Ministry of Economic Development, Job Creation and Trade

Application Guide: Ontario's Express Entry Human Capital Priorities Stream

Ontario Immigrant Nominee Program

Disponible en français

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1.0 INTRODUCTION: ONTARIO'S EXPRESS ENTRY HUMAN CAPITAL PRIORITIES STREAM

The Ontario Immigration Nominee Program (OINP) allows foreign workers and international students with the right skills, experience and education to apply for a nomination for permanent residence in Ontario.

This application guide provides information about Ontario's Express Entry Human Capital Priorities Stream. The guide will help you decide if you meet program requirements and what you need to do if you decide to apply.

1.1 What is the Human Capital Priorities Stream?

The Human Capital Priorities Stream is open to skilled workers, living in Canada or abroad, who want to permanently live and work in Ontario.

To qualify, you must meet minimum program requirements including:

- at least one year of skilled work experience;
- equivalent of a Canadian Bachelor's degree or above;
- language skills in English and/or French; and
- settlement funds to help you and your dependents settle in Ontario.

You may not apply directly to the Human Capital Priorities Stream.

- You must first qualify for Immigration, Refugees, and Citizenship Canada's (IRCC's) Express Entry pool.

- You must then create an online profile in the IRCC Express Entry pool and indicate that you are interested in immigrating to Ontario in your profile.

- Finally, you must receive a Notification of Interest (NOI) from Ontario through your IRCC online account. Once you receive your NOI, you may then apply to Ontario's Express Entry Human Capital Priorities Stream.

1.2 How do I qualify for IRCC's Express Entry pool?

You should first answer a questionnaire designed by IRCC to determine what immigration program(s) you can apply for. The questionnaire is hosted on the IRCC website "Do you want to come to Canada" page.

Based on your responses, the system will indicate whether you qualify for the federal Express Entry program. If you do, you will be provided with a reference number, which can be used to create an online profile in the Express Entry system.

Once you create your profile, you will receive an Express Entry Profile Number and a Job Seeker Validation Code (also known as a Candidate Identifier Code). A Job Seeker Validation Code is a four-digit number given to a candidate who has successfully entered the Express Entry pool. The code is automatically generated by the system. You can find your validation code in your "Welcome to the pool" letter, which is sent to your online account with IRCC. ***Note:*** You will need these numbers if you receive a Notification of Interest from Ontario and wish to apply to the OINP.

You will also be assigned a Comprehensive Ranking System (CRS) score. Your CRS score is calculated based on the information provided in your profile, including your age, education, language proficiency, skills, work experience, etc.

When you create a profile in Express Entry, you **must** indicate your interest in immigrating to Ontario by selecting "Ontario" or "All Provinces and Territories".

To be eligible to apply to Ontario's Express Entry Human Capital Priorities Stream, you **must** qualify for one of two federal economic immigration programs: the Federal Skilled Worker Program (FSWP) or the Canadian Experience Class (CEC).

You must provide accurate and truthful information in your Express Entry profile. If the information in your Express Entry profile is inaccurate or not truthful, your OINP application could be refused or your nomination withdrawn. IRCC could also find you inadmissible and/or bar you from applying to immigrate to Canada for five years.

For further information on how to create an Express Entry profile and more information on how to apply for permanent residence, please visit the [IRCC website](#).

1.3 Notifications of Interest (NOI) from Ontario

Before you can apply to the Human Capital Priorities Stream, you must have received a Notification of Interest (NOI) from Ontario. An NOI is a letter sent to candidates in the Express Entry pool inviting them to apply to one of Ontario's three Express Entry streams.

The OINP searches the Express Entry pool and identifies potential candidates who may meet the criteria of the Human Capital Priorities Stream. If the OINP identifies you in the Express Entry pool, you will receive an NOI from Ontario through your IRCC online account.

Please note that your NOI will **not** indicate the stream under which you qualify. It is your responsibility to review the criteria of each Express Entry stream to determine

which one you are eligible to apply to. An NOI does not guarantee that you meet OINP stream criteria or that your application will be approved. See section 2.0 for more information about program criteria.

To manage demand and ensure that the program is responsive to Ontario's labour market needs, the OINP sets parameters for each search conducted in the Express Entry pool. The program may issue NOIs to candidates who not only appear to meet Ontario's program criteria, including a minimum CRS score, but who also appear to meet other requirements, such as having a job offer in Ontario or work experience in targeted occupations or sectors. The program also sets limits on the number of NOIs issued. You can review the details of each search conducted in the Express Entry pool on the OINP website.

Important: Please note that Express Entry candidates who may meet Ontario's Human Capital Priorities Stream criteria are not guaranteed an NOI. In addition, an NOI does not guarantee that you meet stream criteria or that your application will be approved.

1.4 How to apply to the Human Capital Priorities Stream

After you are issued an NOI from Ontario through your IRCC online account, you have **45 calendar days** to submit your application to the OINP under the Human Capital Priorities Stream. If the deadline to submit your application falls on a weekend or a statutory holiday, the deadline will be extended to the next working (business) day.

To apply, you must submit your application online through the OINP e-Filing Portal and upload all mandatory documents (see section 3.0).

You must indicate which federal immigration program you wish to be assessed against: the Federal Skilled Worker Program (FSWP) or the Canadian Experience Class (CEC).

You can access the e-Filing Portal directly from the OINP website. Here, you will find further instructions on how to register for a ONe-*key* account, how to create a profile in the e-Filing Portal and how to complete your application to the Human Capital Priorities Stream.

The application will take approximately three hours to complete. It does not have to be completed in one session. You can save your work as you go and return to complete it at another time.

Your online application will only be considered complete if you have:

- Answered all mandatory fields in the online application,
- Uploaded all mandatory documents,
- Read and agreed to all declarations and authorizations, and

- Made an electronic payment of your application fee.

Once you have completed your application and submitted your payment, you will receive an acknowledgement email to indicate that your application and payment have been received.

The OINP will assess your application according to the Human Capital Priorities Stream eligibility criteria. Your application will also be assessed to ensure you meet criteria of the FSWP or the CEC.

You can log into the OINP e-Filing Portal through your ON*e-key* account to check the status of your application. Look for the column labeled "Status" on your main page. As your application makes its way through the various processing stages, your application status will be updated.

Please ensure that you check your status online before sending an inquiry to the OINP.

Note: The OINP will not be able to access your Express Entry profile if you receive an Invitation to Apply from IRCC or a nomination from another province or territory. This means that if your application is approved, the program cannot nominate you through the Express Entry system. You will be asked if you would like to withdraw your application to the OINP. Your application fee will **not** be refunded if the OINP has started processing your application. Application fees are non-refundable if processing has already begun, as they cover the OINP's cost of processing applications.

