Application Guide: Ontario’s Express Entry Skilled Trades Stream

Ontario Immigrant Nominee Program

Disponible en français

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

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1.0 INTRODUCTION: ONTARIO’S EXPRESS ENTRY SKILLED TRADES STREAM

The Ontario Immigrant Nominee Program (OINP) allows Ontario to nominate, for permanent residence, individuals who have the skilled work experience, skilled trades’ certification (if required), language ability, and other requirements to help them successfully establish and integrate into Ontario’s labour market and communities.

This application guide provides information about Ontario’s Express Entry Skilled Trades Stream. The guide will help you decide if you meet program requirements and what you need to do if you decide to apply.

1.1 What is the Skilled Trades Stream?

The Skilled Trades Stream is open to skilled workers with work experience in an eligible skilled trade who want to live and work permanently in Ontario.

To qualify, you must meet minimum program requirements including:

- at least one year of work experience in Ontario in an eligible skilled trade listed in Minor Group 633 or Major Group 72, 73 or 82 of the National Occupational Classification (NOC);
- trade certification (if required);
- current residence in Ontario supported by a valid work permit;
- language skills in English and/or French; and
- settlement funds to help you and your dependents settle in Ontario.

You may not apply directly to the Skilled Trades Stream.

- You must first qualify for Immigration, Refugees, and Citizenship Canada’s (IRCC’s) Express Entry pool.

- You must then create an online profile in the IRCC Express Entry pool and indicate that you are interested in immigrating to Ontario in your profile.

- Finally, you must receive a Notification of Interest (NOI) from Ontario through your IRCC online account. Once you receive your NOI, you may then apply to Ontario’s Express Entry Skilled Trades Stream.
1.2 How do I qualify for IRCC’s Express Entry pool?

You should first answer a questionnaire designed by IRCC to determine what immigration program(s) you can apply for. The questionnaire is hosted on the IRCC website “Do you want to come to Canada” page.

Based on your responses, the system will indicate whether you qualify for the federal Express Entry program. If you do, you will be provided with a reference number, which can be used to create an online profile in the Express Entry system.

Once you create your profile, you will receive an Express Entry Profile Number and a Job Seeker Validation Code (also known as a Candidate Identifier Code). **Note:** You will need these numbers if you receive a Notification of Interest from Ontario and wish to submit an application to the OINP.

You will also be assigned a Comprehensive Ranking System (CRS) score. Your CRS score is calculated based on the information provided in your profile, including your age, education, language proficiency, skills, work experience, etc.

When you create a profile in Express Entry, you **must** indicate your interest in immigrating to Ontario by selecting “Ontario” or “All Provinces and Territories”.

To be eligible to apply to Ontario’s Express Entry Skilled Trades Stream, you **must** qualify for the Canadian Experience Class (CEC).

You must provide accurate and truthful information in your Express Entry profile. If the information in your Express Entry profile is inaccurate or not truthful, your OINP application could be refused or your nomination withdrawn. IRCC could also find you inadmissible and/or bar you from applying to immigrate to Canada for five years.

For further information on how to create an Express Entry profile and more information on how to apply for permanent residence, please visit the IRCC website.

1.3 Notifications of Interest (NOI) from Ontario

Before you can apply to the Skilled Trades Stream, you must have received a Notification of Interest (NOI) from Ontario. A NOI is a letter sent to candidates in the Express Entry pool inviting them to apply to one of Ontario’s three Express Entry streams.

The OINP searches the Express Entry pool and identifies potential candidates who may meet the criteria of the Skilled Trades Stream. If the OINP identifies you in the Express Entry pool, you will receive a NOI from Ontario through your IRCC online account.
Please note that your NOI will not indicate the stream under which you qualify. It is your responsibility to review the criteria of each Express Entry stream to determine which one you are eligible to apply to. An NOI does not guarantee that you meet OINP stream criteria or that your application will be approved. See section 2.0 for more information about program criteria.

To manage demand and ensure that the program is responsive to Ontario’s labour market needs, the OINP sets parameters for each search conducted in the Express Entry pool. The program also sets limits on the number of NOIs issued. You can review the details of each search conducted in the Express Entry pool on the OINP website.

