



OFFICE OF IMMIGRATION
Labour Impact Application Guide
Skilled Worker | International Graduate | Critical Worker



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Introduction

This guide is for foreign nationals who have a valid job offer from a Prince Edward Island employer and, with their employer's support, would like to apply for a nomination for permanent residency through the Prince Edward Island Provincial Nominee Program.

The Office of Immigration reviews applications based on the program criteria and selection factors. You must meet the program criteria for the stream you are applying for. Meeting program criteria does not guarantee a nomination. Priority will be given to applicants who have the greatest potential to become economically established in Prince Edward Island.

The Prince Edward Island Provincial Nominee Program is a selection program whereby the Province is able to nominate individuals to the federal government of Canada for permanent residency. If selected for nomination, you must submit an application for permanent residency to Immigration, Refugees, and Citizenship Canada (IRCC) as they hold the ultimate authority to issue permanent residency.

The Office of Immigration does not post processing times. Applicants submitting applications in person must note that reception staff is not authorized to provide application advice or review the completeness of applications.

Step 1: Assess your eligibility

There are three pathways to permanent residency through the Labour Impact Category of the Prince Edward Island Provincial Nominee Program: the Skilled Worker Stream; the Critical Worker Stream; and the International Graduate Stream. The criteria for each stream are different, but you must obtain at least 50 points on the self-assessment to qualify for any of these programs.

Skilled Worker Stream

To be eligible for the Skilled Worker Stream you must:

- Have a full-time long-term (i.e. permanent or minimum of 2 years) job offer from a PEI employer in National Occupation Classification (NOC) skill level O, A, or B.
- Have a valid work permit if currently working in PEI.
- Have legal status in country of residence.
- Be able to attend an interview at the Office of Immigration, if required.
- Have successfully completed a post secondary degree or diploma (minimum 2 year program).
- Be between the ages of 21 and 59.
- Have at least two years of full-time work experience in the past 5 years.
- Possess sufficient English and/or French language ability to perform the job offered. Language ability can be verified by one of the following:
 - A language test from an IRCC approved testing institute within the past 2 year with a minimum score of CLB 5; or
 - A signed declaration of language ability from the Island employer; or
 - Documents from an internationally recognized institution indicating that the principal language studied was in English or French.

- Have sufficient financial resources for the applicant and family to pay all immigration costs (including travel expenses) to be able to establish in PEI.
- Demonstrate a genuine intention to settle in PEI.
- Score at least 50 points on the Labour Impact Self-Assessment.

Critical Worker Stream

To be eligible to apply for the PEI Critical Worker stream you must:

- Have a full-time long-term (i.e. permanent or minimum of 2 years) job offer from a PEI employer in NOC skill level C or D in one of the following occupations: truck driver, customer service representative, labourer, food and beverage server, or housekeeping attendant.
- Have worked a minimum of six months full-time for the PEI employer.
- Have a valid work permit and legal status in Canada.
- Be able to attend an interview at the Office of Immigration, if required.
- Possess a minimum education of high-school equivalent.
- Be between the ages of 21 and 59.
- Have at least two years of full-time work experience or relevant education in the past 5 years.
- Provide a valid language test result obtained within the last 2 years. A minimum standard of Canadian Language Benchmark/Niveaux de compétence linguistique canadiens 4 in each of the 4 categories (listening, reading, writing and speaking) is required.
- Have sufficient financial resources to pay all immigration costs (including travel expenses) for you and your family to be able to establish in PEI.
- Demonstrate a genuine intention to settle in PEI.
- Score at least 50 points on the Labour Impact Self-Assessment.

International Graduate Stream

To be eligible to apply for the PEI International Graduate stream you must:

- Have a full-time long-term (i.e. permanent or minimum of 2 years) job offer from a PEI employer in NOC skill level O, A, or B.
- Have worked a minimum of six months full-time for the PEI employer.
- Have a valid post-graduate work permit and legal status in Canada.
- Be able to attend an interview at the Office of Immigration, if required.
- Have successfully completed a post secondary degree or diploma (minimum 2 year program) from a publically-funded PEI post-secondary institution.
- Be between the ages of 21 and 59.
- Possess sufficient English and/or French language ability to perform the job offered.
- Have sufficient financial resources to pay all immigration costs (including travel expenses) for you and your family to be able to establish in PEI.
- Demonstrate a genuine intention to settle in PEI.
- Score at least 50 points on the Labour Impact Self-Assessment.