1.5 Application Fee

The application fee for Ontario's Express Entry Human Capital Priorities Stream is **$1,500 (CAD)**.

You can make an electronic payment by credit card or debit only (VISA, VISA Debit, MasterCard or MasterCard Debit).

Fees are **non-refundable** unless your application is deemed to be incomplete or you withdraw your application before the OINP has started processing it. The Province of Ontario charges fees to recover the cost of administering the OINP. Since the application fee helps pay for the cost of processing applications, fees will not be refunded if your application is unsuccessful, if you withdraw your application after the OINP has started to process it, or if the province cancels or withdraws your nomination.

Please note that the application fee only covers processing by the OINP. Costs incurred for services such as translation, certification, notarization, travel, accommodation and incidentals (for exploratory visits, interviews or otherwise) are to be paid by the applicant.

Should you be nominated by the OINP, you may proceed to apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent resident status. Regular IRCC application fees will apply.

1.6 Before Submitting Your Application

Before you submit your application to the OINP, make sure that you meet all program criteria. Your application may be refused if you do not meet program criteria.

Carefully consider which federal program you would like to be assessed against: the Federal Skilled Worker Program (FSWP) or the Canadian Experience Class (CEC). Check the criteria for the FSWP to ensure you can meet the pass mark of 67 points.

Please also ensure that your application is complete. Make sure that all application fields are completed and mandatory documents are uploaded. If your application is found to be incomplete, it will not be processed and your payment will be refunded.

Avoid Unnecessary Delays in the Processing of Your Application – Helpful Hints

Carefully check **ALL** your documents and black out, or 'redact' credit card numbers and any Canadian social insurance numbers. Use a heavy black marker to cross out credit card and social insurance numbers so they are not visible in your documents.

DO NOT submit credit card statements with your application.

Submit clear copies of **ALL** the pages of your passport including the front and back cover.

Provide **YOUR** current residential address, email address and phone number in your online application.

Submit **ALL** mandatory documents with your application, including an updated résumé. Be sure to include your current residential address, email address and phone number on your résumé.

Ensure that your résumé, employer reference letters and other documents submitted to support work experience criteria, include a **detailed list** of your duties and responsibilities for each position held.

You may be required to submit an Educational Credential Assessment (ECA) to demonstrate that you have the equivalent of a Canadian Bachelor's degree or higher. Make sure that you provide a copy of your ECA report **AND** that you **authorize** the assessment organization to share the results of your ECA with the Ontario Immigrant Nominee Program.

1.7 If you are Nominated for Permanent Residence

If your application is approved, the OINP will notify you of your nomination through your Express Entry account. You have 30 calendar days to accept the nomination from Ontario in the Express Entry system.

A nomination from Ontario will give you an additional 600 points in the Comprehensive Ranking System (CRS) and you will receive an Invitation to Apply for permanent residence from IRCC.

Once you receive an Invitation to Apply from IRCC, you have 60 calendar days to submit your application for permanent residence to IRCC.

IRCC will assess your intention to reside in Ontario, as well as your admissibility to Canada, which includes health, security, and criminality checks as per Canada's *Immigration and Refugee Protection Act*. IRCC will also verify all information provided in your Express Entry profile and your application to ensure that you meet the Express Entry minimum entry criteria.

For more information on IRCC's application process for permanent residence for provincial nominees through the Express Entry system, please visit IRCC's website.

2.0 ELIGIBILITY CRITERIA

To be eligible to apply, you must ensure that you meet the eligibility requirements for Ontario's Express Entry Human Capital Priorities Stream. Your application may be refused if program criteria are not met.

> **IMPORTANT: Please refer to the Document Checklist in section 3.0 for a list of mandatory documents that you must include with your application.**

2.1 Work Experience

All applicants are required to have a minimum level of work experience.

Please ensure that you provide supporting documentation (see section 3.0) to clearly demonstrate that you have work experience in the National Occupational Classification (NOC) code listed in your Express Entry profile. The program assesses your work experience against the primary NOC code listed in your Express Entry profile.

Your work experience must be in a Skill Type 0 or Skill Level A or B of the NOC.

You must demonstrate that you performed the activities described in the lead statement for the occupation and a substantial number of the main duties as set out in the NOC.

Please see [Appendix 1](#) for information on how to find your NOC code.

The work experience requirements vary for applicants being assessed against the Federal Skilled Worker Program and those being assessed against the Canadian Experience Class (described below).

2.1.1 Federal Skilled Worker Program (FSWP)

If you choose to be assessed against the FSWP criteria, you must provide documentation clearly demonstrating that:

- you have at least **one year** of **continuous** paid full-time work experience, or the equivalent in paid part-time work experience, within the **last five years** before the date of submitting your application to the OINP,

- your work experience was in the **same** NOC occupation as your primary NOC listed in your Express Entry profile.

Definitions:

- **Continuous** means that there are no gaps between the periods of employment used to meet the one year requirement. Your work experience may consist of back-to-back jobs with the same or different employer(s) but there must be no gaps between jobs.

- Full-time experience means at least 30 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in one year.

- Part-time equivalent experience means:
  - at least 15 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in two years, or
  - at least 30 hours of work over a period of one week in multiple concurrent jobs and consists of at least 1,560 hours of paid employment in one year.

Your work experience must also comply with the following:

- If you are claiming work experience in a regulated occupation in Ontario, you must have held the required licence or other authorization during that time.

- Volunteer work and unpaid internships do not count as valid work experience.

- Your work experience may have been obtained in Canada or overseas.

- Your work experience must not have been in an occupation designated as restricted by IRCC. For current information about restricted occupations, refer to the IRCC website.

- Vacation periods, regular sick leave and other standard paid leave entitlements as provided for in collective agreements, workplace legislation and/or individual employer policies are not considered interruptions to full-time employment. Extended leaves are considered interruptions to full-time employment and are not to be included in the calculation of work experience.

Self-Employment:

- You may use self-employment to meet the minimum of one year of continuous work experience in the last five years. Your work experience gained through self-employment must have been paid, full-time (or the equivalent in part-time), and in Skill Type 0 or Skill Level A or B of the NOC.

