

# ***Guide for Skilled Worker Applicants With Employer Support***

## ***New Brunswick Provincial Nominee Program***

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The *Guide for Skilled Worker Applicants with Employer Support* explains how you may apply to the Skilled Worker Applicant category of the New Brunswick Provincial Nominee Program (NBPNP).

Instructions for completing your application are included in this guide. Forms are available for download on our website at [www.qnb.ca/immigration](http://www.qnb.ca/immigration).

Program criteria may change without notice. Your application will be assessed according to the criteria in place at the time you are assigned an NBPNP application number. Consult our web site to make sure you have the current version of this guide and application forms.

You are not required to use the services of an immigration representative. No priority or special consideration is given to applications prepared by an immigration representative.

If you or someone acting on your behalf directly or indirectly misrepresents or withholds material facts relating to your application for permanent residence in Canada your application will be refused. We routinely check with reliable sources to verify whether information provided and documents submitted are genuine.

**This Guide is provided free of charge by the Government of New Brunswick and is not to be sold.**

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## ***Contact Information***

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### **Mailing Address for Correspondence and Submission of Immigration Documents:**

Post-Secondary Education Training and Labour  
Population Growth Division, Immigration Branch  
New Brunswick Provincial Nominee Program  
500 Beaverbrook Court, 5<sup>th</sup> Floor, Suite 500  
P.O. Box 6000, Fredericton, New Brunswick, Canada E3B 5H1

**Telephone** 001 (506) 453-3981  
**Fax** 001 (506) 444-6729  
**E-mail** [immigration@gnb.ca](mailto:immigration@gnb.ca)  
**Web site** [www.gnb.ca/immigration](http://www.gnb.ca/immigration)

### **Business Hours**

Monday to Friday, 8:15AM – 4:30PM Atlantic Standard Time  
Closed Saturday, Sunday and statutory holidays

The NBNP does not respond to inquiries about an application status.

# ***Introduction***

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The NBPNP is a provincial immigration program made possible through an agreement with the Government of Canada. As an economic program, the NBPNP selects, and nominates, qualified workers from around the world who will live in New Brunswick and contribute to the New Brunswick economy through full time ongoing employment.

Immigration Program Officers review applications based on eligibility requirements and selection factors. You must meet eligibility requirements. You should also be aware that meeting the eligibility requirements does not guarantee nomination. Priority will be given to applicants who have the greatest potential to become economically established in New Brunswick. To determine if you meet the requirements of the Program, carefully review the information in this Guide before submitting your application.

Decisions on applications are final. There is no appeal process in the event you are refused. If you are unsuccessful, you may reapply two years from notice that your application has been refused, provided your situation changes substantially and you have new information to submit. You also have the option to apply to Citizenship and Immigration Canada (CIC) immigration programs with New Brunswick as your destination.

If you are nominated by the NBPNP your application is forwarded to a CIC visa office for further evaluation and final decision on permanent resident status. Final decisions on permanent resident visas are the sole responsibility of CIC. You must meet all Canadian immigration regulations including a medical examination and security and criminal checks. You should not make final travel arrangements, dispose of property (personal or business), or give up your job until you receive a permanent resident visa.

A nomination certificate does not guarantee the issuance of a permanent resident visa. Your nomination may be withdrawn, by the NBPNP, at any time prior to the issuance of a permanent resident visa by CIC. Reasons for which the NBPNP may withdraw a nomination include, but are not limited to the following:

- The NBPNP is no longer satisfied that you meet the requirements under which you were nominated.
- The NBPNP being advised that information in your immigration application is false or misleading.
- You do not intend to reside in New Brunswick.

Applications are not accepted from applicants who:

- Have an application in process under another immigration program in Canada.
- Are not lawfully residing in their country of residence at the time an application is received at the NBPNP Office. (Proof of lawful residence is required.)
- Have an unresolved humanitarian and compassionate claim in Canada.
- Are failed humanitarian and compassionate claimants living in Canada.
- Have an unresolved refugee claim in Canada.
- Are failed refugee claimants living in Canada.
- Are under a removal order in Canada.
- Are prohibited from entering Canada.
- Are engaged in full-time post secondary education.
- Are live-in caregivers.
- Are seasonal workers.

If you are living in Canada during the NBPNP application process it is your responsibility to maintain your legal immigration status.

If you have been refused under another provincial or federal immigration program you must advise the NBPNP and provide copies of all relevant correspondence. The correspondence must include sufficient information to allow the Immigration Program officer to evaluate the reasons for your refusal. Failure to provide complete information will result in your refusal.

# Eligibility Requirements

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As a Skilled Worker Applicant with employer support:

**You are between 22 and 55 years of age.** Your age is assessed as of the day your application for permanent residence is received at the NBNP Office and you are assigned an NBNP file number.

