

Best Practices Guide

Recruiting International Skilled Workers in the Trades

Preparing to Hire Foreign Workers

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Purpose of the Guide

This guide is designed to help you understand the federal Temporary Foreign Worker Program (TFWP) and to provide an overview of the steps involved to hire internationally skilled tradespeople.

Industries that rely on skilled tradespeople often need to source international employees if the local labour market cannot meet their needs.

All efforts should be made to hire Albertans and Canadians first, but if you are unable to hire locally, this guide gives you an overview of how to hire internationally trained tradespeople. It contains helpful tips for hiring, selecting, training and retaining foreign workers.

Preparing to Hire Foreign Workers

Employers who are aware of their responsibilities and available resources before beginning the recruitment process have more success recruiting and integrating foreign workers.

It takes time for a foreign worker to begin working for you. Learn about the process of hiring a foreign worker, including the details involved in obtaining a Labour Market Impact Assessment (LMIA), work permit, and trades certification.

Considerations when Preparing to Hire Foreign Workers

- Identify who in your organization is responsible for recruiting, selecting, training and integrating foreign workers.
- Decide how you will screen and select foreign workers.
- Determine the costs associated with recruiting, selecting, training and integrating foreign workers.

Roles and Responsibilities

Employer	<ul style="list-style-type: none"> ■ Identify job title, job description, wages, qualifications, language skills and work experience required for the job. ■ Obtain Labour Market Impact Assessment (LMIA) from Service Canada. ■ Interview and select foreign workers. ■ Advise and help foreign workers apply to the Qualification Certificate Program. ■ Help foreign workers settle and integrate. ■ Provide workplace orientation and training to foreign workers. ■ Provide training and study opportunities to foreign workers to prepare for trade exam(s). ■ Submit Employer Declaration letter to AIT (if required).
Foreign Worker	<ul style="list-style-type: none"> ■ Apply for jobs which match their skills and experience. ■ Obtain work permit from Immigration, Refugees and Citizenship Canada (IRCC). ■ Prepare for and write AIT trades certification exam(s). ■ Acquire trade certification from AIT within required time period.
Immigration, Refugees and Citizenship Canada (IRCC)	<ul style="list-style-type: none"> ■ Assess foreign workers' eligibility for a work permit.
Paid Representative	<ul style="list-style-type: none"> ■ A member in good standing of a Canadian provincial or territorial law society. ■ A member in good standing of the Chambre des notaires du Québec. ■ A member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC).
Canada Border Services Agency	<ul style="list-style-type: none"> ■ Assess foreign workers' eligibility for a work permit at the port of entry. ■ Issue work permit at the port of entry.
Service Canada	<ul style="list-style-type: none"> ■ Provide guidance to employers about LMIA's. ■ Assess an employer's LMIA application. ■ Issue LMIA to employers.
Apprenticeship and Industry Training (AIT), Government of Alberta	<ul style="list-style-type: none"> ■ Administer Alberta's apprenticeship and industry training system. ■ Provide assistance to employers, immigration lawyers/consultants and foreign workers about the trade certification process. ■ Administer the Qualification Certification Program. ■ Assess work experience and credentials of foreign workers. ■ Provide approval letter to foreign workers to work in their trade. ■ Recommend reference and study materials to prepare for exam(s). ■ Conduct trade certification exam(s) and issue trade certificates.
Labour, Government of Alberta	<ul style="list-style-type: none"> ■ Support employers by providing labour market information, information sessions and brochures. ■ Provide resources and information for employers and foreign workers at AlbertaCanada.com/opportunity. ■ Administer the Alberta Immigrant Nominee Program (AINP). ■ Provide advice on employment standards, rights and responsibilities related to work conditions to foreign workers through the Temporary Foreign Worker Advisory Office.
Alberta Labour Organizations & Associations	<ul style="list-style-type: none"> ■ Offer assistance to employers in recruiting foreign workers. ■ Provide trade skills training.
Immigrant Serving Agencies	<ul style="list-style-type: none"> ■ Offer orientation and settlement services to foreign workers who have arrived in Alberta. ■ For a list of settlement agencies in Alberta visit work.alberta.ca/immigration/settlement-services.html.