- You will be required to submit documentation to verify your self-employment and your work experience including:
  - Confirmation of business ownership
  - Evidence of income
  - Reference letters from third party individuals (e.g. clients) indicating the service provided along with payment details

Please note:
- If you intend to meet the work experience criteria through self-employed work experience, you must provide employment documentation that is **independently verifiable** through third parties.
- Independent documentation from third parties may include client reference letters indicating your duties and periods of work, as well as evidence of ongoing payments to you personally, for the services provided (e.g. invoices). Please also note that your hours of self-employed work must be **quantifiable** to ensure that you accumulated at least 1,560 hours over one year of employment.
- Reference letters from yourself, your business partners and/or a family member will **not** be accepted by the program.

2.1.2 Canadian Experience Class (CEC)

If you choose to be assessed against the CEC criteria, you must provide documentation clearly demonstrating that:

- you have at least **one year** of **cumulative** paid full-time work experience, or the equivalent in paid part-time work experience, **in Canada** within the last **three years** before the date of submitting your application to the OINP,

- a **portion** of your work experience was in the **same** NOC occupation as the primary NOC listed in your Express Entry profile, and

- your work experience was **NOT** obtained through self-employment.

Definitions:

- **Cumulative** means that your combined periods of work experience must **add up to a total of one year**. In other words, you do not need to demonstrate that your periods of employment were back to back. There can be gaps in your employment provided that all the periods of work stated in your application add up to one year within three years of submitting your application to the OINP.

- Full-time experience means at least 30 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in one year.

- Part-time equivalent experience means:
  - at least 15 hours of work over a period of one week in one job and consists of at least 1,560 hours of paid employment in two years, or
  - at least 30 hours of work over a period of one week in multiple concurrent jobs and consists of at least 1,560 hours of paid employment in one year.

Your work experience must also comply with the following:

- You must have had legal status in Canada while you were working in Canada.

- If you are claiming work experience in a regulated occupation in Ontario, you must have held the required licence or other authorization during that time.

- Volunteer work and unpaid internships do not count as valid work experience.

- Your work experience must not have been in an occupation designated as restricted by IRCC. For current information about restricted occupations, refer to the [IRCC website.](#)

- Paid work experience gained while studying full-time at a post-secondary institution (for example, on a co-op work term) and self-employment are **not** eligible.

- Vacation periods, regular sick leave and other standard paid leave entitlements as provided for in collective agreements, workplace legislation and/or individual employer policies are not considered interruptions to full-time employment. Extended leaves are considered interruptions to full-time employment and are not to be included in the calculation of work experience.

2.2 Education

All applicants must have a Canadian Bachelor's, Master's or PhD degree or its equivalent.

If your studies were completed outside of Canada, you must obtain an Educational Credential Assessment (ECA) report produced by a designated organization indicating that your foreign education is the equivalent of a Canadian Bachelor's, Master's or PhD degree. The ECA report must not be more than five years old as of the date you submit your application to the OINP. You must provide a copy of your ECA report with your application to the OINP and authorize the organization to share your results with the OINP (see section 2.2.1 for more information).

The OINP will only accept an ECA report from an organization designated by IRCC. Specifically:

- Comparative Education Service – University of Toronto School of Continuing Studies,
- International Credential Assessment Service of Canada,
- World Education Services,
- International Qualifications Assessment Service,
- International Credential Evaluation Service,
- Medical Council of Canada (professional body for Doctors), **OR**
- Pharmacy Examining Board of Canada (professional body for Pharmacists).

For further information on ECA requirements, visit IRCC's website.

2.2.1 Authorizing the ECA Organization to Share Your ECA Results

You **must** authorize the ECA granting organization to share the results of your ECA with the OINP. Some organizations require an additional step for you to provide authorization to share the results of your ECA with the OINP.

Note: If the organization you used to obtain your ECA is **not** listed below, you are **not** required to take any additional steps to obtain authorization.

Please review the instructions carefully as each organization has a different process for providing authorization.

World Education Services (WES):

If you already have an ECA from WES for IRCC or a standard WES evaluation report, you must:

- order an additional report for OINP at the WES My Account page; and

- select the "Ontario Immigrant Nominee Program" as the recipient of the ECA or evaluation report.

If you **do not** have an ECA or evaluation report from WES, you must:

- submit a new [WES online application](#) for document authentication and evaluation; and
- select the "Ontario Immigrant Nominee Program" as the recipient of the report.

Comparative Education Service (CES):

You must authorize CES to share the results of your ECA report with the OINP by filling out the [consent form](#).

If you have not yet applied for an ECA with CES, you must include the consent form as part of your ECA application package.

If you have already submitted an application for an ECA, you must fill out the consent form and send it to CES by email. It is recommended that you include your CES file number in the email.

Medical Council of Canada (MCC):

You must authorize the MCC to share the results of your ECA report with the OINP.

You can log into your '[physiciansapply.ca'](#) account and send an email to the MCC service desk. You must indicate in your email that you provide consent for MCC to share your ECA report with the OINP. Please make sure you enter "Ontario Immigrant Nominee Program" in the subject line of the email.

If you have any specific questions about the process for getting an ECA, or about how to provide authorization to share your ECA results with the OINP, please contact the organization directly.

IMPORTANT:

- You must authorize the organization to share the results of your assessment **specifically** with the Ontario Immigrant Nominee Program (OINP). Authorizing the organization to share the results of your assessment with IRCC is not sufficient for the purposes of your application to the OINP.
- If you do not provide a copy of your ECA report and/or if you do not authorize an organization listed above to share the results of your assessment with the OINP, your application will be returned as incomplete and your application fee refunded.

2.3 Language Proficiency

All applicants must have an English or a French-language level of **Canadian Language Benchmark (CLB) 7** or above in all language competencies (listening, reading, writing, and speaking) as demonstrated through a language test.

The OINP will only accept the following language tests:

- International English Language Testing (IELTS) (General Training Test only)
- Canadian English Language Proficiency Index Program (CELPIP) (General Test only) for English testing, and
- Test d'évaluation de français pour le Canada (TEF Canada),
- Test de connaissance du français pour le Canada (TCF Canada) for French testing.

Your language test must have been taken within the **two years** prior to submitting your application to the OINP.

You must have the following minimum scores in each of the language competencies:

COMPETENCY	IELTS	CELPIP	TEF	TCF
Listening	6.0	7	249-279	458-502
Reading	6.0	7	207-232	453-498
Writing	6.0	7	310-348	10-11
Speaking	6.0	7	310-348	10-11

Please see Appendix 2 for language test score equivalency charts.

2.4 Settlement Funds

You must possess sufficient funds and/or income to cover the settlement costs for yourself and your dependent family members, whether they are accompanying you to Ontario or not. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

You can determine the settlement funds required for your family size by reviewing the chart found on IRCC's website. These amounts are updated every year.