1.4 How to apply to the Skilled Trades Stream

After you are issued a NOI from Ontario through your IRCC online account, you have 45 calendar days to submit your application to the OINP under the Skilled Trades Stream. If the deadline to submit your application falls on a weekend or a statutory holiday, the deadline will be extended to the next working (business) day.

To apply, you must submit your application online through the OINP e-Filing Portal and upload all mandatory documents (see section 3.0).

You can access the e-Filing Portal directly from the OINP website. Here, you will find further instructions on how to register for a ONe-key account, how to create a profile in the e-Filing Portal and how to complete your application to the Skilled Trades Stream.

The application will take approximately three 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.

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

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

Once you have completed your application and have submitted your payment, you will receive an acknowledgement email to indicate that your application and payment have been received.

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.
The OINP will assess your application according to the Skilled Trades Stream eligibility criteria. Your application will also be assessed to ensure you meet criteria of the CEC.

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.

**Note:** The OINP will not be able to access your Express Entry profile if you receive an Invitation to Apply from IRCC or a nomination from another province or territory. This means that if your application is approved, the program cannot nominate you through the Express Entry system. You will be asked if you would like to withdraw your application to the OINP. Your application fee will not be refunded if the OINP has started processing your application. Application fees are non-refundable if processing has already begun, as they cover the OINP’s cost of processing applications.

### 1.5 Application Fee

The application fee for Ontario’s Express Entry Skilled Trades Stream is **$1,500 (CAD)**.

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 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.

1.6 Before Submitting Your Application

Before you submit your application to the OINP, make sure that you meet all program criteria. Your application may be refused if you do not meet program criteria.

Please also ensure that your application is complete. Make sure that all application fields are completed and mandatory documents are uploaded. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

### Avoid Unnecessary Delays in the Processing of Your Application – Helpful Hints

Carefully check **ALL** your documents and black out, or ‘redact’ credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.

Submit clear copies of **ALL** the pages of your passport including the front and back cover.

Provide **YOUR** current residential address, email address and phone number in your online application.

Submit **ALL** mandatory documents with your application, including an updated résumé. Be sure to include your current residential address, email address and phone number on your résumé.

Ensure that your résumé, employer reference letters and other documents submitted to support work experience criteria, include a **detailed list** of your duties and responsibilities for each position held.
1.7 If you are Nominated for Permanent Residence

If your application is approved, the OINP will notify you of your nomination through your Express Entry account. You have **30 calendar days** to accept the nomination from Ontario in the Express Entry system.

A nomination from Ontario will give you an additional 600 points in the Comprehensive Ranking System (CRS) and you will receive an Invitation to Apply for permanent residence from IRCC.

Once you receive an Invitation to Apply from IRCC, you have **60 calendar days** to submit your application for permanent residence to IRCC.

IRCC will assess your intention to reside in Ontario, as well as your admissibility to Canada, which includes health, security, and criminality checks as per Canada’s *Immigration and Refugee Protection Act*. IRCC will also verify all information provided in your Express Entry profile and your application to ensure that you meet the Express Entry minimum entry criteria.

For more information on IRCC’s application process for permanent residence for provincial nominees through the Express Entry system, please visit [IRCC’s website](https://www.canada.ca/en/immigration-refugees-citizenship/services/express-entry/provincial-nominees-program.html).

2.0 ELIGIBILITY CRITERIA

To be eligible to apply, you must ensure that you meet the eligibility requirements for Ontario’s Express Entry Skilled Trades Stream. Your application may be refused if program criteria are not met.

**IMPORTANT:** Please refer to the Document Checklist in section 3.0 for a list of mandatory documents that you must include with your application.

2.1 Work Experience

All applicants are required to have a minimum level of work experience. Please ensure that you provide supporting documentation (see section 3.0) to clearly demonstrate that you have work experience in the National Occupational Classification (NOC) code indicated in your Express Entry profile.