Criteria and Requirements – Employer

In all streams, the employer is responsible for ensuring:

- Employment is full-time (training, internship or apprenticeship positions that terminate on a specific date will NOT be considered).
- Employment contract is for a permanent position or a minimum length of 2 years.
- Employment in the intended occupation is consistent with the applicant's ability to perform the job based on the applicant's education, training and/or experience.
- Employment terms and conditions meet all applicable provincial and federal employment workplace standards and the comparable industry wage rate.
- Employment of the applicant does not contravene existing bargaining unit agreements or employment disputes.
- Employment is in Prince Edward Island.
- Employment that requires provincial licensing or accreditation has been verified to ensure the applicant has the necessary credentials to be eligible to work in the occupation in Prince Edward Island.
- Employment contract is provided, which includes the terms and conditions of the full-time job offer, signatures of the authorized signing officer of the company, and the employee (applicant) accepting the offer and conditions of employment.
- Settlement support is provided to the applicant and the family to help them establish.
- Labour Market Impact Assessment (LMIA) is provided, if applicable.
- Attendance at an interview at the Office of Immigration, if required.
- Documentation is provided to demonstrate effort to recruit for the intended profession has been unsuccessful within Canada and the position is critical to the operation of the employers business.

Step 2: Prepare your Application

If you have scored at least 50 points on the Labour Impact Self-Assessment, and you meet all of the eligibility criteria of at least one of the streams listed above, you must complete all relevant Provincial and Federal forms, and gather the required supporting documentation, as listed in Appendix A.

When submitting your application leave documents unbound. If your documents are not in English or French, you must send a certified translation with a copy of the original version. Only submit documents requested in this document with your initial application. The Office of Immigration reserves the right to request additional supporting documents, in addition to those listed below, at any time.

Answer all questions and sign all forms, where applicable. By signing these documents you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If there are changes in your circumstances, such as family status, employment, contact information, etc., you must notify the Office of Immigration immediately. If any changes occur after nomination, you must notify the Office of Immigration and IRCC.

Documentation submitted with your application will not be returned. Keep a copy of the completed forms and supporting documents for your own records.

Provincial Forms (originals must be submitted)	
PEPNP-L01: Self-Assessment	To be completed and signed by the Principal Applicant. If there is a difference between the score you assign yourself and the score assigned by the Office of Immigration, the assessment by the Office of Immigration will prevail. Points will only be awarded based on documentation provided.
PEPNP-L02: Application	To be completed and signed by the Principal Applicant.
PEPNP-L03: Information Disclosure	To be completed and signed by the Principal Applicant and spouse/common-law partner, if applicable (1 form each).
PEPNP-L04: Declaration	To be completed and signed by the Principal Applicant.
PEPNP-L05: Job Offer	To be completed by Prince Edward Island Employer who is supporting the application.
PEPNP-L06: Employer Language Declaration	To be completed by Prince Edward Island Employer who is supporting the application, if applicable
Federal Forms (copies must be submitted)	
IMM 0008 – Generic Application Form for Canada	To be completed and signed by Principal Applicant.
IMM 0008DEP – Additional Dependants/Declaration Form	To be completed if there are more than five dependents.
IMM 5669 – Schedule A Background/Declaration	To be completed and signed by the Principal Applicant and spouse/common-law partner, and any dependent children 18 years of age or older, if applicable (1 form each).
IMM 5406 – Additional Family Information	To be completed and signed by the Principal Applicant, spouse/common-law partner, and any dependent children 18 years of age or older, if applicable (1 form each).
IMM 0008 – Schedule 4 Economic Classes – Provincial Nominees	To be completed and signed by the Principal Applicant.
IMM 5409 – Statutory Declaration of Common-law Union	To be completed and signed by the Principal Applicant and Common-law Partner, if applicable.
IMM 5476 – Use of a Representative	To be completed and signed by any person who has given you advice or guidance, if applicable.
IMM 5562 – Supplementary Information Your Travels	To be completed by the Principal Applicant.

Step 3: Submit Your Application

The complete application along with all supporting documentation can be submitted either in person or through courier or mail package. The application package must be accompanied by the \$300 CAD application fee. The application fee is non-refundable, and acceptable forms of payment are bank draft, certified cheque, or money order, made payable to: Island Investment Development Inc.