Labour Market Impact Assessment, Work Permit and Trades Certification

The process for hiring foreign workers involves many steps. Some of these processes may happen at the same time.

To hire a foreign worker under the Temporary Foreign Worker Program (TFWP) the employer will need to obtain a positive Labour Market Impact Assessment (LMIA). Some occupations are LMIA exempt and workers will be processed under the International Mobility Program (IMP). cic.gc.ca/english/work/apply-who-permit.asp

If the foreign worker is in a compulsory trade you must ensure they apply to the Qualification Certificate Program through Apprenticeship and Industry (AIT). This is mandatory for any foreign worker that is working in a compulsory trade and must be obtained prior to issuance of the LMIA.

Once Service Canada issues the LMIA, the foreign worker must apply to Immigration, Refugees and Citizenship Canada (IRCC) for a work permit.



LMIA Process

An LMIA gives you the approval to hire a foreign worker(s). Service Canada will issue an LMIA if they determine that hiring a foreign worker will have a positive or neutral impact on the Canadian labour market. You must provide proof that you advertised the job but were unable to find any qualified Canadians or permanent residents prior to hiring a foreign worker.

TIPS:

- Review all of the steps required for applying for an LMIA before completing the application forms. Service Canada will issue an LMIA only if you have met all the requirements. Some factors Service Canada considers when assessing an application for an LMIA include:
 - Employer meets all recruitment requirements including duration of advertising, ad content and methods of advertising.
 - Employees are paid prevailing wage rates. Service Canada sets prevailing wage rates. To get an idea of wages in different occupations visit workingincanada.gc.ca.
 - Working conditions (hours of work, overtime, and workplace safety insurance) meet industry standards.
- You will need to submit documents to support your application for an LMIA, including:
 - Proof of advertising: Service Canada requires you to provide proof of advertisements and requires you to place specific information (such as company name, wage range, position title, etc.) in the ads.
 - Results of your advertising efforts: This may include copies of applications from candidates, what action you took as an employer to hire them and reasons why you did not.
- Your LMIA application may be refused if you do not provide and meet advertising criteria.
- It is important to review all of the criteria as they will impact your LMIA application. A detailed description of the LMIA assessment criteria is available on the Employment and Social Development Canada (ESDC) website.
- Check the processing time for an LMIA by calling Service Canada's Employer Contact Centre at 1-800-367-5693.
- You can apply for an LMIA before you select a foreign worker. Service Canada will issue a pre-approval if you meet all the assessment criteria. Once you select a foreign worker who has received approval for the Qualification Certificate Program, you can send the foreign worker's information to Service Canada to issue the LMIA.
- For foreign workers recruited in compulsory trades, Service Canada requires a copy of the foreign worker's Qualification Certificate Program approval letter issued by AIT before they issue the LMIA approval. Remember to factor in the application processing time for the Qualification Certificate Program. For more information about the Qualification Certificate Program, visit tradesecrets.alberta.ca/experiencedworkers/temporary_fw
- Employers hiring for positions that are at or above provincial median wage will be required to submit a Transition Plan.
- If you are hiring a foreign worker for a low wage occupation (less than provincial median wage) there are additional requirements in order to obtain an LMIA. Learn more at edsc.gc.ca/en/foreign_workers/hire/median_wage/low/overview.page

Find information on the LMIA process or permits:

AlbertaCanada.com/employers

Apply for an LMIA:

edsc.gc.ca/eng/jobs/foreign_workers/reform/info_emp.shtml

LMIA requirements may change. Check the ESDC website for current information:

edsc.gc.ca/en/foreign_workers/index.page



Work Permit

Once you receive an LMIA, you must provide a copy of it and a job offer letter to the foreign worker. These documents are required when he/she applies for a work permit. A work permit gives a foreign worker authorization to work in Canada. The candidate may apply for a work permit at an overseas CIC visa office (Canadian Embassy, High Commission or consulate). For more information on applying for work permits and application forms, visit cic.gc.ca/english/work.