The settlement fund requirement can be met through one or a combination of the following:

- Funds as demonstrated by bank statements, or statements of accounts showing other investments, such as fixed term deposits and mutual funds, that can be readily converted to cash;
- Annual earnings from ongoing employment in Ontario; and/or

- A job offer in Ontario.

Example: You have checked the chart on IRCC's website and, based on your family size, you are required to demonstrate that you have $29,000 (CAD). You have a job offer in Ontario with an annual wage of $25,000 and you have a balance of $5,000 in your savings account for a total of $30,000. By using a combination of your job offer and bank statement, you would meet the settlement fund requirement.

If you are using bank statements or statements of accounts showing investments to meet the settlement fund requirement, you will need to provide the following documents (as appropriate):

- Copies of your most recent bank statement(s) showing the last three (3) months of activity.
    - o The bank statements must state the financial institution, account number, balance, currency and indicate you as the account holder.

- Copies of the most recent bank statement(s) belonging to your spouse or common-law partner showing the last three (3) months of activity **and** a letter from your spouse/common-law partner confirming that you have access to these funds.
    - o The bank statements must state the financial institution, balance, currency, account holder's name, and account number.

- Copies of your statements of account for investments such as fixed term deposits and/or mutual funds **and** a current letter from the financial institution indicating that the funds are available.
    - o The letter should confirm that the investments can be liquidated (readily converted to cash) or redeemed on instructions and at what value.

Remember to carefully check all the financial documents you intend to submit with your application and black out or 'redact' any credit card numbers.

If you are using ongoing employment or a job offer in Ontario to meet the settlement funds requirement, you must provide documentation to support your employment or job offer from an Ontario employer. Documentation should include:

- an employment contract/job offer letter stating the position, hours of work, and wage, and
- your two most recent pay slips if you are currently working in Ontario.

Note: The OINP may request additional proof of funds at any point during the processing of your application. If your bank statements include a one-time large deposit, you may be requested to provide additional documents to support that your funds are free of debt or liability.

If the number of family members in your household changes (e.g., through marriage, birth of a child, death, divorce, etc.), you must inform OINP. See [section 5.2](#) on Changes in Personal Information.

2.5 Intention to Reside in Ontario

All applicants must intend to reside in Ontario.

You will be required to list your established ties to Ontario that can include, but are not limited to, the following:

- Current and/or previous employment in Ontario
- Job offers or jobs applied/interviewed for in Ontario
- Education in Ontario
- Volunteer work in Ontario
- Lease agreements for a residence in Ontario or property ownership
- Professional networks and affiliations
- Family ties
- Social connections or personal relationships
- Previous visits to Ontario

2.6 Legal Status in Canada (if applicable)

If you are residing in Canada, you must have legal status in Canada at the time of application submission and you should maintain it until the time of nomination. Legal status means that you are authorized to enter and remain in Canada as a temporary resident for a specific period of time, either as a visitor, worker or student.

You may apply to the OINP if you are in 'implied status' at the time of your OINP application submission. 'Implied status' means that you submitted an application to IRCC to renew/extend your temporary status document (i.e. visitor record, work permit, study permit) before its expiry date. You can remain in Canada and continue to work or study under the same conditions as your existing permit until a decision is made on the pending application.

> **IMPORTANT: NOTE ON REFUGEE CLAIMANTS**
>
> Refugee claimants with a pending application to remain in Canada are not eligible to apply to the OINP. Refugee claimants will need to resolve their refugee claim before applying to the OINP.
>
> For more information related to refugee claimants, please visit [IRCC's website](#).

2.7 Federal Skilled Worker Program Criteria (if applicable)

If you choose to be assessed against the Federal Skilled Worker Program (FSWP) criteria, you will need to score at least 67 points on the six selection factors. The 67-point minimum score is a requirement of the FSWP.

You are advised to consult IRCC's website while preparing your submission to ensure that you have the most up-to-date information.

3.0 DOCUMENT CHECKLIST

You are required to submit documents to verify your identity and to demonstrate that you meet program criteria.

Please reference the checklist below for the documents that you may be required to submit to support your application. You **must** submit all **mandatory** documents with your application. You may be asked to submit **additional** documents during the processing of your application.

Protecting Your Identity

Take steps to protect your personal information!

Delete or 'redact' (black out) credit card numbers and Canadian social insurance numbers from the documents you submit to the program.

Carefully check **ALL** your documents for credit card numbers. Pay close attention to every page of each document including:
- bank account summary page, bank statement transaction history and statement of investments;
- payments for transcripts, language tests, education credential assessments, and legal status documents; and,
- letters of intent.

Be aware that credit card numbers can show up in bar codes in financial documents and the body of emails.

DO NOT submit credit card statements to the program.

Carefully check **ALL** your documents including T4 Statement of Remuneration Paid (slip) and Notice of Assessment sent by the Canada Revenue Agency for Canadian social insurance numbers.

Use a **heavy black marker** to cross out credit card and social insurance numbers so they are not visible in your documents.

> Failure to redact your documents **will delay** the processing of your application.

Your application will be returned as incomplete if you do not provide all mandatory documents.

Required Documents	Submitted

A. DOCUMENTS TO SUPPORT THAT YOU MEET PROGRAM CRITERIA

1. Notification of Interest from Ontario (mandatory)
A copy (print screen) of your Notification of Interest (NOI) letter from Ontario that was sent to your online account with Immigration, Refugees and Citizenship Canada (IRCC).

Note: Please ensure that you capture the date that the NOI was sent to your account.

2. Identity Documents

2.1 Photograph (mandatory)
Upload a copy of a passport or visa photograph of yourself.

Note: Photographs that are not clear or are of low-quality will not be accepted.

2.2 Your Passport (mandatory)
A copy of your entire valid passport.
- Your passport copy must include clear copies of **ALL** pages including your personal details page, all blank pages, temporary resident visas, entry stamps, and/or any other immigration stamps.
- If your passport was issued within two years of applying to the OINP, you **must** include copies of all of the pages of your last passport.

Note: Your application will be returned as incomplete and your application fee refunded if you do not provide **ALL** the pages of your passport.

2.3 Your Family Members' Passports (mandatory, if applicable)
A copy of the personal details page from the passport of each dependent family member. Dependent family members can include your spouse or common-law-partner, your children under the age of 22 and their children.

3. Status Documents issued by IRCC or CBSA (mandatory, if applicable)
Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA). Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document.

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If you are currently in **implied status**, provide a copy of the letter from IRCC acknowledging receipt of your application to extend your status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

4. Education

4.1 Canadian Degree (mandatory, if applicable)
If you have a Canadian degree, provide the following:
- A copy of your Bachelor's, Master's **OR** PhD degree granted from an academic institution in Canada; **AND**
- A copy of your official transcripts issued from the academic institution in Canada that granted the degree.