Complete application package can be submitted to:

Office of Immigration
94 Euston Street, 2nd Floor
PO Box 1176
Charlottetown, PE
Canada
C1A 7M8

Step 4: Submit Your Application for Permanent Residency

If you are selected for nomination by Prince Edward Island, you must then submit your application for permanent residency to IRCC, who maintains the ultimate decision on all immigration applications. Refer to *IMM 5690 – Document Checklist Permanent Residence – Provincial Nominee Class and Quebec Skilled Worker* for a complete list of documents that must accompany your application. Note that incomplete applications will be returned to you. Applications are to be mailed to the Centralized Intake Office (CIO) – Sydney.

Step 5: Landing in Prince Edward Island

If you are approved for permanent residency by IRCC you must report to the Office of Immigration within 30 days of landing in Canada. You may report in person to 94 Euston Street, 2nd floor, or you may email at immigratepei@gov.pe.ca. Please note that you may be contacted for up to 5 years after landing for surveys from the Office of Immigration.

Pay for Fee Representatives

You are not required to hire an immigration consultant for any immigration program to Canada.

If you choose to use an immigration consultant or a lawyer, they should be registered with the Immigration Consultants of Canada Regulatory Council, or be a lawyer in good standing with a provincial law society. The Pay for Fee Representative must be registered with the Office of Immigration prior to the submission of an application through this stream.

Appendix A: Required Supporting Documentation

You must submit all forms listed in order in Step 2, and copies of all supporting documentation in the order listed below.

Identity	
Birth certificate for Principal Applicant and spouse/common-law partner (if applicable) or other official identity document	<input type="checkbox"/>
Marriage certificate (if applicable)	<input type="checkbox"/>
Divorce certificate (if applicable)	<input type="checkbox"/>
Divorce agreement (If applicable)	<input type="checkbox"/>
Death certificate of former spouse (if applicable)	<input type="checkbox"/>
Children's Information (if applicable)	
Birth Certificate	<input type="checkbox"/>
Official Adoption Papers (if applicable)	<input type="checkbox"/>
Proof of custody and proof that he/she may be removed from the jurisdiction of the court (if applicable)	<input type="checkbox"/>
Travel/Status Documents	
Color photocopy of bio data page of passport for all people included in application	<input type="checkbox"/>
Status documents for country of residence, if different from country of citizenship	<input type="checkbox"/>
Correspondence and/or refusal letters for previous applications for immigration to Canada through Federal and/or Provincial programs (if applicable)	<input type="checkbox"/>
Language	
<p>Minimum score in test results obtained within the last 2 years of one of the following:</p> <ul style="list-style-type: none"> • International English Language Testing System (IELTS) General Training Listening: 4.5 Reading: 3.5 Writing: 4 Speaking: 4 or; • Canadian English Language Proficiency Index Program (CELPIP- General) Listening: 4 Reading: 4 Writing: 4 Speaking: 4 or; • Test d'Évaluation de Français (TEF) La compréhension de l'orale: 145 La compréhension de l'écrite: 121 l'expression écrite: 181 l'expression orale: 181 <p>Or</p> <p>If applying through the Skilled Worker Stream or the International Graduate Stream you may submit the L- 10 <i>Labour Impact Employer Language Declaration</i> instead of a language test</p>	<input type="checkbox"/>
Education	
Diploma and transcript for highest level of education received, confirming satisfaction of program requirements for Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
Employment	
Detailed resume for the Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
Letters of reference from previous employers supporting work experience claimed for Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
Employment contract signed with PEI employer	<input type="checkbox"/>
Record of hours and weeks worked	<input type="checkbox"/>
Labour Market Impact Assessment (if applicable)	<input type="checkbox"/>
Net Worth	
Most recent six months bank statements from all accounts for Principal Applicant and spouse/common-law partner (if applicable)	<input type="checkbox"/>
T1 General tax return for Applicants and spouses/common-law partners who were resident in Canada in the past tax year (if applicable)	<input type="checkbox"/>

Appendix B: Definitions

Canadian Language Benchmark: The Canadian standard used to describe, measure and recognize English language ability of adult immigrants and prospective immigrants who plan to live and work in Canada, or apply for citizenship. The Niveaux de compétence linguistique canadiens (NCLC) is used to assess abilities in the French language. More information can be found at <http://www.cic.gc.ca/english/resources/tools/language/charts.asp>.

