BRITISH COLUMBIA
PROVINCIAL NOMINEE PROGRAM

SKILLS IMMIGRATION
AND
EXPRESS ENTRY BRITISH COLUMBIA

TECHNICAL GUIDE

In the event of a discrepancy between the BC PNP Skills Immigration and Express Entry BC Technical Guide and the BC PNP Skills Immigration and Express Entry BC Program Guide, the program guide shall be considered correct.

For more information, please contact:

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

E-mail: pnpinfo@gov.bc.ca
Website: www.WelcomeBC.ca/PNP

Updates to This Edition

In an effort to clarify information presented in previous editions of the Skills Immigration & Express Entry BC Technical Guide, there have been updates made to the content of the guide.

The following list outlines the updates made to the Technical Guide.

September 11, 2018:

1. Minor edits for grammatical consistency and accuracy throughout

2. Edits for alignment with the BCPNP Online application system and the BC PNP Skills Immigration and Express Entry BC Program Guide throughout

3. Page 7: updated employer wording regarding change of representative

4. Page 8: removed requirements paragraph within process section

5. Page 10: Added wording regarding certified translators

6. Page 10: removed table of NOC groups

7. Page 13-48: Updates across Part 2: Online Walkthrough to align with updates to the BCPNP Online application system

8. Page 15: added clarifying wording regarding editing personal information

9. Page 18: Added paragraph regarding the BC PNP Tech Pilot

10. Pages 49-57: Updates across Appendix 1: Attachments Required to align with attachment requirement updates in the BCPNP Online application system

11. Pages 58-60: Updates across the Document Descriptions section to align with updates to the BCPNP Online application system

12. Pages 61-68: Updates across Appendix 2: BCPNP Online System Support to align with updates to the BCPNP Online application system

13. Page 69: Added wording in Appendix 3: Request for Review Online Walkthrough regarding form access

Part 1: Registering & Applying to the BC PNP

Skills Immigration and Express Entry BC Streams

The BC PNP is administered in partnership with the federal government in accordance with the 2015 *Canada-British Columbia Immigration Agreement (CBCIA)*. The Government of Canada allocates a limited number of Nominations each year to British Columbia.

The *Provincial Immigration Programs Act* (Act) and the *Provincial Immigration Programs Regulation* (Regulation) governs provincial administration of the BC PNP.

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

To understand the program requirements and determine your eligibility, you must review this Program Guide before you register and/or apply online for one of the program categories below. If approved as a provincial nominee, you and your dependent family members can apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada in the Provincial Nominee class.

Skills Immigration program categories:

- Skills Immigration – Skilled Worker
- Skills Immigration – Health Care Professional
- Skills Immigration – International Graduate
- Skills Immigration – International Post-Graduate
- Skills Immigration – Entry Level and Semi-Skilled

Express Entry BC program categories:

- Express Entry BC – Skilled Worker
- Express Entry BC – Health Care Professional
- Express Entry BC – International Graduate
- Express Entry BC – International Post-Graduate

About the BC PNP Skills Immigration and Express Entry BC Technical Guide

The BC PNP Skills Immigration and Express Entry BC Technical Guide describes how to register and apply to the BC PNP using BCPNP Online, and explains the information and documentation you will need to provide with your registration and application.

For program information and requirements, please refer to the BC PNP Skills Immigration and Express Entry BC Program Guide before you register and/or apply.

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

Using a Representative

You are not required to use a paid or unpaid representative – such as an immigration consultant or lawyer – to register and/or apply to the BC PNP. The program is designed for you to be able to complete the process on your own.

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

Some people choose to use a representative to provide immigration advice or to assist with the process. You must disclose if you have received assistance in preparing your application from a person who is compensated or receives a benefit as a result of such assistance. Failure to declare such assistance may result in the refusal of the application. If you pay someone to act as your representative, they must meet the requirements for authorized representatives stated below. A representative is authorized to act on your behalf with the BC PNP.

Paid Representatives

The Act and Regulation restricts paid representation to groups defined by section 91(2) of the *Immigration and Refugee Protection Act*:

- immigration consultants who are full members in good standing of the [Immigration Consultants of Canada Regulatory Council](#)
- lawyers who are members in good standing of the [Law Society of BC](#) or another Canadian Law Society, the Nova Scotia Barristers' Society, or the *Chambre des notaires du Quebec*.

In selecting a paid representative, it is highly recommended applicants confirm that their potential representative is in good standing with their professional organization.

Unpaid Representatives

You may use the services of an unpaid representative to act on your behalf. Unpaid representatives may include persons authorized under the Act and Regulation (see above), family members, friends, and members of a non-governmental or religious organization.

The BC PNP only considers representatives as unpaid if they **do not charge fees or receive any other compensation or benefit** for providing immigration advice or related services. If your unpaid representative is found by the Province to have charged fees for, or otherwise benefited from, acting as your Representative, the Province will revoke such person's eligibility to serve as your Representative and may decline/cancel your application/approval to the BC PNP.

Changing Representatives

If you change representatives or decide to no longer be represented, you must provide notification to the BC PNP. Failure to declare a change in representative may result in the refusal of your application.

You are responsible for ensuring your profile is updated to reflect changes in representatives.

You may only have one representative for your profile at any given time. If you wish to change your representative during the BC PNP registration and/or application process, you and your B.C. employer must update the information in the *My Representative* tab in BCPNP Online and submit another use of a representative form allowing your new representative to represent you and allow the BC PNP to disclose information to them.

Filing a new use of a representative form will automatically cancel any previously appointed representative.

Use of a Representative Form

If you are using a representative or if you change your representative, you must submit the following disclosure consent form:

- Use of a representative form - applicant

If you are invited to apply and your employer is using a representative, your employer must also complete their own use of a representative form. Your employer must complete this disclosure consent form even if they are appointing the same representative.

- Use of a representative form - employer

Declaration and Consent

By completing the BC PNP's use of a representative form, you, and your employer where applicable, have authorized the individual named on the form to represent you and act on your behalf with the BC PNP. This may include representation throughout the registration, application and assessment processes, and communication with program staff as required, including disclosure of personal or confidential information to your representative.

The legal declaration in the online registration or application is your legal signature. If your representative enters the registration or application on your behalf, you should review the information provided as you will be legally responsible for the accuracy of the form contents.

BC PNP Online uses your personal email as the unique personal identifier for your profile. The email and contact information provided in your profile will be associated with the application in the system and will be used by BC PNP staff for communication of final decisions.

At its discretion, the BC PNP may contact you and/or your employer directly to request additional evidence or information to verify information in your registration and/or application, and to determine if you meet or continue to meet all program requirements.

Beware of Immigration Fraud

We encourage you to protect yourself from immigration fraud. Learn more about protecting yourself from fraud.

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

The Process

What is the process?

If you and your employer meet the program requirements and your employer is prepared to support your submission, you can submit a registration to the BC PNP.

Please note that if you are eligible for the following categories, you do **not** need to register and may proceed directly to the application and fee submission via BCPNP Online:

- Skills Immigration – Health Care Professional
- Skills Immigration – International Post-Graduate
- Express Entry BC – Health Care Professional
- Express Entry BC – International Post-Graduate

What is the Skills Immigration Registration System?

The Skills Immigration Registration System is a dynamic intake management system that allows the BC PNP to prioritize high-impact candidates to ensure strong economic outcomes for the province. As it is a points-based system, you will receive a score based on the information you provide. For more information on scoring, please refer to the BC PNP Skills Immigration and Express Entry BC Program Guide.

Your registration score will determine whether you will receive an invitation to apply under the BC PNP Skills Immigration stream.

How does it work?

You must create an online profile with BCPNP Online and complete all of the sections of the registration. You are responsible for updating your contact information in your profile and ensuring that all required information is current and up-to-date.

After you complete your registration, you will receive your registration score and will be entered into a selection pool for the category in which you have registered. Your registration is considered successfully submitted once you receive a confirmation of registration email that includes your BC PNP registration number. Your registration will remain in the selection pool for a maximum of twelve months from the date of submission.

The registration is free of charge. If you are invited to submit an application, you will be asked to pay a fee as part of the online application process.

Periodically, the BC PNP will invite the highest-scoring registrants from each category to apply. More information can be found in the Invitation to Apply section of the BC PNP Skills Immigration and Express Entry BC Program Guide.

A registration into the Skills Immigration Registration System is **not** an application to the BC PNP or a guarantee that you will be invited to apply.

Please carefully review the program and category requirements before completing your registration. You must meet program and category criteria at the time of registration.

Important Information

- your registration will be assigned a score according to the scoring factors applicable at the time of registration

- there is no registration fee

- you may only have one active registration at a time

- your registration is valid only for the category that you have selected

- after you have completed your registration, please ensure that you have received a confirmation email that includes your BC PNP registration number. If you do not receive this email, please refer to the Online System Support section for more information

- periodically, the BC PNP will invite the highest scoring registrants to apply from each of the categories under the Skills Immigration Registration System

- if you need to make changes to the information that you have entered in your registration outside of the information captured in your profile, you will need to withdraw your registration and submit a new registration with the updated information. This will be done using your existing profile. Please carefully review the program and category requirements before completing your registration

- please note that the email and contact information provided in your profile for BCPNP Online is associated with the application in the system and will be used by BC PNP staff for communication. If you inquire about an existing application, the email address used for the inquiry must match the email address entered for the applicant or the representative in the BCPNP Online profile.

- it is important to make sure your profile and registration information is up-to-date, as differences between the information in your registration and your application **may** lead to refusal of your BC PNP application. Please note that if, at the time your application is assessed, your points total is determined to be lower than the minimum draw score at the time you were invited to apply, your application will be refused. For more information, please see the 'Invitations to Apply' section of the BC PNP Skills Immigration and Express Entry BC Program Guide

- if you are invited to apply and select the 'decline' button on your dashboard, your invitation to apply will be declined. You may submit a new registration at any time, however, re-registration does not guarantee another invitation to apply

- an invitation to apply does not guarantee that your application will be approved for nomination

- you can check the most up-to-date information regarding the status of your registration at any time by logging in to see your profile dashboard

- if you would like confirmation that your e-mail messages to the BC PNP have been received, please enable delivery receipts and/or read receipts in your email client.

- if your documents are not in English, you must provide a certified translation with photocopies of the originals. Documents must be stamped and certified by a person officially authorized to notarize documents as accurate translations. Translators who are certified members in good standing of one of the provincial or territorial organizations of translators and interpreters of Canada do not need to supply an affidavit. Documents must contain the date of translation, the translator's signature and certification number.

What else should I know?

The BC PNP reserves the right to make changes to the Skills Immigration Registration System without prior notice, including changes to the scoring grids, the length of time your registration can remain in the selection pool and the number and frequency of invitations to apply.

Your registration is valid for twelve months from the date of submission. If you do not receive an invitation to apply before your registration expires, it will no longer be valid. You may then create and submit a new registration using your existing BCPNP Online profile.

The number and frequency of invitations to apply will be determined by the BC PNP's processing capacity and is subject to change. Please check our website for information on the most recent invitations.

Your registration will be assessed according to the scoring factors applicable at the time of submission.

What is the National Occupational Classification (NOC)?

The NOC is a system used by the Government of Canada to classify jobs (occupations). Jobs are grouped based on the type of work a person does and the types of job duties.

For instance, if you want to apply as a skilled worker, you should check the NOC to see which jobs are considered "skilled" (NOC Skill Type 0 or Skill Level A or B). Find your job title, code and skill level or type.

For purposes of the assessment of your registration and/or application, the BC PNP uses the 2016 version of the NOC.

