



Ministry of Economic Development, Job Creation and Trade

Application Guide - Employer Job Offer: In-Demand Skills Stream

Ontario Immigrant Nominee Program

Disponible en français

Effective: July 9, 2018

TABLE OF CONTENTS

1.0 INTRODUCTION - EMPLOYER JOB OFFER: IN-DEMAND SKILLS STREAM	1
1.1 What is the Employer Job Offer: In-Demand Skills Stream?	1
1.2 OINP e-Filing Portal.....	1
2.0 ELIGIBILITY CRITERIA	2
2.1 Job Offer & Position Criteria	2
2.2 Applicant Criteria	4
2.2.1 Work Experience	4
2.2.2 Licence or Other Authorization for Job Offer (if applicable)	5
2.2.3 Language Proficiency	5
2.2.4 Education	6
2.2.5 Settlement Funds	7
2.2.6 Intention to Reside in Ontario	8
2.2.7 Legal Status in Canada (if applicable)	8
2.3 Employer Criteria.....	9
2.3.1 Active Business	10
2.3.2 Business Premises in Ontario	10
2.3.3 Regulatory Compliance	10
2.3.4 Gross Annual Revenue & Employees	10
2.3.5 Recruitment	11
2.3.6 Employer Form	11
3.0 BEFORE SUBMITTING AN ONLINE APPLICATION	11
3.1 Access the OINP e-Filing Portal.....	12
3.2 Authorizing a Representative.....	12
3.2.1 Who is a Representative?	13
3.2.2 How to Authorize a Representative Online	13
3.2.3 Cancelling a Representative.....	14
3.3 Document Translation and Notarization	14
4.0 COMPLETING YOUR ONLINE APPLICATION	15
4.1 Saving your Application	16

4.2 Application Tabs	16
4.2.1 General Information	16
4.2.2 Assistance with Application	16
4.2.3 Applicant Information	17
4.2.4 Contact Information	18
4.2.5 Immigration Information	18
4.2.6 Education History	18
4.2.7 Language Proficiency	19
4.2.8 Work History	19
4.2.9 Travel History and Other Activities	19
4.2.10 Intent to Reside in Ontario	20
4.2.11 Family Information	20
4.2.12 Settlement Funds	20
4.2.13 Learning about OINP	21
4.2.14 Employer Form: Employer OINP History	21
4.2.15 Employer Form: Business Details	21
4.2.16 Employer Form: Job Offer Details	22
4.2.17 Supporting Documents	22
4.2.18 Schedules	23
4.2.19 Summary	24
4.3 Privacy and Confidentiality	25
4.3.1 How your Personal Information is used	25
4.3.2 Protection of your Personal Information	25
4.4 Processing Fee	26
5.0 AFTER YOU APPLY	27
5.1 Application Assessment	27
5.2 Checking Your Status	27
5.3 Incomplete Applications	28
5.4 Changes in Personal Information	28
5.5 Restoration of Status in Canada	29
5.6 Withdrawing your Application	29

5.7 Internal Review	29
6.0 AFTER NOMINATION	30
6.1 Extension of Nomination Certificate.....	30
APPENDIX 1: FINDING YOUR NOC CODE.....	32
APPENDIX 2: EDUCATIONAL CREDENTIAL ASSESSMENTS (ECA).....	35
APPENDIX 3: LANGUAGE TEST SCORE EQUIVALENCY CHARTS	36
APPENDIX 4: IN-DEMAND SKILLS STREAM DOCUMENT CHECKLIST	39
APPENDIX 5: SCHEDULES	45

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.

This guide is made available free to everyone by the Ontario Immigrant Nominee Program and is not to be sold.

© Queen's Printer for Ontario, 2018

1.0 INTRODUCTION - EMPLOYER JOB OFFER: IN-DEMAND SKILLS STREAM

1.1 What is the Employer Job Offer: In-Demand Skills Stream?

The Ontario Immigrant Nominee Program (OINP) Employer Job Offer: In-Demand Skills Stream gives foreign workers with a job offer the opportunity to permanently live and work in Ontario.

The Employer Job Offer: In-Demand Skills Stream is a pilot that complements existing OINP streams that attract high-skilled workers to the province and help boost Ontario's economy.

The Employer Job Offer: In-Demand Skills Stream enables OINP to nominate individuals who have the required work experience to help them successfully establish and integrate into Ontario's labour market and communities.

Applicants can only apply if they have received a full-time job offer of an indeterminate duration from an Ontario employer, meet all eligibility criteria and have an Employer Form completed by the prospective employer.

Once you receive a nomination from Ontario, you must apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence. Regular IRCC application fees will apply. For more information, please visit the [IRCC website](#).

1.2 OINP e-Filing Portal

All applicants must apply to the Employer Job Offer: In-Demand Skills Stream online through the OINP e-Filing Portal. Applicants and representatives must now register for a *ONE-key* account and create a profile in the e-Filing Portal before submitting an application.

The application will take approximately two hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time. However, you must submit your application to the OINP within **14 calendar days** after registering a profile in the e-Filing Portal.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,

- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

In addition, the OINP must receive all required supporting documentation from your employer in order for your application to be considered complete. You have the option of uploading your employer's documents with your online application, or your employer may submit their documents directly to the OINP by email at ontarionominee@ontario.ca within **2 calendar days** of your application submission date.

The application fee for the In-Demand Skills Stream is **\$2,000** for those with job offers in the Greater Toronto Area (GTA), and **\$1,500** for those with job offers outside of the GTA. The GTA is defined as the City of Toronto, Durham, Halton, York and Peel Regions.

Please note that your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

Please see [section 4.0](#) for more information on how to complete an application online.

2.0 ELIGIBILITY CRITERIA

To be eligible to apply as a foreign worker, you must ensure that you meet the eligibility requirements for the Employer Job Offer: In-Demand Skills Stream. It is also your responsibility to ensure that your employer and the position meets the respective criteria. Your application may be refused if you or your employer do not meet program criteria.

IMPORTANT: Please refer to the Document Checklist in [Appendix 4](#) for a list of supporting documents that you must include with your application.

2.1 Job Offer & Position Criteria

You must have a job offer signed by yourself and an Ontario employer for a position that meets the following five requirements:

1. Full-time and of an indeterminate duration:

- The position must be full-time and of an indeterminate duration (i.e. permanent) and the work must consist of a minimum of 30 hours per week and at least 1,560 hours in a one year period.
- The job offer must **not** be for a position that:
 - is seasonal or part-time, regardless of hours worked; or
 - is a subcontractor or an agency position.

2. Eligible occupations:

- The position must be in one of the following eligible occupations in National Occupation Classification (NOC) Skill Level C or D:
 - 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.
- Please see [Appendix 1](#) for information on how to find your NOC code.

3. Median wage level:

- The position must meet the median wage level for the occupation in the specific employment region of Ontario where you will be working.
- In addition to meeting the median wage level, if you are already working in the position for the employer, the wage of the job offer must be equal to or greater than the wage level that the employer currently pays you in that position.
- Information about wage levels in different occupations can be found on the [Government of Canada Job Bank](#) and selecting Explore Careers: Wages.
- **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. An employer 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 pay.

4. Necessary to employer's business:

- The position must be necessary to your employer's business. This means that the job offer must align with your employer's existing business activities and the position must be needed to grow or maintain ongoing activity.

5. Employment activities:

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

RESTRICTIONS:

Your job offer will **not** qualify if:

- It is likely to affect the settlement of any labour dispute or the employment of a person involved in such a dispute,
- The program determines that your employer did not make reasonable efforts to fill the position with a Canadian citizen or permanent resident (see [section 2.3.5](#) for more information), or
- You or any of your family members hold or have held equity in your employer's business. The only exception is if the equity was obtained as part of your remuneration as an employee and the total equity held by you and your family members is/was less than 10%. If applicable, you 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).

2.2 Applicant Criteria

2.2.1 Work Experience

All applicants are required to have a minimum level of work experience. You must be able to demonstrate that you have at least **one year** of cumulative work experience in Ontario obtained within the three years immediately preceding the date of application submission. In addition, your work experience must meet the following requirements:

- Your work experience must be in the same NOC code as the occupation listed in your job offer in Ontario.
- Your work experience must have been obtained while lawfully residing and working in Ontario.

- Your work experience must have been paid (volunteer and unpaid internships do not count).
- Your work experience must have been **full-time OR** the equivalent in **part-time**.
 - Full-time experience means at least 30 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in one year.
 - Part-time equivalent experience means:
 - at least 15 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in two years, or
 - at least 30 hours of work over a period of one week in multiple concurrent jobs and consists of at least 1,560 hours of paid employment in one year.
- If applicable, you must have held a valid licence or other authorization for any qualifying work experience that you claim in a regulated occupation from the applicable regulatory body.
- You must have worked in Canada with the proper work authorization from Immigration, Refugees and Citizenship Canada (e.g., work permit).

Please see [Appendix 1](#) for information on how to find your NOC code.

2.2.2 Licence or Other Authorization for Job Offer (if applicable)

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

You will need to provide proof of your license or authorization with your online application.