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4.2 Foreign Degree (mandatory, if applicable)
If you have a foreign degree, provide a copy of the Educational Credential Assessment (ECA) report. The ECA report must:
- State that your credential is the equivalent of a Canadian Bachelor's degree or higher;
- Be issued on or after the date that IRCC designated the organization; **AND**
- Not be more than five years old on the date that you submit your application for permanent residence to IRCC.

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Remember: Your application will be **returned as incomplete** if you do not authorize the ECA organization to share the results of your assessment **specifically** with the Ontario Immigrant Nominee Program.

5. Language Tests (mandatory)
Copies of your English or French language test results (**CLB 7** or above in all language competencies). Acceptable tests include:

- International English Language Testing (IELTS) (General Training Test only)
- Canadian English Language Proficiency Index Program (CELPIP) (General Test only)
- Test d'évaluation de français pour le Canada (TEF Canada)
- Test de connaissance du français pour le Canada (TCF Canada).

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Your language test must have been taken within the **two years** prior to submitting your application to the OINP.

Please ensure that you scan the entire page of your test results and no text is cut off.

6. Work Experience

6.1 Résumé (mandatory)
A copy of your current résumé outlining your current and past work experience, as well as your educational history. Your résumé should detail your duties and responsibilities for each position held. ☐

Be sure to include your current residential address, email address and phone number on your résumé.

6.2 Employment/Work Experience Reference Letters (mandatory)
Copies of your employment/work experience reference letters from previous and current employers for all periods of work experience (foreign and Canadian) stated in your application.

Employment/work experience reference letter(s) must be printed on business letterhead and include:
- the business address, telephone/fax numbers, email, and website addresses; and
- the name of your supervisor or responsible officer and their signature.

Employment/work experience reference letter(s) must indicate your period(s) of employment and include: ☐
- the position(s) you held, a list of your duties and responsibilities for each position and the start and end date of each position;
- your total annual salary plus benefits; and
- the number of hours you worked per week, number of weeks you worked per year and any extended periods of leave.

In addition to employment/work experience reference letters, you may also submit supporting documents that describe your duties and responsibilities for each position held including job descriptions, performance reviews and job ads.

6.3 Work Contracts (optional)
Copies of your work contract(s) from previous and current employers for all periods of work experience (foreign and Canadian) stated in your application. ☐

6.4 Proof of Compensation (mandatory)
Documentation to verify that you were paid for all periods of work experience (foreign and Canadian) stated in your application.

This may include copies of:
- Pay slips for the first and last month of each period of work experience.
- Bank statements showing salary deposits for the first and last month of each period of work experience.
- Income tax documents.
- Letter(s) from employer(s) confirming your annual salary/hourly wage. These letters must explain why documentation to verify compensation for work performed is not available.

☐

6.5 Canada Revenue Agency Statements (mandatory, if applicable)
If you are currently working or have worked in Canada, include copies of your Canada Revenue Agency T4 *Statements of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable) for all periods of work experience in Canada stated in your application.

Note: Please ensure that you redact, or black out, your Social Insurance Number so that it is not visible.

☐

6.6 Regulated Occupation (mandatory, if applicable)
If your work experience was in a regulated occupation, include a copy of your licence or authorization.

☐

6.7 Self-Employment (mandatory, if applicable)
You may use self-employment to meet the minimum of one year of continuous work experience in the last five years if you are being assessed against the Federal Skilled Worker Program.

Provide copies of the following to verify your self-employment:
- Business registration documents and/or other documents to confirm business ownership; and
- Income tax returns; and
- T4A statements (if self-employed in Canada).

☐

Provide the following to verify your paid work experience while self-employed:
- Reference letter(s) from client(s) and other third parties indicating the service provided along with payment details;
- Invoices;
- Advertisements for your business (web posting, brochures and other promotional material).

6.8 Other Work-Related Documentation (optional)
You may also provide any other relevant documentation to support
your work experience.

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7. Settlement Funds (mandatory)
If you are using bank statements or statements of accounts showing
investments to meet the settlement fund requirement, provide the
following documents:
- Copies of your most recent bank statement(s) showing the last
  three (3) months of activity. The bank statements must state the
  financial institution, account number, balance, currency and
  indicate you as the account holder.
- Copies of the most recent bank statement(s) belonging to your
  spouse or common-law partner showing the last three (3)
  months of activity **and** a letter from your spouse/common-law
  partner confirming that you have access to these funds. The
  bank statements must state the financial institution, balance,
  currency, account holder's name, and account number.
- Copies of your statements of account for investments such as
  fixed term deposits and/or mutual funds **and** a current letter
  from the financial institution indicating that the funds are
  available. The letter should confirm that that the investments can
  be liquidated (readily converted to cash) or redeemed on
  instructions and at what value.

If you are using ongoing employment or a job offer in Ontario to meet
the settlement funds requirement, provide copies of documentation to
verify your employment or job offer from an Ontario employer.

Documentation should include:
- an employment contract/job offer letter stating the position,
  hours of work, and wage; and
- your two most recent pay slips, if you are currently working in
  Ontario.

Remember: Carefully check your financial documents. You must
redact, or black out, any credit card numbers so they are not visible.

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8. Intention to Reside in Ontario (optional)
Provide additional information on your established ties in Ontario
and/or further documents to demonstrate your intention to reside in
Ontario.

**B. DOCUMENTS TO VERIFY YOU MEET THE PASS MARK OF 67 POINTS IF
BEING ASSESSED AGAINST THE FSWP**

1. Arranged Employment (for the purposes of the OINP, arranged employment
should be in Ontario)

1.1 Job Offer (mandatory, if applicable)
A copy of your full-time job offer from an Ontario employer. ☐

1.2 Work Permit (mandatory, if applicable)
A copy of your current work permit, if you are currently working in Ontario for the same employer who has offered you a job. ☐

1.3 Labour Market Impact Assessment (mandatory, if applicable)
A copy of the Labour Market Impact Assessment issued for your current work permit in Ontario. ☐

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2. Adaptability

2.1 Your Spouse or Common-Law Partner's Status Documents issued by IRCC or CBSA (mandatory, if applicable)
Copies of current and previous status documents issued by Immigration, Refugees and Citizenship Canada (IRCC) or the Canada Border Services Agency (CBSA) to your spouse or common-law partner. Documents may include work permits, study permits, temporary resident visas, and/or any other Canadian immigration document. ☐

If your spouse or common-law partner is currently in implied status, provide a copy of the letter from IRCC acknowledging receipt of their application to extend their status, the IRCC fee receipt and/or post office mailing receipt (if applicable).