To learn more about the National Occupational Classification, please visit IRCC's website.

Part 2: Online Walkthrough

This section provides an overview of the BCPNP Online registration and application process, including the information and documentation you require to register and apply to the Skills Immigration or Express Entry BC streams of the BC PNP.

Please make sure that you are familiar with the requirements for your BC PNP category before you submit your online registration and application.

More information about the program requirements can be found in the BC PNP Skills Immigration and Express Entry BC Program Guide.

Internet Browser Requirements:

The BCPNP Online system can be accessed here using the following internet browsers:

Recommended:

- Google Chrome 43 and 44
- Internet Explorer 11 (native mode)
- Firefox 39 and 40
- Safari 7 and 8

Supported:

- Internet Explorer 9 and higher
- Firefox 27 and higher
- Safari 7 and higher
- iOS 5 and higher
- Android 5 and higher

If you cannot access BCPNP Online, please check that your internet browser meets these requirements.

Your Profile

Click on the Register button.

Please note: The information that is entered into this tab should pertain to the registrant and/or applicant. Representative contact information can be entered under the *Representative* tab.

WELCOME TO BC PNP ONLINE

USER ID

Enter your User ID

Don't have a profile yet? Register

Forgot User ID?

PASSWORD

Enter your password

Forgot password?

Your password must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! $ # %). The password must not contain User ID, First Name or Last Name.

Sign In

In order to begin you must create a profile, including user ID and password, and provide personal information.

CREATE YOUR PROFILE

The personal information on this form is collected by the Province of British Columbia under section 26(c) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 (the "FOIPPA") for the purposes of administering the British Columbia Provincial Nominee Program (the "BC PNP") as authorized by the Canada-British Columbia Immigration Agreement and assessing individual applications under the BC PNP. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, fax: (604) 660-4092, e-mail: PNPInfo@gov.bc.ca or in person at Suite 450 - 605 Robson Street, Vancouver British Columbia.

Login:

EMAIL ADDRESS

(required)

CONFIRM EMAIL ADDRESS

(required)

USER ID

(required)

Your User ID must contain a minimum of 7 characters.

PASSWORD

(required)

CONFIRM PASSWORD

(required)

Your password must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! $ # %). The password must not contain User ID, First Name or Last Name.

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This information should be yours and not that of your representative.

The information required in this section includes:

Login and Security Questions

Information Fields	Technical Notes
Email address	Your email address. There is a separate section for your representative's information.
User ID	Your User ID must contain a minimum of 7 characters
Password	Your password is case-sensitive and must contain a minimum of 8 characters. It should include upper and lower case (A to Z; a to z) characters, numerals (0 to 9), and non-alphanumeric keyboard symbols (e.g., ! $ # %). The password must not contain User ID, First Name or Last Name
Three security questions and answers	All 3 security questions and answers are required. Create question/answer combinations you will easily remember.

Personal Information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle names(s)
Other family name(s)	If you use another name (alias, English name)
Other given name(s)	If you use another name (alias, English name)
Date of birth	Should be in YYYY-MM-DD format
Country of birth	
City of birth	
Sex	

Passport Information

Information Fields	Technical Notes
Passport number	
Country of Citizenship	From your passport
Passport issue date	Should be in YYYY-MM-DD format
Passport Expiry date	Should be in YYYY-MM-DD format

Primary Contact

Information Fields	Technical Notes
Phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	
Business phone number	

Residential Address

Information Fields	Technical Notes
Residential address country	
Residential address country	Use drop-down list to select
Residential address city/town	
Residential address province/state	
Residential address postal code	
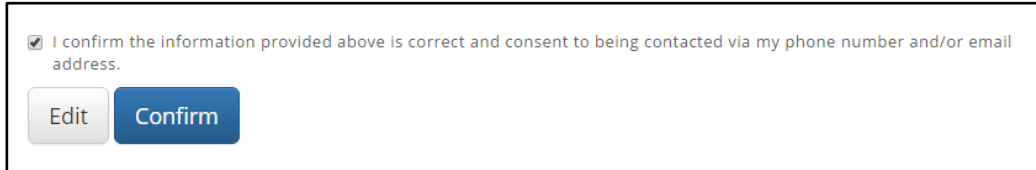
Additional Information

Information Fields	Technical Notes
How you learned of the BC PNP	Use the drop-down list to select where you first found out about the BC PNP

Once complete, click on the *Register* button.

Register
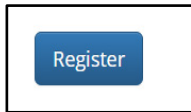
You will be asked to review the information entered in your profile and confirm the information entered is correct by selecting the indicated checkbox and clicking on *Confirm.*

☑ I confirm the information provided above is correct and consent to being contacted via my phone number and/or email address.

Edit   Confirm

You will then see a screen confirming that your profile has been created, and that a confirmation email has been sent to your email address provided.

You will receive an email confirming your registration and stating your user ID, and asking you to verify your account by clicking on a link. **This link should be used within 24 hours to confirm your email address.** If you require a new confirmation email, log in to your profile to request one.

After you have clicked on the link to verify your email address, you can sign in by clicking on the sign in button to complete your registration and/or application.

You will be able to edit your personal information in your profile as required. If you forget your password or user ID, click on *Forgot User ID* or *Forgot Password* on the main sign in page.

If you change your email address, you will have to confirm your new email address to finalize the update. Your previous email address will remain being used for the communication purpose until the new one is confirmed. If you have not received a confirmation email from us, request a new verification link by emailing pnpinfo@gov.bc.ca.

Please note that the email and contact information provided in your profile is associated with the registration and/or application in the system, and will be used by BC PNP staff for communication.

When contacting us to inquire about an existing registration and/or application, the email address used for the inquiry must match the email address entered for the applicant or the representative in the BCPNP Online profile.

Account profiles without an active registration / application expire after 30 days of inactivity and are subject to deletion. Incomplete registrations and/or applications that have no activity (logins) for a period of 30 days are subject to deletion.

Only one active registration per email address is permitted in the BCPNP Online system at a time.

Representatives

If you have retained a representative, you must provide their details once you have created your profile. You can add or change a representative at any time during the process, but can only have one representative at any given time.

Click on the *My Representative* tab at the top of the page at any time to input or update information about your representative.

Representative information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given Name(s)	First and middle names(s)
Firm/organization name	If applicable
Primary phone number	Provide all numbers required to place a call from B.C.
Secondary phone number	If applicable - provide all numbers required to place a call from B.C.
Email address	
Country	Use drop-down list to select
Address line	
City/town	
Province/State	
Postal/Zip code	
Regulatory council or law society	

Representative Type

> **Representative Type:**
>
> **Is your representative paid?**
> ○ No
> ○ Yes

If your representative is not paid, select *No*. If they are paid, select *Yes*.

If no, indicate the membership of your representative:

- Health Match BC
- member of a non-governmental or religious organization
- member of the Immigration Consultants of Canada Regulatory Council or Canadian Provincial or Territorial Law Society
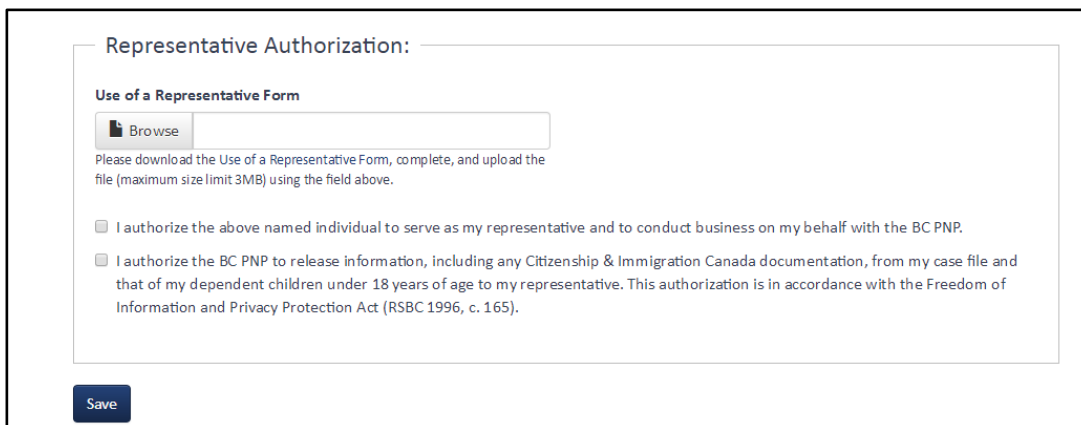- family member, friend or employer

If yes, pick one of the following:

- member of the Immigration Consultants of Canada Regulatory Council
- member of a Canadian Provincial or Territorial Law Society

Representative Authorization

Attach your completed BC PNP Use of Representative form(s) (maximum file limit: 3MB) using the *Browse* button. The blank forms are found here on our website.

Click the checkboxes, including the checkbox authorizing the representative to conduct business on your behalf with the BC PNP, and click on the *save* button.

> **Representative Authorization:**
>
> **Use of a Representative Form**
>
> [🔖 Browse]
>
> Please download the Use of a Representative Form, complete, and upload the file (maximum size limit 3MB) using the field above.
>
> ☐ I authorize the above named individual to serve as my representative and to conduct business on my behalf with the BC PNP.
>
> ☐ I authorize the BC PNP to release information, including any Citizenship & Immigration Canada documentation, from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the Freedom of Information and Privacy Protection Act (RSBC 1996, c. 165).
>
> [Save]

For more information on representatives, please refer to the Using a Representative section of this guide.

Select Your Category

To begin, select *Skills Immigration,* then select your category from the list, read over the requirements and confirm you qualify for the category, then click *start.*

The categories include:

Express Entry BC:

- Express Entry BC – Healthcare Professional
- Express Entry BC – International Graduate
- Express Entry BC – International Post-Graduate
- Express Entry BC – Skilled Worker

Skills Immigration:

- Skills Immigration – Entry Level and Semi-Skilled
- Skills Immigration – Healthcare Professional
- Skills Immigration – International Graduate
- Skills Immigration – International Post-Graduate
- Skills Immigration – Skilled Worker

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Please note that the BC PNP Tech Pilot is not a separate BC PNP stream or category. **Applicants need to apply to the BC PNP under one of the existing categories** and ensure they meet the general and category requirements.

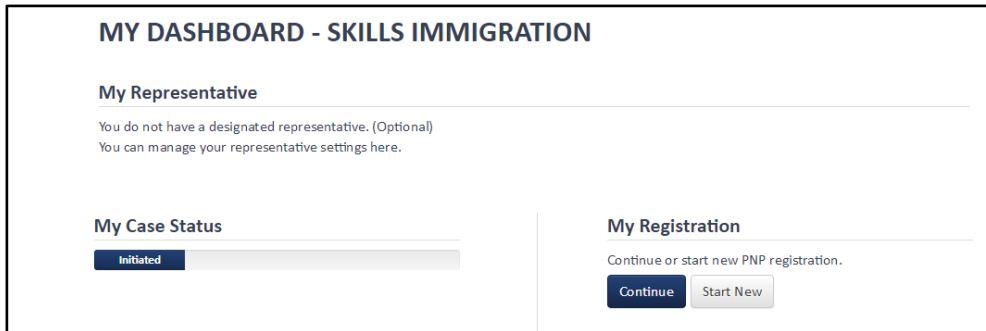Once you have selected your category, you will be directed to the dashboard.

