

# **Rural Community Immigration Pilot**

## **Recommendation Application Guidelines**

**Acronym Glossary:**

RCIP – Rural Community Immigration Pilot

EDO – Economic Development Organization

ECA – Educational Credential Assessment

IRCC – Immigration, Refugees and Citizenship Canada

IRPA – Immigration and Refugee Protection Act

IRPR – Immigration and Refugee Protection Regulations

SPO – Service Provider Organization

NOC – National Occupational Classification

TEER – Training, Education, Experience and Responsibilities

## **RECOMMENDATION APPLICATION FORM**

Designated employers who have identified a candidate able to fill an existing vacancy are required to complete the Recommendation Application for each Principal Applicant. A recommendation is required before an applicant can apply to Immigration, Refugees and Citizenship Canada for a work permit and Permanent Residency.

The recommendation process confirms:

1. Employer and Application Information
2. Job Offer Information
3. Principal Applicant's Information (Candidate information)
4. Commitment to settlement supports
5. Recruitment Activities
6. Temporary Work Permit (If applicable)
7. Recommendation Compliance
8. Employer Declaration
9. Candidate Declaration

## **EMPLOYER AND APPLICATION INFORMATION**

Prior to filling out information on the Recommendation Application form for your candidate, the form will ask for basic employer information like contact information, business name, business establishment date etc. Please ensure to provide responses to all requested information.

It is necessary to indicate that the candidate meets all requirements for the job offer and indicate which TEER category the job offer is in, including language, education, and work experience.

Employers must also indicate the previous work experience that qualifies the Principal Applicant for the specific application category.

It is necessary to complete the table, indicating the candidate's work experience, duration of employment, the position, associated NOC code, employer and the location of the job.

## **PRINCIPAL APPLICANT INFORMATION SECTION**

The information obtained in this section is to provide the community with the additional details on the Principal Applicant, including the composition of their family. For the purpose of permanent residence, dependent family members

are defined as follows: spouse, common-law partner, dependent children, and spouse or common-law partner's dependent children.

### RCIP Minimum Eligibility Requirements

Job Offer TEER	Language	Education	Experience
<b>0</b>	CLB/NCLC 6	high school diploma or equivalent	Job Offer Work Experience must be in TEER 0, 1, 2, or 3
<b>1</b>	CLB/NCLC 6	high school diploma or equivalent	Job Offer Work Experience must be in TEER 0, 1, 2, or 3
<b>2</b>	CLB/NCLC 5	high school diploma or equivalent	Job Offer Work Experience must be in TEER 1, 2, 3 or 4
<b>3</b>	CLB/NCLC 5	high school diploma or equivalent	Job Offer Work Experience must be in TEER 2, 3 or 4 * your work experience can be in TEER 1 for the health care exception only
<b>4</b>	CLB/NCLC 4	high school diploma or equivalent	Job Offer Work experience must be in TEER 2, 3 or 4 *your work experience can be in TEER 1 for the health care exception only
<b>5</b>	CLB/NCLC 4	high school diploma or equivalent	Job Offer Work experience must be in the same 5 digit NOC code of the job offer

### International Graduate within Community

If your candidate meets the requirements of being a qualifying international graduate within the community, they do not need to demonstrate any work experience. However, these candidates must demonstrate they have a post-secondary educational credential issued by a public institution in a participating

community. Their language test results must align with the above TEER categories.

## **POSITION INFORMATION SECTION**

**You must attach a copy of the position description, accepted job offer, as well as a completed Offer of Employment to a Foreign National - RCIP form (IMM 0247), with this recommendation application.**

Failure to provide the intended hours of work, salary and other terms and conditions of the Recommendation and Designation may also result in suspension from the Pilot.

Employers are required to notify the EDO when the candidate arrives in Canada and begins work.

## **INTENT TO RESIDE**

The intent to reside form must be filled out by the candidate and employers should not fill out this form on behalf of the candidate. This form can be found by accessing the EDOs webpage or contacting the EDO directly.

## **SETTLEMENT FUNDS**

This eligibility requirement is only necessary for candidates who are not working in Canada at the time of their application. This eligibility requirement should be filled out in the IMM0248 – Schedule 1 – Rural Community Immigration Pilot form.

The candidate must attest to having the necessary funds to support themselves and any family members (whether they are accompanying them or not) for one year.

For the Rural Community Immigration Pilot, the minimum amount of necessary funds is **50%** of the Low income Cut Off for Rural Areas that is published by Statistics Canada.

