



**BRITISH COLUMBIA  
PROVINCIAL NOMINEE PROGRAM**

HEALTH CARE PROFESSIONAL,  
NORTHEAST PILOT PROJECT  
&  
EXPRESS ENTRY BRITISH COLUMBIA  
(HEALTH CARE PROFESSIONAL)  
PROGRAM GUIDE

For more information, please contact:

BC Provincial Nominee Program  
450-605 Robson Street  
Vancouver, B.C. V6B 5J3  
Canada

Telephone: +1 (604) 775-2227  
Fax: +1 (604) 660-4092  
E-mail: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca)  
Website: [www.WelcomeBC.ca/PNP](http://www.WelcomeBC.ca/PNP)

<b>BC PROVINCIAL NOMINEE PROGRAM</b> .....	<b>4</b>
<b>PART 1: GENERAL PROGRAM REQUIREMENTS</b> .....	<b>5</b>
<b>PART 2: EMPLOYER REQUIREMENTS</b> .....	<b>7</b>
<b>PART 3: SKILLS IMMIGRATION REQUIREMENTS</b> .....	<b>10</b>
HEALTH CARE PROFESSIONAL REQUIREMENTS.....	10
NORTHEAST PILOT PROJECT REQUIREMENTS .....	12
<b>PART 4: EXPRESS ENTRY BC REQUIREMENTS</b> .....	<b>14</b>
EXPRESS ENTRY BC - HEALTH CARE PROFESSIONAL REQUIREMENTS .....	14
<b>PART 5: THE APPLICATION PROCESS</b> .....	<b>15</b>
CREATE YOUR PROFILE .....	16
SELECT YOUR STREAM AND CATEGORY .....	16
MY DASHBOARD .....	16
HEALTH CARE PROFESSIONAL OR NEPP APPLICATION.....	16
<b>PART 6: AFTER NOMINATION AND APPLYING FOR PERMANENT RESIDENCE</b> .....	<b>22</b>
<b>PART 7: GLOSSARY</b> .....	<b>25</b>
<b>APPENDIX 1: MINIMUM INCOME REQUIREMENTS</b> .....	<b>28</b>

## BC Provincial Nominee Program

The BC Provincial Nominee Program (BC PNP) Skills Immigration and Express Entry BC (EEBC) streams are intended for workers or international graduates with the skills, education and/or experience for a high-demand occupation in B.C.

To understand the program requirements and process, you must review this guide and, if eligible, apply online for one of the program categories below. If approved as a provincial nominee, you and your dependent family members can apply to Citizenship and Immigration Canada (CIC) to become permanent residents of Canada through the accelerated Provincial Nominee Class.

### Skills Immigration

- Health Care Professional
- North East Pilot Project

### Express Entry BC

- Express Entry BC - Health Care Professional

## About the Health Care Professional, North East Pilot Project (NEPP) and Express Entry BC Program Guide

The BC PNP Health Care Professional, North East Pilot Project and Express Entry BC Program Guide provides complete and comprehensive information about the eligibility requirements and application process.

This guide also describes how to apply using BCPNP Online and explains the information you will need to provide with your application.

Please carefully review the information in this guide before you apply to determine whether you may qualify.

All dollar figures in this guide are expressed in Canadian dollars.

If you have any questions, please refer to the [Frequently Asked Questions](#) section on our website.

## Part 1: General Program Requirements

You must meet all of the Skills Immigration and EEBC requirements to be nominated by the BC PNP. Please carefully review the requirements in the sections below for complete details.

**It is your responsibility to demonstrate that you meet the program requirements below.**

Meeting the minimum eligibility requirements does not guarantee that you will be nominated.

Except where otherwise noted, the following requirements apply to applicants in all categories of both the EEBC and Skills Immigration streams:

- **JOB OFFER** - your employer has offered, and you have accepted, indeterminate, full-time employment in an eligible occupation.
- **EXPERIENCE** - you must be qualified for the offered position.
- **WAGE** - the wage you have been offered must be competitive with B.C. wage rates for the occupation.
- **LANGUAGE PROFICIENCY** - you must demonstrate English or French language proficiency at Canadian Language Benchmark 2000 (CLB) level 4 for National Occupational Classification (NOC) Skill Levels B, C, and D occupations.
- **ABILITY TO BECOME ECONOMICALLY ESTABLISHED** - you must demonstrate the ability to become economically established in B.C.
- **LEGAL STATUS IN CANADA** - you must have or be eligible for legal immigration status in Canada
- **MAXIMUM OWNERSHIP PERCENTAGE** - you must not have an ownership stake of more than 10 per cent in your employer's business
- **PAYMENT OF FEES** - you must submit the \$550 application fee online before the BC PNP will accept your Application
- **SIGNIFICANT ECONOMIC BENEFIT** - your employment must provide significant economic benefit to B.C., for example, employing an international worker will contribute to maintaining or creating jobs for Canadians, supporting the development of proprietary new products, or building the workforce for a major project.
- Your employment must not adversely affect the settlement of a labour dispute, or the employment of anyone involved in any such dispute, or adversely impact training or employment opportunities for Canadian citizens or permanent residents
- You must provide a complete application as outlined in this guide. Incomplete applications will not be processed and fees will not be refunded.
- The BC PNP WILL NOT nominate an Applicant who:
  - is prohibited from entering Canada
  - has not been lawfully admitted in the country of current residence
  - is in Canada illegally
  - is working in Canada without authorization
  - has an unresolved refugee claim in Canada or is under a removal order in Canada

### **Additional requirements for EEBC applicants**

All EEBC Applicants must meet the minimum criteria for one of the following federal economic immigration programs in [CIC's Express Entry System](#):

- Federal Skilled Worker Program
- Federal Skilled Trades Program
- Canadian Experience Class

Your BC PNP application also requires a CIC Express Entry Profile Number and a Job Seeker Validation Code as proof of candidacy for Express Entry.