For more information on licences and authorizations in Ontario, please visit the [OINP website](#) or the [Ontario College of Trades' website](#).

2.2.3 Language Proficiency

All applicants must have an English or a French-language level of **Canadian Language Benchmark (CLB) 4** or above in all language competencies (reading, writing, listening, and speaking) as demonstrated through a language test.

Acceptable tests for language ability are: International English Language Testing (IELTS) (General Training Test only) or Canadian English Language Proficiency

Index Program (CELPIP) (General Test only) for English testing, and Test d'Évaluation de Français (TEF) for French testing.

Your IELTS, CELPIP or TEF test must have been taken within **two years** of submitting your application.

You must have the following minimum scores in each of the language competencies:

COMPETENCY	IELTS	CELPIP	TEF
Listening	4.5	4	145-180
Reading	3.5	4	121-150
Writing	4.0	4	181-225
Speaking	4.0	4	181-225

Please see [Appendix 3](#) for language test score equivalency charts.

2.2.4 Education

All applicants must have the equivalent of a Canadian secondary school (high school) education or above.

If your studies were completed outside of Canada, you must obtain an Educational Credential Assessment (ECA) report produced by a designated organization indicating that your foreign education is the equivalent of a Canadian secondary school education. The ECA report must not be more than five years old when you submit your application.

The OINP will only accept an ECA report from one of following organizations designated by IRCC:

- [Comparative Education Service – University of Toronto School of Continuing Studies,](#)
- [International Credential Assessment Service of Canada,](#)
- [World Education Services,](#)
- [International Qualifications Assessment Service,](#)
- [International Credential Evaluation Service,](#)
- [Medical Council of Canada \(professional body for Doctors\),](#) **OR**
- [Pharmacy Examining Board of Canada \(professional body for Pharmacists\).](#)

Note: When completing your application for an ECA, you **must** authorize the organization to share the results of your ECA with the OINP. Further instructions can be found in [Appendix 2](#). Failure to grant the OINP access to your ECA results may delay the processing or result in the refusal of your application.

For further information on ECA requirements, visit [IRCC's website](#).

2.2.5 Settlement Funds

You must possess sufficient funds and/or income to cover the settlement costs for yourself and your dependent family members, whether they are accompanying you to Ontario or not. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

The settlement fund requirement can be met through one or both of the following:

1. Unencumbered funds that are readily transferable in a convertible currency that meet or exceed the required amount for your family size.
“Unencumbered” means that your funds are easily accessible and free of debt or other financial liability. You must be able to use this money to pay the costs of living for you and your dependent family members; **and/or**
2. A job offer in an eligible NOC C or D occupation in Ontario with a salary that meets or exceeds the required funds for your family size, or a salary, that when combined with your savings, meets or exceeds the required funds for your family size.

To determine the settlement funds required for your family size, please review the chart found on [IRCC's website](#). These amounts are updated every year.

Note: If the number of family members in your household changes (e.g., through marriage, birth of a child, death, divorce, etc.), you must inform OINP. See [section 5.4](#) on Changes in Personal Information.

You must maintain the minimum amount of funds required from the time of application submission up until the time a decision is made on your application.

To demonstrate that you meet the settlement funds requirement, you must submit **copies of six months of your most recent bank statements**. All applicants must submit their bank statements, including those who are claiming ongoing employment income in Ontario.

- The bank statements must include your name or your spouse or common-law partner's name, account number, transit and institution number, account balance and currency.
- The bank statements must also demonstrate a personal account standing/final balance that meets or exceeds the required settlement funds, unless you submit further documentation to support your funds.

If you provide bank statements in your spouse or common-law partner's name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.

If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of

funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

If your account balance on your bank statements does not meet or exceed the settlement fund requirement, you may also submit copies of your fixed term deposits, stocks, mutual funds, investments, and/or pensions to demonstrate you have the required funds. However, you must confirm that these funds can be immediately liquidated and indicate at what value, and that they are free of debt or financial liability.

Remember: all of your funds must be immediately accessible and transferable in a convertible currency in order for the funds to contribute towards your required settlement funds.

You may also claim your ongoing employment income in Ontario in an eligible NOC C or D occupation **OR** a valid job offer in an eligible NOC C or D occupation in Ontario to satisfy the settlements funds requirement if you do not possess the minimum amount of funds. To be eligible, you must be currently residing in Ontario and be able to legally work in Canada. You will be required to submit proof of your employment or job offer in Ontario to demonstrate your salary.

Note: The OINP may request additional proof of funds (i.e. more recent bank statements) at any point during the processing of your application.

2.2.6 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be asked to indicate your ties to Ontario that can include, but are not limited to, the following:

- Current and/or previous employment in Ontario,
- Job offers or jobs applied/interviewed for in Ontario,
- Education in Ontario,
- Volunteer work in Ontario,
- Lease agreements for a residence in Ontario or property ownership,
- Professional networks and affiliations,
- Family ties,
- Social connections or personal relationships, and/or
- Previous visits to Ontario.

2.2.7 Legal Status in Canada (if applicable)

If you are residing in Canada, you must have legal status in Canada at the time of application and should maintain it until the time of nomination. This means that you

are authorized to enter and remain in Canada as a temporary resident for a specific period of time, either as a visitor, worker or student. You must be in possession of a valid visitor record, work permit or study permit, or be a visa-exempt foreign national.

If your temporary status document (i.e. visitor record, work permit, study permit) has expired, you may still apply to the OINP if you have submitted an application to Immigration, Refugees and Citizenship Canada (IRCC) to renew/extend your temporary status document before its expiry date. In these cases, you are considered to be in **implied status**. You can remain in Canada and continue to work or study under the same conditions as your existing permit until a decision is made on the pending application.

IMPORTANT: NOTE ON REFUGEE CLAIMANTS

Refugee claimants with a pending application to remain in Canada are not eligible to apply to OINP. Refugee claimants whose claim has been rejected, abandoned, or withdrawn must exit Canada prior to applying to the OINP. Refugee claimants may only apply to the OINP once they have left Canada.

For more information related to refugee claimants, please visit the [Immigration, Refugees, and Citizenship Canada \(IRCC\) website](#).

2.3 Employer Criteria

The employer is the business that is supporting the application. The employer is determined by the Business Number that is associated with the respective business.

Note: Franchisors¹ and franchisees² are treated as separate employers. If your employer is a franchisee and has made you a job offer, the franchisee (and not the franchisor) is considered to be the employer for the purposes of the application and is responsible for meeting all program criteria.

It is the applicant's responsibility to ensure that the employer meets all criteria listed in sections 2.3.1 to 2.3.6.

¹ A franchisor is a business that allows an individual (known as the franchisee) to run a location of their business. The franchisor owns the overarching business, 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 business that holds a franchise for the sale of goods or the operation of a service.

2.3.1 Active Business

Your employer must be a corporation, limited liability partnership or sole proprietorship that has been in active business (i.e. generating revenue) for at least 3 years before the date of making the application.

2.3.2 Business Premises in Ontario

Your employer must have business premises in Ontario where you will work. It must be a fixed place of business in Ontario.

2.3.3 Regulatory Compliance

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

2.3.4 Gross Annual Revenue & Employees

Your employer's business must have, in its most recently completed fiscal year before the date of making the application, the following:

- If your employer is located **inside of the Greater Toronto Area** (includes the City of Toronto, Durham, Halton, York and Peel regions), your employer must have:
 - A minimum of \$1,000,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**
 - Five full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.
- If your employer is located **outside of the Greater Toronto Area**, your employer must have:
 - A minimum of \$500,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**
 - Three full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.

Note: Gross annual revenue does not include HST and GST.

2.3.5 Recruitment

If you currently living and working outside of Canada, or working in Canada but outside of Ontario, your employer must demonstrate that sufficient efforts were made to recruit a Canadian citizen or a permanent resident for the position being offered to you.

Note: If you are currently authorized to work in Ontario, your employer does **not** need to provide proof of recruitment efforts.

2.3.6 Employer Form

Your employer is responsible for completing the [Employer Form](#) and providing it to you. This form must be submitted within six (6) months from the date that it was signed by your employer.

In addition, your employer's supporting documents must be submitted with your application. You can either upload your employer's documents with your online application, or your employer may submit their documents directly to the OINP by email at ontarionominee@ontario.ca within **2 calendar days** of your application submission date. Your employer must ensure to quote your file number in the subject line.

3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

Before submitting your application to the OINP, you should ensure that you meet all stream requirements. Please also ensure you have read and understand the employer criteria. Your application may be refused if OINP is not satisfied that you or your employer meet program criteria.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the registration and online application,
- Uploaded all required supporting documentation,
- Read and agreed to all declarations and authorizations, and
- Made an electronic payment of your application fee.

In addition, all required supporting documentation from your employer must have been received by the OINP for your application to be considered complete.

3.1 Access the OINP e-Filing Portal

You must access the OINP e-Filing Portal directly from the [OINP website](#) where you will find further [instructions on how to register](#) for and apply to the Employer Job Offer: In-Demand Skills Stream.

