



Ministry of Citizenship and Immigration

Application Guide: Ontario's Express Entry Skilled Trades Stream

Ontario Immigrant Nominee Program

Disponible en français

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The information in this guide provides details on the Ontario Immigrant Nominee Program. The Government of Ontario reserves the right to change any aspect of the Ontario Immigrant Nominee Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category and supporting documentation requirements, at any time and without notice.

For the most recent updates to the program, please check the [Ontario Immigrant Nominee Program website](#).

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1.0 INTRODUCTION: ONTARIO'S EXPRESS ENTRY SKILLED TRADES STREAM

1.1 What is Ontario's Express Entry Skilled Trades Stream?

The Ontario Skilled Trades Stream is designed for skilled workers with work experience in an eligible skilled trade who want to live and work permanently in Ontario. This stream enables the Ontario Immigrant Nominee Program (OINP) to nominate individuals who have the skilled work experience, skilled trades' certification (if required), language ability, and other characteristics to help them successfully establish and integrate into Ontario's labour market and communities. Applicants to this stream must have qualified for Immigration, Refugees, and Citizenship Canada's (IRCC's) Express Entry pool.

For further information on how to register for Express Entry and more information on the Government of Canada's immigration programs, please visit the [IRCC website](#).

1.2 Overview of Process (Steps)

Note: You may not apply directly to Ontario's Skilled Trades Stream. You must have received a Notification of Interest (NOI) from Ontario through your IRCC online account before you can apply to the OINP under this stream. If you do receive an NOI, please review all stream requirements to ensure that you are eligible before you apply: an NOI does not guarantee that you meet OINP stream requirements or that your application will be approved.

Step 1: Create an online Express Entry profile

- You must create a profile in IRCC's Express Entry system. Once you do, you will receive an Express Entry Profile Number and a Job Seeker Validation Code (also known as a Candidate Identifier Code). You will need these numbers to submit your application to the OINP.
- When you create a profile in Express Entry, you must either indicate your interest in immigrating to Ontario or "All Provinces and Territories."
- You must qualify for the federal Canadian Experience Class (CEC), in order to qualify for Ontario's Express Entry Skilled Trades Stream.

Please see [Appendix 1](#) for more information on the CEC criteria or visit the [IRCC website](#).

- 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 more information, please visit the [IRCC website](#).

Step 2: OINP identifies candidates in the Express Entry pool

- OINP searches the Express Entry pool and identifies potential candidates who may meet the criteria of the Skilled Trades Stream. Stream criteria include:
 1. Minimum work experience in an eligible occupation (see [section 2.1.1](#) for more details on requirements);
 2. Trade certification (if required);
 3. Current residence in Ontario supported by a valid work permit (see [section 2.1.3](#) for more details);
 4. A minimum of Canadian Language Benchmark (CLB) level 5 in English or in French;
 5. Sufficient settlement funds; and
 6. An intention to reside in Ontario.

(See [section 2.0](#) for more information of eligibility criteria.)

- If OINP identifies you in the Express Entry pool, you will receive a Notification of Interest (NOI) from Ontario through your IRCC online account. After you receive an NOI, and if you meet the stream requirements, you may apply to the OINP for nomination under the Skilled Trades Stream.
- **Note:** If you do receive an NOI, please review all stream requirements to ensure that you are eligible before you apply: an NOI does not guarantee that you meet OINP stream requirements.

Step 3: Apply to OINP under the Skilled Trades Stream

- After you receive a Notification of Interest 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 the application falls on a weekend or statutory holiday in Ontario, the deadline to submit the application will be extended to the next working (business) day.
- To apply, you must submit your application online through the OINP e-Filing Portal and ensure that you include all the required supporting documents (see [Appendix 5](#)).
- OINP will assess your nomination according to the Skilled Trades Stream eligibility criteria. Your application will also be assessed to ensure you meet the CEC criteria.

Step 4: Accept nomination from Ontario and apply for permanent residence

- If your application is approved by Ontario, you will receive a letter from OINP through your IRCC online account notifying you of your nomination. 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 90 calendar days to submit your application for permanent residence to IRCC.