## Part 2: Employer Requirements

The Health Care Professional, NEPP and EEBC streams of the BC PNP are employer-driven and are designed to help B.C. businesses attract and retain international workers and students to meet B.C.'s labour market needs.

If you have the support of your current or prospective B.C. employer and you meet the eligibility criteria, you can submit an application online to the BC PNP. If your application is approved, you and your dependent family members can apply for permanent resident visas from CIC under the Provincial Nominee Class.

### Employer Requirements

Your employer must meet specific requirements in order to support your BC PNP application:

#### Be established in B.C.

- Your employer must be in good standing and incorporated or extra-provincially registered, registered as a limited liability partnership, in B.C., or be eligible as a public sector and non-profit employer.
- Your employer must be permanently established in B.C., as defined by the federal *Income Tax Act*.
- If you are applying under the Northeast Pilot Project, your place of work must be within the Northeast Development Region of B.C.
- Your employer must have operated in B.C. for at least one year (two years if you are applying under the Northeast Pilot Project).

#### Have permanent, full-time employees

- If your employer is **located within Metro Vancouver**, your employer must have at least five indeterminate, full-time employees (or full-time equivalents) in B.C.
- If your employer is **located outside of Metro Vancouver**, your employer must have at least three indeterminate, full-time employees (or full-time equivalents) in B.C.
- If you have an ownership stake in the business, your ownership must not exceed 10%. Individuals who own 10% or more do not meet the eligibility criteria for the Skills Immigration category of the BC PNP.
- You must be establishing an employee/employer relationship with your employer.

Please note that the BC PNP may consider your application if your employer does not meet the minimum requirements. However, in order to be considered, your employer must make a sufficiently compelling business case in writing to the BC PNP that demonstrates how your nomination will generate significant economic benefits.

#### Have a history of good workplace and business practices

Your employer must be financially sound and have a history of good workplace and business practices, including complying with all applicable B.C. employment, labour, immigration, health and safety laws and regulations.

#### Sign an employer declaration

Your employer must sign a declaration that the company meets all of the requirements set out in *Employer Requirements*, has been in operation in B.C. for at least one or two years (as applicable), and is in compliance with employment, immigration, health, and safety laws and regulations.

#### Meet domestic labour market recruitment requirements

Employers must satisfy recruitment requirements in order for the BC PNP to ensure that the hiring of the foreign worker will not adversely affect employment or development opportunities for local candidates (Canadian citizens and/or permanent residents).

Subject to verification, the BC PNP will consider this requirement to be met if:

1. The foreign worker has obtained a valid work permit from CIC and is currently working for the supporting B.C. employer

**OR**

2. The employer can provide evidence of a genuine effort to recruit from the domestic labour market and is able to demonstrate the results of these recruitment efforts, including advertisements based on the following minimum requirements:

**For NOC Skill Level 0 or A occupations (based on the National Occupational Classification):**

- Recruitment advertisement must be for at least 14 days.
- Acceptable recruitment advertisement locations include:
  - recognized job posting websites
  - professional association websites
  - national newspapers, professional journals or newsletters

Note: The 14-day recruitment advertisement requirement may be waived for the recruitment of senior executives or highly specialized senior managers and professionals. In these cases your employer must demonstrate targeted recruitment activities consistent with industry practices, such as the creation of an executive recruitment team or the hiring of a specialized human resources recruitment agency.

**For NOC Skill Level B occupations (based on the National Occupational Classification):**

- Recruitment advertisement must be at least 14 days.
- Acceptable recruitment advertisement locations include:
  - recognized job posting websites
  - professional association websites
  - national newspapers, professional journals or newsletters

**Advertisements must include:**

- company operating name
- job title and duties
- rate of pay
- location of work (local area, city or town)
- contact information
- skills requirements for the job including:
  - education and, or, qualifications
  - work experience

**Offer a full-time job of indeterminate length**

Your employer must state that you have been offered and have accepted a full-time job that does not have an end date. Contract positions are not eligible.

**Offer a market wage rate**

Your employer must offer you a wage that meets the market wage rate and working conditions that meet the regulatory standards for the position. The wage must also be commensurate with experience and education, and with the wage a Canadian citizen / permanent resident with similar experience could expect to earn in the same occupation. For more information on wages and working conditions in Canada and B.C., visit the [WorkBC](#) or [WorkinginCanada](#) websites.

**IMPORTANT:** The BC PNP will not nominate an individual if their employment affects the settlement of a labour dispute or the employment of a person involved in such a dispute.

Please note that the BC PNP may consider your application if your employer does not meet the minimum requirements. However, in order to be considered, your employer must make a compelling business case in writing to the BC PNP that demonstrates how your nomination will generate significant economic benefits to B.C.

### **For Northeast Pilot Project**

If you are a Northeast Pilot Project applicant, your employer must meet the following additional requirements:

- have been in operation for at least two years.
- have employed you on a work permit for at least nine consecutive months before you apply to the BC PNP, and continues to employ you throughout the BC PNP and permanent residence application process

### **Public sector and non-profit employers**

The BC PNP accepts applications from the following public sector and non-profit organizations with a permanent establishment in B.C.:

- provincial and regional health care authorities and agencies
- public post-secondary education and training institutions
- private non-profit post-secondary institutions that are accredited by, or registered with, The Private Career Training Institutions Agency of BC
- institutions supported by the Government of Canada or the Province of B.C. conducting research in natural and applied sciences, engineering, computer and information systems, or health sciences
- provincial/federal/municipal government organizations and agencies
- other non-profit groups registered as charitable organizations and incorporated under the Society Act (RSBC 1996) or the Canada Corporations Act, Part II, 1970, and in good standing

### **Ineligible employers**

The BC PNP does not accept applications from:

- employers involved in producing, distributing or selling pornographic or sexually explicit products, or providing sexually oriented entertainment or services
- employment agencies and similar placement firms unless they are establishing an employer/employee relationship with the applicant

### **Employer responsibilities**

Your employer must:

- ensure that the company meets the eligibility criteria,
- issue you a written offer of employment,
- complete the Employer sections of the application forms, and
- notify the BC PNP if there are any changes in your employment status – such as whether you have been promoted, terminated, laid off, or if the business has closed.