The NOC code in your application to the OINP should be the same as the primary NOC code in your Express Entry profile. If there is a discrepancy between what is provided in your application and in your Express Entry profile, you will be assessed against the NOC code in your Express Entry profile. Please see Appendix 1 for information on how to find your NOC code.
Note: Any work experience obtained after you received your Notification of Interest (NOI) from Ontario through your IRCC online account will not count towards the minimum work experience required. You must have accumulated at least one year of work experience by the date that you received your NOI to qualify under the Skilled Trades Stream.

To meet the work experience requirements, you must provide documentation demonstrating that:

- you have a cumulative period of at least one year of paid full-time work experience, or the equivalent in paid part-time work experience, in Ontario within the last two years before the date of your NOI from Ontario,

- your work experience was in an eligible skilled trades occupation listed in Minor Group 633 or Major Group 72, 73 or 82 of the National Occupational Classification (NOC) (see Appendix 2), and

- you performed the activities described in the lead statement for the occupation and a substantial number of the main duties as set out in the NOC.

Your work experience must also comply with the following:

- Your paid work experience must have been acquired over a period of at least one year. Work experience totalling 1,560 hours obtained in less than a one year period does not qualify under program criteria.

- Cumulative means that your work experience must add up to one year – it does not have to be one year of continuous work. In other words, you do not need to demonstrate that your periods of employment were back to back. There can be gaps in your employment provided that all the periods of work stated in your application add up to one year within two years of receiving your NOI.

- 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.

- You must have held, and currently hold, the appropriate licensure if you are claiming work experience in a compulsory trade in Ontario.
• Work experience acquired as part of an apprenticeship program may qualify if it was paid, and you performed the activities described in the lead statement for the occupation and a substantial number of the main duties as set out in the NOC.

• Volunteer work and unpaid internships do not count as valid work experience.

• A portion of your work experience must be in the same NOC occupation as the primary NOC in your Express Entry profile.

• Paid work experience gained while studying full-time at a post-secondary institution (for example, on a co-op work term) and self-employment are not eligible under the Canadian Experience Class.

2.2 Trade Certification

If you are claiming work experience in a compulsory trade, you must have a valid licence or certification in Ontario at the time of application submission.

Note: Even if you are no longer working in a particular trade, you must have a valid licence or certificate from the Ontario College of Trades at the time of application submission for any work experience that is being used to meet the minimum one year of work experience in an eligible skilled trades occupation.

If required, you will need to provide a copy of your licence or certification from the Ontario College of Trades with your online application.

For more information on trade certifications in Ontario, please visit the OINP website or the Ontario College of Trades’ website.

2.3 Current Residence in Ontario

All applicants must be currently residing in Ontario and hold a valid work permit at the time of application submission.

Note: You are not required to be employed at the time of application submission, however, you must have a valid work permit in Canada. Open work permits, post-graduation work permits and work permits issued under the International Mobility Program all qualify.

If your work permit 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 work permit before its expiry date. In these cases, you are considered to be in implied status. You can remain in Canada and continue to
work under the same conditions as your existing work permit until a decision is made on the pending application.

2.4 Language Proficiency

All applicants must have an English or a French-language level of Canadian Language Benchmark (CLB) 5 or above in all language competencies (listening, reading, writing and speaking) as demonstrated through a language test.

The OINP will only accept the following language tests:

- International English Language Testing (IELTS) (General Training Test only)
- Canadian English Language Proficiency Index Program (CELPIP) (General Test only) for English testing, and
- Test d’évaluation de français pour le Canada (TEF Canada),
- Test de connaissance du français pour le Canada (TCF Canada) for French testing.

Your language test must have been taken within the two years prior to submitting your application to the OINP.

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

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>IELTS</th>
<th>CELPIP</th>
<th>TEF</th>
<th>TCF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>5.0</td>
<td>5</td>
<td>181-216</td>
<td>369-397</td>
</tr>
<tr>
<td>Reading</td>
<td>4.0</td>
<td>5</td>
<td>151-180</td>
<td>375-405</td>
</tr>
<tr>
<td>Writing</td>
<td>5.0</td>
<td>5</td>
<td>226-270</td>
<td>6</td>
</tr>
<tr>
<td>Speaking</td>
<td>5.0</td>
<td>5</td>
<td>226-270</td>
<td>6</td>
</tr>
</tbody>
</table>

Please see Appendix 3 for language test score equivalency charts.