2.2 Your Spouse or Common-Law Partner's Education in Canada (mandatory, if applicable)
A copy of any document from an academic institution in Canada to prove that your spouse or common-law partner completed at least two academic years of full-time study (in a program of at least two years in duration) at a secondary or post-secondary institution in Canada. ☐

2.3 Your Spouse or Common-Law Partner's Work Experience in Canada (mandatory, if applicable)

2.3.1 Copies of employment/work experience reference letters from your spouse or common-law partner's employers in Canada.

Employment/work experience reference letter(s) must be printed on business letterhead and include: ☐
- the business address, telephone/fax numbers, email, and website addresses; and
- the name of the supervisor or responsible officer and their signature.

Employment/work experience reference letter(s) must also indicate the period of employment and include:
- the position(s) held, a list of duties and responsibilities for each position and the time spent in each position;
- the total annual salary plus benefits; and
the number of hours worked per week, number of weeks worked per year and any extended periods of leave.

In addition to employment/work experience reference letters, you may also submit supporting documents that describe the duties and responsibilities for each position held including job descriptions, performance reviews and job advertisements.

2.3.2 Documentation to verify that your spouse/common-law partner was paid for all periods of work experience in Canada:
- Canada Revenue Agency T4 *Statements of Remuneration Paid* and *Notice of Assessment* (NOA) statements (if applicable), and
- pay slips.

Note: Please ensure that you redact, or black out, the Social Insurance Number so that it is not visible.

2.4 Your Spouse or Common-Law Partner's Language Tests (mandatory, if applicable)
A copy of your spouse or common-law partner's language test results (**CLB 4** or above in all language competencies). Acceptable tests include:
- International English Language Testing (IELTS) (General Training Test only)
- Canadian English Language Proficiency Index Program (CELPIP) (General Test only)
- Test d'évaluation de français pour le Canada (TEF Canada)
- Test de connaissance du français pour le Canada (TCF Canada).

The language test must have been taken within the **two years** prior to submitting your application.

2.5 Relatives in Canada (mandatory, if applicable)
Copies of the following documents if you or your spouse or common-law partner has a parent, grandparent, child, grandchild, sibling, aunt, uncle, niece, or nephew who is a Canadian citizen or permanent resident living in Canada aged 18 years or older:
- Birth certificate of your relative,
- Citizenship or permanent resident document of your relative, and
- Evidence of your relative's residency in Canada (i.e. property documents, employment documents, bank statements, tax documents that contain name, address and contact information, etc.).

Note: Remember to black out or 'redact' any credit card numbers from these documents. Use a heavy black marker to cross out the credit card and social insurance number so they are not visible in your documents.

C. OTHER (optional)
Any supplemental documents or explanatory letters that provide clarification or additional information to support your application.

3.1 Document Translation and Notarization

If any of your supporting documents are not in English or French, you must provide a copy of the original document and a complete, **certified or notarized translation** of the document.

If you are applying from within Ontario, translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the ATIO's website.

If you are applying from within Ontario but cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, you must include a letter to explain why the translations are not certified and demonstrate your efforts to locate a certified translator.

If you are applying from outside Ontario, the translation can be completed by any translator. However, the translation must be **notarized**. The OINP reserves the right to require applicants to submit translations completed by a certified translator accredited by ATIO if the notarized translation is deemed insufficient by officers assessing the application.

You are responsible for all translation and notarization costs.
Applications with translations that are not complete, certified or notarized will be considered incomplete. Your application will not be processed and your payment will be refunded.

Translations that are completed by the applicant, the applicant's representative, or other individuals with personal ties to the applicant are not acceptable even if these individuals are certified translators.

4.0 APPOINTING AN AUTHORIZED REPRESENTATIVE

4.1 Who is an Authorized Representative?

An authorized representative is an individual who represents, assists, or advises you in connection with your application, and who receives **any type of compensation** for doing so.

To act as a representative, an individual must have the authority to do so under section 14 of the *Ontario Immigration Act, 2015*. This means that the individual must belong to one of the following categories:

- a person who is authorized under the *Law Society Act* to do so;
- a member in good standing of the Immigration Consultants of Canada Regulatory Council; or
- any other individual prescribed by the Minister (none at present).

Persons authorized under the *Law Society Act* include the following:

- a lawyer who is a member in good standing of the Law Society of Ontario;
- a lawyer who is a member in good standing of another Canadian provincial or territorial law society and who is practicing law in Ontario in accordance with the requirements of Part VII of By-law 4 made under the *Law Society Act*.

By-Law 4 provides for the "occasional practice of law" in Ontario. This by-law sets out the provisions for temporary mobility with or without a permit pursuant to which members of other Canadian provincial or territorial law societies may carry on the occasional practice of law in Ontario.

Note: Quebec and territorial lawyers currently require prior permission from the Law Society of Ontario before engaging in the occasional practice of law. This includes acting as a representative under the Act.

For more information regarding mobility and inter-jurisdictional practice, please visit the Law Society of Ontario's website. Should you have further questions about whether a lawyer of another Canadian provincial or territorial law society is authorized to practice law in Ontario, please contact the Law Society of Ontario.

The OINP will only conduct business with authorized representatives. If you appoint a representative who is not recognized by the program as an authorized representative, you will be contacted by the OINP and advised that the individual must be cancelled as the representative.

Once you appoint an authorized representative to act on your behalf during the OINP application process, all OINP communications will be directed to your representative. You will be copied on all correspondence to your authorized representative.

For information on how to choose an authorized representative and for tips about how to protect yourself from fraud, please visit [IRCC's website](#).

4.2 Disclosing Your Use of an Authorized Representative

You must disclose the use of an authorized representative to the OINP.

If you receive assistance from an authorized representative but choose not to appoint this individual as your representative to conduct business on your behalf with the OINP, you must still disclose this to the OINP.

IMPORTANT: If you have not disclosed that you have appointed, or received assistance from, an authorized representative, the program may return your application as incomplete.

4.3 Receiving and Disclosing Assistance from Other Individuals

If you receive advice or assistance with your application from an individual who is not an authorized representative, you must disclose this information in your online application.

You cannot appoint an unauthorized representative to conduct business on your behalf with the OINP.

4.4 How to Appoint an Authorized Representative Online

Only authorized representatives can be appointed to represent you and conduct business on your behalf with the OINP. You may only have one active authorized representative at a time.