Important:

- You may only register once for the Employer Job Offer: In-Demand Skills Stream.
- Once you complete your registration, you have **14 calendar days** to complete and submit your application to the OINP. After 14 days, your registration will expire and be withdrawn by the OINP.

For more information about completing your online application, please see [section 4.0](#).

3.2 Authorizing a Representative

If you receive help from someone with your application to the OINP, you must disclose this fact to the OINP. In addition, if you wish for this individual to act on your behalf with the OINP, you must authorize this individual as your representative before completing your online application.

Please note the following important information about using a representative:

- All representatives, whether paid or unpaid, must be disclosed to the OINP.
- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.
- All representatives must use their representative account to submit an application on your behalf. Representatives must **not** submit an application through your ONE-key account.
- If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. However, you may log in to your ONE-key account at any time to view the status of your application.
- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

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 or refuse your application.

For information on how to choose a representative and for tips about how to protect yourself from fraud, please visit [IRCC's website](#).

3.2.1 Who is a Representative?

A representative is a person who has permission to conduct business with the OINP on your behalf. The representative can be paid or unpaid.

Paid authorized representatives are defined under the *Ontario Immigration Act, 2015* and include:

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

Note: Please note that the Program only recognizes the representatives listed above as authorized to charge you a fee or receive any other type of payment.

If you appoint a paid representative who is not recognized by the Program as a paid authorized representative (as listed above), you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

You may appoint an unpaid representative to conduct business on your behalf with the OINP. Unpaid representatives include:

- Family members,
- Friends, and
- Other third parties who do not charge a fee.

3.2.2 How to Authorize a Representative Online

Before Registering

Your representative must access the OINP e-Filing Portal directly from the [OINP website](#) where they will find [further instructions](#) on the process to register as a representative and submit an application to the Employer Job Offer: In-Demand Skills Stream on your behalf.

If you have not registered a profile in the OINP e-Filing Portal, you will receive two emails from the OINP after your representative registers a profile on your behalf.

- The first email will include your enrollment number and the second will include your PIN number.

- You must then sign up for a *ONE-key* account using these two numbers.
- Once logged into the e-Filing Portal, you can authorize your representative.

Your representative will only be able to complete your online application after having been authorized by you to do so.

After Registering

However, if you already registered a profile in the OINP e-Filing Portal and you now wish to authorize a representative after the fact, you must complete the following steps:

1. Provide your representative with the application number found under "File Number" on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to their *ONE-key* account and select "Add an Existing Application" on their main page.
3. Your representative will need to enter your "File Number" and your email address in the boxes provided.
4. Once your file number appears, your representative can click on "Add this Application".
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your *ONE-key* account to authorize this representative. You can do so by clicking on "Authorize" found on the section entitled "My Representative".
6. Once authorized, your representative will be able to log in to their *ONE-key* account and view and/or continue your application. Note: any fields that you have already filled out in your application will appear as read-only for your representative.

3.2.3 Cancelling a Representative

You may cancel your representative at any time. To do so, log in to your OINP e-Filing account via *ONE-key* and select "Cancel" under the "My Representative" section.

Once you have cancelled your representative, they will no longer be able to access any information about your application with the OINP, nor will they be authorized to conduct any business on your behalf. You will become the primary contact for the OINP.

3.3 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.

If you are applying from within Ontario, 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](#).

If you are applying from within Ontario but 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.

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. The OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

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 the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable even if these individuals are certified translators.

4.0 COMPLETING YOUR ONLINE APPLICATION

Note: You must first [register](#) for the Employer Job Offer: In-Demand Skills Stream in the OINP e-Filing Portal before you can complete an online application.

To begin your application, you must log into the OINP e-Filing Portal. You can access the OINP e-Filing Portal [here](#). Once you have arrived at your main page of the OINP e-Filing Portal, you can click on the alpha-numeric number found under "File Number" (i.e. JOID-1234567).

You can now begin your application. You will notice approximately 22 tabs on the left column of each application page. Each tab corresponds to a section of the application and is categorized by subject.

To navigate between tabs, you can click on any tab at any time to review and complete the questions, or click the "next" or "previous" to move back and forth through the application.

It will take approximately two hours to complete your online application, but you are not required to complete the entire application in one session.

4.1 Saving your Application

You can save your application and return to it at any time, provided that you submit it within 14 calendar days of registering a profile.

There are three ways to save your application:

1. Click the "Save" button at the bottom right corner of each page;
2. Click the "Next" or "Previous" buttons at the bottom of each page; or
3. Click the "Check for Errors" button at the bottom right corner of each page.

Note that saving your incomplete application does not submit your application to the program. Your application will only be submitted once you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and paid your application fee.

To determine whether or not you have missed any of the mandatory fields or to see if there are errors in your application, click the "Check for Errors" button at the bottom right corner of each page or at the end of your application.

4.2 Application Tabs

The following provides information on the tabs you will navigate to complete the online application.

4.2.1 General Information

In this tab, you must read the information about the application and how to complete it.

4.2.2 Assistance with Application

In this tab, you must indicate whether or not you have received, or are receiving, help preparing or completing your application. If yes, you must provide the person's name and relationship to you.

You must also indicate whether you have paid or will pay this person to assist you with your application. Please see [section 3.2](#) for more information on representatives.

If you wish to appoint this individual to serve as your representative and conduct business on your behalf with the OINP, you will be directed to submit your application through the representative's account once they have been authorized to act as your representative. Representatives must **not** submit an application through your ONE-key account.

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 or refuse your application.

4.2.3 Applicant Information

In this tab, you must provide information about yourself such as your name, date and place of birth, sex, citizenship, country of residence, marital status, and passport information. This information is required for program integrity purposes.

If you have used or currently use other names including your name at birth, maiden name, previous married name, alias and nicknames, you must list them and provide details.

Please review the descriptions below to assist you in choosing the correct option for marital status:

- *Annulled Marriage:* This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.
- *Common-Law:* This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one (1) year.
- *Divorced:* This means that you are officially separated and have legally ended your marriage.
- *Legally Separated:* This means that you are married, but no longer living with your spouse, and you have signed a Separation Agreement.
- *Married:* This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. Please see [section 5.30](#) of the IRCC Guide for more information on recognized marriages in Canada.
- *Never Married:* This means that you have never been married and are not in a common-law relationship.
- *Partner:* This means that you are in a relationship, but you do not live together, or have lived together for less than one (1) year.
- *Widowed:* This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

4.2.4 Contact Information

In this tab, you must provide your contact information such as your alternate phone number(s), current residential address, mailing address (if different from current residential address), and preferred language of correspondence.

Note: If you have not appointed a representative, you are prohibited from using the email address or mailing address of a representative in your application.

4.2.5 Immigration Information

In this tab, you must indicate if you have legal status in Canada. If you indicate that you do have legal status in Canada, you will be asked to provide a copy of your status document, such as a work permit, study permit, temporary resident visa, and/or any other Canadian immigration document or entry stamp.

You must also enter your Client Identification (Client ID) number issued by Immigration, Refugees and Citizenship Canada (IRCC), which you can find on the top right corner of your immigration document. The Client ID number consists of eight or ten numbers (example: 0000-0000 or 00-0000-0000).

If you are currently a visitor in Canada and you did not require a visa to travel to Canada, you are not required to fill in your Client ID number.

You must also indicate if you, your spouse/common-law partner, and dependent children are named in another application for permanent residence to IRCC or to another Provincial Nominee Program in another province or territory.

4.2.6 Education History

In this tab, you must indicate your highest level of education and provide details on all of your secondary and post-secondary education and/or unpaid apprenticeships. You must include start and end dates, level of education, whether it was full-time or part-time, country of education, and completion date.

If your studies were completed outside of Canada, you must have obtained an Educational Credential Assessment (ECA) report produced by a designated organization indicating that your foreign education is the equivalent of a Canadian secondary school (high school) education or above.

Please see [section 2.2.4](#) on Education for more information.

4.2.7 Language Proficiency

In this tab, you must provide information on your current language ability in English or in French in accordance with the Canadian Language Benchmark. You must demonstrate your language proficiency in English with either the International English Language Testing (IELTS) General Training Test or the Canadian English Language Proficiency Index Program (CELPIP) General Test. Your language proficiency in French must be demonstrated with the Test d'Évaluation de Français (TEF). You will need to include your scores, as well as the date of your test and the date of your test results.

Note: Your language test must have been taken within **two years** of submitting your application. Expired language tests will not be accepted.

Please see [section 2.2.3](#) for more information and [Appendix 3](#) for test score equivalency charts.

4.2.8 Work History

In this tab, you must list all of your paid work experience in the last ten years (or since the age of 18 if this was less than ten years ago). Note that only work experience gained in Ontario can be counted toward your eligibility for this stream. You must include your start date, hours of work per week, job title, National Occupational Classification (NOC) code, employer name and country of work. You must also list what occupation you intend to work in Ontario and the total number of years of experience that you have in the intended occupation.

Please ensure that you closely review [section 2.2.1](#) for more information and [Appendix 1](#) for information on how to find your NOC code.

4.2.9 Travel History and Other Activities (excluding education and paid work)

In this tab, you must list any visits that you have made to Canada within the last ten years. If you have worked in Canada within the last five years, you must list all travel made outside Canada during this time.

