

AINP Employer-Driven Stream Skilled Worker Category criteria prior to March 14, 2011

For current AINP Employer-Driven Stream, Skilled Worker Category criteria as of March 14, 2011 visit
www.AlbertaCanada.com/immigration/immigrating/ainp-eds-skilled-worker-criteria.html

Skilled Worker Category Criteria (includes but is not limited to):

Alberta Employer criteria

As an Alberta Employer, you must:

- Be incorporated or registered by or under an act of the legislature of a province or the Parliament of Canada and operating as a business that has an established production capability, plant or place of business in Alberta.
- Provide a job offer to the Candidate for permanent, full-time employment in a skilled occupation. A **skilled** occupation is an occupation that falls under one of the following skill levels under the National Occupational Classification (NOC) system:
 - NOC 0: Includes management occupations that usually require a university degree (bachelor's, master's or doctorate) or a professional designation.
 - NOC A: Includes occupations that usually require university education.
 - NOC B: Includes occupations that usually require college education or trade certification.
- Provide a job offer to the Candidate that meets Alberta's employment and wage standards.
- Provide a job offer to the Candidate that does not conflict with existing collective bargaining agreements. The AINP will not approve an application if there is a labour dispute in progress that may involve, directly or indirectly, either the employer or the candidate.
- Provide proof of your authorization to hire a foreign worker by showing either the Labour Market Opinion (LMO), or evidence of the LMO exemption.
 - If there is an LMO in place for the Candidate, you must show that you are following all the conditions of the LMO (including salary).
 - If the Candidate is exempt from an LMO, you must show you are offering wages and benefits to the Candidate that meet industry standards. Visit the ALIS website for wage and benefit standards in Alberta by occupation.
- Clearly show the need for the position and that you have made a significant effort to hire a Canadian or permanent resident of Canada for the position **only if the Candidate is not currently working in Alberta (is abroad)**.
 - The Employer-Driven Stream is not intended to be used as a substitute for the Temporary Foreign Worker Program.
- Meet additional criteria if the Candidate's occupation is in one of the following:
 - Trades
 - Chefs
 - Cooks (Level 1)
 - Line cooks (Level 2)
 - Early childhood educators and child care staff
 - Managers/Supervisors in the Retail, Fast Food and Service Industries

Candidate criteria

As a Candidate, you must:

- Clearly show in the application that you are able to and intend to live permanently in Alberta.
- Have related education, training, previous work experience, and any Alberta licensing needed for the position and to meet AINP criteria.
- Provide a copy of your valid work permit if you are already working in Alberta.
- Provide proof of your legal status in your country of residence only **if you are not currently working in Alberta (you are living abroad)**.
- Meet additional criteria if your occupation is one of the following:
 - Trades
 - Chefs
 - Cooks (Level 1)
 - Line cooks (Level 2)
 - Early childhood educators and child care staff
 - Managers/Supervisors in the Retail, Fast Food and Service Industries

Meeting the criteria listed above does not guarantee a nomination or permanent residence.

Additional criteria – trades

Compulsory trades

As a Candidate in a compulsory trade (PDF), you must also:

- Have an Alberta Qualification Certificate from Alberta Apprenticeship and Industry Training (AIT). If you submit an application to the AINP for a Compulsory Trade without this document your application will be declined.

If you are working in a Compulsory Trade, you may also be eligible under the Compulsory Trades Category of the AINP Strategic Recruitment Stream.

Optional trades

As a Candidate in an optional trade (PDF), you must also:

- Have either the Alberta Qualification Certificate from AIT for your trade, or show you have the months of hands-on work experience you would need to apply for the AIT Qualification Certificate Program. The number of months hands-on work experience you need can range between 18 and 72 months, depending on your trade.
- Submit reference letters from your previous employers, **if you apply for a nomination in an Optional Trade without the Alberta Qualification Certificate**.
- Only the hands-on work experience in the same trade as what you are applying for under the AINP will be considered. The required amount of hands-on work experience you need in your trade, in order to be considered for a Nomination, is listed within the Temporary Foreign Worker Qualification Certificate Application.
- Your hands-on work experience must be shown in reference letters from previous employers. Reference letters **must**:
 - be dated
 - be written on company letterhead
 - state the name of the employer and employer contact information
 - state your occupation title and main duties
 - include the start date and end date of employment
 - be signed by a company official (for example: owner, administrator, supervisor)
- Documents not written in English must be attached to a certified translation.