Please note that if you are eligible for the following categories, you will **not** have to submit a registration and can instead proceed directly to enter an application by selecting your applicable stream from this menu:

- Express Entry BC – Health care Professional
- Express Entry BC – International Post-Graduate
- Skills Immigration – Health care Professional
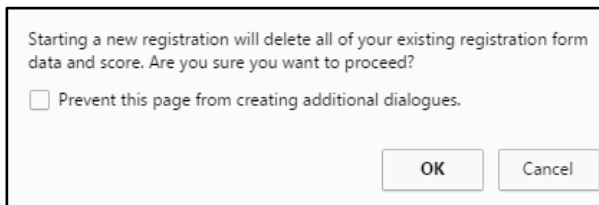- Skills Immigration – International Post-Graduate

Your Registration
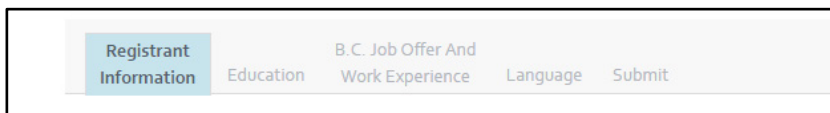
My Dashboard – Skills Immigration

From the *My Dashboard – Skills Immigration* page, you can see the status of your registration, showing if it has been initiated or submitted. You can choose to continue completing your current registration by selecting *continue*, or create a new registration by selecting *start new* at any time prior to submitting.

Please note that selecting *Start New* will bring up a dialog box with a warning that you will lose the information in your current registration. This does not affect your profile information.

Once you have started your new registration, you will be directed to a page where you will begin filling out your personal information. There are tabs across the top of the page which will help show you how far along you are in the registration process.

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

Please make sure that you are familiar with the requirements for your BC PNP category before you submit your online registration and application.

For more information about the program requirements, please refer to the BC PNP Skills Immigration and Express Entry BC Program Guide.

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Registrant Form Information

The registrant information tab is where you enter your personal information, passport details, contact information, and previous application history.

Below are the pieces of information you will need to fill out in this tab. Some of this information will be automatically populated from your profile and is locked.

Your personal information

Information Fields	Technical Notes
Family name(s)	This information will be locked by the system based on what was entered in your profile
Given name(s)	This information will be locked by the system based on what was entered in your profile
Date of birth	This information will be locked by the system based on what was entered in your profile

Passport information

Information Fields	Technical Notes
Passport number	This information will be locked by the system based on what was entered in your profile
Country of issuance	This information will be locked by the system based on what was entered in your profile
Issue date	This information will be locked by the system based on what was entered in your profile
Expiry date	This information will be locked by the system based on what was entered in your profile

Your contact information

Information Fields	Technical Notes
Primary phone number	This information will be locked by the system based on what was entered in your profile
Email address	This information will be locked by the system based on what was entered in your profile

Residential Address

| Information Fields	Technical Notes
Address Line	This information will be locked by the system based on what was entered in your profile
City/Town	This information will be locked by the system based on what was entered in your profile
Province/State	This information will be locked by the system based on what was entered in your profile
Country	This information will be locked by the system based on what was entered in your profile
Postal code	This information will be locked by the system based on what was entered in your profile

Current/previous applications

Information Fields	Technical Notes
Do you have an active registration with the BC PNP?	If yes, you will not be able to submit a 2nd registration
Have you applied to the BC PNP in the past?	If yes, provide your BC PNP file number

Express Entry information (Express Entry categories only)

If you are registering under Express Entry BC - Skilled Worker, Express Entry BC - International Graduate or Express Entry BC - International Post Graduate, you will have to provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon Express Entry registration
Express entry profile submission expiry date	Provided by IRCC upon Express Entry registration
Job seeker validation code	Provided by IRCC upon Express Entry registration
Comprehensive ranking score	Provided by IRCC upon Express Entry registration
National Occupational Classification (NOC) code	4 digits, as supplied to IRCC refer to this section
Job title	As supplied to IRCC

After you have filled in these fields, click *Next*. The information is saved in each tab.
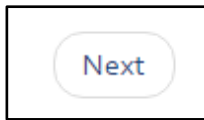
Next

Please note: If you close your browser, or navigate away from the current tab without clicking *next* or clicking on another tab, your data may not be saved. If you will be stepping away from your computer for more than ten minutes, please save your current information by clicking on either *next* or another tab.

Education

The Education tab is where you provide information on your post-secondary education within Canada and B.C. (if applicable) and outside of Canada. Below are the details you'll need to complete to continue your registration.

Points for education will only be awarded for your highest level of education declared in this registration. For example, if you have a bachelors and a master's degree, you will only be awarded points for your master's degree if you declare it.

Information Fields	Technical Notes
Highest level of education completed	language training does not qualify for points duration of study must exceed 6 months
Date of completion	
Was it obtained in Canada?	
Was it obtained in B.C.?	
Do you have an Education Credential Assessment issued from a qualified supplier? (Y/N)	If yes, you will have to provide the name of the qualified supplier and your certificate number Qualified suppliers include: • 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) • Pharmacy Examining Board of Canada (professional body for Pharmacists)
Has your training and experience been assessed and certified by the Industry Training Authority (ITA)? (Y/N)	If yes, you will have to provide a valid certificate number from the ITA confirming certification more information on Industry Training Authority assessment

Once you have entered all of your information in this tab, click *Next.* Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

```
Previous                                                    Next
```

B.C. Job Offer and Work Experience

The job offer and work experience tab is where you provide information on your B.C. job offer and previous 10 years of work experience, including your current position, if applicable. Below are the details you'll need to complete to continue your registration.

Job offer

Information Fields	Technical Notes
Legal name of company/organization	
Operating name	If different from legal name
Job title	
National Occupational Classification (NOC) code	Refer to this section
Hourly wage	Excluding gratuities, bonuses, commissions, etc. Please refer to the Program Guide
Annual wage	Will be verified on the job offer form that is required at the application stage
Hours of work per week	On average, in a 52 week period
Primary work location address	
Company phone number	Provide all numbers required to place a call from B.C.
Are you working for the B.C. employer supporting your job offer?	
If yes, are you working in the job being offered?	

Directly related work experience

Information Fields	Technical Notes
Do you have any full-time work experience within the past ten years that is directly related to your B.C. job offer?	Please include your current position You may add multiple past jobs if they are directly related experience
If yes, please provide:	
Job title	
National Occupational Classification (NOC) code	refer to this section
Job start date	
Job end date	
Part-time	If you worked less than 30 hours per week, check this box
Name of company	
Was the work in Canada?	
	Use the green "+" sign to add more rows

Once you have entered all of your information in this tab, click *Next* or *previous.*

Previous		Next
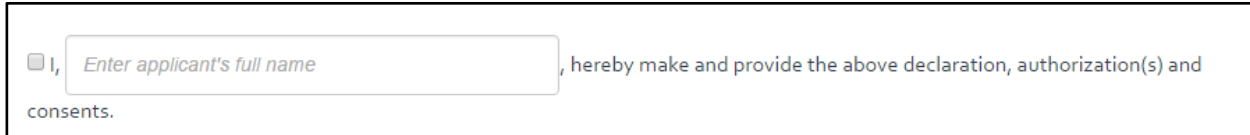
Language

Information Fields	Technical Notes
Have you completed a valid language proficiency test within the past two years? (Y/N)	
If yes, you must provide:	
Type of test taken	The valid language test results must be from one of the following language proficiency tests administered by a designated testing agency: • the International English Language Testing System (IELTS) General Training • the Canadian English Language Proficiency Index Program (CELPIP-General) • the Test d'évaluation de français (TEF)
Date of test taken	The name of this field changes, depending on the type of test taken: • For IELTS general tests, this field is "Date of Administrator's Signature" • For CELPIP general tests, this field is "Date of Signing" • For TEF tests, this field is "Date de session"
Listening score	
Reading score	
Writing score	
Speaking score	
Validation number provided on language test certificate	The name of this field changes, depending on the type of test taken: • For IELTS general tests, this field is "Test Report Form Number" • For CELPIP general tests, this field is "Registration Number" • For TEF tests, this field is "Attestation N*"
PIN Number	This field is only required for those who took the CELPIP general test

Once you have entered all of your information in this tab, click *Next* or *Previous*.

Submit

The last tab presents you with the registration declaration and consent that you must agree to in order to submit your registration. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.
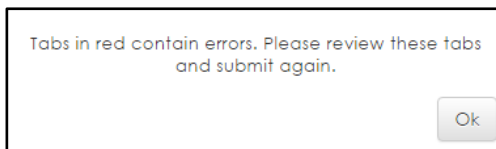
☐ I, [Enter applicant's full name   ], hereby make and provide the above declaration, authorization(s) and consents.

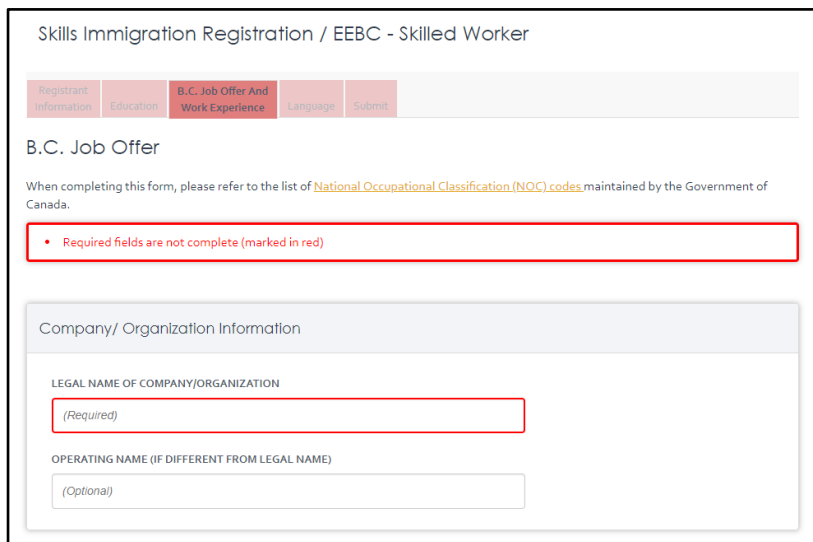You can select *Previous* to return to the language tab, or select *Validate* to check the information in your registration is complete.
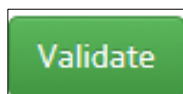
Validate

If no missing information is found, you will be able to click on the *Submit Registration* button.

If there are any missing pieces of information, you will see the following message:

Tabs in red contain errors. Please review these tabs and submit again.

Ok

Any tabs with a light red background should be clicked on. You will then see the field(s) with missing information highlighted in red.

Skills Immigration Registration / EEBC - Skilled Worker

| Registrant Information | Education | B.C. Job Offer And Work Experience | Language | Submit |

B.C. Job Offer

When completing this form, please refer to the list of National Occupational Classification (NOC) codes maintained by the Government of Canada.

• Required fields are not complete (marked in red)

Company/ Organization Information

LEGAL NAME OF COMPANY/ORGANIZATION
(Required)

OPERATING NAME (IF DIFFERENT FROM LEGAL NAME)
(Optional)

Complete the required information in each tab, then click on the *Submit* tab, and click on the green *Validate* button once again. If no missing information is found, you will be able to click on the *Submit Registration* button.

Once you successfully submit your registration, you will receive an email that will include your file number, your category, the date your registration was received on and the date your registration will expire. Your case history dashboard in BCPNP Online will show your case status as "active":

- Your registration was submitted.

DASHBOARD - CASE HISTORY

My Representative

You do not have a designated representative. (Optional)
You can manage your representative settings here.

Case	Category	Created	Status	
Skills Immigration	Skills Immigration – Skilled Worker	2016 Mar 18	Active	View

Start a new case   ⊘ You cannot start new case because you already have an active case in your profile.

