

Rural Community Immigration Pilot (RCIP)

Employer Optional Work Permit Guide

1	Employer has completed the Offer of employment RCIP form (IMM0247).	<input type="checkbox"/>
2	Recommendation has been issued by EDO.	<input type="checkbox"/>
3	RCIP permanent residence application was submitted by the applicant.	<input type="checkbox"/>
4	<p>Employer submits an offer of employment through the Employer Portal and indicates either today's date or a date in the future prior to the expiry of the applicant's current work permit to ensure they don't fall out of status. The Employer must ensure that all information is correct, including the spelling of the applicant's name as it appears on the passport.</p> <p>Step 1: Employer needs to sign in or need to enroll if there is no existing account.</p> <ul style="list-style-type: none"> When asked if you received a PIN, click on Yes. <p>Need help registering? Read the Employer Portal enrolment guide.</p> <p>Step 2: Create an offer of employment by clicking on Submit an offer of employment. Next, you'll see 4 forms that need to be completed:</p> <ul style="list-style-type: none"> Business information Foreign worker Job details <ul style="list-style-type: none"> LMIA exemption code: C15 – Community Pilots Wage and benefits <p>Step 3: Submit an offer of employment.</p> <p>When you've completed and validated all 4 forms, submit the offer of employment by following these steps:</p> <ol style="list-style-type: none"> Select Continue, located on the main offer of employment page, to go to the document checklist. If you said you would be paying the employer compliance fee, you won't need to upload any documents. You have the option to upload a document explaining how the job meets the requirements of the LMIA exemption if this explanation was not previously provided under the Job details section. Select Next. Read the Statement of privacy and the Declaration of employer on the Your declaration and electronic signature page. Complete the 3 attestations as part of the employer declaration: Select I agree. Type your name in the signature panel, and answer the security question. <ul style="list-style-type: none"> The name in the signature panel must match the name of the user who is submitting the offer of employment. This person does not have to be the primary business contact. Select Sign. Pay the \$230 employer compliance fee if you're not exempt. Select Transmit and pay. Read the fees summary page, and select Transmit and pay again. <ul style="list-style-type: none"> You'll be directed to the Receiver General's online payment website. Complete the online payment form. <ul style="list-style-type: none"> Select Process Transaction. Review and print the transaction receipt. You may need this receipt in the future. IRCC won't issue any other receipt. Select Return. <ul style="list-style-type: none"> You'll be redirected back to the Employer Portal. <p>Step 4: After you submit an offer of employment</p> <p>The employment queue status now says "matched" after your offer of employment is matched with a work permit application.</p> <p>Give the offer of employment number to your temporary foreign worker</p> <p>The offer of employment number consists of the letter A followed by a 7-digit number. It will appear in your employment queue shortly after you submit your offer.</p> <p>If you don't see the employer number, wait 24 hours, then check again.</p> <p>Important Note: You won't receive an email or approval letter to give to the temporary foreign worker. Instead, you must give the offer of employment number to the temporary foreign worker. They need this number to submit their work permit application.</p> <p>For complete guide, please refer to IRCC Employer Portal user guide.</p>	<input type="checkbox"/>
5	Applicant submits work permit application to IRCC which must include A# received from the employer.	<input type="checkbox"/>