Common-law partner: A partner of the same sex or opposite sex that you have been living with for at least 12 consecutive months in a relationship like a marriage. This means living together for one year without any long periods where you did not see each other. Either partner may have left home for work or business travel, family obligations, and so on. However, that separation must have been temporary and short.

Comparative industry wage rate: The median wage, as determined by Economic and Social Development Canada (ESDC), based on the NOC code for the position. More information can be found at http://www.jobbank.gc.ca/LMI_report_area.do?lang=eng&area=11336&reportOption=wage.

Dependant: A spouse, common-law partner or dependent child of a permanent resident or principal applicant.

Dependent child: A child who depends on their parent for financial and other support. A son or daughter is considered a dependant of their parent when the child is: under 19 years old, and does not have a spouse or partner, **or** 19 years old and over, and has depended largely on the parent's financial support since before the age of 19 because of a physical or mental condition.

Federal work place standards: Federal standards in place by ESDC governing work place standards. More information can be found at http://www.esdc.gc.ca/en/jobs/workplace/employment_standards/labour/index.page.

Foreign National: a person who is not a naturalized citizen of the country in which they are living.

Full time work: Working an average of 37.5 hours per week with no week under 30 hours.

High school equivalent: A level of education equal to completion of secondary school; in PEI this is 12 years of schooling.

Immigration, Refugee and Citizenship Canada (IRCC): The name of the Canadian federal department that facilitates the arrival of immigrants to Canada, provides protection to refugees, and offers programming to help newcomers settle in Canada.

Labour Marker Impact Assessment (LMIA): A document that an employer in Canada must usually get before hiring a foreign worker. A positive LMIA will show that there is a need for a foreign worker to fill the job and that no Canadian worker can do the job. A positive LMIA is sometimes called a Confirmation letter. If you need an LMIA, your employer must send an application to Employment and Social Development Canada (ESDC).

Landing: The final interview with an immigration officer at either a port of entry or a local IRCC office within Canada, during which an applicant becomes a permanent resident. This happens when the person signs the confirmation of permanent residence.

Legal status: You are authorized to enter and remain in Canada as a temporary or permanent resident under the Immigration and Refugee Protection Act, as a Canadian citizen under the Citizenship Act or as a Registered Indian under the Indian Act.

National Occupation Classification Code (NOC Code): A list of all the occupations in the Canadian labor market. It describes each job according to skill type and skill level. The NOC is used to collect and organize job statistics and to provide labour market information. It is also used as a basis for certain immigration requirements. More information can be found at <http://www5.hrsdc.gc.ca/noc/english/noc/2011/SearchAlphabetical.aspx>

Post graduate work permit: A document issued by IRCC to eligible foreign students who have graduated from an approved program of study at an eligible post-secondary institution in Canada that is participating in the Post-Graduation Work Permit Program and applied to IRCC within 90 days of completing all degree or program requirements. It allows the bearer to work legally in Canada after completing studies.

Post-Secondary: A stage of higher education that comes after high school. This refers to a college, university or technical school offering programs of study.

Principal Applicant: When a family applies together, one member must be the main or “principal” applicant. For example, a mother applying for permanent residence with her three children would be the principal applicant. When parents are included in an application, dependent children cannot be principal applicants.

Prince Edward Island employer: An employer who is registered and liable to pay tax in Prince Edward Island and legally registered to do business in the province

Provincial work place standards: Provincial standards in place by the Department of Justice and Public Safety government work place standards. More information can be found at <http://www.gov.pe.ca/labour/index.php3?number=1004723&lang=E>

Publically funded PEI post-secondary institution: A post-secondary institution that derives its’ primary funding from the Province of PEI.

Spouse: A legal marriage partner. This term includes both opposite- and same-sex relationships but does not include common-law partnerships.

Sufficient financial resources: Sufficient funds to cover federal immigration fees, travel costs for all included in the application, as well as everyday living expenses.

Valid job offer: A job offer that is permanent or for a minimum of 24 months.

Work permit: A document issued by IRCC that authorizes a person to work legally in Canada. It sets out conditions for the worker such as: the type of work they can do, the employer they can work for, where they can work, and how long they can work.