When you click on View, you will be taken to the next dashboard, where you will see your case details. Your case status will show as "Registered":

MY DASHBOARD - SKILLS IMMIGRATION

My Representative

You do not have a designated representative. (Optional)
You can manage your representative settings here.

My Case Status

| Registered |

My Registration

File Number:
Submitted: 27 Jun 2016

Your BC PNP registration is valid for one year from the date of submission.
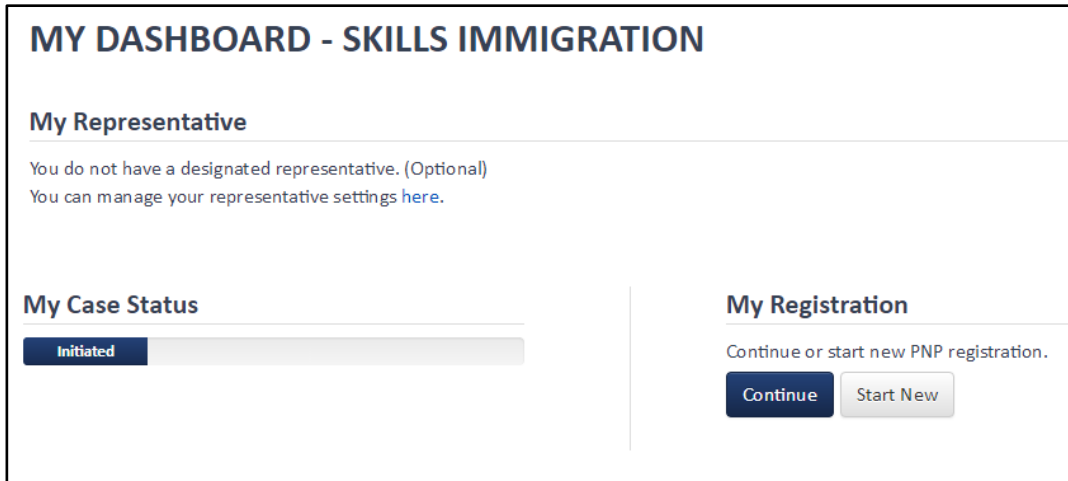
View PNP registration.

View   Withdraw

Please note: After submitting a registration to the BCPNP Online system, if you do not receive a confirmation email within 24 hours with your file number included, please check your email's 'junk' or 'spam' folder. If the confirmation email is not in that folder, log in to your BCPNP Online profile to verify your file number and submission status.
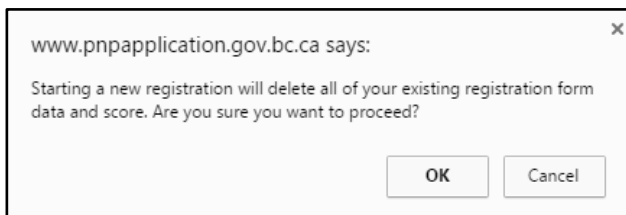
If you do not see a file number in your dashboard under the *My Dashboard* section, contact the BC PNP (pnpinfo@gov.bc.ca) immediately to ensure your submission has been received for processing. Failure to do so may result in delays to file processing.

Starting a New Registration

If you need to make changes to the information that you have entered in your registration, you can do so at any time prior to submitting your registration. To do this, you will need to create a new registration using the S*tart New* button on your profile dashboard.

MY DASHBOARD - SKILLS IMMIGRATION

My Representative

You do not have a designated representative. (Optional)
You can manage your representative settings here.

My Case Status

Initiated

My Registration

Continue or start new PNP registration.

Continue   Start New

When you click on *Start New*, you will see the following message, notifying you that starting a new registration will delete existing registration information. By clicking *OK,* you will be able to create a new registration. This will be done using your existing profile.

www.pnpapplication.gov.bc.ca says:

Starting a new registration will delete all of your existing registration form data and score. Are you sure you want to proceed?

OK   Cancel

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Withdrawing your Registration

If you need to make changes to the registration information, and you have submitted your registration, you will need to use the *Withdraw* button on your profile dashboard, and submit a new registration with the updated information. This will be done using your existing profile.
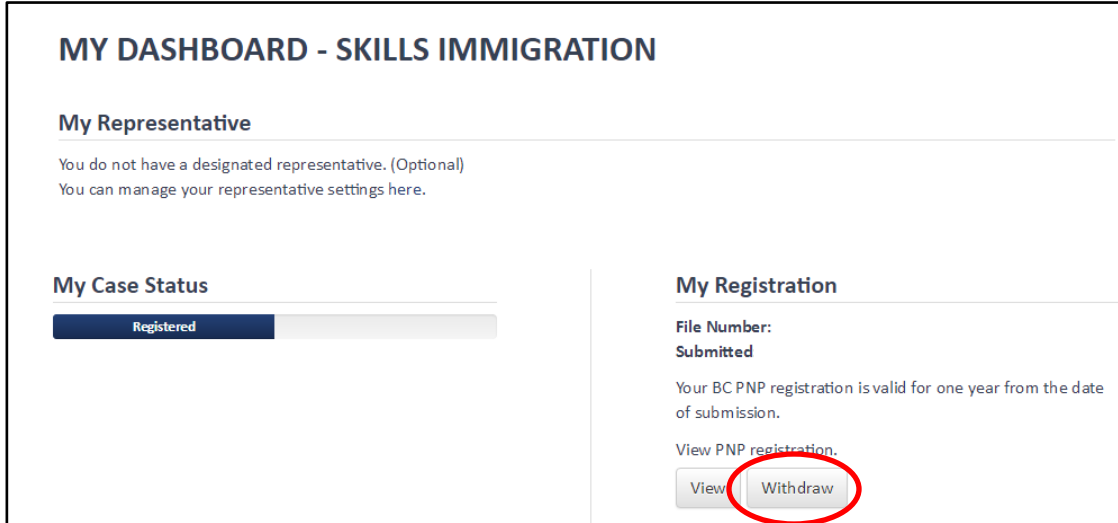
New registrations will remain in the selection pool for 12 months regardless of the length of time previous registrations had been submitted.

Invitation to Apply

If you are invited to apply, you will receive an email notification, and your BCPNP Online dashboard will show your Case Status as "Invited". Your invitation to apply email will contain further instructions regarding the BCPNP Online application process.

Your Application
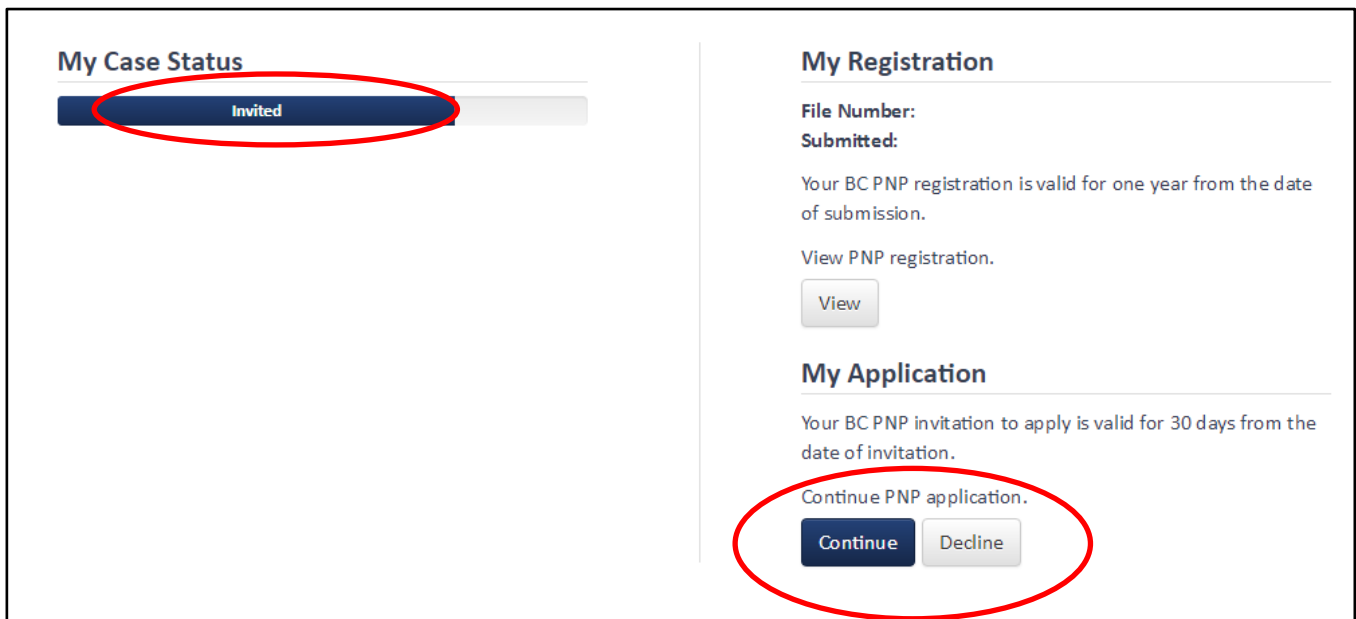
My Dashboard - Invitation After Registration

If you submitted a registration and have received an invitation to apply email, log into your BCPNP Online dashboard. Your application status will show as "Invited".
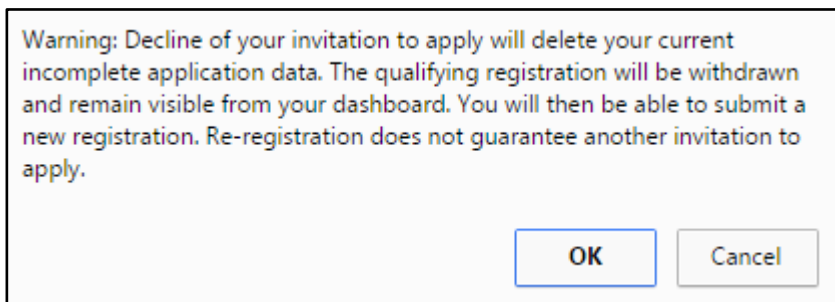
To create your application, click on *Continue.*

Please note: if you are invited to apply and select the 'decline' button on your dashboard, your invitation to apply will be declined. Your registration will be removed from the selection pool and your registration and invitation will be cancelled.

Your profile will remain. You may submit a new registration at any time, however, re-registration does not guarantee another invitation to apply.

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My Dashboard – Direct Application

If you are submitting a direct application to the Express Entry BC - Healthcare Professional, Express Entry BC - International Post-Graduate, Skills Immigration - Healthcare Professional or the Skills Immigration - International Post-Graduate categories, you will be taken directly to the application form screen.

SKILLS IMMIGRATION APPLICATION

Skills Immigration Application / EEBC - International Post-Graduate

| Nominee Applicant | Education/Work Experience | Family | Attachments | Submit |

Nominee Applicant

The personal information on this form is collected by the Province of British Columbia (the "Province") for the purposes of administering, and assessing applications under, the British Columbia Provincial Nominee Program (the "BC PNP"), as authorized by section 8 of the Provincial Immigration Programs Act and under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, you may contact an Information Officer of the BC PNP by telephone: (604) 775-2227, email: PNPInfo@gov.bc.ca or in person at Suite 450 – 605 Robson Street, Vancouver BC.

Once you have started your new Skills Immigration application, you will see tabs across the top of the page, showing how far along you are in the application process.

| Nominee Applicant | Education/Work Experience | Family | Job Offer | Attachments | Submit |

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

| Home | My Dashboard | | My Representative | My Profile | Sign Out |

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

Nominee Applicant

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

Below, you'll find the information you'll need to fill out this tab.