For more information on IRCC's permanent residence application process for provincial nominees through the Express Entry system, please visit [IRCC's website](#).

- 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 application to ensure that you met and continue to meet the Express Entry minimum entry criteria.

Note: If you receive and accept an Invitation to Apply (ITA) from IRCC or a nomination from another province or territory after you have already applied to the OINP, the OINP is unable to continue processing your application. You must submit a request to withdraw your application with 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 OINP's cost of processing applications.

1.3 Who may not apply?

You may not apply to OINP under Ontario's Express Entry Skilled Trades Stream if:

- You have not received a Notification of Interest from Ontario through your IRCC online account or your Notification of Interest has expired (i.e., it was issued more than 45 days ago),
- You are a refugee claimant in Canada, and/or
- You do not have a valid profile in the Express Entry pool.

Disclaimer

- Please note that applicants who meet Ontario's stream criteria may not necessarily receive a Notification of Interest. Ontario cannot guarantee that

applicants will receive any particular result or benefit as a result of meeting OINP stream criteria.

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](#).

2.0 ELIGIBILITY CRITERIA

2.1 Ontario Immigrant Nominee Program (OINP) Criteria

To be eligible to apply for **Ontario's Express Entry Skilled Trades Stream**, you must meet the provincial criteria listed in sections 2.1.1 to 2.1.6. Please refer to the Document Checklist in [Appendix 5](#) for a list of supporting documents that you must include with your application.

2.1.1 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 **12 months** of cumulative **or** continuous work experience obtained **within the last two years** from the date of your Notification of Interest (NOI) from Ontario that meets the following requirements:

- Work experience was obtained **in Ontario**.
 - **Note:** Any work experience obtained after you received your NOI through your IRCC online account will not count towards the minimum 12 months of work experience required. You must have accumulated at least 12 months of work experience in Ontario within the two years of the date that you received your NOI.
- Work experience was **full-time** (consisting of a minimum of 1,560 hours of paid employment in a 12 month period with a minimum of 30 hours per week) **or** the equivalent in **part-time** (consisting of a minimum of 1,560 hours of paid employment in a 24 month period with a minimum of 15 hours per week OR consisting of a minimum of 1,560 hours of paid employment in

a 12 month period with a minimum of 30 hours per week in multiple concurrent jobs).

- **Note:** Your work experience must be acquired over a period of at least 12 months. Work experience totalling 1,560 hours obtained in less than a 12 month period does not qualify under program criteria.
- Work experience was **paid** (volunteer work and unpaid internships do not count).
- 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](#)).
 - **Note:** If you work in a compulsory trade, only work experience acquired after becoming qualified to practice that occupation in Ontario will qualify.
 - Work experience acquired as part of an apprenticeship program may qualify as valid work experience if it was paid, and you performed the duties set out in the lead statement of the occupational description in the NOC, including all the essential duties and most of the main duties listed.
- You must also have a valid certificate or license for any qualifying work experience that you claim in a compulsory trade **at the time of application submission**.
 - **Note:** Even if you are no longer working in a particular trade, you must have a valid certificate or license from the Ontario College of Trades at the time of application submission for any work experience that is being used to meet the minimum 12 months of work experience in an eligible skilled trades occupation.

Under the Canadian Experience Class (CEC), 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.

Please ensure that you provide the required supporting documentation (see [Appendix 5](#)) to demonstrate that you have work experience in the NOC code indicated in your Express Entry profile with Immigration, Refugees and Citizenship Canada. The NOC code in your application should be the same as the primary NOC code in your 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 more information on the CEC criteria, and [Appendix 2](#) and [Appendix 3](#) for eligible skilled trades occupations and information on how to find your NOC code.

2.1.2 Trade Certification

If you are currently working or have worked in a regulated occupation in Ontario that requires a license or certification, applicants must hold the mandatory trade license or certification in Ontario.