## Part 3: Skills Immigration Requirements

The BC PNP Skills Immigration stream is intended for people with the skills, experience and qualifications needed by B.C. employers. This stream is designed for individuals who are committed to live and work in B.C. and become permanent residents of Canada.

To be eligible for the program, you will need to satisfy the criteria in one of the following categories:

- Health Care Professionals
- Northeast Pilot Project

### What is the process?

1. You accept an offer of indeterminate, full-time employment from a B.C. employer who is willing to support your application for permanent residence through the BC PNP.
2. If you and your employer meet the program requirements and your employer is prepared to support your application, you can submit an application to the BC PNP office.
3. The BC PNP will assess your application against program criteria, and if we approve your application, we will nominate you for permanent residence. If necessary, we will provide you with a work permit support letter so you can apply to CIC to obtain or renew a work permit to start or continue working in B.C. for your employer while you wait for the decision about your permanent residence application.
4. After the BC PNP nominates you for permanent residence, you must apply for permanent residence to CIC under the Provincial Nominee Class. You will have six months from the date of your nomination to apply to CIC.
5. If CIC approves your application, you will be issued a permanent resident visa to live in Canada.

## Health Care Professional Requirements

Health care workers are in demand across British Columbia. If you are a physician, nurse, psychiatric nurse or allied health professional, you may be eligible to apply to the BC PNP under the Skills Immigration – Health Care Professional category.

### Health Match BC

If you are looking for opportunities to work as a health care professional in B.C., we encourage you to contact [Health Match BC](#). This free provincial service recruits health professionals on behalf of B.C.'s health authorities. In addition to helping you find a job in your field, Health Match BC staff can answer your questions about the BC PNP and assist you with your application.

### Eligibility Requirements

You can apply to the BC PNP through the Skills Immigration – Health Care Professional category if you have an indeterminate, full-time job offer from a public health authority as a:

- physician
- specialist
- registered nurse
- registered psychiatric nurse
- nurse practitioner
- an allied health professional such as a:
  - diagnostic medical sonographer
  - clinical pharmacist
  - medical laboratory technologist
  - medical radiation technologist
  - occupational therapist

- physiotherapist

Work experience:

- You require a minimum of two years of directly related work experience.
- If you are working in a regulated occupation that requires mandatory certification, licensing or registration you must demonstrate that you meet these requirements when you apply to the BC PNP.

Your employer must provide you with a written offer of employment on official company letterhead. The letter must be:

- signed and dated by a person authorized to hire employees
- signed and dated by you, and stating that you accept the job offer.

In addition, the job offer must include:

- your job title and duties
- your rate of pay
- your standard hours of work
- that the position is indeterminate and full-time (at least an average of 30 hours a week, year-round)
- any discretionary benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
- if the position is covered by a collective agreement, a reference to the agreement

The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. The BC PNP will not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages or other similar payments to be part of your wage.

You must be establishing an employee/employer relationship with your employer. If you will be providing services as an independent contractor you are not eligible. If you are a physician with a job offer from a public health authority, this criteria is deemed to have been met.

Your employer must meet the requirements for the program.

### **Evidence that you can support yourself (and your dependants if applicable)**

You must demonstrate that your employment income will allow you to pay for your ongoing housing and living expenses in B.C. We will assess this using your:

- income and employment prospects
- location of residence in B.C.
- number of dependants

Information about how we assess your minimum income requirements can be found in Appendix 1 of this Guide.

### **\*NEW\* Proficiency in English or French if you are working in a Skill Level B occupation.**

- You must submit a language proficiency test result showing you have obtained a minimum score equal to or greater than a benchmark 4 under the Canadian Language Benchmark 2000 (CLB) in all four competencies: listening, speaking, reading and writing.
- For the purpose of your BC PNP application, tests results will be considered valid for the two years from the date the test was taken.

### **Have or be eligible for legal immigration status in Canada**

The BC PNP will **not** nominate you if:

- you are prohibited from entering Canada
- you have not been lawfully admitted in the country where you currently reside
- you are in Canada illegally
- you have an unresolved refugee claim in Canada

- you are under a removal order in Canada

To apply to the BC PNP as a health care professional, you must meet the following eligibility criteria for your occupation.

#### **Physician or specialist**

- You must be sponsored by one of B.C.'s five regional health authorities or the Provincial Health Services Authority.

#### **Registered nurse, registered psychiatric nurse, or nurse practitioner**

- You must have a job offer for an indeterminate full-time position from one of B.C.'s five regional health authorities or the Provincial Health Services Authority. You must be registered with the College of Registered Nurses of BC, or the College of Registered Psychiatric Nurses of BC.

#### **Midwife**

- You must have a letter of confirmation from an established practice group in British Columbia confirming your acceptance into the group as an affiliated midwife for a period of at least six months. This letter must be on the practice group's official letterhead, and must be signed by you and the head of the practice group.
- You must be registered with the College of Midwives of British Columbia.

#### **Allied health professional**

- You must have a job offer for an indeterminate full-time position from one of B.C.'s five regional health authorities or the Provincial Health Services Authority.
- You must be registered with the provincial licensing body that regulates your health care profession. See Health Match BC for a list of the licensing bodies.

### **Northeast Pilot Project Requirements**

Due to the recent rapid growth of the energy sector, the Northeast Development Region of British Columbia has a high demand for workers. In April 2012, the B.C. government launched a two-year pilot project to expand the types of workers eligible for the BC PNP in the Northeast Development Region only. The Northeast Pilot Project has been extended to March, 31, 2016.