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.

You can determine the settlement funds required for your family size by reviewing the chart found on IRCC’s website. These amounts are updated every year.

The settlement fund requirement can be met through one or a combination of the following:
• Funds as demonstrated by bank statements, or statements of accounts showing other investments, such as fixed term deposits and mutual funds, that can be readily converted to cash;
• Annual earnings from ongoing employment in Ontario; and/or
• A job offer in Ontario.

Example: You have checked the chart on IRCC’s website and, based on your family size, you are required to demonstrate that you have $29,000 (CAD). You have a job offer in Ontario with an annual wage of $25,000 and you have a balance of $5,000 in your savings account for a total of $30,000. By using a combination of your job offer and bank statement, you would meet the settlement fund requirement.

If you are using bank account(s) or statements of accounts showing investments to meet the settlement fund requirement, you will need to provide the following documents (as appropriate):

• Copies of your most recent bank statement(s) showing the last three (3) months of activity.
  • The bank statements must state the financial institution, account number, balance, currency, and indicate you as the account holder.

• Copies of the most recent bank statement(s) belonging to your spouse or common-law partner showing the last three (3) months of activity and a letter from your spouse/common-law partner confirming that you have access to these funds.
  • The bank statements must state the financial institution, balance, currency, account holder’s name, and account number.

• Copies of your statements of account for investments such as fixed term deposits and/or mutual funds and a current letter from the financial institution indicating that the funds are available.
  • The letter should confirm that the investments can be liquidated (readily converted to cash) or redeemed on instructions and at what value.

Remember to black out or ‘redact’ any credit card numbers from these documents.

If you are using ongoing employment or a job offer in Ontario to meet the settlement funds requirement, you must provide documentation to support your employment or job offer from an Ontario employer. Documentation should include:

• an employment contract/job offer letter stating the position, hours of work, and wage, and
• your two most recent pay slips if you are currently working in Ontario.
Note: The OINP may request additional proof of funds at any point during the processing of your application. If your bank statements include a one-time large deposit, you may be requested to provide additional documents to support that your funds are free of debt or liability.

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 5.2 on Changes in Personal Information.

2.6 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be required to list your established 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
- Previous visits to Ontario

IMPORTANT: NOTE ON REFUGEE CLAIMANTS

Refugee claimants with a pending application to remain in Canada are not eligible to apply to the OINP. Refugee claimants will need to resolve their refugee claim before applying to the OINP.

For more information related to refugee claimants, please visit IRCC’s website.

3.0 DOCUMENT CHECKLIST

You are required to submit documents to verify your identity and to demonstrate that you meet program criteria.

Please reference the checklist below for the documents that you may be required to submit to support your application. You must submit all mandatory documents with your application. You may be asked to submit additional documents during the processing of your application.
**Note:** Carefully check ALL your documents and black out, or ‘redact’ credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.

**Your application will be returned as incomplete if you do not provide all mandatory documents.**

### Supporting Documents

<table>
<thead>
<tr>
<th>Supporting Documents</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Notification of Interest from Ontario (mandatory)</strong></td>
<td></td>
</tr>
<tr>
<td>A copy (print screen) of your Notification of Interest (NOI) letter from Ontario that was sent to your online account with Immigration, Refugees and Citizenship Canada (IRCC).</td>
<td>[ ]</td>
</tr>
<tr>
<td><em>Note:</em> Please ensure that you capture the date that the NOI was sent to your account.</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Identity Documents

#### 2.1 Photograph (mandatory)
Upload a copy of a passport or visa photograph of yourself.

*Note:* Photographs that are not clear or are of low-quality will not be accepted.

#### 2.2 Passport (mandatory)
A copy of your entire valid passport.

- 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 was issued within two years of applying to the OINP, you **must** include copies of all of the pages of your last passport.

