

A STEP BY STEP GUIDE FOR EMPLOYERS

Attract and retain talent to meet your labour market needs.

EMPLOYER DESIGNATION

- **1.** Apply to your provincial immigration department to become a designated AIP employer.
- 2. Register for IRCC's mandatory onboarding training.
- 3. Register for intercultural competency training (unless exempt).
- **4.** The province will designate you as an AIP employer.





ENDORSEMENT

- 1. Present your candidate with a job offer. *Candidates must meet AIP criteria.
- **2.** For settlement plans, connect your candidate with an English or French settlement service provider.
- **3.** Send an endorsement application to the province.
- **4.** When approved, your candidate will be sent an endorsement certificate.
- **5.** Eligible candidates for permanent residence (PR) can apply for a temporary work permit (WP).
 - When applying for an endorsement, request a referral letter from the province. This allows the candidate to work while their PR application is being processed.

IRCC's Dedicated Service Channel can help you navigate the immigration process for one year, following your first endorsement. Contact them at IRCC@cic.gc.ca.

IMMIGRATION APPLICATION

- **1.** Candidate submits PR application, endorsement certificate, and required documents to IRCC.
- 2. IRCC reviews and processes application.
- **3.** Candidate can apply for a work permit while their permanent resident application is being processed.
- **4.** Approved candidate and their family can travel to Atlantic Canada.
- **5.** Connect your candidate with a local settlement service provider.