4.4.1 If you are NOT registered in the OINP e-Filing Portal

If you have not registered a profile in the OINP e-Filing Portal, your representative is required to follow the process below:

1. Your authorized representative accesses the OINP e-Filing Portal directly from the OINP website. Here, the representative will find further [instructions](#)

on how to register as a representative and submit an application to the Human Capital Priorities Stream on your behalf.
2. Your representative follows the instructions provided to register as an authorized representative and to register a profile for you as the applicant.
3. After your authorized representative has registered a profile for you, you will receive two emails from the OINP. The first email will include your enrollment number and the second will include your PIN number.
4. You may then sign up for a ON*e-key* account using these two numbers.
5. Once logged into the OINP e-Filing Portal, you can appoint your authorized representative.
6. Once appointed, your authorized representative may then proceed to complete your online application.

IMPORTANT: Representatives are prohibited from using an email address belonging to, or created by themselves, for the purpose of self-appointing. You must complete the appointment process through your own ON*e-key* account. That is, the account associated with your personal email account.

4.4.2 If you are already registered in the OINP e-Filing Portal

If you choose to appoint an authorized representative AFTER you have registered a profile in the OINP e-Filing Portal, please follow the process below:

1. Provide your authorized representative with the application number found under "File Number" on the main page of your OINP e-Filing Portal.
2. Your representative must then log in to their ON*e-key* account and select "Add an Existing Application" on their main page.
3. Your representative will need to enter your "File Number" and your email address in the boxes provided.
4. Once your file number appears, your representative can click on "Add this Application".
5. Once your representative successfully adds your application, you will receive an email notification from the OINP asking you to log in to your ON*e-key* account to appoint this representative. You can do so by clicking on "Appoint" found on the section entitled "My Representative".
6. Once appointed, your representative will be able to log in to their ON*e-key* account and view and/or continue your application. Note: any fields that you have already filled out in your application will appear as read-only for your representative.

Remember:
• An authorized representative must use their representative account to submit an application on your behalf. Authorized representatives are prohibited from submitting an application through your ON*e-key* account.

4.5 Cancelling an Authorized Representative

You may cancel your authorized representative at any time. To do so, log in to your OINP e-Filing account via ON*e-key* and select "Cancel" under the "My Representative" section.

Once you have cancelled your authorized representative, that representative will no longer be able to access any information about your application with the OINP, nor will they be authorized to conduct any business on your behalf. You will also become the primary contact for the OINP.

4.6 Your Responsibilities when Appointing an Authorized Representative

If you choose to appoint an authorized representative, you are responsible for ensuring that the information provided to the OINP is accurate, complete and not misleading.

You must provide your personal email address in the application. You cannot use the representative's email address, or an email account created by the representative, as your personal contact information in your application.

If you do not provide an email address that belongs to you, your application will be returned as incomplete and your processing fee will be refunded.

5.0 AFTER YOU APPLY

5.1 Incomplete Applications

Your application will not be deemed complete until it is reviewed for completeness by the OINP. If your application is found to be incomplete, it will not be processed and your application fee will be refunded.

An application may be deemed incomplete if:

- Incorrect supporting documents are provided; or
- Documents requiring translation are not certified or notarized.

Note: Your application fees will be refunded if your application is deemed incomplete.

5.2 Changes in Personal Information

You must notify the OINP of any changes to the information provided in your application. Changes could include, but are not limited to:

- Change in contact information
- Change in immigration status (expiration or change in temporary work permit)
- Change in family composition due to:
  - Marriage or common-law relationship
  - Birth of a child
  - Change of custody of a child
  - Divorce/separation
  - Death

You may notify the OINP of any changes by submitting a [Change of Personal Information](#) form by email to ontarionominee@ontario.ca. Please indicate "Application Change Notice – [File number]" in the subject line.

You can also use the Change of Personal Information form to correct a data entry error (i.e. spelling mistake) when completing your application.

Note: If you are requesting a correction to the spelling of your name or your date of birth, please include the personal details page of your passport to validate your request. The program will not accept requests for a complete change to your full name or date of birth.

Changes to your primary telephone number, email address and country of residence can be made online by logging into the OINP e-Filing Portal and clicking on "My Profile" on your main page. After the change has been made, click "Save".

For all other changes, you must complete the [Change of Personal Information](#) form.

5.3 Maintaining a Valid Express Entry Profile

You must maintain a valid profile in the Express Entry system from the time of application until the time of nomination.

If you delete your Express Entry profile and create a new one while your application is still being processed by the OINP, you must notify the OINP and provide your new Express Entry number, as well as your new Job Seeker Validation Code.

If you receive an Invitation to Apply (ITA) from Immigration, Refugees and Citizenship Canada (IRCC) while your application is being processed by the OINP, your profile will no longer be available in the Express Entry system for nomination.

You must advise the OINP by email (ontarionomiee@ontario.ca) of your intention to:

- reject the ITA issued by IRCC and request that the OINP continue to process your application, or
- withdraw your application to the OINP.

If you reject the ITA, you must provide the OINP with a screenshot showing that you have rejected the ITA from IRCC.

If you wish to withdraw your application, please see the instructions in section 5.5.

5.4 Restoration of Status in Canada

If you lose legal status in Canada after you have applied to the OINP (i.e. your status document expired and you did not apply to extend your status before it expired), you must apply to IRCC to restore your status within 90 days of having lost your status. You must notify the OINP of your loss of status in Canada and provide proof that you applied to IRCC within the 90 day deadline to restore your status.

Please note that you are permitted to remain in Canada while your restoration application is being processed, however, you are prohibited from working or studying during this time.

5.5 Withdrawing your Application

If you wish to withdraw your application:

- Click on the "Withdraw" button next to your application on your main page of the OINP e-Filing Portal.

Note: Your processing fee will <u>not</u> be refunded if the OINP has already started processing your application.

5.6 Internal Review

You may seek an internal review of the decision on your application should you believe an error was made by the program in making its decision.

You must send a written request for internal review by email to internalreview-revisioninterne@ontario.ca as follows: within 30 calendar days after receiving notice of the original decision if you are a resident in Canada, or within 60 calendar days after receiving notice of the original decision if you are not a resident in Canada.

In your request for internal review, you must clearly identify the error(s) in the program's decision that, if not made, would have resulted in a different decision. Your request must not include any documentation or information that was not submitted to the program before the decision was made, unless the documentation or information was not reasonably available at that time.

Internal review requests are reviewed by an individual who was not involved in the original decision and who is independent of the original decision-maker. The internal review decision is final.

Note: Written requests for internal review are not accepted by mail, fax, or in person. All requests for internal review **must** be sent by email.