You may be eligible for the BC PNP if you are currently working in the Northeast Development Region in any occupation listed as NOC Skill Level C or D in the National Occupational Classification Matrix. These occupations usually require completion of secondary school, occupation-specific training or on-the-job training.

If you have a work permit under the federal Live-In Caregiver program, you are not eligible for the BC PNP as this federal program already provides participants with a pathway to permanent residence.

To apply to the BC PNP under the Northeast Pilot Project, you must have:

#### **B.C. work experience**

- You must have been and continue to be employed full-time by your B.C. employer in an eligible occupation for at least nine consecutive months immediately prior to applying to the BC PNP.
- You must maintain full-time employment with your employer in B.C. throughout both the BC PNP and the permanent residence application processes.
- Work experience that is part of a program of study (such as co-op) or obtained using an Off-Campus Work Permit does not qualify.

#### **An offer of full-time, indeterminate employment from an eligible employer at a wage that will allow you to become economically established in B.C.**

- Your employer must provide you with a written offer of employment on official company letterhead. The letter must be:
  - signed and dated by a person authorized to hire employees

- signed and dated by you, and stating that you accept the job offer

In addition, the offer of employment must state:

- your job title and duties
  - your rate of pay
  - your standard hours of work
  - that the position is indeterminate and full-time (at least 30 hours per week)
  - any benefits in addition to those required by law (such as pension and medical plans, disability insurance, sick pay, accommodation and meal allowances, and extra paid vacations)
  - a reference to the agreement if the position is covered by such agreement
- Your employer cannot make any deductions from your pay (or require you to pay any fees) for recruitment or retention, including fees related to immigration.
  - The wage stated on your offer of employment must be at market rate and comparable to the rate paid to workers with a similar level of experience and training for equivalent jobs in B.C. We do not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages or other similar payments to be part of your wage.
  - If you were originally hired based on a positive Labour Market Impact Assessment, the wage you are earning at the time of application must be equal to or greater than the wage stated in the offer of employment and on the Labour Market Impact Assessment.
  - Your employer also needs to be eligible for the program.

#### **Evidence that you can support yourself (and your dependants if applicable)**

You must demonstrate that your employment income will allow you to pay for your ongoing housing and living expenses in B.C. We will assess this using your:

- income and employment prospects
- location of residence in B.C.
- number of dependants

Information about how we assess your minimum income requirements can be found in Appendix 1 of this Guide.

#### **Completion of secondary education and any licensing or certification required for your job**

- At a minimum, you must have successfully completed secondary education (graduated from high school) either within or outside of Canada. You will need to submit a copy (in English) of your highest-level diploma, certificate, degree, or transcripts.
- You must also meet any regulatory or licensing requirements of your occupation. For example, if you are applying as a long-haul truck driver, you must hold a valid B.C. Class 1 driver's licence with air brake endorsement and any other certification required for the position, such as certification for transporting dangerous goods.

#### **Proficiency in English or French**

- You must submit a language proficiency test result showing you have obtained a minimum score equal to or greater than a benchmark 4 under the Canadian Language Benchmark 2000 (CLB) in all four competencies: listening, speaking, reading and writing.
- For the purpose of your BC PNP application, tests results will be considered valid for the two years from the date the test was taken.

#### **Have or be eligible for legal immigration status in Canada**

- The BC PNP will not nominate you if:
  - you are prohibited from entering Canada
  - you have not been lawfully admitted in the country where you currently reside
  - you are in Canada illegally
  - you have an unresolved refugee claim in Canada
  - you are under a removal order in Canada

## Part 4: Express Entry BC Requirements

Express Entry is an online application management system introduced by CIC in January 2015. British Columbia introduced Express Entry BC (EEBC) at the same time. EEBC allows the BC PNP to use CIC's Express Entry system to meet the province's specific labour market needs.

Individuals who meet all of the following EEBC requirements will receive priority processing of their BC PNP application, and if nominated, permanent residence application:

- meet the criteria for at least one of the federal economic immigration programs subject to CIC's Express Entry system
- obtain a CIC Express Entry Profile Number and a Job Seeker Validation Code, and indicate their interest in immigrating to B.C.
- meet the criteria under one of the BC PNP's EEBC categories. If you are interested in applying to the BC PNP and want to determine if you qualify under the EEBC stream, you need to ensure that you meet the minimum criteria for both the relevant BC PNP categories as well as one of the eligible federal economic immigration programs.

You must meet the minimum criteria for the following EEBC stream:

- Express Entry BC – Health Care Professional\*

\*Please note – You must have a valid offer of indeterminate, full-time employment from a B.C. employer.

You must **also** meet the minimum criteria for one of the following federal economic immigration programs:

- Federal Skilled Worker Program
- Federal Skilled Trades Program
- Canadian Experience Class

\*Please note – These federal programs also include a language proficiency test at a prescribed level and an independent evaluation of your education that is assessed against Canadian standards.

- You must review CIC's Express Entry system, complete the self-assessment and if eligible, create a profile. You must also indicate that you are interested in settling in B.C.
- You will be required to enter information regarding your education, language and work experience as part of the Express Entry system. If you meet the criteria for one of the federal economic immigration programs subject to Express Entry, you will receive an Express Entry Profile Number and a Job Seeker Validation Code. These are specific numbers assigned only to you.
- Submit your application to BCPNP Online and select the Express Entry BC tab.
- For more information about the BC PNP application process, visit the Application page on the website.

## Express Entry BC - Health Care Professional Requirements

Health care workers are in demand across British Columbia. If you are a physician, nurse, psychiatric nurse or allied health professional, you may be eligible to apply to the BC PNP in the health care professional category.

### Health Match BC

If you are looking for opportunities to work as a health care professional in B.C., we encourage you to contact Health Match BC. This free provincial service recruits health professionals on behalf of B.C.'s public health care authorities. In addition to helping you find a job in your field, Health Match BC staff can answer your questions about the BC PNP and assist you with your BC PNP application.