Citizens of countries that do not require a Temporary Residence Visa to enter Canada may apply for a work permit at a Canadian port of entry. Foreign workers must have all required CIC application forms, documents and the application fee. For a complete list of countries where a visitor's visa is required, visit cic.gc.ca/english/visit/visas.asp

TIPS:

- Foreign workers must prove to CIC that they meet job requirements and other requirements including medical, criminal record and security checks.
- Foreign workers are responsible for fees associated with applying for a work permit. Some employers choose to cover these costs. If you wish to be reimbursed for these costs, clearly indicate this in the employment contract between you and the foreign worker.
- Processing times vary for each CIC visa office. Check the CIC website for up-to-date processing times for a work permit application. This gives you the foreign worker's approximate arrival date. Check work permit processing times at cic.gc.ca/english/information/times/index.asp

Alberta's Trade Certification Process

In Alberta, there are two classifications of designated trades: optional trades and compulsory trades.

Optional Trades

A foreign worker is not required to have a trade certificate to work in an optional trade if an employer is satisfied that the worker has the knowledge and skills expected of a certified journeyman.

Compulsory Trades

To work in a compulsory trade, a foreign worker must have one of the following:

- A letter from the Apprenticeship and Industry Training (AIT) branch of the Government of Alberta indicating their Qualification Certificate Program application is approved, **or**
- An Alberta Qualification certificate, **or**
- A trades certificate that is recognized by AIT.



To ensure foreign workers meet Alberta industry standards for compulsory trades:

- Foreign workers must hold a trade certificate that is recognized by AIT or apply to the Qualification Certificate Program. This program allows trades people to demonstrate that their skills, knowledge and experience in the trade meet Alberta industry standards. Foreign workers must have an approved application prior to arriving in Alberta. If the foreign worker is already in Alberta, they must submit a Qualification Certificate application and fee to AIT before they are eligible to work in the trade.
- AIT will issue an approval letter to the foreign worker (and the employer, if known) stating that the application has been assessed and approved and the foreign worker is eligible to work in the trade in Alberta. This letter must be provided to Service Canada to obtain an LMIA.

Qualification

Certificate Program:

tradesecrets.alberta.ca/experiencedworkers/qualification-certificate/

Once the candidate obtains the work permit and arrives in Alberta:

- The foreign worker must inform AIT of their arrival date, provide the address of their Alberta residence, and prepare for the trade exam(s).
- For some trades, the employer is required to provide AIT with an Employer Declaration Letter before the foreign worker writes the trade exam(s). The employer must complete the declaration letter attesting that the foreign worker is performing the tasks and activities of the trade at the level of a certified journey person.
- In other trades, the foreign worker must provide AIT with a completed Trades Competency Verification Book prior to scheduling their trade exam.
- The foreign worker prepares for and challenges the theory exam(s), and for some trades, a practical exam. The pass mark is 70 per cent for each exam.
- The foreign worker has two attempts to pass the exam(s). If the applicant is not successful after two exam attempts, AIT will cancel their application.
- A foreign worker in Alberta must obtain certification within 12 months of arriving in Alberta, or within 12 months of submitting the application to AIT if the foreign worker was already in Alberta when they applied.

TIPS:

- The Qualification Certificate Program application is a legal document and foreign workers must provide details of previous work experience, an explanation of specific duties performed in the trade, and months and hours of work experience. This information must be verifiable.
- To verify the information in the Qualification Certificate Program application, AIT will contact all previous employers of the candidates. Candidates should ensure that all employer contact information provided on their application is up-to-date.
- AIT processing times vary depending on application volume, the accuracy and completeness of the application, and whether the applicant's previous employers are still in business and able to verify employment information with AIT.
- Alberta employers must have certified tradespeople employed with their companies to supervise the foreign worker while they complete the Qualification Certificate Program process.



Using an Employment Agency

An employment agency is a business that helps employers find workers. If you plan to use an employment or recruitment agency, make sure they are licensed and involved in the process.

Role of an Employment Agency

The most common roles and responsibilities of an employment agency are:

- To act on your behalf during the recruitment process (for a fee).
- To advertise your job to find candidates.
- To screen candidates for your required skills.
- To assess candidates to give you a shortlist for your selection.
- To apply for a Labour Market Impact Assessment (LMIA) on your behalf.
- To assist foreign workers with work permit applications and travel-related paperwork.
- To assist foreign workers with completing the Alberta Qualification Certificate Program online application.