If required, you will need to provide proof of your license 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](#).

2.1.3 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.

2.1.4 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 (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 language test results must not be older than **24 months** at the time of application submission to ensure the results are valid at the time of permanent residence processing.

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

COMPETENCY	IELTS	CELPIP	TEF
Listening	5.0	5	151-180
Reading	4.0	5	226-270
Writing	5.0	5	181-216
Speaking	5.0	5	226-270

Please see [Appendix 4](#) for language test score equivalency charts.

2.1.5 Settlement Funds

All applicants must possess sufficient funds and/or income in Ontario to cover the settlement costs for themselves and their dependent family members.

Funds must be unencumbered and readily transferable in a convertible currency. “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 whether or not they are accompanying you to Ontario.

The minimum amount of funds is determined by the Low Income Cut-Offs (LICO) and based on the number of family members in your household. The number of family members in your household includes you and your dependents, which consists of your spouse or common-law-partner, your children under the age of 19 and their children, whether they are accompanying you to Ontario or not.

To determine the settlement funds required for your family size, please review the LICO chart found on [IRCC’s website](#). The LICO 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 or a job offer 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 LICO, unless you submit further documentation to support your funds.

Note: 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 account balance on your bank statements does not meet or exceed the LICO, 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.

Alternatively, you may also claim your ongoing employment income in Ontario in an eligible NOC B occupation OR a valid job offer in Ontario in an eligible NOC B occupation 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 current employment or job offer in Ontario in an eligible NOC B occupation to demonstrate your income.

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

2.1.6 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be required to declare that you intend to live and work in Ontario, and list your established ties to Ontario. Ties to Ontario 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.

3.0 BEFORE SUBMITTING AN ONLINE APPLICATION

You can only submit an application for Ontario's Express Entry Skilled Trades Stream if you received a Notification of Interest (NOI) from Ontario through your online account with IRCC. Before submitting your application to the OINP, you

should ensure that you meet all stream requirements. You may only submit a complete application.

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.

Note: You will be required to upload a copy of your NOI with your application. If this letter is not included, your application will be deemed incomplete.

Your complete online application must be submitted within 45 calendar days from the date of your NOI from Ontario. If the deadline to submit the application falls on a weekend or a statutory holiday, the deadline to submit the application will be extended to the next working (business) day.

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, Ontario's Express Entry Skilled Trades Stream.

Important:

- You must have received a Notification of Interest (NOI) from Ontario through your IRCC online account before you can apply to the OINP under this stream.
- Your NOI is valid for **45 calendar days**, which means that you must submit your application to the OINP within 45 days of receiving your NOI from Ontario.

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

3.2 Authorizing a Representative

If you receive help from someone to apply to the OINP and you wish for this person 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:

- You may only have one active representative at a time, and this representative may **only** be appointed using the processes outlined below.

- 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.

3.2.1 Who is a Representative?

A representative is a person who has permission to conduct business on your behalf. The representative can be paid or unpaid. Paid authorized representatives are defined by the *Immigration and Refugee Protection Act (IRPA)* 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](#),
- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of [the Law Society of Upper Canada](#).

Note: Please note that only “authorized” representatives can charge you a fee or receive any other type of payment.

If you designate a paid representative who does not qualify as a paid authorized representative, you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

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 he/she/they will find [further instructions](#) on the process to register as a representative and submit an application to the Skilled Trades Stream on your behalf.

If you have not registered a profile in 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 he/she/they has/have 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 his/her/their *ONE-key* account and select "Add an Existing Application" on his/her/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 his/her/their OINP e-Filing 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, he/she/they will no longer be able to access any information about your application with the OINP, nor will he/she/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 and certified or notarized are considered incomplete and will not be processed by the OINP.

Translations that are completed by the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable in any case even if these individuals are certified translators.

4.0 COMPLETING YOUR ONLINE APPLICATION

Note: You must have received a Notification of Interest (NOI) from Ontario and [registered](#) for Ontario's Express Entry Skilled Trades Stream in the OINP e-Filing Portal before you can complete an online application.