### Eligibility Requirements

To apply to the BC PNP under the Express Entry BC - Health Care Professional category, you must have the following:

**A CIC Express Entry profile number and a Job Seeker Validation Code that indicates you meet the criteria for one of the federal economic immigration programs subject to CIC's Express Entry system:**

- Federal Skilled Worker Program
- Federal Skilled Trades Program
- Canadian Experience Class

You must have an indeterminate, full-time job offer from a public health authority as a physician, nurse, psychiatric nurse or allied health professional:

- physician
- specialist
- registered nurse
- registered psychiatric nurse
- nurse practitioner
- an allied health professional such as a:
  - diagnostic medical sonographer
  - clinical pharmacist
  - medical laboratory technologist

In order to be eligible for consideration under this category, in addition to meeting CIC's Express Entry requirements, you must also meet the BC PNP's Health Care Professional category requirements. Please refer to the Skills Immigration - Health Care Professionals section of this Guide for comprehensive information about these requirements.

## **Part 5: The Application Process**

BC PNP has introduced a new online application system, BCPNP Online, as part of ongoing program and process improvements.

## Skills Immigration Online Application System

This section provides an overview of the application process, including the information and documentation you require to apply to the Skills Immigration or EEBC streams of the BC PNP. Please make sure that you are familiar with the requirements for your BC PNP category before you submit your online application.

### Create Your Profile

In order to begin, you must create a user ID and password and provide personal information. The information required in the Create Your Profile section includes:

- email address
- user ID
- password
- three security questions and answers
- passport details
- phone number
- mailing address

You will be asked to confirm the information entered is correct. Once confirmed, you will receive an email asking you to verify your account by following an email link. After you have verified your email address and profile, you can sign in and begin to complete your application.

Please note: you will be able to edit your passport information, phone number and mailing address in your profile as required. If you forget your password or user ID, click on *Forgot User ID* or *Forgot Password* on the main sign in page.

### Select Your Stream and Category

To begin your application, select *Skills Immigration*.

Next, select your BC PNP category. These include:

- Express Entry BC Health Care Professional
- Skills Immigration - Health Care Professional
- Skills Immigration - Northeast Pilot Project

Once you have selected your category, you will be directed to the dashboard.

### My Dashboard

You will see the status of your application, showing if it is in progress or submitted. You can choose to start a new application or continue your current application. To create a new application, click on *Start New*.

### Health Care Professional or NEPP Application

Once you've started your new Health Care Professional or NEPP application, you'll be directed to a page where you will begin filling out your personal information. There are tabs across the top of the page which will help show you how far along you are in the application process.

## **Nominee Applicant**

The Nominee Applicant tab is where you enter your personal information, passport details, contact information, intended place of residence within B.C., current or previous application details, current status in Canada and previous visits to Canada, language proficiency, settlement funds and how you learned about the BC PNP. Below are the pieces of information you'll need to fill out this tab.

- Your Personal Information
  - family name
  - given name
  - date of birth
  - place of birth
  - citizenship
- Passport
  - passport number
  - country of issuance
  - issue date
  - expiry date
- Your Contact Information
  - primary phone number
  - secondary phone number
  - business phone number
  - email address
  - mailing address
  - residential address
  - intended place of residence within B.C.
- You will be required to indicate and explain if you have applied previously for provincial nomination or permanent residence, or if you have an application in process.
- Current Status in Canada
  - your status in Canada
  - study or work permit information
    - CIC Client ID/UCI
    - date signed
    - valid until
- Past visits to Canada
  - reason for visit
  - location of visit
  - dates
- Language proficiency
  - mother tongue
  - English speaking, reading and writing abilities
- Amount of settlement funds, in Canadian dollars
- How you heard about the BC PNP

After you've filled in these fields, click *Next*. The information is saved in each tab, so you can go back as required.

## **Education/Work Experience**

The Education/Work Experience tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable) and outside of Canada, and your previous 10 years of work experience. Below are the details you'll need to complete to continue your application. You may add multiple educational institutions and past jobs.

- Post-secondary education
  - start date at educational institution
  - end date at educational institution
  - name of educational institution

- level of education attained
  - field of study
- Secondary education
  - start date
  - end date
  - name of secondary educational institution
- Number of years of primary, secondary, university and trade/apprenticeship education
- Work experience
  - job title
  - National Occupation Classification (NOC) code
  - job start date
  - job end date
  - name of company
  - address
  - company website
  - company phone number
  - your responsibilities

Once you've entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the Nominee Applicant tab. Clicking either *Next* or *Previous* saves the information you've entered in the current tab.

### **Family**

The Family tab is for information on your spouse/common-law partner (if applicable), dependent children (if applicable), parents, siblings and family members in Canada. The fields are below.

- Number of family members
- Spouse/Common-law Partner (if applicable)
  - family name
  - given name
  - date of birth
  - country of citizenship
  - sex
  - place of birth
  - present address
  - date of marriage or entry into the common-law relationship
  - highest level of education
    - education start date
    - education end date
    - name of education institution
    - field of study
  - current occupations
  - years of experience in current occupation
- Dependent children
  - family name
  - given name
  - date of birth
  - country of citizenship
  - sex
  - place of birth
  - present address
- Mother/Father/Siblings
  - name (family and given)
  - date of birth
  - place of birth
  - marital status
  - present address
- Family members in Canada

- name (family and given)
- relationship to you
- sex
- city/town
- province
- immigration status
- years in Canada

Once you've entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the Education/Work Experience tab. Clicking either *Next* or *Previous* saves the information you've entered in the current tab.