Under the 'Other Activities' table, you must indicate whether you were involved in any other activities, besides attending secondary/post-secondary school or working, in the last ten years (or since the age of 18 if this was less than ten years ago). Other activities may include travel (personal or business), training, unemployment, volunteer work, sick leave, parental leave, etc. When combined with your education and work history, there should be no gaps in time. This section is only required if you were involved in other activities outside of education and work.

4.2.10 Intent to Reside in Ontario

In this tab, you can list your ties to Ontario that include, but are not limited to, the following:

- Current and/or previous employment in Ontario;
- Job offers or jobs applied/interviewed for in Ontario;
- Education in Ontario;
- Volunteer work in Ontario;
- Lease agreements for a residence in Ontario or property ownership;
- Professional networks and affiliations;
- Family ties;
- Social connections or personal relationships; and/or
- Previous visits to Ontario.

If you require additional space to list your established ties, or you would like to include further evidence to support your intention to reside in Ontario, you may upload additional documents at the end of your application.

Finally, you must confirm your intention to reside in Ontario by entering your full name and date. All applicants must intend to reside in Ontario.

4.2.11 Family Information

In this tab, you must provide information on your dependent family members. Eligible dependents include your spouse, common law partner and your children under the age of 22, including their children. Please provide the name and date of birth of the family member as it appears on their passport or official identification document, as well as their relationship to you. Please indicate whether your family member is a Canadian citizen or a permanent resident of Canada.

The OINP requires this information to support program integrity and also so that these family members can be included and verified by Immigration, Refugees and Citizenship Canada (IRCC) as part of the application process if you are successfully nominated for permanent residence.

4.2.12 Settlement Funds

In this tab, you must indicate the amount of funds you have available, or an ongoing employment income in Ontario, to support yourself and your dependent family members in Canada.

Your funds must be unencumbered, readily transferable in a convertible currency, and supported by bank statements. "Unencumbered" means that your funds are easily accessible and free of debt or other financial liability.

The system will prepopulate your total number of dependent family members based on the information you provided in the Family Information section. If this number is incorrect, please return to the previous section and make any required changes.

You may also claim your ongoing employment income in Ontario in an eligible NOC C or D occupation OR a valid job offer in Ontario in an eligible NOC C or D occupation to satisfy the settlement funds requirement (note that you must be able to legally work in Ontario).

Please see [section 2.2.5](#) for more information.

4.2.13 Learning about OINP

In this tab, you must indicate how you learned about the OINP. This information will be used only for data collection purposes. You should check only one box.

4.2.14 Employer Form: Employer OINP History

In this tab, you must provide information about your Ontario employer, which can be found on the Employer Form. The OINP requires this information to confirm that the employer and the position meet program criteria.

Please enter details from the Employer Form directly into this section, such as whether or not your employer previously applied to the OINP, information on whether your employer has had assistance completing the Employer Form, and whether your employer has an authorized representative.

4.2.15 Employer Form: Business Details

In this tab, you must provide information about your Ontario employer, which can be found on the Employer Form. The OINP requires this information to confirm that the employer and the position meet program criteria.

Please enter details from the Employer Form directly into this section such as your employer's business, specifically, the legal name, operating name, and contact information.

You will need to indicate your employer's business legal structure, business incorporation information, economic sector, gross revenue, address and total number of full-time employees employed by the business who are Canadian citizens or permanent residents of Canada and the number of full-time employees employed at the location where you will be working.

4.2.16 Employer Form: Job Offer Details

In this tab, you must provide information about your Ontario employer, which can be found on the Employer Form. The OINP requires this information for the assessment of the employer and position program criteria.

Please enter details from the Employer Form directly into this section such as contact information of the Signing Officer and of the individual who will be OINP's main point of contact in the event that additional supporting documentation and information are required.

You will need to indicate information pertaining to your position such as wage, type of employment, and NOC code. You must also state whether or not your job offer is in a regulated occupation and if you have the necessary Ontario certification or licensing for the position.

Note: The OINP requires a copy of the positive Labour Market Impact Assessment (LMIA) issued to your employer if you are currently employed or will be employed in Ontario on a work permit supported by an LMIA. The LMIA must be for the same NOC occupation as the position being offered to you.

4.2.17 Supporting Documents

You must attach supporting documents to substantiate the information you provide in the online application to help establish that you meet the eligibility criteria.

Note: All supporting documents must be scanned and uploaded in your online application.

Your employer is also required to provide all supporting documents at the time of application. Please see section 4.1 of the [Employer's Instructional Guide for the In-Demand Skills Stream](#) to view the list of supporting documents required from employers.

You have the option of uploading your employer's documents with your online application, or your employer may submit their documents directly to the OINP by email at ontarionominee@ontario.ca within **2 calendar days** of your application submission date.

The employer may be requested to submit additional supporting documents once the application has been assessed by OINP.

Please see [Appendix 4](#) for the list of documents that must be submitted with your online application.

Reminder: If a supporting document is not in English or French, you must provide a copy of the document and a complete, certified or notarized translation of the document. Please see [section 3.3](#) for more information.

Your supporting documents must be uploaded using one of the following document formats: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf, and .txt, or image file types: .jpeg, .bmp, .png, .gif, and .tiff. The file size limit is 5 MB per file except for passport pages which have a file size limit of 10 MB.

Ensure that all text and images are clear, legible, and complete (for example – you are required to provide copies of all pages of your passport).

In addition, please ensure that all pages for a specific document are uploaded into one file. For example, all pages of a passport should appear in one document, rather than a separate document for each passport page.

Please also make sure that you redact or black out any credit card numbers so they are not visible before uploading your supporting documents.

4.2.18 Schedules

As part of your application, you must read and sign Schedules A, B, and C. If applicable, your accompanying spouse or common-law partner and any accompanying dependents (aged 16 and over) must also read and sign Schedules B and D.

Please see [Appendix 5](#) for plain-language guidance about the Schedules.

Schedule A: Declarations

Please ensure that you carefully read and understand the declarations. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the declarations, or you are not prepared to abide by them, you should not submit an application.

Schedule B: Authorizations and Notice of Collection

Please ensure that you and your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) carefully read and understand the authorizations and Notice of Collection.

The authorizations will permit the Ministry of Economic Development, Job Creation and Trade to collect, use, retain and disclose your personal information contained in your application, including the personal information of your spouse or common-law partner and any dependents.

The Notice of Collection explains that all information collected by the Ministry of Economic Development, Job Creation and Trade in connection with your application will be used for the purposes of ensuring the program’s proper administration, including assessing your application for nomination for permanent residence, as well as for program integrity, program evaluation, and statistical purposes.

You and all accompanying dependents over the age of 16 must agree to the authorizations and Notice of Collection before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

Schedule C: Relevant Federal Legislation

Please ensure that you carefully read and understand the federal legislation. You must acknowledge your agreement before you can submit your application to the OINP. If you do not agree with any of the statements, or you are not prepared to abide by them, you should not submit an application.

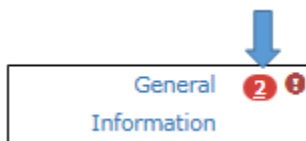
Schedule D: Authorizations Concerning Representatives

Your accompanying spouse or common-law partner and any dependents aged 16 and over (if applicable) must acknowledge their agreement with the authorization concerning representatives. By agreeing, they are authorizing you (as the applicant) to appoint or cancel a representative on their behalf.

4.2.19 Summary

The summary tab will outline whether or not your application has any errors. If there are no errors, you may proceed with your fee payment. If there are any errors, you will be directed to the tab(s) with the errors. You must fix the error in order to submit your application. You can press the “Check for Errors” button on each tab to locate the errors and fix them.

Note: When reviewing your application for errors, please ensure that you click on the red circle beside the section header. If you click directly on the section hyperlink, the errors will disappear.



The system will not allow you to submit your application until you have completed all mandatory fields, uploaded all required documentation, read and agreed to all declarations and authorizations, and submitted an electronic payment.

4.3 Privacy and Confidentiality

4.3.1 How your Personal Information is used

the Ministry of Economic Development, Job Creation and Trade collects your personal information in order to assess whether or not you meet program criteria and to determine that the information you have provided, including all of your supporting documentation, is true, correct and complete.

The ministry may also use this information to contact you, as well as other individuals regarding you, such as other ministries of the Government of Ontario, officials administering immigration programs, law enforcement agencies, academic institutions and financial institutions to verify the information you have provided or to request additional information if needed, to determine whether or not you meet program criteria.

The ministry may use this information for the purposes of quality assurance and program evaluation.

If you, your spouse or common law partner and accompanying dependents are uncomfortable with or disagree with any part of the declarations and authorizations contained in the application, you should not submit an application to the OINP.