*Note:* Your application will be returned as incomplete and your application fee refunded if you do not provide **ALL** the pages of your passport.

#### 2.3 Your Family Members’ Passports (mandatory, if applicable)
A copy of the personal details page from the passport of each dependent family member. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.
3. 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 document.

*Note:* Please ensure that you include your current work permit.

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).

4. Language Tests (mandatory)
Copies of your English or French language test results (CLB 5 or above in all language competencies). Acceptable tests include:
- International English Language Testing (IELTS) (General Training Test only)
- Canadian English Language Proficiency Index Program (CELPIP) (General Test only)
- Test d’évaluation de français pour le Canada (TEF Canada)
- Test de connaissance du français pour le Canada (TCF Canada).

Your language test must have been taken within the two years prior to submitting your application to the OINP.

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

5. Work Experience

5.1 Résumé (mandatory)
A copy of your current résumé outlining your current and past work experience, as well as your educational history. Your résumé should detail your duties and responsibilities for each position held.

5.2 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 an eligible NOC B occupation in the last two years.

*Note:* Please ensure that you redact, or black out, your Social Insurance Number so that it is not visible.
5.3 Employment/Work Experience Reference Letters (mandatory)
Copies of your employment/work experience reference letters 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 an eligible NOC B occupation in the last two years.

Employment/work experience reference letter(s) must be printed on business letterhead and include:
- the business address, telephone/fax numbers, email, and website addresses; and
- the name of your supervisor or responsible officer and their signature.

Employment/work experience reference letter(s) must indicate your period of employment and include:
- the position(s) you held, a list of your duties and responsibilities for each position and the time spent in each position;
- your total annual salary plus benefits; and
- the number of hours you worked per week, number of weeks of you worked per year and any extended periods of leave.

In addition to employment/work experience reference letters, you may also submit supporting documents that describe your duties and responsibilities for each position held including job descriptions, performance reviews and job ads.

5.4 Work Contracts (optional)
Copies of your work contract(s) 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 an eligible NOC B occupation in the last two years.

5.5 Proof of Compensation (mandatory)
Documentation to verify that you were paid for all periods of work experience stated in your application that are being used to meet the minimum one year of work experience in Ontario in an eligible NOC B occupation in the last two years.

This may include copies of:
- Pay slips for the first and last month of each period of work experience.
- Bank statements showing salary deposits for the first and last month of each period of work experience.
- Income tax documents.
- Letter(s) from employer(s) explaining why documentation to verify compensation for work performed is not available. Such
letters must also explain why documentation to verify compensation for work performed is not available.

5.6 Other Work-Related Documentation (optional)
You may also provide any other relevant documentation to support your work experience.

6. Trade Certification (mandatory, if applicable)
If you are working or have worked in a regulated occupation in Ontario that requires a licence or certification, provide a copy of your licence(s) or certification(s) from the Ontario College of Trades.

7. Settlement Funds (mandatory)
If you are using bank statements or statements of accounts showing investments to meet the settlement fund requirement, provide the following documents:

- Copies of your most recent bank statement(s) showing the last three (3) months of activity. The bank statements must state the financial institution, account number, balance, currency, and indicate you as the account holder.
- Copies of the most recent bank statement(s) belonging to your spouse or common-law partner showing the last three (3) months of activity and a letter from your spouse/common-law partner confirming that you have access to these funds. The bank statements must state the financial institution, balance, currency, account holder's name, and account number.
- Copies of your statements of account for investments such as fixed term deposits and/or mutual funds and a current letter from the financial institution indicating that the funds are available. The letter should confirm that the investments can be liquidated (readily converted to cash) or redeemed on instructions and at what value.

If you are using ongoing employment or a job offer in Ontario to meet the settlement funds requirement, provide copies of documentation to support your employment or job offer from an Ontario employer.

Documentation should include:
- an employment contract/job offer letter stating the position, hours of work, and wage;
- your two most recent pay slips, if you are currently working in Ontario.

Note: Remember to black out or ‘redact’ any credit card numbers from these documents.
8. Intention to Reside in Ontario (optional)
Provide additional information on your established ties in Ontario and/or further documents to demonstrate your intention to reside in Ontario.

