position must be necessary to your business. This means that the job offer must align with your existing business activities.

3.5 Employment Activities

The anticipated employment activities related to the position must occur primarily in Ontario.

Ineligible Job Offers

A job offer will be considered ineligible and will not meet program requirements if:

1. The job offer is for a position that is:
   - seasonal or part-time, regardless of hours worked; or
   - a subcontractor or an agency position.

2. The job offer will affect the settlement of any labour dispute or the employment of a person involved in such a dispute.

3. The job offer is made to an applicant who holds or has held (or whose family members hold or have held) equity in the business, unless:
   - the equity was obtained as part of the applicant’s remuneration as an employee; and
   - the total equity held by the applicant and their family members is/was less than 10%.
**Note:** A family member includes the applicant’s spouse, common law partner and children under the age of 22, including their children.

The applicant will need to submit supporting documents to demonstrate that the equity is part of the remuneration package, which outlines the terms of the equity (e.g. employment agreement).

## 4.0 DOCUMENTATION REQUIREMENTS

### 4.1 Mandatory Documents

The Employer Form and job offer must be provided to the applicant and uploaded as part of the application.

#### 4.1.1 Employer Form

The Employer Form is a downloadable PDF form which can be downloaded [here](#). You, as the employer, must fill out the form electronically (not handwritten), print it, sign it and provide the applicant with the original signed and dated copy. The applicant will then upload the signed form as part of the online application.

The Employer Form must be submitted with the application within six (6) months from the date of signing.

You should carefully read and understand the authorizations and declarations set out in the Employer Form, as you are responsible for ensuring that all information is complete, true, and correct. If you do not agree, or are not prepared to abide by the authorizations and declarations, you should not proceed with the application.

During the assessment of the application, additional supporting documents may be requested by the OINP to validate information included in the Employer Form.

Please see section 4.2 for a list of possible documents that may be requested.

**Note:** You will be asked to identify a signing officer for the purposes of the application. A signing officer is an officer of the business with the authority to bind the organization to a legal agreement or contract.
4.1.2 Job Offer

In addition to the Employer Form, you must provide the applicant with an original signed and dated job offer. The job offer must:

- Be printed on business letterhead and include the business address, telephone/fax numbers, email, and website addresses;
- Indicate the name of the responsible officer/supervisor and include their signature;
- Be stamped with the corporate seal (if applicable); and
- Indicate the following:
  - Job title
  - Wage offered for the position
  - Duties and responsibilities
  - Number of hours worked per week
  - Number of days/weeks of vacation
  - Workplace location
  - Employment start date
  - An indication that the offer being made is for a full-time position of an indeterminate duration.

The job offer must be signed and dated by a person authorized to hire employees and must be signed and dated by the applicant confirming acceptance of the job offer.

If the applicant is currently working for you in the same position as the job offer, you may submit your original job offer signed by you and the applicant. The original job offer should meet the requirements listed above.

If the original job offer is older than six months, please include a current letter confirming your ongoing offer of employment and that the job offer meets the requirements listed above.

4.1.3 Other Mandatory Documents (as applicable)

You may also be required to provide the following documents to the applicant to be included in the application:

- The applicable section of a collective agreement where the wage of the position of the job offer is subject to a collective agreement.
- A copy of the Labour Market Impact Assessment (LMIA). The LMIA must be for the same NOC occupation as the position of the job offer.
### 4.2 Additional Documents to Verify Program Criteria

The OINP may request additional supporting documentation to verify that the application meets employer criteria.

