

Employer Designation Application Policy and Procedures

Policy Code: EDAP25

Objective: To ensure that only eligible and compliant employers are designated for the program.

Application: This policy applies to all formal applications from local employers for designation.

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

Details:

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

- Meet all federal eligibility requirements
- Operate in a priority sector
- Be looking to hire or maintain a worker in a priority NOC
- Follow and abide by IRPA and IRPR rules, regulations, policies and procedures as well as the community program integrity policy
- Submit a complete application with all required documents

Process

1. A prospective employer completes the mandatory training modules.
2. The employer contacts the RCIP North Okanagan-Shuswap team, supplies the training certificates (proving completion of the training modules), and requests the Employer Designation Application form.
3. The employer completes the Employer Designation Application and returns it to the community in the manner requested by the RCIP Team. Notice of its reception as complete will be sent to the employer in writing.
4. The RCIP Team reviews the application and produces a decision within 15 business days of its reception as complete.
5. If the employer has been designated by the RCIP Team, they will receive a Designation Approval Letter which will provide the employer with their formal designation number.
6. Employers who are refused designation will be notified in writing and will not be able to participate in the program. Employers can request reconsideration of this decision via the community's Issue Resolution Policy.

Decline to Designate

The RCIP team has the sole discretion to designate employers for participation in the North Okanagan-Shuswap program. Employers will be deemed ineligible (and will not be designated), for the following reasons:

- Failure to meet the necessary federal eligibility requirements
- Operating a business in a non-priority sector
- Insufficient evidence of a need to hire priority NOC codes
- Failure to complete the required IRCC training modules
- Misleading or inaccurate statements/representations in the Employer Designation Application and/or to the RCIP team and its partners.

Returned as Incomplete

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

Processing Time

The RCIP team will strive to complete the assessment of a received application within 15 business days. If this timeframe cannot be met, the employer will be notified in writing and will be provided with a new timeframe.

After Designation

Designated employers will receive their approval in writing and will also be assigned an employer designation number. This number allows for businesses to access the RCIP Employer Platform where they can then submit applications for recommendation on behalf of their staff. Designation remains in place until the program has been completed, unless the employer is de-designated due to a violation of the community program integrity policy.

The RCIP team has the final say with respect to applications for designation. Unsuccessful Employers will be provided with a letter outlining the reason(s) the application was declined for designation. If an Employer 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 requests for reconsideration and the request must be received (in the approved form) within 14 days of the decision. See the Issue Resolution Policy for more details.

Employers may re-apply for designation 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. Employers 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.