6.0 AFTER NOMINATION

If your application is successful, you will receive a Nomination Approval Letter along with the OINP Confirmation of Nomination document by email. The OINP will also enter the details of your nomination into IRCC's Express Entry system and you will receive a notification of your nomination through your IRCC online account. This notification will explain the next steps for accepting or refusing the nomination.

1. After OINP adds your nomination information to your Express Entry profile, you will have 30 calendar days to accept the nomination in the Express Entry system. With the additional 600 points awarded for a nomination, you will receive an Invitation to Apply for permanent residence from IRCC through your IRCC online account.

2. Once you receive an Invitation to Apply from IRCC, you will have 60 calendar days to submit your application for permanent residence to IRCC.

Note: Nomination by OINP does not guarantee the approval of your application for permanent residence by IRCC.

6.1 Condition(s) of Nomination

Your nomination is subject to the following condition:

1. You must continue to demonstrate on a reasonable basis an intention to reside in Ontario.

6.2 Extension of Nomination Certificate

Your Confirmation of Nomination document (i.e. Nomination Certificate) is valid for six (6) months.

You may submit a request for an extension of your Nomination Certificate if it is no longer valid and:

- IRCC returns your permanent residence application due to incompleteness, requiring the submission of a new application, or
- you are experiencing delays in securing supporting documents for your permanent residence application (i.e. a police criminal record check) and you have not yet applied to IRCC.

Note: Only requests that comply with the above requirements will be granted.

To request an extension, please email the OINP at ontarionominee@ontario.ca and provide the following information:

1. A letter of explanation describing the reason to extend your Nomination Certificate;
2. A copy of the incompleteness letter from IRCC (if applicable); and
3. A letter from IRCC with details of your valid Express Entry profile including your Job Seeker Validation Code and Express Entry number.

APPENDIX 1: FINDING YOUR NOC CODE

To find the NOC code for your past work experience or for a position offered to you, visit the website of the National Occupational Classification (NOC) 2016, the authoritative resource on occupational information in Canada. (Instructions below)

If you worked as a dietician abroad and/or have been offered a position as a dietician in the Toronto Region, for example, follow the steps below to find the NOC code:

Step 1: Visit the NOC website and click on 2016 version.

Step 2: Enter the title of your position in the Quick Search field. Select the most relevant result.

Step 3: Review the lead statements, main duties, and employment requirements of the position to ensure that they match the duties and qualifications for the position offered to you, not just the title of the position. Choose the NOC code that most accurately reflects your position.

- Example: Selected: Dieticians and nutritionists – NOC Code 3132

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → National Occupational Classification → Welcome to NOC 2016 → Quick Search - Result → Unit Group

National Occupational Classification 2016

- Search the NOC...
- Welcome to NOC
- About the NOC
- New @ NOC
- Occupational Structure
- Matrix
- Tutorial
- Career Handbook
- FAQ
- Contact Us
- Related Sites
- NOC Code List
- Job Bank

Quick Search

Enter a 4-digit NOC code or your job title (required).

[ ] 🔍

Unit Group

3132 Dietitians and nutritionists

Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, educational institutions, and government and sports organizations, or they may work as private consultants.

Example Titles

administrative dietitian
clinical dietitian
community nutritionist
consultant dietitian
dietitian
dietitian-nutritionist
nutrition specialist
nutritionist
public health dietitian
public health nutritionist
registered dietitian (RD)
research dietitian

View all titles

Main duties

Dietitians and nutritionists perform some or all of the following duties:

- Develop, administer and supervise nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings
- Provide nutrition guidance, label interpretation and consultation services to health professionals, individuals, dietetic interns, community groups, government and the media
- Evaluate nutritional status of individuals and aid in the prevention and/or treatment of inadequate nutrition
- Plan, evaluate and conduct nutrition education programs and develop educational materials for various audiences
- Practice on an individual basis or as a member of an interdisciplinary team to determine nutritional needs of patients and to plan, implement and evaluate normal and therapeutic menus to maintain and enhance general health
- Analyze current scientific nutritional studies, conduct research and evaluate program effectiveness to improve the nutritional value, taste, appearance and preparation of food
- Work within industry in the development, testing and evaluation, and marketing of food and nutrition products or as a company representative supplying product related information to health professionals
- Confer with other health professionals, community groups, government and the media to provide consultation and advice in areas of nutrition interpretation, intervention and policy
- Supervise training of dietetic interns.

Dietitians and nutritionists may specialize in areas such as administrative dietetics, clinical dietetics, community dietetics, public health nutrition or research dietetics.

Employment requirements

- Dietitians require a bachelor's or master's degree in dietetics, nutrition or a related field such as food and nutritional science or biochemistry
  and
  A period of supervised practical training.
- Registration with a regulatory body is required in all provinces for dietitians.
- Membership in the national association, Dietitians of Canada, may be required for dietitians to practise.
- Nutritionists usually require similar education and training as dietitians.
- Registration with a regulatory body is required for nutritionists in Nova Scotia, (as a registered dietitian-nutritionist) in New Brunswick, Quebec and Alberta.
- Membership with the national association, Dietitians of Canada, and/or a provincial regulatory body is available for nutritionists who have the same education and practical training as dietitians.

APPENDIX 2: LANGUAGE TEST SCORE EQUIVALENCY CHARTS

Canadian English Language Proficiency Index Program (CELPIP) General 2014 – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4

International English Language Testing System (IELTS) General Training – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	8.5	8.0	7.5	7.5
9	8.0	7.0	7.0	7.0
8	7.5	6.5	6.5	6.5
7	6.0	6.0	6.0	6.0

6	5.5	5.0	5.5	5.5
5	5.0	4.0	5.0	5.0
4	4.5	3.5	4.0	4.0

Test d'évaluation de français pour le Canada (TEF Canada) – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	316-333	263-277	393-415	393-415
9	298-315	248-262	371-392	371-392
8	280-297	233-247	349-370	349-370
7	249-279	207-232	310-348	310-348
6	217-248	181-206	271-309	271-309
5	181-216	151-180	226-270	226-270
4	145-180	121-150	181-225	181-225

Test de connaissance du français pour le Canada (TCF Canada) – Test score equivalency chart

CLB Level	Listening	Reading	Writing	Speaking
10	549-699	549-699	16-20	16-20
9	523-548	524-548	14-15	14-15
8	503-522	499-523	12-13	12-13

7	458-502	453-498	10-11	10-11
6	398-457	406-452	7-9	7-9
5	369-397	375-405	6	6
4	331-368	342-374	4-5	4-5