Your Role When Using an Employment Agency

While employment agencies may be responsible for a number of recruitment activities, employers must also be involved in the process.

To ensure success, it is recommended that employers:

- Outline the responsibilities of the employment agency in a contract.
- Keep a copy of the LMIA application(s), the LMIA approval(s) and any correspondence with Service Canada. The employer is responsible for the LMIA even if the employment agency completes the LMIA application on the employer's behalf.
- Clearly communicate the job requirements to the employment agency so they can recruit and screen the best candidates.
- Are aware of how the employment agency is recruiting and screening candidates.
- Ensure the employment agency is not charging the foreign worker fees for finding employment or giving them false information about their employment or immigration prospects.
- Make the final selection of the candidates.



Select an Employment Agency

When choosing an employment agency, remember the following:

- Be aware of provincial regulations related to this industry.
- Under Alberta's *Fair Trading Act*, employment agencies must have a provincial employment agency business licence. It is good business practice to check the agency's business licence.
- Immigration, Refugees and Citizenship Canada (IRCC) only permits authorized immigration consultants to represent or provide advice in connection with any Canadian immigration process or application; this includes LMIA applications. For more information about authorized immigration consultants, visit cic.gc.ca/english/information/representative/rep-who.asp.
- If you are using the services of an immigration consultant to apply for an LMIA, you are required to include the "Schedule A - Appointment of a Third-party Representative" form with the LMIA application to ESDC at servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=emp5575&ln=eng
- Holding a business licence does not guarantee an agency will meet its contractual obligations or provincial regulatory requirements.

- Conduct a thorough reference check on the employment agency, including past services for Alberta companies, before entering into a contract with them. Service Alberta's Consumer Tip Sheet for Employment Agencies at servicealberta.ca/pdf/tipsheets/Emp_Agencies_Tipsheet.pdf outlines useful information on using employment agencies.

To check if an agency is licensed, contact the Service Alberta Consumer Contact Centre:

**Edmonton and area: 780-427-4088
Toll-free in Alberta: 1-877-427-4088**

Or use the business licence search function at servicealberta.ca/183.cfm

Using an Employment Agency Based in Canada or Abroad

All employment agencies hiring workers to work in Alberta must operate under Alberta's *Fair Trading Act* regardless of where they are located. The *Act* protects the interests of the consumers who use the services of employment agencies.

Under the Act:

- It is illegal for an employment agency to charge a foreign worker any placement fees.
- An employment agency can charge an employer for their services.
- The employer cannot recover these costs from the foreign worker (for example, the employer cannot deduct these costs from the foreign worker's paycheque).

For more information and tips on using an employment agency, refer to the Temporary Foreign Worker Guide for Employers at work.alberta.ca/documents/WIA-IM-tfw-employer.pdf



Recruiting Foreign Workers

There are many factors to consider when deciding where to recruit foreign workers. This decision will affect your costs, method of recruitment, timelines and the quality of candidates you recruit.

How to Recruit Foreign Workers

A successful recruitment strategy considers whether the country has:

- similar education and training standards to Alberta. To better understand foreign credentials download the Education Overview Guides at employment.alberta.ca/educationguides
- a certification program for its trades
- comparable industry profiles, occupations and salary expectations
- candidates that meet the English level required to work safely and competently in Alberta and pass the trade exam(s)
- training centres you can access to test workers during the selection process
- specific cities in the country that can provide you with more suitable candidates
- any union affiliations to those in Alberta
- a government with mandatory recruitment procedures that an employer must follow

Foreign workers from the following countries had the highest rate of success in Alberta trade certification (2005-2010)

Country	Trade
Philippines	1. Steamfitter-Pipefitter 2. Welder 3. Electrician
United Kingdom	1. Electrician 2. Steamfitter-Pipefitter 3. Welder
India	1. Steamfitter-Pipefitter 2. Welder 3. Automotive Service Technician

Source: Alberta Apprenticeship and Industry Training (AIT)



Best Practice

It is best for employers to be involved throughout the hiring process and make the final selection of foreign workers.