Your personal information

Information Fields	Technical Notes
Family name(s)	This information will be locked by the system based on what was entered in your profile
Given name(s)	This information will be locked by the system based on what was entered in your profile
Work name	If you have ever used an alias, a nickname, or an English name, select *Yes* and enter the name used
Date of birth	This information will be locked by the system based on what was entered in your profile

Passport information

Information Fields	Technical Notes
Passport number	This information will be locked by the system based on what was entered in your profile
Country of issuance	This information will be locked by the system based on what was entered in your profile
Issue date	This information will be locked by the system based on what was entered in your profile
Expiry date	This information will be locked by the system based on what was entered in your profile

Your contact information

Information Fields	Technical Notes
Primary phone number	This information will be locked by the system based on what was entered in your profile
Email address	This information will be locked by the system based on what was entered in your profile

Address

Information Fields	Technical Notes
Address	This information will be locked by the system based on what was entered in your profile
City/Town	This information will be locked by the system based on what was entered in your profile
Province/State	This information will be locked by the system based on what was entered in your profile
Country	This information will be locked by the system based on what was entered in your profile
Postal/Zip Code	This information will be locked by the system based on what was entered in your profile

Intended Place of Residence

Information Fields	Technical Notes
City/Town	

You will be required to indicate and explain if you have applied previously for provincial nomination or permanent residence, if you have an application in process, and your status in Canada.

Information Fields	Technical Notes
Your status in Canada	
Student or worker information: IRCC Client ID/UCI	
Student or worker information: date issued	Use the calendar tool to select
Student or worker information: expiry date	Use the calendar tool to select

Express Entry information (Express Entry categories only)

If you are applying under an Express Entry BC category, you will have to provide your federal Express Entry information from Immigration, Refugees and Citizenship Canada (IRCC).

Information Fields	Technical Notes
Express entry profile number	Provided by IRCC upon Express Entry registration
Express entry profile submission expiry date	Provided by IRCC upon Express Entry registration
Job seeker validation code	Provided by IRCC upon Express Entry registration
Comprehensive ranking score (CRS)	Provided by IRCC upon Express Entry registration

After you have filled in these fields, click *Next*. The information is saved in each tab.
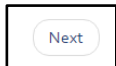
Next

Please note: If you close your browser, or navigate away from the current tab without clicking *next* or clicking on another tab, your data may not be saved. If you will be stepping away from your computer for more than ten minutes, please save your current information by clicking on either *next* or another tab.

Education/Work Experience

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

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information on education and work experience.

Secondary/high school education

Information Fields	Technical Notes
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of secondary/high school	
City/town	Use the drop-down list to select
Country	Use the drop-down list to select
Successful completion of high school	Select Yes or No
	Use the green "+" sign to add more rows

Post-Secondary education within B.C.

If you have enrolled in or completed a post-secondary educational program within B.C., select *Yes* and continue with the questions below:

Information Fields	Technical Notes
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
	Use the green "+" sign to add more rows

Post-Secondary education within Canada, outside of B.C.

If you have enrolled in or completed a post-secondary educational program within Canada, but outside of B.C., select *Yes* and continue with the questions below:

Information Fields	Technical Notes
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	Use the drop-down list to select
Province	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
	Use the green "+" sign to add more rows

Post-Secondary education outside of Canada

If you have obtained post-secondary education outside of Canada, provide the following details:

Information Fields	Technical Notes
From date	Use the calendar tool to select
To date	Use the calendar tool to select
Name of institution	
City/town	
Country	Use the drop-down list to select
Level of post-secondary education attained	Use the drop-down list to select
Field of study	Use the drop-down list to select
	Use the green "+" sign to add more rows

Work experience

When completing this section, please refer to the What is the National Occupational Classification section of this guide, and to the list of NOC codes maintained by the Government of Canada.

When entering your work experience, please include your current occupation.

Please refer to the BC PNP Skills Immigration and Express Entry BC Program Guide for information on work experience and what experience is considered directly related.

Information Fields	Technical Notes
Job title	
National Occupational Classification (NOC) code	Refer to this section
From	Job start date. Use the calendar tool to select
To	Job end date. Use the calendar tool to select
Name of company / organization	
Company address	Number, street, city, province/state, country and zip/postal code
Company City/town	
Company Province/State	
Company Country	
Country Postal/Zip Code	
Company website	
Company phone number	
Your responsibilities	
	Use the green "+" sign to add more rows

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

Previous	Next

Family

The family tab is where you provide details on your spouse/common-law partner and dependent children, parents, siblings and family members in Canada.

Family members

Information Fields	Technical Notes
Number of family members	Indicate the total number of family members included in your application. This includes yourself, your dependent children and spouse/common-law partner, regardless of whether they intend to accompany you to Canada.

If you are currently married or in a common-law relationship, select *Yes* and continue with the questions below. You will also be asked for your spouse or common-law partner's current occupation, and the years of experience they have in their current occupation.

Spouse/Common-Law Partner information

Information Fields	Technical Notes
Family name(s)	spouse/common-law partner's last name(s)
Given name(s)	spouse/common-law partner's first and middle name(s)
Date of birth	Use calendar tool to select date
Country of birth	
Sex	
Country of citizenship	
Present address	
Date of marriage or date of entry into the common-law relationship	Use calendar tool to select date
Status in Canada	Select your spouse/common-law partner's status in Canada
Status expiry	Use calendar tool to select date
Current occupation	
Current employer	

Dependent children

You will be asked if you have any children that meet Immigration, Refugees and Citizenship Canada's (IRCC) definition of a dependent child. Include all children you have that meet this definition. For more information, please refer to IRCC's website.

Dependent children information

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	Use calendar tool to select date
Country of birth	
Sex	
Country of citizenship	
Present address	
	Use the green "+" sign to add more rows

Mother/Father

If you cannot provide information about your mother or father, enter "N/A" into applicable fields.

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	
Country of birth	
Present address	

Siblings

If you have siblings, select *Yes* and continue with the questions below:

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Date of birth	
Country of birth	
Marital status	
Present address	
	Use the green "+" sign to add more rows

If you have family members in Canada, select *Yes* and continue with the questions below:

Family members in Canada

Information Fields	Technical Notes
Family name(s)	Last name(s)
Given name(s)	First and middle name(s)
Relationship to applicant	Select their relationship to you from the drop-down list
Sex	
City/town	
Province	
Immigration status in Canada	Select from drop-down list
Years in Canada	
	Use the green "+" sign to add more rows

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the education/work experience tab. Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

Job Offer

The job offer tab requires you to provide information about your job offer and the supporting B.C. employer's company or organization. This tab does not appear for the International Post-Graduate categories and is modified for the Health Care Professional categories.

Company information

Information Fields	Technical Notes
Legal name of company/organization	
Operating name	If different from company legal name
Mailing addresses	
Business address	If different from company mailing address
Employer contact family name(s)	Last name(s)
Employer contact given name(s)	First and middle name(s)
Title	The employer contact's job title
Employer contact phone number	
Employer contact email	
Company website	
Number of employees	Number of full-time equivalent employees
Year company established in B.C.	
Economic sector of company	Use drop-down list to select sector
Company's legal structure	Select from drop-down list
Incorporation/registration number	

Job offer information

Please review the BC PNP Skills Immigration and Express Entry BC Program Guide for information on job offer requirements.

If you select *Yes* to having an offer of full-time employment, and declare if your position if indeterminate, the following fields will appear:

Information Fields	Technical Notes
Job title	
NOC	4-digit NOC code - refer to this section
Hourly wage	Move cursor to the dollars part of the numeric value
Annual wage	Move cursor to the dollars part of the numeric value
Hours of work per week	
Employment end date	If you select *No* to having an offer of indeterminate employment
Work location address	The address of the work site location(s) where you will be working

Attachments

The attachments tab is where you can upload scanned copies of the documents required for your application. The required attachments will vary depending on your category. Please see the attachments appendix of this guide for detailed information.

Please note:

- individual files must not exceed 3MB, which is sufficient for most documents scanned at 300dpi or lower
- failure to provide complete documents or information may result in delayed processing times
- if an attachment does not immediately upload, double-click the document name in the browsing window
- to replace an attachment, click on the uploaded attachment name, and a browse window will appear
- when naming your documents, use of the following characters should be avoided:

    - exclamation point !
    - double quotes " "
    - number sign #
    - dollar sign $
    - percent sign %
    - ampersand &
    - single quote '
    - opening parenthesis (
    - closing parenthesis)
    - asterisk *
    - plus sign +
    - comma ,
    - period .
    - slash \

Submit and Pay

The last tab presents you with the application declaration and consent that you must agree to in order to submit your application. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.

☐ I, [Enter applicant's full name] , hereby make and provide the above declaration, authorization(s) and consents.

You can select *Previous* to return to the attachments tab, or select *Validate* to check that the information in your application is complete.

Validate
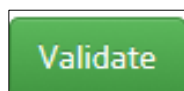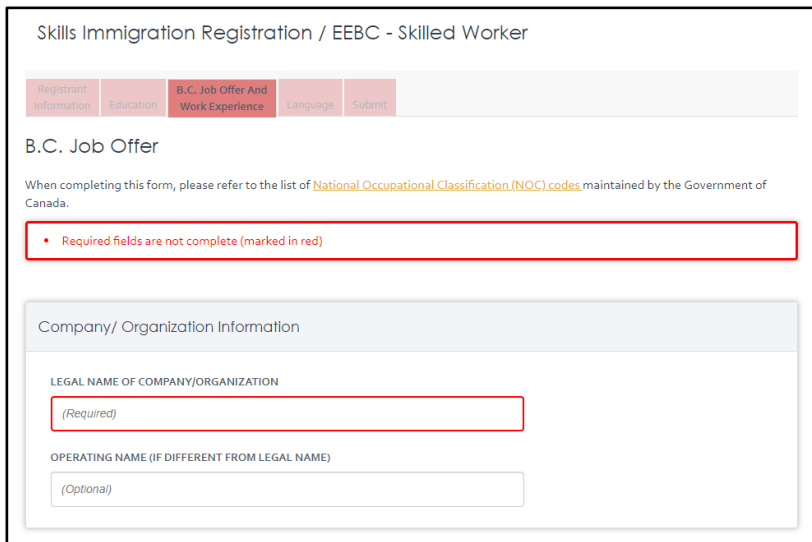
If no missing information is found, you will be able to click on the *Submit and Pay* button.

If there are any missing pieces of information, you will see the following message:

Any tabs with a light red background should be clicked on. You will see the field(s) with missing information highlighted in red:

Complete the required information in each tab, then click on the *Submit* tab, and click on the green *Validate* button once again. If no missing information is found, you will be able to click on the *Submit and Pay* button.

Selecting *Submit and Pay* will take to you the payment screen.