4.3.2 Protection of your Personal Information

The information provided in your application is subject to Ontario's [*Freedom of Information and Protection of Privacy Act*](#) (the "Act"). The Act provides a general right of access to information in the custody or control of institutions, which includes ministries. However, the right of access to information is limited by a set of exemptions and exclusions. In this regard, section 17 of the Act protects certain third party information (i.e., information that applicants might submit to the Program) from being disclosed in response to an access to information request. More specifically, s. 17 of the Act states:

17. (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, where the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;*

- (c) *result in undue loss or gain to any person, group, committee or financial institution or agency; or*
- (d) *reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute.*

If an applicant's information meets the three-part test included in s. 17 – that is, the information is the type of information that the Act protects, the information was “supplied in confidence”, and the disclosure of the information could reasonably be expected to result in one of the enumerated harms – then the OINP is prohibited from disclosing this information in response to an access to information request. The OINP cannot advise you on whether any particular information satisfies this test.

In the event the OINP receives a request for an applicant's information, the OINP is obligated under s. 28(1)(a) of the Act to provide the applicant with notice of the request, along with an opportunity to make representations as to why its information should be exempt from disclosure.

4.4 Processing Fee

Before you can submit your online application, you must pay the application fee of **\$2,000** for job offers in the Greater Toronto Area, and **\$1,500** for job offers outside of the GTA (the GTA is defined as the City of Toronto, Durham, Halton, York and Peel Regions).

You can make an electronic payment by credit card only (VISA or MasterCard). Please note that the OINP will **not** accept:

- Money Order
- Cashier/Certified Cheque
- Postal Money Order
- Bank Draft
- Cash
- Personal Cheques

Once you make the payment, your application will be submitted to the OINP and you will not be able to make any changes. You will receive an email acknowledging receipt of your application, as well as a payment receipt.

Fees are **non-refundable** unless your application is deemed to be incomplete or you withdraw your application before the OINP has started processing it. The Province of Ontario charges fees to recover the cost of administering the OINP. Since the application fee helps pay for the cost of processing applications, fees will not be refunded if the application is unsuccessful, if the applicant withdraws the

application after the OINP has started to process it, or if the province cancels or withdraws the nomination.

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as language testing, translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant.

Once the OINP nominates an individual, that nominee must apply directly to Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

5.0 AFTER YOU APPLY

5.1 Application Assessment

You (or your representative, if applicable) will receive an acknowledgement email to indicate that your application and payment have been received.

Once the OINP has received your online application, your application will be assessed. All information that you provide will be verified to ensure accuracy, legitimacy and completeness.

Average processing times are posted [here](#). Please regularly check this website for updates.

Once the OINP completes the assessment of your application, you (or your representative, if applicable) will be notified in writing of whether your application was approved or refused.

5.2 Checking Your Status

After you have submitted your application, you can log into the OINP e-Filing Portal through your *ONE-key* account to check the status of your application. Look for the column labeled "Status" on your main page. As your application makes its way through the various processing stages, your application status will be updated.

Please ensure that you check your status online before sending an inquiry to the OINP.

5.3 Incomplete Applications

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your application fee will be refunded.

An application may be deemed incomplete if:

- Incorrect supporting documents are provided; or
- Documents requiring translation are not certified or notarized.

Note: Your application fees will be refunded if your application is deemed incomplete.

5.4 Changes in Personal Information

The OINP must be notified if there are any changes to the information provided in your application, including (but not limited to):

- Change in contact information
- Change in immigration status (expiration or change in temporary work permit)
- Change in family composition due to:
 - Marriage or common-law relationship
 - Birth of a child
 - Change of custody of a child
 - Divorce/separation
 - Death

Changes to your primary telephone number, email address and country of residence can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".

For all other changes, you must complete the [Change of Personal Information](#) form. This form must also be used to request a correction of a data entry error (e.g. spelling mistake) in your name or your date of birth made while registering. **Note:** The program will not accept requests for complete name or date of birth changes.

Once the form is completed, you must send it by email as an attachment to ontarionominee@ontario.ca indicating in the subject line "Application Change Notice – [File number]". If you are requesting a correction to your name or date of birth, please also include the personal details page of your passport to validate your request.

Failure to notify the OINP of any changes to personal information will impact the outcome of OINP and IRCC applications.

You must not send in additional documents and/or information to the OINP unless you need to notify the program of a change, or unless you have received a request for additional information. In both cases, you must contact the OINP by email.

Note: Paper documents are no longer accepted by mail, fax or in person.

5.5 Restoration of Status in Canada

If you lose legal status in Canada after you have applied to the OINP (i.e. your status document expired and you did not apply to extend your status before it expired), you must apply to IRCC to restore your status within 90 days of having lost your status. You must notify the OINP of your loss of status in Canada and provide proof that you applied to IRCC within the 90 day deadline to restore your status.

Please note that you are permitted to remain in Canada while your restoration application is being processed, however, you are prohibited from working or studying during this time.

If you do not apply to restore your status, you must leave Canada and provide proof of your departure to the OINP.

5.6 Withdrawing your Application

If you wish to withdraw your application, you may do so in one of two ways:

1. Click on the "Withdraw" button next to your application on your main page of the OINP e-Filing Portal, or
2. Send an email to ontarionominee@ontario.ca asking the OINP to withdraw your application.

Note: Your processing fee will not be refunded if the OINP has already started processing your application.

5.7 Internal Review

After the OINP has made a decision on your application, you may seek an internal review of the decision should you believe an error was made by the program in making its decision.

You must send a written request for internal review by email to internalreview-revisioninterne@ontario.ca as follows: within 30 calendar days after receiving notice of the original decision if you are a resident in Canada, or within 60 calendar days after receiving notice of the original decision if you are not a resident in Canada.

In your request for internal review, you must clearly identify any error in the program's decision that, if not made, would have resulted in the decision being decided differently. The request must not include any evidence that was not submitted to the program before the decision was made, unless the evidence was not reasonably available at that time.

Internal review requests are reviewed by an individual who was not involved in the original decision and who is independent of the original decision-maker. The internal review decision is final.

Note: Written requests for internal review are not accepted by mail, fax, or in person. All requests for internal review **must** be sent by email.

6.0 AFTER NOMINATION

If your application is successful, you will receive a Letter of Nomination and a work permit support letter, along with the OINP Confirmation of Nomination document.

Successful nominees must submit an application for permanent residence to IRCC within six (6) months of being nominated by the OINP. You must include a copy of your Letter of Nomination and a copy of the OINP Confirmation of Nomination document.

Note: Nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC.

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

6.1 Extension of Nomination Certificate

Your Confirmation of Nomination document (i.e. Nomination Certificate) is valid for six (6) months.

You may submit a request for an extension of your Nomination Certificate if it is no longer valid and:

- IRCC returns your permanent residence application due to incompleteness, requiring the submission of a new application, or

- you are experiencing delays in securing supporting documents for your permanent residence application (i.e. a police criminal record check) and you have not yet applied to IRCC.

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

1. A letter of explanation describing the reason to extend your Nomination Certificate; and
2. A copy of the incompleteness letter from IRCC (if applicable).

You must also return by mail the original Nomination Certificate issued by the OINP at:

Ontario Immigrant Nominee Program
400 University Avenue, 4th Floor
Toronto, ON M7A 2R9

APPENDIX 1: FINDING YOUR NOC CODE

To find the NOC code for your past work experience or for a position offered to you, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada.

If you worked as a dietician abroad and/or have been offered a position as a dietician in the Toronto Region, for example, follow the steps below to find the NOC code:

Step 1: Visit the [NOC website](#) and click on 2016 version.

The screenshot shows the homepage of the National Occupational Classification (NOC) 2016 website. At the top, there is a header with the Government of Canada logo and navigation links for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A search bar is located in the top right corner. Below the header, there is a breadcrumb trail: Home → National Occupational Classification → Welcome to NOC 2016. The main content area is divided into two columns. The left column contains a sidebar with the following links: Search the NOC..., Welcome to NOC, About the NOC, New @ NOC, Occupational Structure, Matrix, Tutorial, Career Handbook, FAQ, Contact Us, Related Sites, NOC Code List, and Job Bank. The right column features a 'Quick Search' section with a search input field and a search button. Below this is a 'Welcome to the National Occupational Classification 2016' section with the following text: 'The NOC 2011 Web site and the NOC 2006 Web site are also available.' 'The National Occupational Classification (NOC) 2016 is the authoritative resource on occupational information in Canada providing a standard taxonomy and framework for dialogue on Labour Market Information. It gathers more than 30,000 occupational titles into 500 Unit Groups, organized according to skill levels and skill types.' 'Ongoing research and updates to the NOC ensure that it continues to reflect occupational changes in the Labour Market. The NOC 2016 revision brought changes to 314 NOC occupational Unit Groups, added 204 new occupational titles, and modified another 21 titles in English. The review of the classification structure was not part of this revision.' Below this text are links to 'Introduction and Overview of changes' and a list of links: 'Background', 'Modified Unit Group titles', 'Modified Unit Group descriptions', and 'Movement of job titles among Unit Groups'. At the bottom of the page, there is a section for 'NOC research and development' with links to 'Research methodology for NOC revisions' and 'Approval process'.

Step 2: Enter the title of your position in the Quick Search field. Select the most relevant result.