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<tr>
<th>Criteria</th>
<th>Supporting Documents</th>
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</table>
| **Active Business**                   | • Canada Revenue Agency Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for the past three years prior to the application submission date.  
  **OR**  
  • Financial statements for the past three years, signed by a chartered professional accountant (CPA) prior to the application submission date.  
  **For businesses that have undergone a restructuring in the past three years (e.g. amalgamation):**  
  • Canada Revenue Agency T4 Summary for each corporation covering the three years prior to the application submission date.  
  **AND**  
  • Canada Revenue Agency Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for each corporation covering the three years prior to the application submission date.  
  **OR**  
  • Financial statements signed by a chartered professional accountant (CPA) for each corporation covering the three years prior to the application submission date. |
| **Business Premises in Ontario**      | • Copy of deed to the property, which shows the employer as owner.  
  **OR**  
  • Copy of a valid lease or offer of lease, or license, or valid notice of license registered on title with landlord/licensor’s name, address and telephone number. |
| **Gross Annual Revenue**              | • Canada Revenue Agency Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for the most recently completed fiscal year.  
  **OR**  
  • The financial statement for the most recently completed fiscal year, signed by a chartered professional accountant (CPA). |
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<th>Criteria</th>
<th>Supporting Documents</th>
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<tbody>
<tr>
<td><strong>Number of Full-Time Employees</strong></td>
<td>If your business’s fiscal year is aligned with the calendar year (i.e. January 1 to December 31):</td>
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<td></td>
<td>• Business’s organizational chart; <strong>AND</strong></td>
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<tr>
<td></td>
<td>• Canada Revenue Agency T4 Summary for the previous year, <strong>or</strong> Ceridian or ADP report in lieu of T4; <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Individual T4 statements <strong>and</strong> pay slips to demonstrate that you employed at least 3 or 5 full-time employees who are Canadian citizens or permanent residents for the duration of the past fiscal year.</td>
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<tr>
<td></td>
<td>If your business’s fiscal year is not aligned with the calendar year (e.g. April 1 to March 31):</td>
</tr>
<tr>
<td></td>
<td>• Business’s organizational chart; <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Canada Revenue Agency T4 Summary for two previous years, <strong>or</strong> Ceridian or ADP report in lieu of T4; <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Individual T4 statements <strong>and</strong> pay slips for the past two years to demonstrate that you employed at least 3 or 5 full-time employees who are Canadian citizens or permanent residents; <strong>AND</strong></td>
</tr>
<tr>
<td></td>
<td>• Confirmation of fiscal year-end for your business (for example, April to March).</td>
</tr>
<tr>
<td><strong>Recruitment Efforts</strong></td>
<td>• Copies of job advertisements and invoices for the advertisements.</td>
</tr>
</tbody>
</table>

**Note:** Social Insurance Numbers (SIN) that begin with the number nine are issued to temporary residents who are not Canadian citizens or permanent residents. When submitting documents containing a SIN, ensure that the last six digits are redacted, or ‘blacked out’, so they are not visible.

### 4.3 Document Translation and Notarization

If any of your supporting documents are not in English or French, you must provide a copy of the document and a complete, **certified or notarized translation** of the document.

The translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the [ATIO’s website](http://ATIOwebsite).

If you cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, you must
include a letter to explain why the translations are not certified and demonstrate your efforts to locate a certified translator.

You are responsible for all translation and notarization costs.

Applications with translations that are not complete, certified or not notarized are considered incomplete and will not be processed.

Translations that are completed by yourself, the applicant, a representative, or other individuals with personal ties to the applicant are not acceptable even if these individuals are certified translators.

5.0 AUTHORIZED REPRESENTATIVES

5.1 Who is an Authorized Representative?

You may appoint an authorized representative to conduct business with the OINP on your behalf.

An authorized representative is an individual who represents, provides assistance, or advises you, the employer, in connection with your application (Employer Form), and who receives any type of compensation for doing so.

To act as a representative under the Ontario Immigration Act, 2015, an individual must have the authority to do so under section 14, which means that the individual must belong to one of the following categories:

- a person who is authorized under the Law Society Act to do so;
- a member in good standing of the Immigration Consultants of Canada Regulatory Council; or
- any other individual prescribed by the Minister (none at present).

Persons authorized under the Law Society Act include the following:

- a lawyer who is a member in good standing of the Law Society of Ontario;
- a lawyer who is a member in good standing of another Canadian provincial or territorial law society and who is practicing law in Ontario in accordance with the requirements of Part VII of By-law 4 made under the Law Society Act.

By-Law 4 provides for the “occasional practice of law” in Ontario. This by-law sets out the provisions for temporary mobility with or without a permit pursuant to which members of other Canadian provincial or territorial law societies may carry on the occasional practice of law in Ontario.
Note: Quebec and territorial lawyers currently require prior permission from the Law Society of Ontario before engaging in the occasional practice of law. This includes acting as a representative under the Act.

For more information regarding mobility and inter-jurisdictional practice, please visit the Law Society of Ontario’s website. Should you have further questions about whether a lawyer of another Canadian provincial or territorial law society is authorized to practice law in Ontario, please contact the Law Society of Ontario.

5.2 Appointing an Authorized Representative

To appoint an authorized representative, you and your representative must complete section A in the Employer Form.