To begin your application, you must log in to 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" (e.g. XHSW-1703158).

You can now begin completing your application. You will notice approximately 21 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.

It will take approximately two hours to complete your online application. 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; however, be mindful that you must submit your application within 45 calendar days from the date of your NOI from Ontario.

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 Assistance with Application

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 note that only “authorized” representatives can charge you a fee or receive any other type of payment. Authorized representatives 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](#),
- notaries who are members in good standing of the Chambre des notaires du Québec, and
- paralegals (Ontario only) who are members of [the Law Society of Upper Canada](#).

Unpaid representatives include:

- family members,
- friends, and
- other third parties who do not charge a fee.

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 he/she/they has/have been authorized to act as your representative.

4.2.2 General Information

In this tab, you must enter your Express Entry Profile Number and your Job Seeker Validation Number.

An Express Entry Profile Number is an alpha-numeric code given to a candidate who has successfully created a profile and entered the Express Entry pool. The code begins with an “E” and is followed by 9 digits. You can find your profile number at the top of your “Welcome to the pool” letter, which is sent to your online account with IRCC.

A Job Seeker Validation Code is a four-digit number given to a candidate who has successfully entered the Express Entry pool. The code is automatically generated by the system. You can find your validation code in your “Welcome to the pool” letter, which is sent to your online account with IRCC.

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 address), and preferred language of correspondence.

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 to 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/or dependent children are named in another application for permanent residence to IRCC or to a 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.

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 results must not be older than **24 months** at the time of application submission. Expired language test results will not be accepted. Please see [section 2.1.4](#) for more information and [Appendix 4](#) 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). You must include your start date, hours of work per week, job title, National Occupational Classification (NOC) code, employer name and country of work. If your job was in Ontario, indicate whether or not you had a valid work permit.

You must also indicate if your work experience was in a skilled trade that requires a mandatory license or certification in Ontario. If yes, you will need to indicate whether or not you have a valid license or certification from the Ontario College of Trades, as well as list your membership number.

Please ensure that you closely review the following sections for more information on how to properly complete this section:

- [Section 2.1.1](#): Work Experience,
- [Section 2.1.2](#): Trade Certification,
- [Appendix 2](#): Eligible Occupations in the NOC, and
- [Appendix 3](#): Finding Your NOC Code.

4.2.9 Other Activities (excluding education and paid work)

In this tab, 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 must list all of your established ties in Ontario, as all applicants must intend to reside and work in Ontario.

Ties to Ontario 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.

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.

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 19, including their children.

Please provide the name and date of birth of the family member as it appears on his/her/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.

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

Please see [section 2.1.5](#) 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 solely for evaluation purposes. You should check only **one** box.

4.2.14 Supporting Documents

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

Note: The OINP no longer requires original hard copies of your supporting documents. All supporting documents must be scanned and uploaded in your online application. This includes copies of your degree and transcripts.

Please see [Appendix 5](#) for the list of documents.

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.

4.2.15 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 6](#) 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 carefully read and understand the authorizations and Notice of Collection.

The authorizations will permit the Ministry of Citizenship and Immigration (MCI) 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 MCI 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.

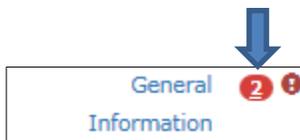
Schedule D: Authorizations Concerning Representatives

Your accompanying spouse or common-law partner and any dependents aged 16 or over 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.

4.2.16 Summary

The summary tab will outline whether or not your application has any errors. If not, 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 errors before you can 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

MCI collects your personal information 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 the [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 **\$1,500**.

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 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.

Processing times are to be determined. Please regularly check the program 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, the status of your application 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 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.

5.5 Withdrawing your Application

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

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

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

5.6 Reconsideration

If your application is refused, you may seek a review or reconsideration of the refusal decision of your application should you feel an error was made by the program. You must send a request for reconsideration by email to reconsiderations@ontario.ca within 30 calendar days of the date on your refusal letter. In your email, you must clearly identify what error(s) you believe was/were made in the assessment of your application. The error(s) you identify must be related to the stated reason(s) for the refusal of your application.