### **Background**

The background tab requires you to respond to questions regarding your background, including:

- membership or associations with organizations
  - includes political, social, youth or student organizations, trade unions and professional associations
- government positions held
- information about your criminal status within and outside of Canada
- information about your immigration status history within Canada
- physical and mental health

### **Job Offer**

The Job Offer tab requires you to provide information about your job offer and the supporting B.C. employer's company. This includes:

- Company information:
  - name
  - mailing and business addresses
  - number of employees
  - years established
  - economic sector
  - legal structure
- Company contact person
  - name
  - phone number
  - email address
- Job offer details
  - wage (annual and hourly)
  - hours worked/week
  - location of work
  - NOC code

### **Attachments**

- In this tab you are required to upload scanned copies of the documents required for your application in PDF. This will vary depending on your category. Please note that individual PDF files must not exceed 3MB, which is sufficient for most documents scanned at 300DPI or lower.

## **Representative**

This tab is where you input information about your representative. The Use of a Representative Form will also include the details entered in this section. The fields include:

- Representative Information
  - name
  - firm/organization name
  - phone number(s)
  - email address
  - mailing address
  - membership identification with the Immigration Consultants of Canada Regulatory Council or law society
  - type of representative

Once you've entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the Representative tab. Clicking on either *Next* or *Previous* saves the information you've entered in the current tab.

## **Submit**

The last tab presents you the declaration that you and your spouse or common-law partner (if applicable) must agree to in order to submit your application.

You can select *Previous* to return to the Representative tab, or select *Submit Application* to submit your BC PNP Skills Immigration application.

## **Using a Representative**

You do not have to use a representative – such as an immigration consultant or lawyer – to apply to the BC PNP. The program is designed for you to be able to complete the process on your own.

The BC PNP assesses all applications equally, regardless of whether they were prepared with the assistance of a representative. Your application will not receive special attention, faster processing, or a more favourable outcome if it was submitted using the services of a representative.

Some people choose to use a representative to provide immigration advice or offer assistance with the application process. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below.

### **Who is an authorized representative?**

If you are using a third-party representative to help you prepare and submit your application to the BC PNP, they must follow federal legislation requiring that all paid immigration representatives meet the definition of an “authorized representative.” Authorized representatives are:

- immigration consultants who are full members in good standing of the Immigration Consultants of Canada Regulatory Council
- lawyers who are members in good standing of the Law Society of BC or another law society in Canada and students-at-law under their supervision
- notaries who are members in good standing of the Chambre des notaires du Québec and students-at-law under their supervision

### **Unpaid immigration third parties**

You can also use the services of an unpaid third party, such as a family member, friend, or a member of a non-governmental or religious organization, to act on your behalf.

The BC PNP only considers third-party representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services.

## Submit a representative form

If you are using an authorized or unpaid representative to help you prepare your application to the BC PNP, you must submit the following disclosure consent forms for third-party representatives:

- Use of a Representative form

For Skills Immigration and EEBC applications, both you and your employer must complete separate Use of a Representative forms. Regardless of the use of a representative, the BC PNP reserves the right to contact you and/or your employer directly regarding the application.

By completing the BC PNP's Use of a Representative Form, you have authorized the individual on the form (such as an immigration consultant, lawyer, friend or family member) to represent you and act on your behalf with the BC PNP. This may include representation throughout the application and assessment process and communication with program staff as required.

The applicant declaration in the online application or registration requires your consent and is the legal equivalent of your signature. As the applicant, you must ensure that you have read and understood the declaration.

BCPNP Online uses your personal email as the unique personal identifier for your client profile. The email and contact information in the authorized representative form will be associated with the application in the system and will be used by PNP staff for communication and due diligence in the application assessment process.

BC PNP staff may also contact you and/or your employer directly to verify information in the application.

You may only have one third-party representative for your application at any given time. If you wish to change your representative during the BC PNP application process, you (and if applicable your B.C. employer) must submit another **Use of a Representative Form** allowing the BC PNP to disclose information to a different third-party. If you wish to remove your representative during the BC PNP application process, you must notify the BC PNP in writing (by email or a signed letter).

## Beware of immigration fraud and scams

We encourage you to protect yourself from immigration fraud and scams. Learn more about [protecting yourself from fraud](#).

## Part 6: After Nomination and Applying for Permanent Residence

Once you have been approved as a Provincial Nominee, you and your dependants, if applicable, may then apply for permanent residence to CIC under the Provincial Nominee class.

CIC will assess that you meet federal security and admissibility requirements to be issued permanent residence to Canada, including medical and security checks. CIC may review additional information related to your application and ensure you continue to meet the conditions of your nomination such as continuing to be employed in the same occupation with your B.C. employer.

**IMPORTANT:** Although the BC PNP may nominate you for permanent residence under the Provincial Nominee class, the federal government (CIC) has the final decision-making authority and discretion on your permanent residence application Canada.

If CIC approves your application, you will be issued a permanent resident visa to live and work in Canada.

For more information on applying for permanent residence including processing times, please visit CIC's website.

### Work Permit Extension

If your work permit is due to expire within the next three months and you continue to meet the conditions of your nomination, you may contact the BC PNP to request a support letter to extend your work permit.

The BC PNP may request evidence to confirm you continue to meet the conditions of your nomination. The BC PNP will then issue you a support letter to extend your work permit so you can apply to CIC for a work permit.

For more information about processing time for permanent residency, please visit CIC's website:

### \*IMPORTANT\* Notifying BC PNP of Termination or Change of Employment

The employer and applicant must notify the BC PNP in the event of a change in employment, including promotion, new employment, lay-off or termination of employment.

Employers must notify the BC PNP if the terms of employment change from those in the Job Offer, including promotion, new employment, lay off, or termination of employment.

### Requests to reconsider a refusal

The BC PNP will only reconsider a decision where the applicant demonstrates that the decision was unreasonable on the basis of the program criteria and the evidence before the program advisor. If you have questions about the reasons for the refusal decision or wish to request a reconsideration of the decision, you may contact the BC PNP Program Advisor or the Program Manager through the BC PNP inbox: [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca).