Note:
- Once an authorized representative is appointed to act on your behalf during the OINP application process, all OINP communications will be directed to your authorized representative.
- If you have an authorized representative, you are still responsible for ensuring that information provided to the OINP is not misleading and that it is accurate and complete.

For information on how to choose an authorized representative and for tips about how to protect yourself from fraud, please visit IRCC’s website.

IMPORTANT: You must disclose the use of a representative to the OINP. If the OINP discovers that you have not disclosed a representative, the program may return the application as incomplete.

If you appoint a representative who is not an authorized representative, you will be contacted by the OINP and advised that the individual must be cancelled as your authorized representative.

5.3 Changing or Cancelling an Authorized Representative

To change or cancel an authorized representative, you must submit a signed copy of the Appointing or Cancelling a Representative form to the OINP via e-mail at ontarionominee@ontario.ca. Please ensure that you quote the applicant’s file number when submitting the form to the OINP.

Once an authorized representative is cancelled, they will no longer be able to access any information about the application with the OINP, nor will they be authorized to conduct any business on your behalf.
6.0 AFTER NOMINATION

If the application is successful, the applicant will be considered a “nominee” and will receive a Letter of Nomination and a work permit support letter, along with the OINP Confirmation of Nomination document.

Nominees must submit an application for permanent residence to IRCC within six (6) months of being nominated by the OINP.

*Note:* Nomination by OINP does not guarantee the approval of the nominee’s application for permanent residence by IRCC.

6.1 Work Permit Support Letter

Nominees may use their work permit support letter from the OINP to apply for a work permit from IRCC while their application for permanent residence is being processed.

The work permit support letter document is valid for six (6) months. If a nominee requires an extension to their work permit and their work permit is due to expire within three (3) months, the nominee may submit a request for a work permit support letter extension.

To request an extension, the nominee should email the OINP at ontarionominee@ontario.ca and provide the following information:

1. Copies of their two (2) most recent pay slips.
2. Scanned copy of their work permit.

The OINP will review the request and determine whether the nominee continues to meet the conditions of their nomination.

6.2 Conditions of Approval of an Employment Position

The approval of an employment position is subject to the following conditions:

1. The nominee must continue to demonstrate on a reasonable basis an intention to reside in Ontario; and
2. The nominee must continue to be employed in the approved employment position. This means that the nominee’s duties, wages, hours of work, etc. must remain consistent with those set out in the approved application.
6.2.1 Changes in the Position of the Job Offer

You must notify the OINP immediately if there are changes to the conditions of the job offer, for example, the position title, duties, employment location, wages, and/or hours of work.

You will also need to notify the OINP if you offer a promotion to the nominee. You will need to submit a revised job offer signed by you and the nominee, the nominee’s current work permit and the nominee’s two most recent pay slips. If necessary, the OINP will issue an updated work permit support letter indicating the new position to the nominee.

You must notify the OINP if the job offer or employment is terminated by you or the nominee. Please note that the approval of the employment position and the nomination will be cancelled if the nominee is no longer working for you.
APPENDIX 1: MAP OF THE GREATER TORONTO AREA
APPENDIX 2: FINDING THE POSITION NOC CODE

To find the NOC code for the position being offered to the applicant, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada.

For example, if you are offering the applicant a position as a dietician in the Toronto Region, you would follow the steps below to find the NOC code:

**Step 1:** Visit the [NOC website](#) and click on 2016 version.
Step 2: Enter the title of the position in the Quick Search field. Select the most relevant result.

Step 3: Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the position being offered, not just the title of the position. Choose the NOC code that most accurately reflects the position.

- Example: Selected: Dieticians and nutritionists – NOC Code 3132
3132 Dietitians and nutritionists

Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, educational institutions, and government and sports organizations, or they may work as private consultants.

Example Titles
administrative dietitian
clinical dietitian
community nutritionist
consultant dietitian
dietitian
dietitian-nutritionist
nutritionist
public health dietitian
registered dietitian (RD)
research dietitian

Main duties
Dietitians and nutritionists perform some or all of the following duties:
- Develop, administer and supervise nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings
- Provide nutrition guidance, label interpretation and consultation services to health professionals, individuals, dietetic interns, community groups, government and the media
- Evaluate nutritional status of individuals and aid in the prevention and/or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs and develop educational materials for various audiences
- Practice on an individual basis or as a member of an interdisciplinary team to determine nutritional needs of patients and to plan, implement and evaluate normal and therapeutic menus to maintain and enhance general health
- Analyze current scientific nutritional studies, conduct research and evaluate program effectiveness to improve the nutritional value, taste, appearance and preparation of food
- Work within industry in the development, testing and evaluation, and marketing of food and nutrition products or as a company representative supplying product-related information to health professionals
- Collaborate with other health professionals, community groups, government and the media to provide consultation and advice in areas of nutrition interpretation, intervention and policy
- Supervise training of dietetic interns.