Employers should test foreign workers before selecting them, if possible. A written test may not be sufficient. A skilled and competent employer representative tradesperson should observe their work and ask the candidates questions about their work. The foreign worker's responses will demonstrate their capacity to understand English, their language level and ability to use trade terminology.

Country Factsheets

The Government of Alberta undertook a research study to identify the compatibility of training systems and on the job experience from the United Kingdom (U.K.) and Ireland with AIT. Currently there are factsheets for Ireland and the U.K. The factsheets are a resource for employers who are interested in hiring internationally trained professionals and require an overview of the comparable occupations in the country, scope of occupations, qualifications and skill gaps.

Download the factsheets:
albertacanada.com/opportunity/employers/trades.aspx

Country	Trade
Ireland	<ul style="list-style-type: none"> • Carpenter • Crane & Hoisting Equipment Operator • Electrician • Instrument Technician • Insulator • Ironworker • Plumber • Powerline Technician • Steamfitter-Pipefitter • Welder
U.K.	<ul style="list-style-type: none"> • Carpenter • Crane & Hoisting Equipment Operator • Electrician • Instrument Technician • Insulator • Ironworker • Plumber • Powerline Technician • Welder



Selecting Foreign Workers

Alberta Trade Certification Requirements

Selected foreign workers should have the skills, experience and knowledge to perform the tasks of the trade at the journey person level and the capability to pass the trade exam(s).

TIPS:

- When screening foreign workers, verify their skills and work experience based on the requirements of the Qualification Certificate Program. Refer to the AIT website at tradesecrets.alberta.ca/experiencedworkers
- Ensure the foreign workers have sufficient English language skills to pass the Qualification Certificate Program exam(s) and to work safely and productively on the job.
- Ensure the foreign workers meet the technical requirements of the job. Employers will often include a technical specialist to conduct a technical skills test and a human resources representative as part of the interview and selection process.
- Employers often select foreign workers based on their workplace requirements; however, when selecting foreign workers, employers should remember that they must also be able to pass the trade exam(s).

Language Competency

Language ability is extremely important when selecting a foreign worker. Employers indicate this is a major factor in passing the trades exam(s). Even though translators are permitted during exams, while foreign workers may have minimum levels of English language proficiency, this does not guarantee they will pass the exam(s).

TIP:

- Check the English level of the foreign workers at the screening stage. You can identify English language competency and ensure workers will meet immigration requirements should you wish to retain them permanently.

Canadian recognized language tests

- Canadian English Language Proficiency Index Program (CELPIP) is an English proficiency test recognized by Immigration, Refugees and Citizenship Canada (IRCC). Learn more at CELPIP.ca.
- International English Language Testing System (IELTS). IELTS is an English proficiency test recognized by Immigration, Refugees and Citizenship Canada (IRCC) for immigration purposes. An overall score of 6.0 demonstrates a competent user of English. Learn more at IELTS.org.



Immigration Considerations

While a foreign worker may meet your criteria and trade certification requirements, they also need to meet Immigration, Refugees and Citizenship Canada (IRCC) requirements to enter and work in Canada. Foreign workers may be refused entry to Canada because they do not pass IRCC's criminal check.

TIP:

- Obtain a criminal record check or security clearance from the foreign worker during the screening process to ensure they will be admissible to Canada. For example, in the United States driving under the influence (DUI) is not a criminal offence. In Canada it is, thereby making the foreign worker inadmissible.

Foreign Trade Qualifications

- When selecting foreign workers, understand and identify the skills gaps they may have. For example, internationally trained electricians will not be familiar with the Canadian Electrical Code.
- A trade in Alberta may be called something else in another country. For example, the designation of steamfitter-pipefitter in Alberta does not exist in the U.K. There are occupations in the U.K. that offer elements of steamfitter-pipefitter training in their curriculum, but there is no direct equivalent or specific discipline in the U.K. matching Alberta's steamfitter-pipefitter occupation.



■ Training for Foreign Workers

Prepare Foreign Worker for the Qualification Certificate Program Exam(s)

Once the foreign worker arrives in Alberta, they have 12 months to prepare for and challenge the trade exam(s). Employers should provide their foreign workers with training and support to pass their exam(s).