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.
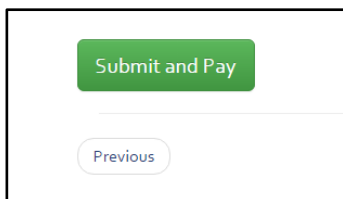
If all the information in your application is complete, you will be taken to a payment screen:

Enter your credit card details and click on *Pay Now*. If the payment is successful, your application will submit and you will receive an emailed receipt. You will also see receipt details on your dashboard.
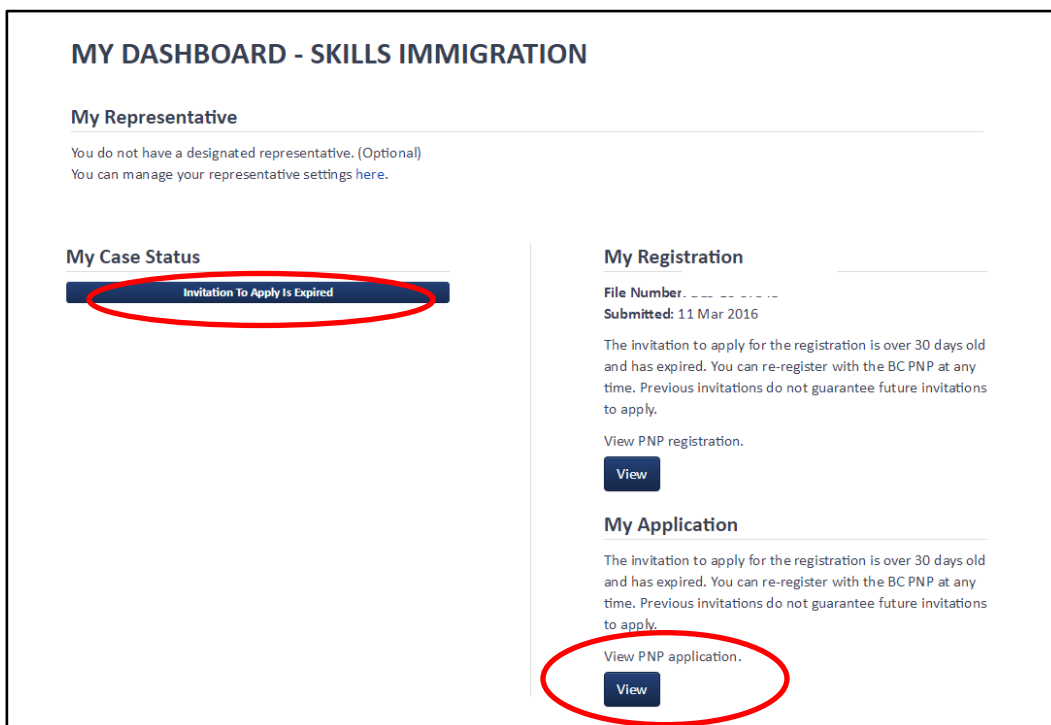
Please refer to the BC PNP Skills Immigration and Express Entry BC Program Guide for more information regarding the application and assessment process.

My Dashboard – After Application

Once you successfully submit your application, you will receive an email that will include your application file number and the date your application was received.

If you do not receive the confirmation email within 24 hours, please check your email's 'junk' or 'spam' folder. If your confirmation email is not in your email's 'junk' or 'spam' folder, please contact us at PNPinfo@gov.bc.ca.

PLEASE NOTE: 30 days after you receive an invitation to apply, your dashboard may show your application status as "Invitation to Apply Expired", **regardless of whether you have submitted an application**. If you have submitted an application, you can click on *view* to view your application.

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The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

Appendix 1: Attachments Required in BCPNP Online

The following tables list the documentation required for each category when submitting a Skills Immigration or Express Entry BC application to the BCPNP Online application system.

For further information on each document, please see the descriptions listed here.

Skills Immigration Applications Documentation

Skills Immigration - Skilled Worker Category	
The nominee applicant must provide:	
	Copy of Canadian immigration records *(if applicable)*
	Valid B.C. drivers licence *(if required by the employment offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of education and/or training certificates
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copy of Official Language Test Results *(if applicable)*
	Current resume/CV
	Spouse or Common-Law partner's B.C. employment record *(if applicable)*
The B.C. employer must provide:	
	BC PNP job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Evidence of recruitment efforts *(if applicable)*

For further information on each document, please see the descriptions listed here.

Skills Immigration – Healthcare Professional Category

The nominee applicant must provide:	
	Copy of Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMO / LMIA *(if applicable)*
	Copy of Official Language Test Results *(if applicable)*
	Copy of education and/or training certificates
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Current resume/CV
The B.C. Health Authority must provide:	
	BC PNP job offer form*
	Employer recommendation letter
	Copy of the offer of employment

For further information on each document, please see the descriptions listed here.

* Midwives can upload their letter of confirmation from the practice group in lieu of a job offer form.

Skills Immigration – International Graduate Category

The nominee applicant must provide:

	Copy of Canadian immigration records *(if applicable)*
	Valid B.C. drivers licence *(if required by the employment offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of education and/or training certificates
	Copy of official education transcripts
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copy of Official Language Test Results *(if applicable)*
	Current resume/CV
	Spouse or Common-Law partner's B.C. employment record *(if applicable)*

The B.C. employer must provide:

	BC PNP job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Evidence of recruitment efforts *(if applicable)*

For further information on each document, please see the descriptions listed here.

Skills Immigration – International Post-Graduate Category

The nominee applicant must provide:	
	Copy of Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of education and/or training certificates*
	Official education transcripts
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Current resume/C.V.
	Evidence of intent to reside in B.C.

For further information on each document, please see the descriptions listed here.

* A letter from the post-secondary institution showing the completion of required courses if a certificate is not available

Skills Immigration – Entry Level and Semi-Skilled Worker Category (Including employment in the Northeast Development Region of B.C.)

The nominee applicant must provide:

	Copy of Canadian immigration records
	Valid B.C. drivers licence *(if required by the employment offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of valid language test results
	Copy of education and/or training certificates
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Current resume/C.V.
	Spouse or Common-Law partner's B.C. employment record *(if applicable)*

The B.C. employer must provide:

	BC PNP job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Copies of wage statements for the previous nine months
	Evidence of recruitment efforts (if applicable)

For further information on each document, please see the descriptions listed here.

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

Express Entry BC Applications Documentation

Express Entry BC - Skilled Worker Category
The nominee applicant must provide:
Copy of Express Entry Candidacy from IRCC
Copy of Canadian immigration records *(if applicable)*
Valid B.C. drivers licence *(if required by the employment offer)*
Copy of biographical page of passport
Current photograph
Copy of LMIA *(if applicable)*
Copy of education and/or training certificates
Copy of Educational Credential Assessment (ECA) *(if applicable)*
Copy of Official Language Test Results
Current resume/CV
Spouse or Common-Law partner's B.C. employment record *(if applicable)*
The B.C. employer must provide:
BC PNP job offer form
Employer recommendation letter
Copy of the offer of employment
Detailed job description
Company information
Copy of the Certificate of Incorporation *(or legal equivalent)*
Copy of the valid municipal Business License
Evidence of recruitment efforts *(if applicable)*

For further information on each document, please see the descriptions listed here.

Express Entry BC – Healthcare Professional Category

The nominee applicant must provide:	
	Copy of Express Entry Candidacy from IRCC
	Copy of Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMO / LMIA *(if applicable)*
	Copy of Official Language Test Results
	Copy of education and/or training certificates
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Current resume/CV
The B.C. Health Authority must provide:	
	BC PNP job offer form*
	Employer recommendation letter
	Copy of the offer of employment

For further information on each document, please see the descriptions listed here.

* Midwives can upload their letter of confirmation from the practice group in lieu of a job offer form.

Express Entry BC – International Graduate Category

The nominee applicant must provide:

	Copy of Express Entry Candidacy from IRCC
	Copy of Canadian immigration records *(if applicable)*
	Valid B.C. drivers licence *(if required by the employment offer)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of education and/or training certificates
	Copy of official education transcripts
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copy of Official Language Test Results
	Current resume/CV
	Spouse or Common-Law partner's B.C. employment record *(if applicable)*

The B.C. employer must provide:

	BC PNP job offer form
	Employer recommendation letter
	Copy of the offer of employment
	Detailed job description
	Company information
	Copy of the Certificate of Incorporation *(or legal equivalent)*
	Copy of the valid municipal Business License
	Evidence of recruitment efforts *(if applicable)*

For further information on each document, please see the descriptions listed here.

Express Entry BC – International Post-Graduate Category

	The nominee applicant must provide:
	Copy of Express Entry Candidacy from IRCC
	Copy of Canadian immigration records *(if applicable)*
	Copy of biographical page of passport
	Current photograph
	Copy of LMIA *(if applicable)*
	Copy of other education and/or training certificates*
	Official education transcripts
	Copy of Educational Credential Assessment (ECA) *(if applicable)*
	Copy of Official Language Test Results
	Current resume/C.V.
	Evidence of intent to reside in B.C.

For further information on each document, please see the descriptions listed here.

* A letter from the post-secondary institution showing the completion of required courses if a certificate is not available

Document Descriptions

BC PNP forms can be found at this link.

Use of a representative form: This form is for registrants or applicants who are represented by a paid or unpaid representative. The BC PNP requires permission from the nominee applicant and the supporting B.C. employer to disclose information to the representative about their registration or application.

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

The use of a representative form is uploaded as an attachment in your BCPNP Online profile.

Nominee Applicant Documentation:

Copy of the biographical page of passport: The nominee applicant must provide a clear, scanned copy of the biographical page of his or her passport, as a PDF file. The biographical page is the page in the passport with the name, photo, passport/travel document number, issue date, expiration date, and signature.

Current photograph: One passport style photograph taken within the last 6 months is only required for the nominee applicant. Please attach the photograph as a PDF or JPG file. Spouses/common-law partners and dependants do not need to submit photographs. A guarantor is not required.

Copy of Canadian immigration records: Nominee applicants who currently reside or have recently visited or resided in Canada must provide clear, scanned copies of all work permits, study permits or visitor records confirming immigration status as a PDF. If applicable, please provide a scanned copy of all immigration records held by a spouse or common-law partner and dependent children residing in Canada.

Copy of the LMIA: If the nominee applicant's work permit was issued as a result of a positive Labour Market Impact Assessment (LMIA) issued by Service Canada, please provide a clear, scanned copy of this LMO/LMIA as a PDF.

Official education transcript(s): Provide a copy of the official transcript from an eligible Canadian post-secondary institution that verifies the completion of an eligible program of study.

A copy of the education and/or training certificates: Provide clear, scanned copies of all education, trade or course certificates that are relevant to the position. All documents must be translated into English and uploaded as a PDF.

Spouse or common-law partner's B.C. employment record: To include a spouse or common-law partner's annual wages in the calculation of the family income, a clear, scanned copy of his or her work permit, B.C. employment offer, and pay stubs for the two most recent pay periods must be provided as a PDF.

Copy of valid language test results: Submit a clear, scanned copy of the IELTS test results form, the CELPIP official score report or the test d'evaluation de Français (TEF) as a PDF file. Note that the BC PNP may request an original copy of the test results if needed.

Copy of Express Entry candidacy from IRCC: Nominee applicants who qualify as Express Entry candidates must submit clear, scanned copies of proof of candidacy from IRCC as a PDF. Documentation must include the nominee applicant's name, Express Entry Profile Number, and Job Seeker Validation Code. Note that the BC PNP may request additional documentation to verify placement into the Express Entry pool. The IMM5786 letter from IRCC displays this information.

Copy of Educational Credential Assessment(s) (ECA): Nominee applicants with foreign educational credentials who have included the results of their Educational Credential Assessment (ECA) in their Express Entry profile must provide a clear, scanned copy of their ECA as a PDF. The ECA must be from a designated agency. ECAs are valid for five years from the day on which it was issued and must also be valid at the time of receipt by the BC PNP. Note that the BC PNP may request an original copy of the ECA if needed.

You will submit your original ECA to IRCC if your application is approved for nomination under the BC PNP and you are invited to apply for permanent residence by IRCC.

Copies of wage statements: Under the Entry Level and Semi-Skilled category, including employment in the Northeast Development Region of B.C., the supporting B.C. employer must provide the nominee applicant's wage statements for the 9 months of employment immediately prior to submitting the application to the BC PNP. Please provide a clear, scanned copy of the wage statements as a PDF.