9. Other (optional)
Any supplemental documents or explanatory letters that provide clarification or additional information to support your application.

3.1 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. Your application will not be processed and your payment will be refunded.

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 APPOINTING AN AUTHORIZED REPRESENTATIVE

4.1 Who is an Authorized Representative?

An authorized representative is an individual who represents, assists, or advises you in connection with your application, and who receives any type of compensation for doing so.

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

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

Persons authorized under the Law Society Act include the following:

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

By-Law 4 provides for the “occasional practice of law” in Ontario. This by-law sets out the provisions for temporary mobility with or without a permit pursuant to which members of other Canadian provincial or territorial law societies may carry on the occasional practice of law in Ontario.

Note: Quebec and territorial lawyers currently require prior permission from the Law Society of Ontario before engaging in the occasional practice of law. This includes acting as a representative under the Act.

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

The OINP will only conduct business with authorized representatives. If you appoint a representative who is not recognized by the program as an authorized representative, you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.
Once you appoint an authorized representative to act on your behalf during the OINP application process, all OINP communications will be directed to your representative.

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

4.2 Disclosing Your Use of an Authorized Representative

You must disclose the use of an authorized representative to the OINP.

If you receive assistance from an authorized representative, but choose not to appoint him/her as your representative to conduct business on your behalf with the OINP, you must still disclose this to the OINP.

**IMPORTANT:** If you have not disclosed that you have appointed, or received assistance from, an authorized representative, the program may return your application as incomplete.

4.3 Receiving and Disclosing Assistance from Other Individuals

If you receive advice or assistance with your application from an individual who is not an authorized representative, you must disclose this information in your online application.

You cannot appoint an unauthorized representative to conduct business on your behalf with the OINP.

4.4 How to Appoint an Authorized Representative Online

Only authorized representatives can be appointed to represent you and conduct business on your behalf with the OINP. You may only have one active authorized representative at a time.

4.4.1 If you are NOT registered in the OINP e-Filing Portal

If you have not registered a profile in the OINP e-Filing Portal, your representative is required to follow the process below:

1. Your authorized representative accesses the OINP e-Filing Portal directly from the OINP website. Here, the representative will find further instructions.
on how to register as a representative and submit an application to the Skilled Trades Stream on your behalf.

2. Your representative follows the instructions provided to register as an authorized representative and to register a profile for you as the applicant.

3. After your authorized representative has registered a profile for you, you will receive two emails from the OINP. The first email will include your enrollment number and the second will include your PIN number.

4. You may then sign up for a ONe-key account using these two numbers.

5. Once logged into the OINP e-Filing Portal, you can appoint your authorized representative.

6. Once appointed, your authorized representative may then proceed to complete your online application.

**IMPORTANT:** Representatives are prohibited from using an email address belonging to, or created by themselves, for the purpose of self-appointing. You must complete the appointment process through your own ONe-key account. That is, the account associated with your personal email account.

### 4.4.2 If you are already registered in the OINP e-Filing Portal

If you choose to appoint an authorized representative AFTER you have registered a profile in the OINP e-Filing Portal, please follow the process below:

1. Provide your authorized 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 appoint this representative. You can do so by clicking on “Appoint” found on the section entitled “My Representative”.

6. Once appointed, 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.

**Remember:**

- An authorized representative must use their representative account to submit an application on your behalf. Authorized representatives are prohibited from submitting an application through your ONe-key account.
4.5 Cancelling an Authorized Representative

You may cancel your authorized 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 authorized representative, that representative 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 also become the primary contact for the OINP.

4.6 Your Responsibilities when Appointing an Authorized Representative

If you choose to appoint an authorized representative, you are responsible for ensuring that the information provided to the OINP is accurate, complete and not misleading.

You must provide your personal email address in the application. You cannot use the representative’s email address, or an email account created by the representative, as your personal contact information in your application.

If you do not provide an email address that belongs to you, your application will be returned as incomplete and your processing fee will be refunded.

5.0 AFTER YOU APPLY

5.1 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.
5.2 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 your application with the OINP and IRCC.