The screenshot displays the Government of Canada website's National Occupational Classification 2016 Quick Search interface. At the top, there are navigation menus for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. The main content area is titled "Quick Search - Results" and features a search box with the placeholder text "Enter a 4-digit NOC code or your job title (required)". Below the search box, the keyword "corporate sales manager" is entered. The results show "Total Unit Group Titles : 1" and "Total Job Titles : 1", with a single result: "0601 Corporate sales managers" (corporate sales manager). A sidebar on the left contains various navigation links such as "Search the NOC...", "Welcome to NOC", "About the NOC", "New @ NOC", "Occupational Structure", "Matrix", "Tutorial", "Career Handbook", "FAQ", "Contact Us", "Related Sites", "NOC Code List", and "Job Bank".

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 offered to you, not just the title of the position. Choose the NOC code that most accurately reflects your position.

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



National Occupational Classification 2016

Search the NOC...

Welcome to NOC

About the NOC

New @ NOC

Occupational Structure

Matrix

Tutorial

Career Handbook

FAQ

Contact Us

Related Sites

NOC Code List

Job Bank

Quick Search

Enter a 4-digit NOC code or your job title (required)



Unit Group

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
- nutrition specialist
- nutritionist
- public health dietitian
- public health nutritionist
- registered dietitian (RD)
- research dietitian

[View all titles](#)

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, dietic 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
- Confer 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 dietic interns.

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

Employment requirements

- Dietitians require a bachelor's or master's degree in dietetics, nutrition or a related field such as food and nutritional science or biochemistry and
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 practise.
- Nutritionists 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 2: EDUCATIONAL CREDENTIAL ASSESSMENTS (ECA)

An Educational Credential Assessment (ECA) report is used to verify that your secondary school (high school) education or above is valid and equal to a Canadian one.

You must provide a copy of your ECA report with your application to the OINP if you completed your education outside of Canada. You must also authorize the ECA granting organization to share the results of your ECA with the OINP. **If your ECA report is not included with your application or you do not authorize the organization to share your results, it will be deemed incomplete and will not be processed.**

Please review the information below to learn more about the different processes for authorizing certain ECA organizations. If you have any specific questions about the process for getting an ECA, or about how to provide authorization to share your ECA results with the OINP, please contact the organization directly.

Comparative Education Service (CES):

You must authorize CES to share the results of your ECA report with the OINP by filling out the [consent form](#).

If you have not yet applied for an ECA, you should include the consent form as part of your ECA application package. If you have already submitted an application for an ECA, you should fill out the form and send it to the CES by email. Please include your CES file number in the email.

Medical Council of Canada (MCC):

You must authorize the MCC to share the results of your ECA report with the OINP by logging into your [physiciansapply.ca](#) account and sending an email to the MCC service desk that gives consent for the MCC to share your ECA report with the OINP. Please be sure to enter "Ontario Immigrant Nominee Program" in the subject line of the email.

World Education Services (WES):

If you already have an ECA report, you must order a duplicate of the report at: <https://www.wes.org/ca/apply/xcopycic.asp>. The "Ontario Immigrant Nominee Program, the Ministry of Economic Development, Job Creation and Trade" must be indicated as the recipient of the report.

If you do **not** have an ECA report, you must select the "Ontario Immigrant Nominee Program, the Ministry of Economic Development, Job Creation and Trade" as a recipient of the report.

APPENDIX 3: LANGUAGE TEST SCORE EQUIVALENCY CHARTS

Canadian English Language Proficiency Index Program (CELPIP) General 2014 – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4

International English Language Testing System (IELTS) General Training – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	8.5	8.0	7.5	7.5
9	8.0	7.0	7.0	7.0

International English Language Testing System (IELTS) General Training – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
8	7.5	6.5	6.5	6.5
7	6.0	6.0	6.0	6.0
6	5.5	5.0	5.5	5.5
5	5.0	4.0	5.0	5.0
4	4.5	3.5	4.0	4.0

Test d'évaluation de français (TEF) – Test score equivalency chart

CLB Level	Reading	Listening	Writing	Speaking
10	263-277	316-333	393-415	393-415
9	248-262	298-315	371-392	371-392
8	233-247	280-297	349-370	349-370
7	207-232	249-279	310-348	310-348
6	181-206	217-248	271-309	271-309
5	151-180	181-216	226-270	226-270
4	121-150	145-180	181-225	181-225

APPENDIX 4: IN-DEMAND SKILLS STREAM DOCUMENT CHECKLIST

Supporting Documents	Submitted
1. Identity Documents (mandatory)	
1.1 Photograph (mandatory) Upload a copy of your photograph to meet the following requirements: <ul style="list-style-type: none">• Dimensions: final frame size of the photo must be at least 35mm by 45mm (1 3/8" x 1 3/4"), 300dpi or 413 pixels x 531 pixels or greater, showing full front view of the head, with the face in the middle of the photograph and including the top of the shoulders.• Head, from chin to crown, must be between 31mm and 36mm (1 1/4" or 1 7/16").• The background of the photo must be white.• Save the file with your name, for example, "John Smith passport photo.jpg".	<input type="checkbox"/>
Note: Photographs that are not clear or are of low-quality will not be accepted.	
1.2 Passport (mandatory) A copy of your entire valid passport. <ul style="list-style-type: none">• Your passport copy must include clear copies of all pages including your personal details page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.• If your passport has not been valid for at least two years, include copies of all of the pages of your previous passport.	<input type="checkbox"/>
1.3 Your Family Members' Passports (if applicable) A copy of the personal details page from the passport of each dependent family member.	<input type="checkbox"/>
1.4 Birth Certificate (mandatory) A copy of your birth certificate or an acceptable national document where an original birth certificate is not available (i.e. letter from appropriate government authority indicating why your birth certificate is not available).	<input type="checkbox"/>
2. Status Documents issued by IRCC or CBSA (mandatory) Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration	<input type="checkbox"/>

document.

If you are currently in implied status, provide a copy of the letter from IRCC acknowledging receipt of your application to extend your status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

3. Employer Documents

3.1 Employer Form (mandatory)

Copy of the [Employer Form](#) signed by your employer or signing officer that indicates business information and position information.

3.2 Authorizing or Cancelling a Representative (if applicable)

If your employer is using a representative, include a copy of their [Authorizing or Cancelling a Representative](#) form.

3.3 Employer Information (mandatory)

Copies of your employer's documents to demonstrate that your employer meets the criteria.

Alternatively, your employer may choose to send the required documents directly to the OINP by email at ontarionominee@ontario.ca. Your employer must quote your file number in the subject line and submit the documents to the OINP within **2 calendar days** of your application submission date.

4. Job Offer (mandatory)

Copy of your job offer signed by you and your employer which meets the following requirements:

- Printed on business letterhead and identify business address, telephone/fax numbers, email, and website addresses;
- Identify the responsible Officer/Supervisor and include their signature;
- Stamped with the business's corporate seal (if applicable); **AND** includes:
 - Job title
 - NOC code (see [section 2.1](#) for list of eligible NOC codes)
 - Wage for position being offered
 - Duties and responsibilities
 - Number of hours per week and a number of weeks of work per year
 - Number of days/weeks of vacation
 - Workplace location
 - Employment start date, and
 - An indication that the offer being made is for a full-time position of an indeterminate duration.
- The job offer letter must not be older than six (6) months.

Note: If you are currently working for the employer in the same position, you may submit your original job offer that is signed by you and your employer with the information listed above and it can be older than six months. However, you must also include a recent letter from your employer confirming your ongoing employment, the conditions of the job offer and any changes to the position being offered to you.

4.1 Licence or Authorization (if applicable)

If your job offer is in an occupation that requires a mandatory licence or other authorization in Ontario, provide a copy of your licence or authorization.

4.2 Labour Market Impact Assessment (if applicable)

A copy of the Labour Market Impact Assessment (LMIA) issued to your employer. The LMIA must be for the same NOC occupation as the position being offered to you.

5. Work History (mandatory)

5.1 Employment Reference Letters (mandatory)

Copies of your employment reference letters for all periods of work experience stated in your application that are being used to meet the minimum of one year of work experience in Ontario in the last three years. Reference letters must:

- Be printed on business letterhead
- Identify business address, telephone/fax numbers, email, and website addresses;
- Indicate the responsible officer/supervisor and include their signature;
- Specify your employment period and your positions held,
- Outline your duties and responsibilities during the employment period for each position and the time spent in each position (if applicable); and
- Include your total annual salary plus benefits, number of hours worked per week, number of weeks of work per year and any extended periods of leave.

5.2 Work Contracts (mandatory)

Copies of your work contract(s) for all periods of work experience stated in your application that are being used to meet the minimum of one year of work experience in Ontario in the last three years.

5.3 Proof of Compensation (mandatory)

Proof of compensation for all periods of work experience stated in your application that are being used to meet the minimum of one year of work experience in Ontario in the last three years.

Proof may include copies of:

- Pay stubs, pay cheques or pay statements,
- Bank statements showing salary deposits,
- Income tax documents, or
- Letter(s) from employer(s) explaining why this proof is not readily available.