Reconsideration requests are reviewed by an official who was not involved in the original decision and who is independent of the original decision-maker. The reconsideration decision is final.

Please note that a reconsideration request will consider eligibility at the time of the original application. A decision will not be reconsidered on the basis of a change in circumstances after the application was submitted and will not take into consideration new information or documentation that was not submitted to the program during the initial application assessment. In these instances, applicants should submit a new application to the program.

Note: Written requests for reconsideration are no longer accepted by mail, fax or in person. All requests for reconsideration **must** be sent by email.

6.0 AFTER NOMINATION

If your application is successful, the OINP will 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 90 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.

APPENDIX 1: FEDERAL CANADIAN EXPERIENCE CLASS (CEC) CRITERIA

To qualify for Ontario's Express Entry Skilled Trades Stream, you must also meet the federal eligibility requirements of the Canadian Experience Class (CEC).

You are advised to consult the [Immigration, Refugees and Citizenship Canada website](#) while preparing your submission to ensure that you have the most current information.

1. Skilled work experience

You must have at least 12 months of full-time (or an equal amount in part-time) cumulative paid work experience **in Canada** in a NOC level B occupation in the three years before you apply. You must have gained your work experience with the proper authorization.

Note: Self-employment and work experience gained while you were a full-time student (for example, on a co-op work term) does not count under this program. Apprentices can qualify provided that the apprenticeship was not part of academic training.

2. Language ability

You must meet the minimum language level of CLB 5 in English or in French for NOC B jobs.

Note: Ontario's Express Entry Skilled Trades Stream requires **ALL** applicants to have language levels of CLB 5 in English or in French regardless of occupation.

3. Residence outside of Quebec

You must plan to live and work outside the province of Quebec.

Note: Planning to live outside of Ontario can be deemed to contradict your statement of intent to reside in Ontario and can result in a refusal of your application to OINP. Where there is a conflict between OINP and IRCC eligibility criteria, OINP criteria will prevail in the assessment of your nominee application.

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 12 months 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, pipefitting 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 Tilesetters](#)
 - [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: 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.

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 menus for Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A search bar is located in the top right corner. Below the header, a breadcrumb trail reads: Home → National Occupational Classification → Welcome to NOC 2016. On the left side, there is a vertical navigation menu with links to: 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 main content area features a 'Quick Search' box with a search bar and a magnifying glass icon. Below this, the heading 'Welcome to the National Occupational Classification 2016' is displayed, followed by a note that the NOC 2011 and NOC 2006 websites are also available. The main text explains that the NOC 2016 is the authoritative resource on occupational information in Canada, providing a standard taxonomy and framework for dialogue on Labour Market Information. It mentions that it gathers more than 30,000 occupational titles into 500 Unit Groups, organized according to skill levels and skill types. It also notes that ongoing research and updates ensure the NOC reflects 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, there is a link 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, 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 shows the Government of Canada website's National Occupational Classification 2016 Quick Search interface. The search field contains the text "industrial electrician". The results are displayed under the heading "Quick Search - Results". The search results are as follows:

- 7202 Contractors and supervisors, electrical trades and telecommunications occupations**
 - industrial electricians foreman/woman
 - industrial electricians supervisor
- 7242 Industrial electricians** (circled in red)
 - apprentice industrial electrician
 - industrial electrician
 - industrial electrician apprentice
 - industrial electrician lead hand
 - journeyman/woman industrial electrician
 - maintenance electrician – industrial

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



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

Unit Group

Quick Search

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



7242 Industrial electricians

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

[View all titles](#)

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 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 4: 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
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

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

CLB Level	Listening	Reading	Writing	Speaking
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 5: ONTARIO'S EXPRESS ENTRY SKILLED TRADES STREAM DOCUMENTS CHECKLIST

Supporting Documents	Submitted
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A. YOUR SUPPORTING DOCUMENTS

1. Notification of Interest from Ontario (mandatory)

A copy of your Notification of Interest (NOI) letter from Ontario that was sent to your online account with Immigration, Refugees and Citizenship Canada (IRCC).

