



## **Application for Community Recommendation - Policy and Procedures**

**Policy Code:** ACRP25

**Objective:** To ensure that only eligible and compliant candidates are recommended.

**Application:** This policy applies to all formal applications for recommendation.

**Guiding Principles:** The RCIP team will assess eligible applications using an objective, timely, and transparent process and provide clear and justified reasons for all decisions.

### **Details:**

The RCIP team will assess candidates' eligibility based on federal and community requirements. Candidates must meet the following criteria to be eligible for recommendation:

- Meet all necessary federal eligibility requirements
- Have a job offer from a designated employer
- Have an eligible job offer
- Follow and abide by IRPA and IRPR and the community program integrity policies and procedures
- Submit a complete application with all required documents

### **Process**

1. A candidate's application is submitted to the RCIP Team via their employer's profile on the RCIP Employer Platform.
2. The application is reviewed by the RCIP Team and if deemed eligible and complete, the application will be placed into the candidate pool.
3. Candidates who are selected from the candidate pool will be presented at the relevant recommendation committee.
4. If a candidate is not recommended, they will be notified as to the reason(s) in writing and will be able to request a reconsideration through the Issue Resolution Policy.
5. Successful candidates will receive a recommendation form within five business days of the recommendation meeting.

### **Decline to Recommend**

The RCIP team has the sole discretion to recommend candidates for participation in the North Okanagan-Shuswap area. Candidates will be deemed ineligible (and will not be recommended), for the following reasons:

- Failure to meet necessary federal eligibility requirements
- Failure to have an eligible job offer from a designated employer

- Failure to follow and/or abide by IRPA and IRPR and the community program integrity policies and procedures
- Misleading or inaccurate statements/representations in the application

### **Returned as Incomplete**

If an application for recommendation is missing documents and/or information, it will be returned as incomplete. If this happens, please submit a completed application and reapply.

### **Processing Time**

Applications for recommendation are subject to the processing times determined by the candidate pool. Candidates in the pool are provided points based on details of their applications and alignment with the community ranking system. The candidates with the highest number of points will be considered and recommended first. As such, the RCIP team is not able to provide a standard processing time for all applications.

### **After the Conclusion of the Application**

Recommended candidates will be provided with a recommendation letter and eligible to apply for permanent residence, and the optional work permit, with IRCC. The recommendation letter is valid for 6 months and cannot be re-issued. If a Candidate requires another recommendation letter, they must re-apply to the committee for recommendation.

The RCIP team has the final say with respect to applications for recommendation. Unsuccessful Candidates will be provided with a letter outlining the reason(s) they were declined for recommendations.

If a Candidate feels an error has been made by the RCIP team and/or would a decision to be reconsidered, they may do so through the process and procedures set out in the Issue Resolution Policy. Please note, there are strict timelines for submitting a request to reconsider a decision and the request must be received (in the approved form) within 14 days of the decision. See the Issue Resolution Policy for more details.

Candidates may re-apply for recommendation after 60 days from the date on the refusal letter if (a) there is a substantial and material change to the application and (b) if they are not subject to a program integrity violation. Candidates who are found in violation of the community program integrity policy may be restricted from applying for recommendation indefinitely or for a prescribed period. Serious violations of the community program integrity policy will be reported to the appropriate authorities and would result in a formal ban from the program. See the Program Integrity Policy for more details.