### Withdrawal of Nomination

After you are nominated for permanent residence by the BC PNP, you have six months from the date on your Confirmation of Nomination to apply to CIC for a permanent resident visa. CIC will assess your application and has the final authority to determine whether you will be granted a permanent resident visa.

Throughout this process, the BC PNP may withdraw your nomination if you do not continue to meet the requirements under which you were nominated. Some reasons why we may withdraw a nomination include:

- if the information provided in your application to the PNP was false or misleading

- if the terms under which you were nominated are no longer being met (for example, if your income was reduced and you no longer meet the income threshold, or if your hours of work have been reduced to casual or part-time employment)
- if you leave your current job in B.C., change employers or are no longer living in B.C.

### **Change of Employment**

A nominee may change employers and BC PNP may continue to support the nomination if the following requirements are met:

- the nominee notifies the BC PNP immediately upon receiving a new job offer
- the new employer provides supporting nomination documentation
- the new employer is a B.C. employer, and the employment location is B.C.
- the nominee has maintained legal status in Canada
- the employment change is reviewed by the BC PNP to determine ongoing eligibility including that the conditions of original nomination continue to be met

### **Work Permits**

#### **How to obtain a work permit support letter**

You will need a valid work permit to work in B.C. CIC is responsible for issuing work permits. If you do not have a work permit, or if your work permit has expired (or is about to expire), and you intend to work or continue working in B.C., you will need to apply to CIC for a work permit.

We will only accept requests for work permit support letters if ALL of the following are met:

- you have been nominated by the BC PNP, and
- you have submitted your application for permanent residence to CIC within the six-month period after you have been nominated, and
- you continue to meet the conditions under which you were nominated, and
- your current work permit expires within 120 days.

The BC PNP cannot apply for a work permit on your behalf. You must apply to CIC for your own work permit and include the BC PNP work permit support letter with your application.

To obtain a work permit support letter, please submit your request to [PNPInfo@gov.bc.ca](mailto:PNPInfo@gov.bc.ca) with the subject line: Work Permit Support Letter Request. Within your email request, include:

- your full name
- your date of birth (DD/MMM/YYYY) e.g. 01 JAN 1981
- your Provincial Nominee File Number
- an attached scanned copy of pay stubs for the last two pay periods
- an attached scanned copy of your current work permit
- verification you have submitted your application for permanent residence

### **Work Permit Extensions**

The BC PNP will issue you a letter to support your work permit extension application if:

- you have applied for permanent residence or have a valid Confirmation of Nomination;
- you can demonstrate that you are working for the nominating employer in accordance with the job offer letter; and,
- you continue to meet the conditions of your original nomination.

### **Nomination Extensions**

Except in exceptional circumstances, the BC PNP will not issue a new Confirmation of Nomination to extend the six month Nomination validity period.

Requests for extensions will be considered on a case-by-case basis.

### **Refusal of Nominee's Application for a Permanent Resident Visa**

CIC may determine that an individual nominated by the BC PNP is likely to be refused a permanent resident visa based on the applicant's inability to meet the requirements of the BC PNP and the requirements of membership in the Provincial Nominee class as per the IRPR and this Annex. In this case, CIC will notify and consult with the BC PNP regarding reasons for possible refusal.

Where CIC has refused an applicant on the basis of misrepresentation under section 40 of the [Immigration and Refugee Protection Act \(IRPA\)](#), and where CIC has provided the BC PNP with all relevant case-specific information relevant to its decision, the BC PNP shall examine the information provided by CIC, conduct its own review of the BC PNP application and withdraw the nomination where it has confirmed that misrepresentation has occurred.

## Part 7: Glossary

AOR	Acknowledgment of Receipt - document sent to applicants after BC PNP receives the complete set of candidate forms.
Applicant	Applicant includes: <ul style="list-style-type: none"> <li>• Nominee Applicant</li> <li>• Supporting Employer</li> </ul>
Authorized Representative	Immigration consultants who are full members in good standing of the Immigration Consultants of Canada Regulatory Council, or lawyers who are members in good standing of the Law Society of B.C. or another law society in Canada.
Canada Border Services Agency	The federal law enforcement agency charged with protecting Canadian borders and enforcing immigration laws.
Citizenship and Immigration Canada	The federal department charged with overseeing immigration into Canada.
Confirmation of Nomination	The certificate issued by the Province to the Government of Canada stating that the Province has nominated the Nominee for Permanent Resident status under the terms and conditions of the BC PNP.
Day	Unless otherwise specified in a BC PNP-produced document or written communication, a “day” means a calendar day.
Decision	The Program Advisor’s decision (approval or refusal) related to an application, documented in the file for future reference.
Dependent child	A person who meets Citizenship and Immigration Canada’s definition of <u>dependent child</u> . Note: Effective August 1, 2014, CIC changed the definition of a dependent child. The age at which a child will be considered a dependant has changed from under 22 to 19.
Eligible Employer	A B.C. company that is in good standing and incorporated or extra-provincially registered, registered as a limited liability partnership, in B.C., or is eligible as a public sector and non-profit employer. The organization must be permanently established in B.C., as defined by the federal Income Tax Act.
Employee/employer relationship	A person who meets the definition of “employee” per the Employment Standards Act.
Express Entry (EE)	A federal intake management system for permanent resident applications.
Express Entry British Columbia (EEBC)	A BC PNP stream that enables eligible applicants (those who meet the requirements under CIC’s federal economic immigration programs subject to Express Entry) to receive expedited processing of their BC PNP and permanent residence applications
Full Time Equivalent (FTE)	An FTE of 1.0 is equivalent to a full-time worker or student, while an FTE of 0.5 is equivalent to half of a full work or school load. In the BC PNP, an FTE of 1.0 is defined as 30 hours per week 52 weeks per year.
Health Care Professional	Physicians, registered nurses and other health care workers applying under the Skills Immigration stream.
Information Officer (IO)	The BC PNP client service staff who provide information about the program and application process.