Note: Please ensure that you capture the date that the NOI was sent to your account.

2. Identity Documents (mandatory)

2.1 Photograph (mandatory)

A copy of your photograph that meets the following requirements:

- **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".

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

2.2 Passport (mandatory)

A copy of your entire 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.
- Your passport must have been valid for at least two years prior to your application. If your passport has not been valid for at least two years, include copies of all of the pages of your previous passport.

Supporting Documents

Submitted

- Your passport should be valid for at least two more years. If you are unable to renew your passport prior to applying to the program, you must apply with your current passport and provide an explanation of why your passport could not be renewed at the time of the application.

2.3 Your Family Members' Passports (if applicable)

A copy of the personal details page from the passport of each dependent family member.

2.4 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).

3. Status Documents issued by IRCC or CBSA (mandatory)

Copies of all 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.

4. Language Tests (mandatory)

Copies of your English or French language test results: 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).

The TEF, IELTS or CELPIP test results must not be older than **24 months** at the time of application submission to ensure the results are valid at the time of permanent residence processing.

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

5. Work History (mandatory)

5.1 Résumé (mandatory)

A copy of your current résumé indicating work experience.

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 12 months of work experience in Ontario in an eligible NOC B occupation in the last two years from the date of your Notification of Interest.



Note: Please ensure that you redact your Social Insurance Number.

5.3 Employment Reference Letters (mandatory)

Copies of your employment reference letters for all periods of work stated in your application that are being used to meet the minimum 12 months of work experience in Ontario in an eligible NOC B occupation in the last two years from the date of your Notification of Interest.

Reference letters must:

- Be printed on company letterhead,
- Identify company address, telephone/fax numbers, email and website addresses,
- Indicate the responsible officer/supervisor and include his/her/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 and any extended periods of leave.



5.4 Work Contracts (mandatory)

Copies of your work contract(s) for all periods of work stated in your application that are being used to meet the minimum 12 months of work experience in Ontario in an eligible NOC B occupation in the last two years from the date of your Notification of Interest.



5.5 Proof of Compensation (mandatory)

Proof of compensation for all periods of work stated in your application that are being used to meet the minimum 12 months of work experience in Ontario in an eligible NOC B occupation in the last two years from the date of your Notification of Interest. 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.

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. Trade Certification (mandatory if applicable)

If you are working or have worked in a regulated occupation in Ontario, provide a copy of your license(s) or certification(s) from the Ontario College of Trades.

7. 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 Low Income Cost-Offs (LICO), 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.

AND if applicable:

Provide evidence of ongoing employment in Ontario in an eligible NOC B occupation OR a valid job offer in Ontario in an eligible NOC B occupation if you are demonstrating employment income to satisfy the settlement funds requirement (note that you must be able to legally work in Ontario).

If you are providing evidence of current employment or a valid job offer in Ontario, you must submit a copy of the original job offer on company letterhead, signed by the employer, which includes the occupation title, duties and responsibilities, wage, employment start date and that the job is in an eligible NOC B occupation.

Supporting Documents	Submitted
8. 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.	<input type="checkbox"/>
9. Other (if applicable) Any other documents not captured in the previous sections to support your application.	<input type="checkbox"/>

APPENDIX 6: SCHEDULES

Schedules A through D: the 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 follow 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. In 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 denial.

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

3. I understand and agree that the Ontario Immigrant Nominee Program (the "Program") may request clarification or the submission of supplementary information in relation to this application.

That the Program 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 Program may deny my application or withdraw my nomination for permanent residence if I give false information or fail to provide any requested information.

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

5. 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.

6. I agree not to hold the Ministry of Citizenship and Immigration (MCI) 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 Citizenship and Immigration (MCI) 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.