If your occupation is not identified as a trade by AIT but is generally recognized as a trade in Canada, the AINP will require that a minimum level of relevant work experience and training in that occupation be proven. For example:

- If you are applying as a Plasterer or Drywall Installer, you must be able to show a minimum of 48 months of work experience as a Plasterer or Drywall Installer.
- If you are applying as an Upholsterer, you must be able to show a minimum of 48 months of work experience as an Upholsterer.

If you have not met the requirements above, you are considered to be an apprentice (learning a trade). Apprentices are not eligible to submit an application to the AINP.

Additional criteria – chefs

As an Alberta Employer of a Chef, you must also:

- Provide an organizational chart showing the reporting structure of who reports to whom, listing each position in the kitchen, the salary range for each position, and the number of persons employed in each position.
- Provide evidence of your restaurant's official seating capacity.
- Sign an Employer Compliance Declaration Form and attach it to your application, responding to each question about the status of your business with the following legislative authorities:
 - Employment Standards Code; Public Health Act; Occupational Health and Safety Act; Workers' Compensation Act; and Human Rights, Citizenship and Multiculturalism Act.
 - You must be in compliance with all legislation. All your answers must be truthful, correct and complete. Failure to completely disclose your current status with any of the applicable legislative authorities will result in the refusal of current and future applications submitted to the AINP on the basis of non-disclosure. The AINP reserves the right to declare you, as an employer, ineligible to apply under the program for up to 24 months from date of application received for non-disclosure.
- You are obligated to uphold provincial standards for both workplace health and safety, and offer your candidate(s), for as long as your candidate(s) is/are employed, a sustainable and reliable work environment.
 - **The AINP supports all legislation regarding a safe and healthy work environment, and will not approve an employer who does not adequately demonstrate compliance in meeting the AINP criteria and applicable requirements, criteria and/or standards under that legislation.**

As a Chef Candidate, you must also:

- Possess the following qualifications, which are based on pre-requisites to enroll in the Canadian Culinary Institute's Certified Chef de Cuisine program:
 - Journeyman certification or equivalent obtained through a formal apprenticeship training program or formal certified culinary training at a recognized post-secondary or culinary institute.
 - Five to seven (5 to 7) years of work experience post-journeyman certification.
 - During the 5 to 7 years of work experience after certification, a minimum of two (2) years of work experience as an employee supervisor, working on the management team in the kitchen.
- Have one of the following job titles:
 - Executive Chef; Executive Sous Chef; Sous Chef; Junior Sous Chef; Chef
- Have the following job duties:
 - Provide extensive management or supervision of cooks and/or chefs and other kitchen staff in preparing, cooking and presenting food creatively
 - Hire and supervise kitchen staff; assist with staff development and training
 - Manage employee performance, through training, coaching and corrective action
 - Create menus and create new recipes
 - Check the quality of raw and cooked food products
 - Ensure that the highest culinary and sanitation standards are maintained
 - Estimate labour and food costs and modify menus to stay within budget
 - Order food and kitchen supplies based on best price and budget
 - Check orders received for quantity and quality of product
 - Promote their establishments by practicing good public relations

Preference will be given to Candidates who are enrolled in the Canadian Culinary Institute's Certified Chef de Cuisine program. This is the highest professional culinary recognition and accreditation in Canada.