Resume/CV: Include an up-to-date copy of your resume showing current employment experience, education, etc. The resume should also include the dates and positions for all previous employment experiences.

Evidence of intent to reside in B.C.: Applicants to the International Post-Graduate or the EEBC International Post-Graduate categories must provide evidence of ability and intent to live and work in B.C. Please refer to the Skills Immigration and Express Entry BC Program Guide for full details.

Employer Documentation:

Job offer form: This form must be fully completed and signed by the supporting B.C. employer or B.C. Public Health Authority. The employer contact who signs the job offer form must have the authority and consent of the company to proceed with the application. Failure to obtain this consent may result in a refusal of the application or a withdrawal of the applicant's nomination. Please refer to the Skills Immigration and Express Entry BC Program Guide for full details.

Recommendation letter: The supporting B.C. employer or B.C. Public Health Authority must submit a recommendation letter on behalf of the nominee applicant. This letter should outline why the employer is recommending the nominee applicant for permanent residence, why he or she is suitable for the position, how he or she would contribute to the company or organization and if applicable, outline the recruitment undertaken to hire this person.

A copy of the offer of employment: Provide a clear, scanned copy of the nominee applicant's offer of employment for the eligible occupation, as a PDF. The offer of employment must state the job title and main duties, rate of pay, standard hours of work, and any discretionary benefits. The offer must be for a full-time and indeterminate job, provided on official company letterhead and signed by both the nominee applicant and the supporting B.C. employer or B.C. Public Health Authority.

Detailed job description: The supporting B.C. employer must provide a detailed job description for the position offered to the nominee applicant. This should include the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification or licensing, work experience and language proficiency).

Company information: Provide a brief (1 page) profile of the company's business activities, as a PDF file or Word document. If the business is a franchise, provide a profile of the franchisee rather than the parent franchise.

Certificate of Incorporation: You must provide a copy of your certificate of incorporation.

The BC PNP accepts applications from eligible public sector and non-profit organizations. If you are a public sector or non-profit organization with a permanent establishment in B.C., please provide the legal equivalent to a certificate of incorporation.

For non-profit organizations that are not incorporated, we require proof of charitable status documentation such as registration under the Societies Act, etc.

For more information, please see the BC PNP Skills Immigration and Express Entry BC Program Guide.

Appendix 2: BCPNP Online System Support

The following issues have been identified for some users of the BCPNP Online system. If you encounter a problem that is not listed here, please email us at PNPinfo@gov.bc.ca with a detailed description of the error, and a screenshot if possible.

Please note that technical issues may take some time to resolve.

- I cannot go past a field, but my answer to the question is "none"

- attachments will not upload

- my dashboard says "ITA Expired", but I have already submitted my application

- I can't see a "Payment" option / I can't pay for my application

- my information is not being saved in my application

- I did not receive a confirmation email within the specified time

- the link in my confirmation email is not working

- I am unable to create a valid password

- I need to reset my password / I forgot my password

- I need to update information in my profile / registration / application

- I requested a withdrawal, but my old application still shows in my dashboard

- I can't enter a value in hourly or annual wage

- I am unable to enter an accurate hourly wage based on my salary

- I am getting an "Undefined" error in the attachments field

- My town of residence / work is not available on the drop down list

- I changed my email address in my profile, but I haven't received a confirmation email

Issue: I cannot go past a field, but my answer to the question is "none"

Solution:
Please note that the online application system does not allow for blank responses. Some fields do not allow for letters to be entered, only numbers. For example, if your answer to a question is zero, please enter "0" into the data field, and attempt to submit your application again.

If that does not solve the problem, please take a screenshot of the error you see on-screen and send it to us at PNPinfo@gov.bc.ca.

Issue: Attachments will not upload

Solutions:
Please note that BCPNP Online operates best on Google Chrome. Some users have experienced problems with other browsers. Attachments must be a PDF file (unless otherwise indicated) and under 3MB. If applicable, please change your browser, check the format and size of your documents, and try to upload the document again.
If an attachment does not immediately upload, double-click the document name in the browsing window. To replace an attachment, click on the uploaded attachment name, and a browse window will appear.

When naming your documents, use of the following characters should be avoided:

- exclamation point !
- double quotes " "
- number sign #
- dollar sign $
- percent sign %
- ampersand &
- single quote '
- opening parenthesis (
- closing parenthesis)
- asterisk *
- plus sign +
- comma ,
- period .
- slash \

If you are still unsuccessful after changing your browser and checking your attachment's format and size, and the attachment is optional, complete and submit your application. Send an email with the attachment to PNPinfo@gov.bc.ca, quoting your file number. The attachment will be added to your file.

If you are still unsuccessful after changing your browser and checking your attachment's format and size, and the attachment is mandatory, upload a substitute document, and then email your correct attachment to PNPinfo@gov.bc.ca. Please quote your file number, describe the issue you encountered, and include a screenshot of the error if possible. The attachment will be added to your file.

Issue: My dashboard says "ITA Expired", but I have already submitted my application

Solution:
At this this time, our development team is currently working on a solution for this issue. If you have submitted your application and have received an email confirmation, your application has been submitted and it will continue to be processed.
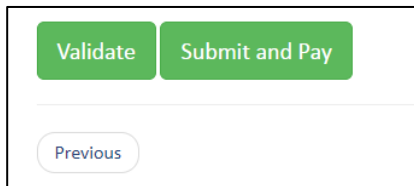
Issue: I can't see a "Payment" option / I can't pay for my application
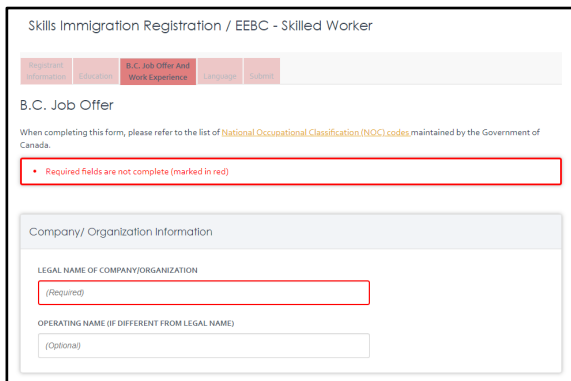
Solution:
There is no "Pay now" button. Log in to the online system, and from your dashboard, click on *continue* My PNP Application.
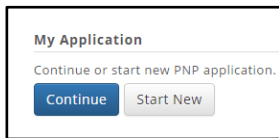
Then select the *Submit* tab on the far right, and click on the green *Submit and Pay* button at the bottom of the page. This will open the payment window.

Any tabs with a pink background to them should be clicked on. You will see the field(s) with missing information highlighted in red.

Complete the required information in each tab, then click on the Submit tab. The green 'submit' button should now appear at the bottom of the page.

If the green submit button still doesn't appear at the bottom of the submit page after you have entered all the required information, and the top tabs are all white, please email us at PNPinfo@gov.bc.ca with a screenshot of the very bottom of the submit page.

When you click *Submit and Pay,* the payment screen opens up in a separate window which may be affected by pop-up blockers.

If this window does not open, try pressing the 'ctrl' key as you click on the green submit button, (ctrl+click), or temporarily disable the pop-up blocker in your browser window.

Issue: My information is not being saved in my registration/application

Solution:

If you close your browser, or navigate away from the current tab without clicking next or clicking on another tab, your data may not be saved. BCPNP Online sessions time out after 30 minutes, but due to proxy servers and other intermediaries in internet traffic, if you will be stepping away from your computer for more than **ten** minutes, it is recommended that you save your current information by clicking on either *next* or *previous*, or on another tab.

Issue: I did not receive a confirmation email within the specified time

Solutions:

Most workplaces, as well as home internet providers, have filters that may be blocking our confirmation emails. Please check your email's "junk" or "spam" folder. If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.

Please note that Gmail email addresses have shown to be the most reliable at receiving our emails. If you still do not receive an email and it is not in your junk folder, you may need to set up a new profile using a Gmail email address, or change the email address in your profile and re-confirm.

To request a second confirmation email, please log in to your profile, where you will be prompted to confirm your email address. You will have the option of receiving another confirmation link to your email.

If this does not work, please recreate a new profile with a Gmail address. Gmail email addresses have shown to be the most reliable at receiving our emails Please note that messages may still end up in the junk folder. Also ensure that you clear your browser's cache regularly.

Issue: The link in my confirmation email is not working

Solutions:
This is often related to pop-up blockers, as the link in the confirmation email opens up a new window. Please try to press the control key when you click the link, (ctrl+click) or temporarily disable the pop-up blocker in your browser window.

If the email was in your junk / spam folder, you will need to move it into your email's inbox in order for the links to work.
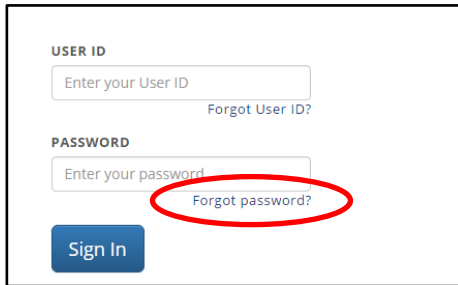
Issue: I am unable to create a valid password

Solution: BCPNP Online operates best on Google Chrome. Users have reported problems using other browsers. The recommended browsers are Internet Explorer 11 (native mode) and Google Chrome.

Note: The requirements for passwords are stated when you [create your profile](). Passwords that are too similar to your name or username may be rejected.

Issue: I need to reset my password / I forgot my password

Solution:

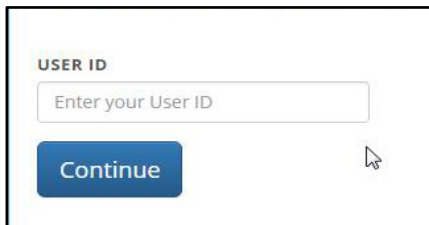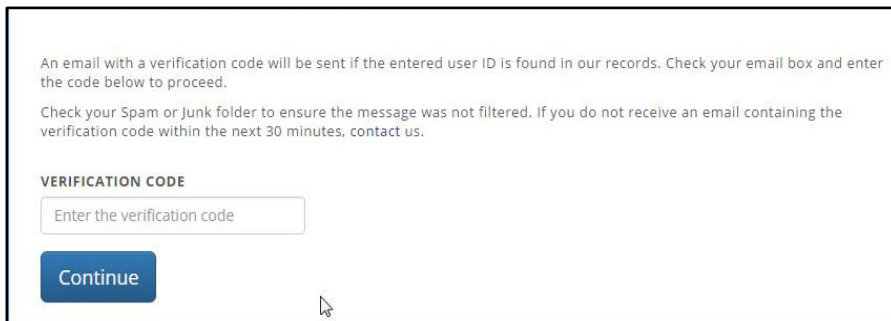Click the Forgot Password link on the login page:

Then enter your user ID and click Continue:

You will then receive an email at the email address used to create your profile. (If you do not receive an email within 30 minutes, please see the steps above for confirmation emails)

Then enter the verification code from the email into the Verification Code field, and click on Continue.

You will then be able to reset your password and log in.

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

Issue: My town of residence / work is not available on the drop down list

Solution:

At this this time, our development team is currently working on a solution for this issue. Please locate the closet town to yours, within the same region, from a map of British Columbia. Select this town from the list, and make a note in your application of your actual town and that it was unavailable on the existing list.