7. 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 or consider this application. I understand and agree that the decision to accept or consider this application is at the Program's sole discretion, and that submitting this application or even meeting Program criteria does not guarantee that this application will be accepted, considered, 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 Program's decision alone to accept or consider your application.

8. I understand and agree that MCI may 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 MCI can change the Program at any time, and that this includes changing guidelines about applying to 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 MCI, 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 MCI, 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 MCI 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 MCI whether provided by you or your authorized representative.

1. I authorize MCI to collect use, retain and disclose my personal information for the purposes of assessing this application, and for statistical and program evaluation purposes.

That you authorize MCI 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 MCI to disclose my personal information to other ministries of the Government of Ontario for the purposes of assessing this application, and authorize such other ministries to collect my personal information for this purpose. Likewise, I authorize other ministries of the Government of Ontario to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such other ministries for this purpose.

That you authorize MCI 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 MCI in order to assess your application; this statement also includes the authorization of MCI to receive your personal information from other Government of Ontario ministries for the same reason.

3. I authorize MCI to disclose my personal information to officials administering immigration programs within the Government of Canada for the purposes of processing this application and nominating me for permanent residence, and authorize such officials to collect my personal information from MCI for these purposes. Likewise, I authorize such officials within the Government of Canada to disclose my personal information to MCI for the purposes of processing this application and nominating me for permanent residence, and authorize MCI to collect my personal information from such officials within the Government of Canada for these purposes.

That you authorize MCI 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 MCI in order for MCI to assess your application; this statement also includes the authorization of MCI to receive your personal information from officials in Government of Canada immigration programs for the same reason.

4. I authorize MCI to disclose my personal information to any Canadian law enforcement agency for the purpose of assessing this application and for program integrity purposes, and authorize such law enforcement agencies to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such law enforcement agencies for these purposes.

That you authorize MCI 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 MCI in order for MCI to assess your application, and for MCI to receive your personal information from all Canadian law enforcement agencies for the same reason.

5. I authorize MCI to disclose my personal information to other Canadian provincial and municipal governments for the purpose of assessing this application, and authorize such other governments to collect my personal information for the same purpose. Likewise, I authorize such other governments to disclose my personal information to MCI for the purpose of assessing this application, and authorize MCI to collect my personal information from such governments for this purpose.

That you authorize MCI 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 MCI in order for MCI to assess your application, and for MCI to receive your personal information from other Canadian provincial and municipal governments for the same reason.

6. I authorize MCI to contact any individuals, academic institutions, or businesses referenced in this application or otherwise provided to MCI for the purposes of processing and assessing this application, and to collect any additional related personal information for this purpose. I authorize any such individuals, academic institutions, or businesses to provide such verification or additional information to MCI for these purposes.

That you authorize MCI to contact any individuals, academic institutions, or businesses referenced in your application submission or subsequent communications with MCI in order for MCI to assess your application.

That you authorize MCI 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 MCI to assess your application.

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

I authorize MCI 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 MCI 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 MCI's nomination for permanent residence, I consent to being contacted by MCI, 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 MCI 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 MCI 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 MCI to assess whether the Program is meeting its policy objectives.

That you understand that MCI could hold you accountable for not participating in follow-up evaluations, including the possibility of MCI withdrawing your nomination for permanent residence.

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

MCI 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. The Program is authorized under the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18, as well as by the Canada-Ontario Agreement on Provincial Nominees, executed under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18 and O.C. 220/2015 executed under the *Executive Council Act*, R.S.O. 1990, c. E.25. Any personal information collected by MCI in connection with this application will be used for the purposes of ensuring the Program's proper

administration, including assessing 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 MCI 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 MCI 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 MCI 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 your application, the revocation of a nomination, and may be grounds for prosecution under the *Immigration and Refugee Protection Act*. Your 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 MCI may deem necessary for the processing, assessing and verifying of the information in your 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 MCI, 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 MCI to share and receive your personal information where MCI 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 or 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 or 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 or more, understand that if the applicant cancels a representative for this application submission, that representative will no longer considered to be your representative.