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 required 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.

5.3 Maintaining a Valid Express Entry Profile

You must maintain a valid profile in the Express Entry system from the time of application until the time of nomination.

If you receive an Invitation to Apply (ITA) from Immigration, Refugees and Citizenship Canada (IRCC) while your application is being processed by the OINP,
your profile will no longer be available in the Express Entry system for nomination.
You must advise the OINP of your intention to:

- reject the ITA issued by IRCC and request that the OINP continue to process
  your application, or
- withdraw your application to the OINP.

If you reject the ITA, you must provide the OINP with a screenshot showing that
you have rejected the ITA from IRCC.

If you wish to withdraw your application, please see the instructions in section 5.5.

5.4 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.

5.5 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. That is, your application status indicates ‘assessment’.

5.6 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 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 a different decision. 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 along with the OINP Confirmation of Nomination document. The OINP will also enter the details of your nomination into IRCC’s Express Entry system and you will receive a notification of your nomination through your IRCC online account. This notification will explain the next steps for accepting or refusing the nomination.

1. After OINP adds your nomination information to your Express Entry profile, you will have 30 calendar days to accept the nomination in the Express Entry system. With the additional 600 points awarded for a nomination, you will receive an Invitation to Apply for permanent residence from IRCC through your IRCC online account.

2. Once you receive an Invitation to Apply from IRCC, you will have 60 calendar days to submit your application for permanent residence to IRCC.

Note: A nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC. Applications for permanent resident status must meet all of the eligibility criteria as defined by IRCC, and it is the nominee’s responsibility to ensure that the information contained in their Express Entry profile and in their OINP application is consistent at the time they submit an application for permanent residence to IRCC.

6.1 Condition(s) of Nomination

Your nomination is subject to the following condition:
1. You must continue to demonstrate on a reasonable basis an intention to reside in Ontario.

6.2 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.

**Note:** Only requests that comply with the above requirements will be granted.

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 or current work experience, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada.

If you worked as an industrial electrician, for example, follow the steps below to find the NOC code:

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

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

- Example: Selected: Industrial electricians – NOC Code 7242
7242 Industrial electricians

Lead statement
Industrial electricians install, maintain, test, troubleshoot and repair industrial electrical equipment and associated electrical and electronic controls. They are employed by electrical contractors and maintenance departments of factories, plants, mines, shipyards and other industrial establishments.

Example Titles
- industrial electrician
- industrial electrician: apprentice
- marine electrician
- mill electrician
- mine electrician
- plant electrician
- plant maintenance electrician
- shipyard electrician

Main duties
Industrial electricians perform some or all of the following duties:

- Read and interpret drawings, blueprints, schematics and electrical code specifications to determine layout of industrial electrical equipment installations
- Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, fibre-optic and coaxial cable assemblies, lighting fixtures and other electrical components
- Test electrical and electronic equipment and components for continuity, current, voltage and resistance
- Maintain, repair, install and test switchgear, transformers, switchboard meters, regulators and reactors
- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems
- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices
- Conduct preventive maintenance programs and keep maintenance records
- May install, maintain and calibrate industrial instrumentation and related devices.

Employment requirements
Completion of secondary school or apprenticeship program is usually required.

- Completion of a four- or five-year industrial electrician apprenticeship program or a combination of over five years of work experience in the trade and some high school, college or industry courses in industrial electrical equipment is usually required to be eligible for trade certification.
- Trade certification for industrial electricians is compulsory in Prince Edward Island, Quebec and Manitoba and available, but voluntary, in Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario, British Columbia and the Yukon.
- Additional construction electrician certification may be required for industrial electricians when the employers are not owners of the industrial electrical equipment.
- Red Seal endorsement is also available to qualified industrial electricians upon successful completion of the interprovincial Red Seal examination.

Additional information
- The Red Seal endorsement allows for interprovincial mobility.
- Progression to supervisory positions is possible with experience.
APPENDIX 2: ELIGIBLE OCCUPATIONS IN THE NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)

To qualify under Ontario’s Express Entry Skilled Trades Stream, you must have a minimum of one year of work experience in Ontario in one of the following NOC B occupations in Minor Group 633 or Major Group 72, 73, or 82.