Additional criteria – Cooks (level 1)

As an Alberta Employer of a Cook (Level 1), you must also:

- Provide an organizational chart showing the reporting structure flow, listing each position in the kitchen, the salary range for each position, and the number of persons employed in each position.
- Provide evidence of your restaurant's official seating capacity.
- Sign an Employer Compliance Declaration Form and attach it to your application, responding to each question about the status of your business with the following legislative authorities:
 - Employment Standards Code; Public Health Act; Occupational Health and Safety Act; Workers' Compensation Act; and Human Rights, Citizenship and Multiculturalism Act.
 - You must be in compliance with all legislation. All your answers must be truthful, correct and complete. Failure to completely disclose your current status with any of the applicable legislative authorities will result in the refusal of current and future applications submitted to the AINP on the basis of non-disclosure. The AINP reserves the right to declare you, as an employer, ineligible to apply under the program for up to 24 months from date of application received for non-disclosure.
- You are obligated to uphold provincial standards for both workplace health and safety, and offer your candidate(s), for as long as your candidate(s) is/are employed, a sustainable and reliable work environment.
 - **The AINP supports all legislation regarding a safe and healthy work environment, and will not approve an employer who does not adequately demonstrate compliance in meeting the AINP criteria and applicable requirements, criteria and/or standards under that legislation.**

The number of Cooks who can be nominated for permanent residence by the province is restricted. See the table below for the maximum number of lifetime nominations on behalf of the Alberta Employer.

Number of seats in restaurant	Maximum number of lifetime nominations on behalf of the Alberta Employer (Cook)
0-69	1
70-104	2

As a Cook (Level 1) Candidate, you must also:

- Be at the journeyman level as a Cook. Cook is an occupation classified as an optional trade in Alberta (PDF). Your job duties and your qualifications must reflect journeyman standards. See the section on trades for additional information.
- Possess one of the following qualifications, which are based on eligibility for the AIT Qualification Certificate Program:
 - Journeyman certification or equivalent, **OR**
 - Two (2) years of formal certified culinary training at a recognized post-secondary or culinary institute (A program completed outside of Canada must be equivalent, in terms of content and scope, to that of a two-year post-secondary culinary arts diploma program in Canada) plus three (3) years of work experience as a Cook, **OR**
 - In the absence of a formal training program, a minimum of 54 months of full-time work experience as a Cook would be considered
- Hold a valid work permit issued for at least one (1) year.
- Have been working for your Alberta Employer on a valid work permit for at least nine (9) months before you submit your AINP application.
- Have the following job duties:
 - Oversee menu planning, regulate stock control and supervise kitchen staff
 - Supervise general, third and second cooks and may also supervise first cooks
 - Provide ongoing training and support to all cooks in their area
 - Estimate food requirements and obtain the required food from storage or suppliers
 - Clean, cut, carve, prepare, season, cook, and arrange portions of foods
 - Monitor present and upcoming business volumes as well as food items
 - Uphold and maintain food safety, hygienic and safe work environment standards
- Have one of the following job titles:
 - Chef de Partie; First Cook.

Preference will be given to candidates who have a valid Alberta AIT Qualification Certificate as a Cook or who have completed one year of their experience within Canada or Alberta.

Additional criteria – Line Cooks (Level 2)

As an Alberta Employer of a Line Cook (Level 2), you must also:

- Provide an organizational chart showing the reporting structure flow, listing each position in the kitchen, the salary range for each position, and the number of persons employed in each position.
- Provide evidence of your restaurant's official seating capacity.
- Sign an Employer Compliance Declaration Form and attach it to your application, responding to each question about the status of your business with the following legislative authorities:
 - Employment Standards Code; Public Health Act; Occupational Health and Safety Act; Workers' Compensation Act; and Human Rights, Citizenship and Multiculturalism Act.
 - You must be in compliance with all legislation. All your answers must be truthful, correct and complete. Failure to completely disclose your current status with any of the applicable legislative authorities will result in the refusal of current and future applications submitted to the AINP on the basis of non-disclosure. The AINP reserves the right to declare you, as an employer, ineligible to apply under the program for up to 24 months from date of application received for non-disclosure.
 - You are obligated to uphold provincial standards for both workplace health and safety, and offer your candidate(s), for as long as your candidate(s) is/are employed, a sustainable and reliable work environment.
 - » **The AINP supports all legislation regarding a safe and healthy work environment, and will not approve an employer who does not adequately demonstrate compliance in meeting the AINP criteria and applicable requirements, criteria and/or standards under that legislation.**

The number of Line Cooks who can be nominated for permanent residence by the province is restricted. See the table below for the maximum number of lifetime nominations on behalf of the Alberta Employer.