**You have sufficient English and, or French language ability to fulfill your job duties.** You demonstrate, at a minimum, basic language ability. To obtain an objective assessment of your language ability you may be asked to submit an International English Language Testing System General Training (IELTS) or a Test d'Évaluation de Français (TEF). You can use language test results for two years from the time you took the test.

As of July 1, 2012, Provincial Nominee Program (PNP) applicants in National Occupation Classification (NOC) Skill Levels C and D must undergo mandatory language testing and achieve a minimum standard of Canadian Language Benchmark (CLB) 4 across all four categories: listening, speaking, reading and writing, prior to obtaining a Provincial nomination certificate.

Applicants must provide valid results from a language test administered by a designated testing agency. The acceptable tests are:

- the International English Language Testing System (IELTS) General Training;
- the Canadian English Language Proficiency Index Program (CELPIP-General); and
- the Test d'Évaluation de Français (to test proficiency in French).

**You have the education, qualifications and, or licenses needed to fulfill your job duties.** You will provide evidence that you have, at a minimum, been awarded a high school diploma for education completed after junior/middle school and before college, university and other formal training.

**You will live and work in New Brunswick.**

**Your offer of employment is genuine.** The New Brunswick company will have been operating for at least one year at the time the application is received at the NBNP office. You will demonstrate that you have been interviewed and hired by your employer.

**You are a permanent full-time employee of a New Brunswick Company.** You are expected to regularly work the standard number of hours fixed by the employer for employees in the Occupational Group in which you are employed. Your job will not have a pre-determined end date.

**Your job is represented in one of the following National Occupation Classification (NOC) skill levels:**

- Skill levels O, A, B
- Skill level C, Skill type 1, 3, 7, 8, 9
- Skill level D, Skill type 1, 3, 7, 8, 9

For more information visit: <http://www.workingincanada.gc.ca/newbrunswick-nouveaubrunswick/welcome-eng.do?lang=eng> and <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/html/Matrix.html>.

**Your job is in an area of skill shortage.** Your employer must demonstrate that he/she has been unable to find a Canadian citizen or permanent resident of Canada to perform the job duties.

**Your job must provide a comparable industry rate of pay.** Accommodations provided by the employer will not be considered as part of your compensation package.

**Your job complies with New Brunswick employment standards.** Details are available at [www.qnb.ca/labour](http://www.qnb.ca/labour).

**You will submit all required forms and supporting documents.** If documents provided in support of Selection Factors are missing, incomplete or not able to be verified you will receive a “0” score for that selection factor. Immigration Program Officers have a right to request additional information at any time.

**You score a minimum of 50 points in the selection factors.**

## Selection Factors

If all eligibility criteria have been met you will be assessed according to selection criteria for five factors: age, language skills, education, adaptability and work experience. A minimum of 50 points is required.

**If documents provided in support of selection factors are missing, incomplete or not able to be verified you will receive a “0” score for that selection factor.**

### 1. AGE

You must be between the ages of 22 and 55. Your age is considered as of the day you are assigned an application number at the NBNP office.

Age	22-24	25-55
Points	5	10
<b>SCORE (Maximum 10 points)</b>		

### 2. LANGUAGE

Scoring is based on your ability to speak, read and write English and/or French. If you cannot speak, read and write either English or French, or both, at a basic level you will be refused.

Skill	Speaking Ability	English	French
Advanced	Operational command of the language with only occasional inaccuracies	9	9
Intermediate	Effective command of the language despite some inaccuracies and misunderstandings	7	7
Basic	Partial competence in familiar situations.	4	4
<b>SCORE (Maximum 15 points)</b>			

### 3. EDUCATION

<b>Level completed</b>	<b>Requirements</b>	<b>Points</b>
Secondary education	High school diploma awarded after junior/middle school and before college, university or other formal training.	10
Post-secondary education	<ul style="list-style-type: none"> <li>Academic degree awarded by a college or university to those who complete an undergraduate curriculum that required at least three years full-time study.</li> <li>Diploma completed in a specific trade that required at least two years full-time study.</li> </ul>	15
Post-graduate education	<ul style="list-style-type: none"> <li>Master's degree awarded by a graduate school of a college or university, after you have completed a Bachelor's degree.</li> <li>Doctorate degree awarded based on at least three years of graduate studies and a thesis, after you have completed a Master's degree.</li> </ul>	18
<b>SCORE (Maximum 18 points)</b>		

### 4. ADAPTABILITY

You must demonstrate your genuine intention to settle in New Brunswick.

