

Atlantic Immigration Program (AIP) Employer Designation Process Summary

The [INB portal](#) is designed to link the applicant's application record to the employer's account. This allows employers to track the status and progress of active applications from [the employer dashboard](#).

Steps to follow to acquire the AIP Designation as a New Brunswick employer.

<p>1</p>	<p>EXPRESSION OF INTEREST (EOI)</p> <ul style="list-style-type: none"> • Login to your INB Employer Profile. If you are a “New Employer” select the Register button. • In My EOI tab, fill out registration details. The contact person is the company's designated point person that will have continuous access to the INB profile to complete next steps and verify updates. • Complete company details, company description, sector, years in province, and labour needs. For jobs, include title, location, NOC Code, salary and start date. • Submit EOI and wait on notification of Invitation to Apply (ITA) to continue AIP Designation Application. 	<p>FAQs</p> <ul style="list-style-type: none"> • Minimum 2yrs of business ownership in the Atlantic region, and in good standing. • Job offers must be full-time permanent and non-seasonal (30hrs min a week). • Employer agrees to program reporting requirements and candidate compliance fee.
<p>2</p>	<p>INVITATION TO APPLY (ITA)</p> <ul style="list-style-type: none"> • Based on Officer assessment and recommendation, an ITA will be issued to continue the AIP Designation Application via the INB portal • Notification will be sent to you as the contact person. Login to INB Portal and continue next steps under the My Application tab. 	<ul style="list-style-type: none"> • Officer will assess EOI based on sector, NOCs and salary indicated. ITA will be issued upon evaluation of AIP criteria, or an alternative pathway based on officer evaluation.
<p>3</p>	<p>DESIGNATION APPLICATION & DECISION</p> <ul style="list-style-type: none"> • Login to INB portal and click My Application tab • Verify/update company contact details if needed. Complete and/or upload your AIP Designation Application (see “Employer Documents” section). Click icon of PDF document, save and upload to Employer Documents section and submit. • Your Designation Application will be reviewed by an Immigration Officer, and you will be notified through your INB Portal if your company has been issued an AIP Designation. 	<ul style="list-style-type: none"> • IMPORTANT: Company must complete mandatory IRCC Onboarding Training to be designated.
<p>4</p>	<p>CANDIDATE ENDORSEMENT</p> <ul style="list-style-type: none"> • If AIP designation is approved, employer must provide hired candidate with the company INB number indicated on the official designation letter in Notifications tab of INB portal. • The candidate can then begin their application on the INB Portal by selecting the Candidate registration button and submit their request to apply to AIP with the endorsement of their employer. 	<ul style="list-style-type: none"> • You must be a Designated employer prior to being able to use the INB Portal for hiring newcomers. • IMPORTANT: Employers must complete Intercultural Training (ICT) to endorse candidates via AIP. A certificate of completion is required for candidate nomination.