Issue: I need to update information in my profile / registration / application

Solution:

Profile: You are able to make updates to your profile information by logging in to your dashboard, going to *My Profile*, and clicking on *Edit My Profile*.
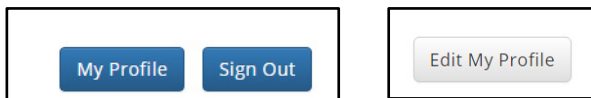
Representative:

You are able to add an authorized representative or update information about your representative at any stage of the process by clicking on the *My Representative* tab.

Registration: Once your registration is submitted, it is locked and you are unable to make further edits to it within BCPNP Online. To change information in your registration, you must withdraw your registration and submit a new one with the updated information. Please see the Withdrawing your Registration section of this guide for more information. Your withdrawn registration will remain visible in your profile.

Application: Once your application is fully submitted, it is locked and you are unable to make further edits to it within BCPNP Online. Please email your update(s) to PNPinfo@gov.bc.ca and include scanned copies of documents, if required. The BC PNP may request further information or confirmation of your updates.

Please note that the email and contact information provided in your profile is automatically associated with the registration and/or application in the system and will be used by BC PNP staff for communication.

Issue: I can't enter a value in hourly or annual wage

Solution:

If you have your cursor on the pennies section, you won't be able to type anything. Move the cursor to the dollars part of the numeric value and type.

Issue: I requested a withdrawal, but my old application still shows in my dashboard

Solution:
At this this time, our development team is currently working on a solution for this issue. If you have received email confirmation of your application being withdrawn, and your old application is still showing up in your dashboard, please send an email to PNPinfo@gov.bc.ca describing your problem, and include a screenshot of your dashboard.

Issue: I am unable to enter an accurate hourly wage based on my annual salary

Solution:
Please fill out all other fields requiring information on this page except for those requesting hourly wage, hours per week, and annual wage. Then, enter the closest hourly wage based on a calculation. After this, please enter the number of hours worked per week as indicated on your job offer.

Then, as your last step on this page, you can override the annual wage by entering the correct annual wage as stated in your job offer. If you do not fill out any other fields after this step and proceed to select the *next* button, the information saved will be the correct information as it pertains to your job offer.

Issue: I am getting an "Undefined" error in the attachments field

Solution:
At this this time, our development team is currently working on a solution for this issue. Please check the file name of your attachment to ensure it does not contain the characters listed on this page.

If this does not resolve the issue, capture the information from your application, clear your computer's cache, and re-start your application by uploading the attachments first, and then completing the other sections of the application.

If this still does not resolve the issue, please send an email to PNPinfo@gov.bc.ca describing your problem, and include a screenshot of the attachments screen with the error.

Issue: I changed my email address in my profile, but I haven't received a confirmation email

Solution:
If you change your email address, you will have to confirm your new email address to finalize the update. If you have not received a confirmation email from us, request a new verification link by contacting us at pnpinfo@gov.bc.ca. Your previous email address will remain being used for the communication purpose until the new one is confirmed.

Appendix 3: Request for Review Online Walkthrough

Request for Review

Please refer to the [BC PNP Skills Immigration and Express Entry BC Program Guide](#) for more information regarding requests for review.

Request a Review Form

When you receive a notice of decision from the BC PNP, the letter will include a link to the online form for requesting a review of the decision. This link is specific to your case and will not work to submit requests for review on other decisions. Click the link, log in to the BCPNP Online system and update your information where prompted.

Please note that you will only be able to click on this link one time. Once you have clicked the link and initialized the form, you may subsequently access the request for review form through your BCPNP Online dashboard.

If you experience any issues with the link included in your notice of decision, please contact the BC PNP immediately at PNPinfo@gov.bc.ca.

Please note: If you close your browser, or navigate away from the current tab without clicking *next,* or *previous,* or clicking on another tab, your data may not be saved. If you will be stepping away from your computer for more than ten minutes, please save your current information by clicking on either *next* or *previous* or another tab.

Below are the pieces of information you will need to fill out in the first page. Some of this information will be automatically populated from your profile and is locked.
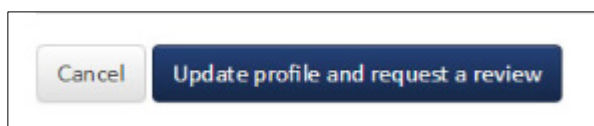
Passport information

Please note:
If you change this information, it will be updated in your profile as well. Updated profile information is how the BC PNP ensures they are contacting you directly for time sensitive notices. Updated profile information is also necessary for the BC PNP to reference your file in correspondence with IRCC.

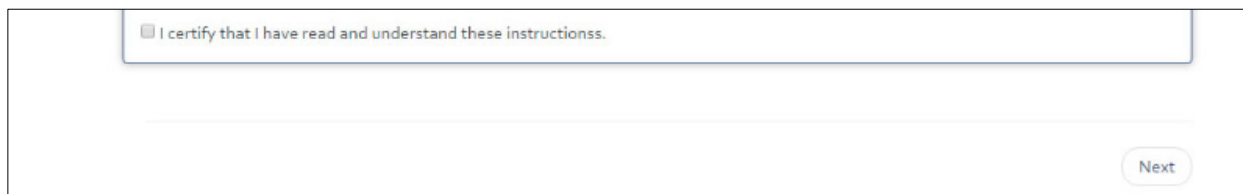| Information Fields	Technical Notes
Family name(s)	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Given name(s)	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Date of birth	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Passport number	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Country of issue	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Issue date	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.
Expiry date	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.

Your contact information

Information Fields	Technical Notes
Primary phone number	Provide all numbers required to place a call from B.C.
Mailing address	This information will be populated by the system based on what was entered in your profile. Please update any outdated information before proceeding.

After you have filled in these fields, click *Update profile and request a review* to proceed, or click *Cancel.* The information is saved in each tab.

The information in this guide is effective September 11, 2018. Please visit our website to ensure you are using the correct version.

Instructions

You will now be taken to the Instructions page. Please review this information carefully. Once you have read the instructions, and wish to proceed, click on the checkbox *I certify that I have read and understand these instructions*, and then click Next.

> ☐ I certify that I have read and understand these instructionss.
>
> Next

Review Request Form

Below are the pieces of information you will need to fill out the review request form. Some of this information will be automatically populated from your profile and is locked.

Personal information

Information Fields	Technical Notes
Family name(s)	This information will be locked by the system based on what was entered in your profile
Given name(s)	This information will be locked by the system based on what was entered in your profile
BC PNP file number	The file number of your application with a decision should be referenced here – if not, contact the BC PNP
Date of decision notice	Enter the date of the decision from your nomination decision letter
Current residential address	Please enter all details of your current residential address. This will be verified against your profile information during the review.
Applicant's phone number	Provide all numbers required to place a call from B.C.
Applicant's email address	Your personal email address. Please ensure that this entry matches your profile information. If a new address is provided here, you should update your profile immediately.

Authorized representative and grounds for review request

You will then be asked questions regarding use of an authorized representative and the grounds on which you are requesting a review. Select the appropriate responses.

Explanation of grounds for review

Information Fields	Technical Notes
Use the space below to provide a detailed description of the grounds for your request for review	3000 characters max

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

Previous	Next

Attachments

The following tables lists the documentation required when requesting a review.

Information Fields
Copy of biological page and signature page (if separate) of your passport
Copy of your BC PNP decision letter which will be used to verify your letter is valid
Use of representative form: This is required if you selected 'yes' at the *Authorized representative information* section of the review request form. Please submit this form even if you used the same representative during the initial application. Ensure your representative information is up to date by clicking on the *My Representative* tab in your profile.
Additional Documents: A maximum of 3 attachments (maximum 3 MB each) can be included. Please note that a review is not a chance to submit new evidence or re-argue the evidence submitted in your application. Being unsatisfied with the final decision or a component of the decision is not sufficient grounds to vary or reverse a decision.
Use the green "+" sign to add up to 2 more documents

Once you have entered all of your information in this tab, click *Next*. You can also click *Previous* to go back to the request for review tab. Clicking either *Next* or *Previous* saves the information you have entered in the current tab.

Previous	Next

Submit

The last tab presents you with the declaration and consent that you must agree to in order to submit your request for review. In doing so, you must click on the checkbox and enter your full name as it appears on your passport.
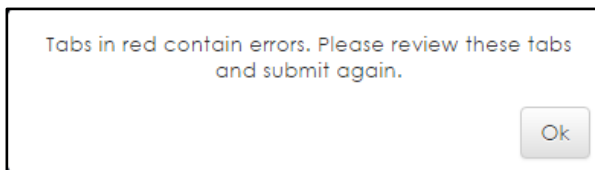
> ☐ I, [Enter your full name (Required)], hereby make and provide the above declaration, authorizations and consents.

You can select *Previous* to return to the attachments tab, or select *Submit* to pay the required application fees for your BC PNP Skills Immigration application. You can also print the form by selecting *Print*.

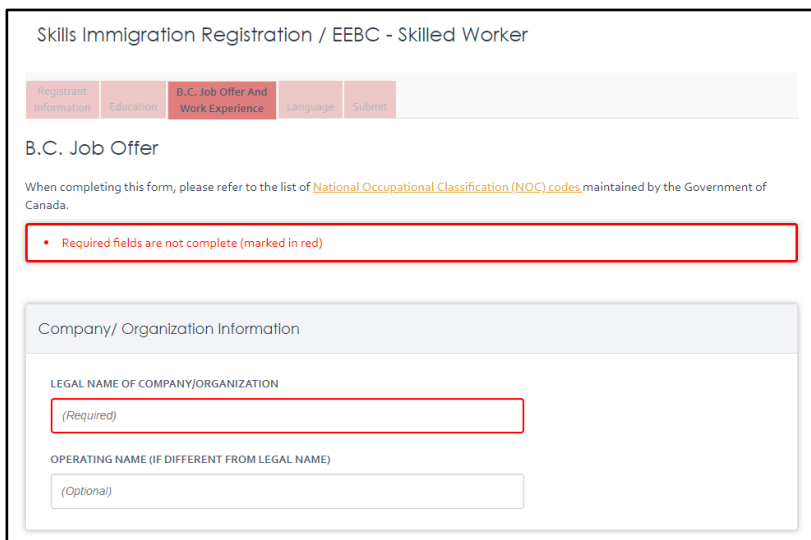**Selecting *Submit and Pay* will take to you the payment screen.**

If there are any missing pieces of information, your review request will not submit, and you will see the following message:

> Tabs in red contain errors. Please review these tabs and submit again.
>
> Ok

Any tabs with a light red background should be clicked on. You will see the field(s) with missing information highlighted in red. Complete the required information in each tab, then click on the *Submit* tab, and click on the green *Submit* button once again.

> Skills Immigration Registration / EEBC - Skilled Worker
>
> | Registrant Information | Education | B.C. Job Offer And Work Experience | Language | Submit |
>
> **B.C. Job Offer**
>
> When completing this form, please refer to the list of National Occupational Classification (NOC) codes maintained by the Government of Canada.
>
> • Required fields are not complete (marked in red)
>
> **Company/ Organization Information**
>
> LEGAL NAME OF COMPANY/ORGANIZATION
> [(Required)]
>
> OPERATING NAME (IF DIFFERENT FROM LEGAL NAME)
> [(Optional)]

If all information in your request is complete, you will be taken to a payment screen. Enter your credit card details and click on *Pay Now*.

If the payment is successful, your request for review will submit and you will receive an emailed receipt. You will also be able to access receipt details from your dashboard.

Next Steps

You will receive an email confirming if your request has been received. Complete requests must be submitted within the applicable 30- or 60-day periods.

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