Note: It is recommended that you provide proof for the first and last month for each work experience that is being used to meet the minimum of one year cumulative work experience in Ontario in the last three years.

5.4 Canada Revenue Agency Statements (mandatory)

Copies of your Canada Revenue Agency T4 *Statements of Remuneration Paid* and *Notice of Assessment* (NOA) statements for all periods of work stated in your application that are being used to meet the minimum one year of work experience in Ontario in the last three years.

Note: Please ensure that you redact, or black out, your Social Insurance Number so that it is not visible.

5.5 Regulated Occupation (mandatory if applicable)

If you worked in a regulated occupation, include a copy of your licence or authorization.

5.6 Other Work-Related Documentation (if applicable)

You may also provide any other relevant documentation that can support your work experience, such as work contracts and/or pay stubs.

6. Education (mandatory)

Copies of your secondary school (high school) diploma and/or transcripts.

If you have a foreign degree, provide a copy of the Educational Credential Assessment (ECA) report. The ECA report must:

- State that your credential is the equivalent of a Canadian secondary school education.
 - Be issued on or after the date that IRCC designated the organization; **AND**
 - Not be more than five years old on the date that you submit your application for permanent residence to IRCC.
-

Note: You must authorize the organization to share the results of your ECA with the OINP.

7. Language Tests (mandatory)

Copies of your English or French language test results (**CLB 4** or above in all language competencies): International English Language Testing

(IELTS) (General Training Test only) or Canadian English Language Proficiency Index Program (CELPIP) (General Test only) or Test d'Évaluation de Français (TEF).

Your IELTS, CELPIP or TEF test must have been taken within **two years** of submitting your application.

Please ensure that you copy/scan the entire page of your test results and no text is cut off.

8. Settlement Funds (mandatory)

Copies of your bank statements for the six months prior to your application submission date.

- Bank statements should include your name or your spouse or common-law partner's name, account number, transit/institution number, account balance and currency.
- If you provide bank statements in your spouse or common-law partner's name, you must include a letter from the financial institution and/or your spouse or common-law partner indicating that you have access to these funds.
- If your bank statements do **not** demonstrate a personal account standing/final balance that meets or exceeds the required settlement funds, you may include proof of fixed term deposits, stocks, mutual funds, investments, and/or pensions, along with a confirmation that these funds can be immediately liquidated and at what value, and that they are free of debt or financial liability.
- If your bank statements include a one-time large deposit to meet the settlement fund requirement, you must include additional documents to explain the source of funds. This may include an affidavit attesting to the source of funds, additional bank statements and/or remittance forms issued by a bank confirming the wire transfer of funds to your account.

AND if applicable:

- Evidence of ongoing employment in Ontario or a valid job offer in Ontario if you are demonstrating employment income to satisfy the settlement funds requirement (note that you must be able to legally work in Ontario).

9. Intent to Reside in Ontario (if applicable)

If applicable, provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.

10. Résumé (mandatory)

A copy of your most current résumé indicating your work experience.

11. Other (if applicable)

Any other documents not captured in the previous sections to support your application.



APPENDIX 5: SCHEDULES

Schedules A through D: Applicant's Declarations and Authorizations

This section provides plain-language guidance about Schedules A through D: Schedule A: Declarations, Schedule B: Authorizations and Notice of Collection, Schedule C: Relevant Federal Legislation, and Schedule D: Authorizations Concerning Representatives.

Schedules A through D must be read and understood by the applicant. The Ontario Immigrant Nominee Program cannot process the application if the applicant does not indicate in the application submission that all of the content of Schedules A through D have been read, understood, and agreed with. Plain-language explanations of all of that content follows below; in each section, the content of the Schedules is listed in **bold**, with plain language explanations following each excerpt from the Schedules.

Schedule A: Declarations

In this section, you are being asked to confirm your understanding of a number of program policies and procedures. By agreeing with the declarations, you are confirming that you understand the following:

1. The information given in this application, including all supporting documentation, is true, correct, and complete.

That all of the information in your application, including in all of the submitted supporting documentation, is true, correct, and complete.

2. I understand and agree that my failure to provide a complete application, including all required supporting documentation, may result in this application's refusal.

That submitting an incomplete application and/or incomplete supporting documents can result in your application being refused by the OINP.

3. I understand and agree that the Director appointed under the *Ontario Immigration Act, 2015, S.O. 2015, c. 8* (the "Director") may request clarification or the submission of supplementary information in relation to this Ontario Immigrant Nominee Program (the "Program") application.

That the Director could contact you after you submit your application to request more information or more documentation in order to process your application.

4. I understand and agree that the Director may refuse my application if my employer does not satisfy program criteria.

That your application may be refused if your employer does not satisfy program criteria.

Confirming this statement indicates that you understand that satisfying your portion of the program criteria does not guarantee that your application to the Program will be successful if your employer does not satisfy their portion of the program criteria.

5. I understand and agree that the Director may refuse my application or withdraw my nomination for permanent residence if I give false information or fail to provide any requested information.

That the Director can refuse your application or withdraw your nomination for permanent residence if you provide false information or do not provide requested information.

6. I understand and agree that the Government of Canada is solely responsible for approving and granting all applications for temporary work permits and permanent residence under the *Immigration and Refugee Protection Act, S.C. 2001, c. 27* notwithstanding any nomination made by the Program.

That the Canadian federal government is the only government body that can issue to you a temporary work permit and/or permanent residence in Canada.

Confirming this statement also indicates that you understand that your nomination from the Program does not guarantee that you will receive from the Canadian federal government a temporary work permit and/or permanent residence in Canada.

7. I agree not to hold the Ministry of Economic Development, Job Creation and Trade responsible for any damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages that are in any way related to my participation in the Program.

That you agree not to hold the Ministry of Economic Development, Job Creation and Trade responsible for any negative consequences caused in any way by your participation in the Program including damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including indirect, special, or consequential damages.

8. I understand and agree that, even if I submit a complete application within the specified time frame, and even if I meet all eligibility criteria, I have no entitlement to have the Program accept this application. I understand and agree that the decision to accept this application is at the Director's sole discretion in accordance with the *Ontario Immigration Act, 2015, S.O. 2015, c. 8*, and that submitting this application or even meeting

Program criteria does not guarantee that this application will be accepted or granted.

That submitting a complete application and meeting all program eligibility requirements does not guarantee that your application will be accepted, processed, or approved, and that it is the Director's decision alone to accept your application.

9. I understand and agree that the Government of Ontario may decide to change any aspect of the Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category, and supporting documentation requirements at any time and without notice to me.

That the Government of Ontario can change the Program at any time, and that this includes changing guidelines about applying the Program, eligibility criteria, the types of applicants that will be nominated, and supporting document requirements.

Confirming this statement also indicates that you understand that these changes can occur at any time and without notice.

Schedule B: Authorizations and Notice of Collection

I. Authorization to Collect, Use, Retain and Disclose Personal Information

The authorization provided below will permit the Ministry of Economic Development, Job Creation and Trade, as the Ministry responsible for administering the Program, to collect, use, retain, and disclose my personal information as might be required in connection with my participation in the Program. I understand that, in the authorization below, the term "personal information" has the same meaning as under the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. F.31 and includes the personal information contained in this application and in any subsequent communication with the Ministry of Economic Development, Job Creation and Trade, whether provided by me or my representative.

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you allow the Ministry of Economic Development, Job Creation and Trade to collect, use, retain and share your personal information as necessary to process your application and assess your suitability for Program participation.

That you understand the term "personal information" to have the meaning provided in the [*Freedom of Information and Protection of Privacy Act*](#), R.S.O. 1990 c.F.31.

That you understand that the authorizations apply to the personal information contained in your application submission and any future communication with the Ministry of Economic Development, Job Creation and Trade whether provided by you or your authorized representative.

1. I authorize the Ministry of Economic Development, Job Creation and Trade to collect use, retain and disclose my personal information for the purposes of processing, assessing and verifying this application, and for statistical and program evaluation purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to collect, retain, and share your personal information in order to assess your application as well as for the Program's statistical and Program performance evaluations.

2. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other ministries of the Government of Ontario for the purposes of processing, assessing and verifying this application, and authorize such other ministries to collect my personal information for these purposes. Likewise, I authorize other ministries of the Government of Ontario to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such other ministries for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with other Government of Ontario Ministries in order to assess your application; this statement also includes the authorization of other Government of Ontario Ministries to receive your personal information for the same reason.

That you authorize other Government of Ontario Ministries to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Government of Ontario Ministries for the same reason.

3. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to officials administering immigration programs within the Government of Canada for the purposes of processing, assessing and verifying this application and nominating me for permanent residence, and authorize such officials to collect my personal information from the Ministry of Economic Development, Job Creation and Trade for these purposes. Likewise, I authorize such officials within the Government of Canada to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these

purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such officials within the Government of Canada for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with officials in Government of Canada immigration programs in order to assess your application; this statement also includes the authorization of officials in Government of Canada immigration programs to receive your personal information for the same reason.

That you authorize officials in Government of Canada immigration programs to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application; this statement also includes the authorization of the Ministry of Economic Development, Job Creation and Trade to receive your personal information from officials in Government of Canada immigration programs for the same reason.

4. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to any Canadian law enforcement agency for the purpose of processing, assessing and verifying this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to collect my personal information from such law enforcement agencies for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with all Canadian law enforcement agencies in order to assess your application and for program integrity purposes.

That you authorize all Canadian law enforcement agencies to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from all Canadian law enforcement agencies for the same reason.

5. I authorize the Ministry of Economic Development, Job Creation and Trade to disclose my personal information to other Canadian provincial and municipal governments for the purpose of processing, assessing and verifying this application, and authorize such governments to collect my personal information for the same purpose. Likewise, I authorize such governments to disclose my personal information to the Ministry of Economic Development, Job Creation and Trade for these purposes, and authorize the Ministry of Economic Development, Job Creation and Trade to

collect my personal information from such governments for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to share your personal information with other Canadian provincial and municipal governments in order to assess your application.

Confirming this statement also indicates that you, as the applicant, authorize other Canadian provincial and municipal governments to share your personal information with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application, and for the Ministry of Economic Development, Job Creation and Trade to receive your personal information from other Canadian provincial and municipal governments for the same reason.

6. I authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institutions, or businesses referenced in this application or otherwise provided to the Ministry of Economic Development, Job Creation and Trade for the purposes of processing, assessing and verifying this application, and to collect any additional related personal information for these purposes. I authorize any such individuals, academic institution, or businesses to provide such verification or additional information to the Ministry of Economic Development, Job Creation and Trade for these purposes.

That you authorize the Ministry of Economic Development, Job Creation and Trade to contact any individuals, academic institutions, or businesses referenced in your application submission or subsequent communications with the Ministry of Economic Development, Job Creation and Trade in order for the Ministry of Economic Development, Job Creation and Trade to assess your application.

That you authorize the Ministry of Economic Development, Job Creation and Trade to receive any additional personal information related to your application submission for the same reason.

That you authorize any individuals, academic institutions, or businesses referenced in your application submission to provide verification of personal information related to your application submission as well as additional personal information related to your application submission in order for the Ministry of Economic Development, Job Creation and Trade to assess your application.

II. Authorization for the Purposes of Quality Assurance and Program Evaluation

I authorize the Ministry of Economic Development, Job Creation and Trade to use my personal information provided in connection with this application to determine how my potential nomination meets the

Program's objectives, as well as to compile statistical information about the Program and to evaluate its success.

That you authorize the Ministry of Economic Development, Job Creation and Trade to use your personal information in order to assess program outcomes as well as for the Program's statistical and Program performance evaluations.

In the event I receive the Ministry of Economic Development, Job Creation and Trade's nomination for permanent residence, I consent to being contacted by the Ministry of Economic Development, Job Creation and Trade, for up to five years after nomination, concerning my participation in the Program. I understand that I am required to participate in such follow-ups, which may occur at different intervals (e.g., eight months, or one, three and five years after nomination), and that these follow-ups will examine whether and how such nomination satisfies the Program's policy objectives. I also understand that the Ministry of Economic Development, Job Creation and Trade reserves the right to take appropriate action if I do not participate in such evaluations, including withdrawing my nomination for permanent residence.

That you authorize the Ministry of Economic Development, Job Creation and Trade to contact you up to five years after nomination if this application submission results in you being nominated for permanent residence.

That you understand that you are required to participate in follow-up evaluations by the Program at different intervals (e.g., eight months, or one, three and five years after nomination), and that follow-up evaluations are conducted by the Ministry of Economic Development, Job Creation and Trade to assess whether the Program is meeting its policy objectives.

That you understand that the Ministry of Economic Development, Job Creation and Trade could hold you accountable for not participating in follow-up evaluations, including the possibility of the Ministry of Economic Development, Job Creation and Trade withdrawing your nomination for permanent residence.

III. *Freedom of Information and Protection of Privacy Act* Notice of Collection

The Ministry of Economic Development, Job Creation and Trade is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). All information collected in this application is necessary for the Ontario Immigrant Nominee Program's proper administration, including to process your application. The Program is authorized under the *Ontario Immigration Act, 2015*, S.O. 2015, c. 8. Any personal information collected by the Ministry of Economic Development, Job Creation and Trade in connection with this application will be used for the purposes of ensuring the Program's proper administration, including processing, assessing and verifying this application for nomination for permanent

residence, as well as for Program integrity, Program evaluation, and statistical purposes. In this application, “personal information” has the same meaning as under FIPPA. Questions about the collection may be directed to the FIPPA Coordinator, Ontario Immigrant Nominee Program, 400 University Ave., 2nd Floor, Toronto ON M7A 2R9, Tel.: 1-866-214-6820.

Acknowledging this Notice of Collection indicates that you, as the applicant, understand the necessity of the Ministry of Economic Development, Job Creation and Trade collecting your personal information in order to assess your application, as well as to ensure program integrity, for program evaluation, and for statistical purposes; acknowledging this Notice of Collection also indicates that you, as the applicant, understand that the Ministry of Economic Development, Job Creation and Trade will collect and use your personal information according to guidelines established by [Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. F.31 (FIPPA). The Notice of Collection also provides information that will allow you to contact a FIPPA coordinator at the Ministry of Economic Development, Job Creation and Trade with questions, if necessary.

Schedule C: Relevant Federal Legislation

Immigration and Refugee Protection Act and Regulations

Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, may result in the refusal of this application, the revocation of a nomination, and may be grounds for prosecution under the *Immigration and Refugee Protection Act*. This application will not be processed if it is incomplete and/or you refuse to consent to the exchange or disclosure of any information, including personal information, that the Ministry of Economic Development, Job Creation and Trade may deem necessary for the processing, assessing and verifying of the information in this application.

In this section, you are being asked to confirm your authorization of a number of program policies and procedures. In confirming the authorizations, you are confirming the following:

That you understand that providing false or misleading statements in your application submission and any supporting documentation, or concealing information that would negatively impact the outcome of your application, can result in the refusal of your application, the withdrawal of your nomination by the Ministry of Economic Development, Job Creation and Trade, and prosecution under the [Immigration and Refugee Protection Act](#) (IRPA). Confirming the authorizations in this section indicates that you understand that your application will not be processed if it is incomplete and/or you refuse to authorize the Ministry of Economic Development, Job Creation and Trade to share and receive your personal information where the Ministry of Economic Development, Job Creation and Trade considers it necessary to do so to process, assess, and verify the information in your application.

1. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to employ a foreign national in a capacity in which the foreign national is not authorized under that Act to be employed.

That you understand that, under IRPA, it is an offense for any person to employ a foreign national in circumstances that are not authorized by IRPA.

I understand that a person found guilty of such an offence is liable on conviction to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.

That you understand that an individual found guilty of the offense described in (1) above can receive a conviction that includes a fine of up to \$50,000 or a prison sentence up to two years in length, or both.

2. I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in administration of that Act.

That you understand that it is an offence under IRPA to knowingly misrepresent or withhold information that would impact the outcome of an application submission.

I understand that it is an offence, under the *Immigration and Refugee Protection Act*, for any person to knowingly counsel, induce, aid or abet, or attempt to counsel, induce, aid or abet any person to, directly or indirectly, misrepresent or withhold material facts relating to a relevant matter that induces or could induce an error in the administration of that Act.

That you understand that it is an offence under IRPA to knowingly help or influence an individual, or to attempt to help or influence an individual, to misrepresent or withhold information that would impact the outcome of an application submission.

I understand that a person found guilty of either offence is liable on conviction on indictment, to a fine of not more than \$100,000, or to imprisonment of a term of not more than five years, or to both, or on summary conviction, to a fine of not more than \$50,000 or to imprisonment for a term of not more than two years, or to both.

That you understand that a person found guilty of the offences described in (3) and (4) above can be convicted of an indictable offence that includes a fine of up to \$100,000 or a prison sentence of up to five years in length, or both, or be convicted of a summary offence that includes a fine of up to \$50,000 or a prison sentence of up to two years in length, or both.

3. I understand that, under the *Immigration and Refugee Protection Act*, that an act or omission that would by reason of that Act be punishable as

an offence if committed in Canada is, if committed outside Canada, an offence under that Act and may be tried and punished in Canada.

That you understand that an offence defined under IRPA is an offense if committed both inside of outside of Canada, and that offences under IRPA that are committed outside of Canada can be tried and punished in Canada.

Schedule D: Authorizations Concerning Representatives

For the purposes of appointing or cancelling a representative, I authorize and appoint the Applicant to make or cancel such an appointment on my behalf. I understand that, in the event the Applicant appoints a representative, that representative is deemed to be my representative. I further authorize the Applicant to cancel the appointment of a representative on my behalf. I understand that, in the event the Applicant cancels a representative, that representative is deemed no longer to be my representative.

Confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, authorize the applicant to appoint or cancel a representative on your behalf. Additionally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant appoints a representative for this application submission, that representative is considered to be your representative. Finally, confirming this statement indicates that you, as the applicant's accompanying spouse or dependent aged 16 and more, understand that if the applicant cancels a representative for this application submission, that representative will no longer considered to be your representative.