Ineligible Representative	Paid immigration representatives who are not members in good standing of the Immigration Consultants of Canada Regulatory Council, or the Law Society of B.C. or another law society in Canada.
Job Offer Form	A BC PNP document, completed by the B.C. employer, that confirms an offer of full-time indeterminate employment in B.C.
Minimum language requirement	Requirement for the nominee candidate to meet a minimum language proficiency level at the time of nomination (currently Canadian Language Benchmark Level 4 for NOC B, C & D occupations).
North American Industry Classification System (NAICS)	An industry classification system maintained by Statistics Canada.
National Occupation Classification (NOC)	Occupations classification system for occupations in Canada that provides a standardized framework for organizing and defining occupational skill level. Maintained by Employment and Social Development Canada, in partnership with Statistics Canada.
Nominee	In the Skills Immigration stream, an approved applicant is a Nominee (holder of a Confirmation of Nomination).
Nomination	The provincial selection (approval) of an applicant for expedited immigration processing through the federal immigration system.
Nomination letter	The document that confirms an applicant has received the province's nomination for permanent residence.
Nomination Levels Plan	The federal government's allocation of nominations to each province and territory.
Northeast Pilot Project (NEPP)	A category for low-skilled (NOC C&D) applicants working in the northeast region of the province.
Permanent Resident (PR)	A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.
Procedural Fairness	Applicants and nominee candidates must be afforded procedural/administrative fairness prior to closure of their application; i.e. opportunity to respond to reasons for refusal.
Program Advisor(s)	The staff members within the BC PNP who evaluate applications.
Settlement Funds	Sufficient and available funds that economic immigrants must prove they have to settle in Canada. The funds must be available, transferable and not committed to debts or other obligations. These funds will cover fees, relocation costs and costs to settle.
Site Visit	An announced or unannounced visit by a Program Advisor to the place of business of a Skills Immigration applicant or nominee.
Skills Immigration stream	An employer-driven stream, where applicants must have an indeterminate job offer from a B.C. employer in order to apply.
Supporting documents	Copies of other official documents such as passport bio page, federal application forms, letters of support, family documents, etc. that are required to complete an application or registration. The BC PNP may request additional supporting documents in the assessment of applications.

Temporary foreign worker (TFW)	A foreign national who is in possession of a work permit that allows him or her to work in Canada temporarily.
Temporary Resident Visa (TRV)	Non-Canadians from countries requiring a visa to enter Canada must apply for a temporary resident visa at a local CIC Visa Office. This visa is issued by the local Visa Office prior to entry to Canada.
Unpaid Representative	Unpaid representatives do not charge fees or receive any compensation for providing immigration advice or related services, but must be declared on a Use of a Representative form.
Use of Representative Form	A BC PNP document that confirms that a representative was chosen to represent a Nominee Applicant, Employer Applicant.
Visitor Record	A document issued by CIC/CBSA, which allows a foreign national to stay in Canada legally, but does not allow him/her to work or study.
Visitor Visa (TRV)	A document, issued by CIC, which allows a foreign national to travel to Canada.
Work Permit	A document issued by CIC that authorizes a person to work legally in Canada. It sets out conditions for the worker such as: <ul style="list-style-type: none"> <li>• The type of work they can do</li> <li>• The employer they can work for</li> <li>• Where they can work, and</li> <li>• How long they can work.</li> </ul>
Work Permit Support Letter	A letter issued by the BC PNP when a nominee candidate demonstrates that their work permit period should be extended.

## Appendix 1: Minimum Income Requirements

### Express Entry British Columbia and Skills Immigration

To be eligible for the BC PNP's Express Entry British Columbia and Skills Immigration streams, you must demonstrate that you are able to support yourself (and your dependants) according to your:

- income
- location of residence in B.C.
- number of dependants

We have established minimum family income thresholds for the Metro Vancouver and the rest of B.C. Your family must meet the minimum family income threshold for your chosen area of residence.

Family income is the total of:

- your regular gross annual wage from the B.C. employer supporting your BC PNP application, and, if applicable;
- your spouse or common-law partner's regular gross annual wage in B.C. from work authorized under a valid work permit

In calculating your family income, we will only consider regular gross annual wages. We do not consider bonuses, commissions, profit-sharing distributions, tips/gratuities, overtime wages or other similar payments to be part of your wage.

Your spouse's annual wage will only be included in the family income calculation if your spouse or common-law partner has a valid work permit and is currently employed in B.C. In the table below, you will see that we include the size of your family unit (your spouse or common-law partner and dependants, whether they come with you to live in B.C. or not), to determine if you meet the minimum family income threshold for your area of residence.

Size of Family	Family Income Threshold by Area of residence	
	Metro Vancouver	Rest of B.C.
1	\$21,895	\$18,248
2	\$27,257	\$22,716
3	\$33,510	\$27,927
4	\$40,685	\$33,908
5	\$46,145	\$38,457
6	\$52,043	\$43,374
7 or more	\$57,943	\$48,290

The income thresholds in this table represent 90% of an amount calculated from the appropriate 2014 Low-Income Cut-Off (LICO) figures set by Statistics Canada. This table will be updated regularly to reflect the latest published LICO figures.

#### Express Entry British Columbia stream only

Under the Express Entry British Columbia stream, you may have to show that you meet the minimum proof of settlement funds criteria of one of the federal economic immigration programs subject to Express Entry.

[Please carefully review CIC's website for detailed information on when proof of settlement funds are required under Express Entry.](#) Requirements for settlement funds differ across the federal economic immigration programs for which applicants may be eligible.

All Express Entry British Columbia applicants are required to meet the BC PNP minimum income requirements outlined above.

Please note that in some circumstances, applicants under the Express Entry British Columbia stream will have to meet the BC PNP's income requirements outlined above as well as Express Entry's requirement for proof of settlement funds.