Number of seats in restaurant	Maximum number of lifetime nominations on behalf of the Alberta Employer (Line Cook)
0-69	1
70-104	2
105-139	3
140-174	4
175-209	5
210 or more	6

As a Line Cook (Level 2) Candidate, you must also:

- Show **one** of the following:
 - You have completed two (2) years of formal certified culinary training at a recognized post-secondary or culinary institute. A program completed outside of Canada must be equivalent, in terms of content and scope, to that of a two-year post-secondary culinary arts diploma program in Canada.
 - You have obtained the Alberta Apprenticeship and Industry Training (AIT) Qualification Certificate as a Cook
 - You have a minimum of 54 months of documented and verifiable work experience in cooking **within Canada**
- Have completed an industry-recognized safe food-handling program (e.g. FOODSAFE).
- Hold a valid work permit issued for at least one (1) year.
- Have been working for your Alberta Employer on a valid work permit for at least nine (9) months before you submit your AINP application.
- Have the following job duties:
 - Receive supervision from journey-person-level cooks or chefs
 - Engage in organizing, preparing, assembling, and presenting food to order
 - Prepare mise en place (everything in place), organize their work station and production area, ensuring that the necessary food products and equipment are in place
 - Follow recipes and methods of cooking, coordinating production of orders
 - Carry out specific kitchen assignments and activities as directed
 - Apply quality standards to receiving and storing food products
 - Uphold and maintain food safety, hygienic and safe work environment standards

- Have one of the following job titles:
 - Assistant Cook; Caterer Cook; Mess Cook; Banquet Cook; Dietary Cook; Second Cook; Cafeteria Cook; Grill Cook; Short Order Cook; Camp Cook; Line Cook; Third Cook.

Preference will be given to candidates who have a valid Alberta AIT Qualification Certificate as a Cook or who have completed one year of their experience within Canada or Alberta.

Additional criteria – Early Childhood Educators and Child Care Staff

As an Alberta Employer of an Early Childhood Educator, you must also:

- Be accredited, or have applied for accreditation, with the Alberta Association for the Accreditation of Early Learning and Care Services and be approved for funding under the Alberta Child Care Accreditation Funding Program
- As an Early Childhood Educator Candidate, you must also:
 - Hold a work permit under the NOC code 4214 and be residing in Alberta
 - Have completed a minimum of high school education
 - Be certified as a Child Development Worker (Level 2) or Child Development Supervisor (Level 3) through Alberta Children and Youth Services - Child Care Staff Certification Office.
 - Be employed in Alberta for a minimum of six (6) months with a pre/accredited daycare program or family day home agency before applying to the AINP

Preference will be given to Candidates who have completed a first aid course.

Additional criteria – Managers/Supervisors in the Service, Retail and Foodservice Industries

As an Alberta Employer of a Manager/Supervisor in the Service, Retail and Foodservice Industries, you must also:

- Sign an Employer Compliance Declaration Form, only if you are operating in the foodservices industry, and attach it to your application responding to each question about the status of your business with the following legislative authorities:
 - Employment Standards Code; Public Health Act; Occupational Health and Safety Act; Workers' Compensation Act; and Human Rights, Citizenship and Multiculturalism Act.

As a Manager/Supervisor Candidate in the service, retail and foodservice industries, you must also:

- Be able to demonstrate completion of a post-secondary degree, diploma, or certificate in a **related** field of study (Commerce, Business Management, etc.)
- Be able to show a minimum of two years of managerial/supervisory experience in a **related** industry or four years of work experience in a directly related industry. You must submit reference letters from employers in your home country showing that you have this previous related experience.
 - Reference letters must:
 - » be dated
 - » be written on company letterhead
 - » state the name of the employer and employer contact information
 - » state your occupation title and main duties
 - » include the start date and end date of employment
 - » be signed by a company official (i.e.: owner, administrator, supervisor).
 - Documents not written in English must be attached to a certified translation.