## **COMMITMENT TO SETTLEMENT SUPPORTS**

The Commitment to Settlement Supports section identifies all employer responsibilities related to settlement services for a candidate.

Employers are responsible for referring candidates and their family members to a local settlement service provider so that they can access settlement services.

**NOTE: When the preferred official language is French, the employer must refer the Principal Applicant to an immigrant settlement service provider organization that provides services in French.**

In addition, there are many additional ways you can foster a welcoming workplace and support and retain your newcomer employees.

In addition to taking Intercultural Competency Training, you can...

1. Encourage your staff to take Intercultural Competency Training.
2. Build social connections through mentoring and team building.
3. Establish a workplace diversity and inclusion committee.

In addition to helping newcomers integrate by connecting them with a local settlement service provider, you will be asked to indicate 1-2 concrete actions you will undertake to create and foster a welcoming workplace and/or support your candidate and their accompanying family members. Below are examples of ways to support your candidate.

1. Help them find housing and feel at home.
2. Help them with transportation:
  - a. pick them up from the port-of-entry;
  - b. help them get to work, to a local SPO and other essential services;
  - c. give them public transit information.
3. Refer them to key services in the community (i.e. health card and school registration)
4. Connect them with local groups of interest.

On the Recommendation Application form, you need to indicate what actions you will undertake to create and foster a welcoming workplace and/or support your candidate and their accompanying family member(s) in settling into their new community. You can use one of the examples provided above or one of your choosing.

## **RECRUITMENT ACTIVITIES SECTION**

Employers must be diligent if using the services of an immigration representative, third-party recruiter, or recruitment/placement agency to hire employees. Employers must follow fair recruitment practices, be cautious in their hiring practices and respect applicable laws regarding the use of representatives and recruiters, where they exist.

Employers must demonstrate that they have attempted to find workers through domestic recruitment activities prior to recruiting for candidates abroad. The recruitment activities section asks that you provide details on those efforts. Ensure that you have the verification of the dates your job advertisement was posted, copies of the posting and a summary of the applications – indicating why a Canadian or Permanent Resident was not selected. Do not provide personal identifying information for any unsuccessful candidates.

Advertisements must demonstrate that the print media and website used to advertise the job target an audience in Canada that has the appropriate education, professional experience, language ability and skill level required for that job.

*\*Please note that this program is not designed for self-employed applicants. If you are a self-employed individual you may wish to consider other immigration pathways.*

You must also use the recruitment activities section to disclose whether you have obtained the assistance of an immigration representative or a recruiter for any part of your recruitment or application process. Immigration representatives whose services you obtain 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 College of Immigration and Citizenship Consultants.

## **RECOMMENDATION COMPLIANCE SECTION**

The recommendation compliance section reviews program requirements where a recommendation will be revoked if the outlined conditions are not met or adhered to.

## **EMPLOYER DECLARATION SECTION**

**Your declaration in this section indicates that you have read, understand and agree to abide by the commitments outlined in this application form.**

Should you not fully understand any aspect of the form, please contact the Community EDO in your participating community.

As an employer of a candidate, you are responsible for ensuring, to the best of your ability, that the information provided in the Recommendation Application form is truthful, complete, and correct. You are also agreeing that you have discussed the commitments required of the applicant under the Pilot, with the applicant.

## **CANDIDATE DECLARATION SECTION**

The candidate declaration indicates that the Principal Applicant agrees to participate in the Program per the commitments outlined.

## **SUBMITTING THE APPLICATION**

Ensure you have included all required documents:

- ✓ Language test results
- ✓ Proof of Education (alongside ECA if necessary)
- ✓ Intent to Reside form filled by candidate
- ✓ IMM 0247 (Offer of Employment to a Foreign National for the Rural Community Immigration Pilot)
- ✓ IMM 0248 Schedule 1 – Rural Community Immigration Pilot
- ✓ Proof of previous relevant work experience (or proof of exemption from work experience)
  - This can include pay stubs, letter of employment, copy of T4 tax information slips, etc.
- ✓ If the candidate is already in Canada, copy of their legal status in the country
- ✓ Any other necessary supporting documents

### **NOTE:**

Once the Recommendation application has been approved, the Principal Applicant then applies to Immigration, Refugees and Citizenship Canada for permanent residency. See [Rural Community Immigration Pilot: Apply for permanent residence - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/apply-for-canada/permanent-residence.html)

## **QUESTIONS**

If you have questions, please contact your local EDO.