Employment requirements
Dietitians and nutritionists may specialize in areas such as administrative dietetics, clinical dietetics, community dietetics, public health nutrition or research dietetics.

- A bachelor’s or master’s degree in dietetics, nutrition or a related field such as food and nutritional sciences or biochemistry
- A period of supervised practical training.
- Registration with a regulatory body is required in all provinces for dietitians.
- Membership in the national association, Dietitians of Canada, may be required for dietitians to practice.
- Dietitians usually require similar education and training as dietitians.
- Registration with a regulatory body is required for nutritionists in Nova Scotia, (as a registered dietitian-nutritionist) in New Brunswick, Quebec and Alberta.
- Membership with the national association, Dietitians of Canada, and/or a provincial regulatory body is available for nutritionists who have the same education and practical training as dietitians.
APPENDIX 3: FINDING THE LOW WAGE LEVEL

To find the low wage level for your occupation in the specific employment region of Ontario where you will be working, visit Job Bank.

If you have been offered a position as an industrial engineer (NOC 2141) in the London Region, for example, follow the steps below to find the low wage level:

**Step 1:** Go to [www.jobbank.gc.ca](http://www.jobbank.gc.ca)

**Step 2:** Click on ‘Explore careers’ and select ‘By wages’ in the drop-down menu
**Step 3:** Type in the occupation title under ‘Occupation’ and select the corresponding occupation and NOC code and click ‘Search’

![Job Bank page](image)

**Step 4:** Type in the location of the job offer in ‘Filter items’ or scroll down to Ontario and search for the applicable community/area of the job offer

**Note:** If the region of the job offer is not listed or the wage is unavailable, use the wage listed under Ontario.

**Explore careers - Wage report**

![Wage report](image)

**Step 5:** Refer to the wage listed under ‘Low’ in the chart

In this example, the low wage level in the London Region for an industrial engineer is $22.73/hour; therefore the wage of the job offer must meet or exceed this amount.
APPENDIX 4: FINDING THE MEDIAN WAGE LEVEL

To find the median wage level for your occupation in the specific employment region of Ontario where you will be working, visit Job Bank.

If you have been offered a position as an industrial engineer (NOC 2141) in the London Region, for example, follow the steps below to find the median wage level:

**Step 1:** Go to [www.jobbank.gc.ca](http://www.jobbank.gc.ca)

**Step 2:** Click on ‘Explore careers’ and select ‘By wages’ in the drop-down menu

<table>
<thead>
<tr>
<th>Find a job</th>
<th>Recruit and hire</th>
<th>Explore careers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job seekers</td>
<td>Employers</td>
<td>Labour market information</td>
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<tr>
<td>🔄 Job Search</td>
<td>🏷️ Post a Job</td>
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<td>📧 Job Alerts</td>
<td>Employer Resources</td>
<td><a href="#">By wages</a></td>
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<td>📚 Job Match</td>
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<td>📜 Resume Builder</td>
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<td>Skills and knowledge</td>
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<tr>
<td>How do I get a job?</td>
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<td>Essential skills</td>
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<td></td>
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<td>By fields of study</td>
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<td></td>
<td></td>
<td>Job Market Trends and News</td>
</tr>
</tbody>
</table>

[Image of Job Bank interface with 'By wages' highlighted]
**Step 3:** Type in the occupation title under ‘Occupation’ and select the corresponding occupation and NOC code and click ‘Search’

![Job Bank Explore careers screenshot](image)

**Step 4:** Type in the location of the job offer in ‘Filter items’ or scroll down to Ontario and search for the applicable community/area of the job offer

**Note:** If the region of the job offer is not listed or the wage is unavailable, use the wage listed under Ontario.

![Explore careers - Wage report screenshot](image)

**Step 5:** Refer to the wage listed under ‘Median’ in the chart

In this example, the median wage level in the London Region for an industrial engineer is $36.06/hour; therefore the wage of the job offer must meet or exceed this amount.