- **Minor Group 633: Butchers and bakers**
  - 6331 Butchers, meat cutters and fishmongers - retail and wholesale
  - 6332 Bakers

- **Major Group 72: Industrial, electrical and construction trades**
  - 7201 Contractors and supervisors, machining, metal forming, shaping and erecting trades and related occupations
  - 7202 Contractors and supervisors, electrical trades and telecommunications occupations
  - 7203 Contractors and supervisors, pipelining trades
  - 7204 Contractors and supervisors, carpentry trades
  - 7205 Contractors and supervisors, other construction trades, installers, repairers and servicers
  - 7231 Machinists and machining and tooling inspectors
  - 7232 Tool and die makers
  - 7233 Sheet metal workers
  - 7234 Boilermakers
  - 7235 Structural metal and platework fabricators and fitters
  - 7236 Ironworkers
  - 7237 Welders and related machine operators
  - 7241 Electricians (except industrial and power system)
  - 7242 Industrial electricians
  - 7243 Power system electricians
  - 7244 Electrical power line and cable workers
  - 7245 Telecommunications line and cable workers
  - 7246 Telecommunications installation and repair workers
  - 7247 Cable television service and maintenance technicians
  - 7251 Plumbers
  - 7252 Steamfitters, pipefitters and sprinkler system installers
  - 7253 Gas fitters
  - 7271 Carpenters
  - 7272 Cabinetmakers
  - 7281 Bricklayers
  - 7282 Concrete finishers
  - 7283 Tile setters
  - 7284 Plasterers, drywall installers and finishers and lathers
  - 7291 Roofers and shinglers
  - 7292 Glaziers
  - 7293 Insulators
• 7294 Painters and decorators (except interior decorators)
• 7295 Floor covering installers

**Major Group 73: Maintenance and equipment operation trades**
• 7301 Contractors and supervisors, mechanic trades
• 7302 Contractors and supervisors, heavy equipment operator crews
• 7303 Supervisors, printing and related occupations
• 7304 Supervisors, railway transport operations
• 7305 Supervisors, motor transport and other ground transit operators
• 7311 Construction millwrights and industrial mechanics
• 7312 Heavy-duty equipment mechanics
• 7313 Refrigeration and air conditioning mechanics
• 7314 Railway carmen/women
• 7315 Aircraft mechanics and aircraft inspectors
• 7316 Machine fitters
• 7318 Elevator constructors and mechanics
• 7321 Automotive service technicians, truck and bus mechanics and mechanical repairers
• 7322 Motor vehicle body repairers
• 7331 Oil and solid fuel heating mechanics
• 7332 Appliance servicers and repairers
• 7333 Electrical mechanics
• 7334 Motorcycle, all-terrain vehicle and other related mechanics
• 7335 Other small engine and small equipment repairers
• 7361 Railway and yard locomotive engineers
• 7362 Railway conductors and brakemen/women
• 7371 Crane operators
• 7372 Drillers and blasters - surface mining, quarrying and construction
• 7373 Water well drillers
• 7381 Printing press operators
• 7384 Other trades and related occupations, n.e.c.

**Major Group 82: Supervisors and technical jobs in natural resources, agriculture and related production**
• 8211 Supervisors, logging and forestry
• 8221 Supervisors, mining and quarrying
• 8222 Contractors and supervisors, oil and gas drilling and services
• 8231 Underground production and development miners
• 8232 Oil and gas well drillers, servicers, testers and related workers
• 8241 Logging machinery operators
• 8252 Agricultural service contractors, farm supervisors and specialized livestock workers
• 8255 Contractors and supervisors, landscaping, grounds maintenance and horticulture services
• 8261 Fishing masters and officers
• 8262 Fishermen/women
APPENDIX 3: LANGUAGE TEST SCORE EQUIVALENCY CHARTS

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

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

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### Test d’évaluation de français pour le Canada (TEF Canada) – Test score equivalency chart

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