<b>Family Living in New Brunswick</b>	You or your spouse/common-law partner, has a son, daughter, brother, sister, mother, father, child, grandparent, aunt, uncle, niece or nephew living in New Brunswick as a Canadian citizen or permanent resident	10
<b>Education in New Brunswick</b>	You have completed at least one year of post-secondary education in NB	5
	You have completed at least two years of post-secondary education in NB	10
<b>Employment in New Brunswick</b>	You have worked for at least one of the last five years in NB	10
	You have worked for at least two of the last five years in NB	15
	Your spouse/common-law-partner has worked for at least six months in the last calendar year in NB	5
<b>Area of Skill Shortage</b>	You have a positive, labour market impact assessment (LMIA) from the Federal Government OR	10
	Your employer demonstrates that they have been unable to find a Canadian citizen or permanent resident of Canada to perform the job duties AND they participate in recruitment activities with the NBNP.	
<b>Additional Job Skills</b>	You can demonstrate successful employment in a second occupation, where the occupation is different from your intended occupation in New Brunswick. The occupation must be skilled and supported by a diploma or trade certificate.	5
<b>SCORE (Maximum 25 points)</b>		

### 5. WORK EXPERIENCE

The number of years you have worked in your intended occupation during the last five years.

<b>Work experience</b>	<b>1 year</b>	<b>2 years</b>	<b>3 years</b>	<b>4 years</b>	<b>5 years</b>
<b>Points</b>	2	4	6	8	10
<b>SCORE (Maximum 10 points)</b>					

**YOUR TOTAL SCORE**

# Application Process

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## STEP #1 SUBMIT YOUR IMMIGRATION APPLICATION TO THE NBPNP

Include one **original** copy of the NBPNP forms and supporting documents; and one **original**, plus one **photocopy** of the CIC forms and supporting documents. Use the *Checklist for Skilled Workers with Employer Support (NBPNP-DCSWE)* to ensure that you have the required forms and documents.

Documentation submitted with your application will not be returned. You should obtain multiple originals of any documentation submitted with your application (such as reference letters, police certificates) so you are prepared if you need to submit a new application. You must keep a copy of the completed forms and supporting documents.

The NBPNP may request additional information at any time during the application process to assess your application.

## STEP #2 THE NBPNP WILL PROVIDE WRITTEN NOTIFICATION OF THE NOMINATION DECISION

NBPNP will provide written notification of the final decision. If nominated, the NBPNP will mail your application to the Centralized Intake Office in Sydney, Nova Scotia, Canada. Upon receiving favorable results, Citizenship and Immigration Canada will issue your permanent residence visa.

## STEP #3 SETTLE IN NEW BRUNSWICK AND CONTACT THE NBPNP

Within 30 days of landing in Canada, you must notify the NBPNP of your address and telephone number in New Brunswick.

# Fees

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You must pay the CAD \$250.00 processing fee charged by NBPNP. The NBPNP processing fee is **non-refundable** whether your application is approved or not. Attach the processing fees to the *NBPNP Fee Payment for Skilled Worker Applicants (NBPNP-011SW)* and submit with your application for permanent residence. The form is available at [www.qnb.ca/immigration](http://www.qnb.ca/immigration).

You must pay the processing and right of permanent residence fees charged by CIC. The CIC processing fee is non-refundable whether your application is approved or not. You must submit the Fee Payment Form – Application for Permanent Residence (IMM5620). The form is available at: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5620E.pdf>

You and your family members must also pay for medical examinations, police clearances, fees associated with language testing and obtaining documents. Other fees may apply.



# ***Immigration Representatives***

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You do not need to hire an immigration representative to help you with your application to the NBNP. If you follow the instructions on the application guide, you can complete the forms and submit them on your own. All the forms and information that you need to apply for permanent resident status are available for free on our website.

If you choose to hire an immigration representative your application will not be given special attention or receive faster processing. Using an immigration representative will not guarantee approval.

There are two types of immigration representatives: paid and unpaid. If you hire a representative he/she must be a member, in good standing, of one of the following designated bodies:

- Lawyers and paralegals 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,
- Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council.

If you hire an immigration representative who is not a member of one of the designated bodies listed above your application will be returned to you.

You may use unpaid representatives, such as family members, friends, non-governmental or religious organizations to act on your behalf.

If you wish to use the services of a representative you must complete the Use of a Representative (IMM 5476) form and include it with your application.

To protect your privacy, we will not share any of your personal information with your consultant, lawyer, and other representative unless you have named them in the Use of a Representative (IMM 5476) form.

Remember – even if you hire an immigration representative you are responsible for all the information in your application. If the information on your application is false or misleading, your application will be refused.

As of June 30, 2011, the Immigration Consultants of Canada Regulatory Council (ICCRC) is the regulator of immigration consultants. Immigration consultants in good standing with the Canadian Society of Immigration Consultants (CSIC) on June 30, 2011, can begin to register with the ICCRC.

For further more information, visit [www.cic.gc.ca/english/information/protection/antifraud.asp](http://www.cic.gc.ca/english/information/protection/antifraud.asp).