TIPS:

- Provide some basic training such as general safety information to foreign workers prior to their arrival in Alberta.
 - Contact your union or industry association to see what training is offered. Foreign workers should participate in employer or union sponsored trade refresher courses.
 - Provide additional classroom, technical and trade terminology training.
 - Encourage foreign workers to take English language training. Foreign workers may also want to obtain an English tutor.
 - Integrate foreign workers with Canadian tradespeople in the workplace.
 - Allow sufficient time in foreign workers' work schedule to study for exam(s).
- Provide the foreign workers with study resources, available at tradesecrets.alberta.ca/ilm, to prepare for their exam(s). These include pre-study packages, a glossary of trade terms and exam counselling sheets.
 - Occupational health and safety standards are different around the world; provide the appropriate safety training to workers to avoid occupational health and safety issues in the workplace. The Construction Safety Training System is a CD-ROM based course developed by the Alberta Construction Safety Association (ACSA) that uses interactive multimedia, including full-motion video and sound, and can be accessed at acsa-safety.org.
 - Provide additional training to foreign workers so that they have the best opportunity to pass the trade exam(s).
 - While foreign workers may meet your job requirements they must pass their trade exam(s). If the workers cannot pass the certification exam(s) in the compulsory trades, they will not be able to continue to work in their trade in Alberta.



Integrating Foreign Workers

Employers who support foreign workers' orientation and integration have employees that are well-adjusted and perform better in the workplace. These are examples of how employers have successfully integrated foreign workers into the workplace and community.

Best Practices of Integrating Foreign Workers

<p>Pre-Arrival</p>	<ul style="list-style-type: none"> ■ Provide information (websites, brochures, etc.) about the community where the workers will be working and living. ■ Encourage English language classes prior to arrival. ■ Prepare your Canadian employees for the arrival of foreign workers; cultural diversity or sensitivity training may be beneficial. ■ Prepare the foreign worker to expect diversity in Alberta's trade industries, which includes different cultures and women in non-traditional roles. ■ Provide a review of AIT's Tradesecrets website, available at tradesecrets.alberta.ca/home.
<p>Arrival and Settlement</p>	<ul style="list-style-type: none"> ■ Welcome foreign workers to Alberta upon arrival. Collect foreign workers at the airport. ■ Assist workers in finding suitable living accommodation. ■ Introduce foreign workers to the community and provide basic orientation on items such as banking, grocery shopping, transportation, getting a driver's licence, etc. ■ Assist foreign workers in shopping for work and winter clothing, if required. ■ Assist foreign workers in obtaining health insurance and a social insurance number. ■ Introduce foreign workers to settlement centres or organizations in the community. ■ Support foreign workers in improving their English proficiency. ■ Review the foreign workers' work permit to ensure the document does not have errors.
<p>Workplace Standards and Safety</p>	<ul style="list-style-type: none"> ■ Provide training information on occupational health and safety, and workers compensation coverage. ■ Explain employment standards and the rights and responsibilities of workers in the workplace.

Useful Links and Publications

- *Temporary Foreign Worker Guide for Employers* and *Temporary Foreign Worker Guide for Employees* available at work.alberta.ca/occupational-health-safety/13571.html
- Construction Sector Council's *Temporary Foreign Worker Guide* at tempforeignwork.ca



Retaining Foreign Workers

Employers who wish to retain their foreign workers may:

- obtain a new Labour Market Impact Assessment (LMIA) and apply to extend the work permit of the foreign worker, and/or
- support the foreign worker in obtaining permanent resident status

Retaining an Employee through the Temporary Foreign Worker Program

If you wish to retain foreign workers on a temporary basis, you may apply for a new LMIA and apply to extend their work permits. If approved, foreign workers would get a new validity date on their work permit as a temporary worker.

TIPS:

- Apply for a new LMIA and an extension of the work permit well in advance of the current work permit expiry date.
- When applying for a new LMIA, you must prove that you are unable to find qualified Canadians before hiring a foreign worker. This includes proof of recruitment efforts.
- A foreign worker may not get a work permit extension if they fail the Qualification Certificate Program exam(s).

Supporting the Foreign Worker in Obtaining Permanent Residency

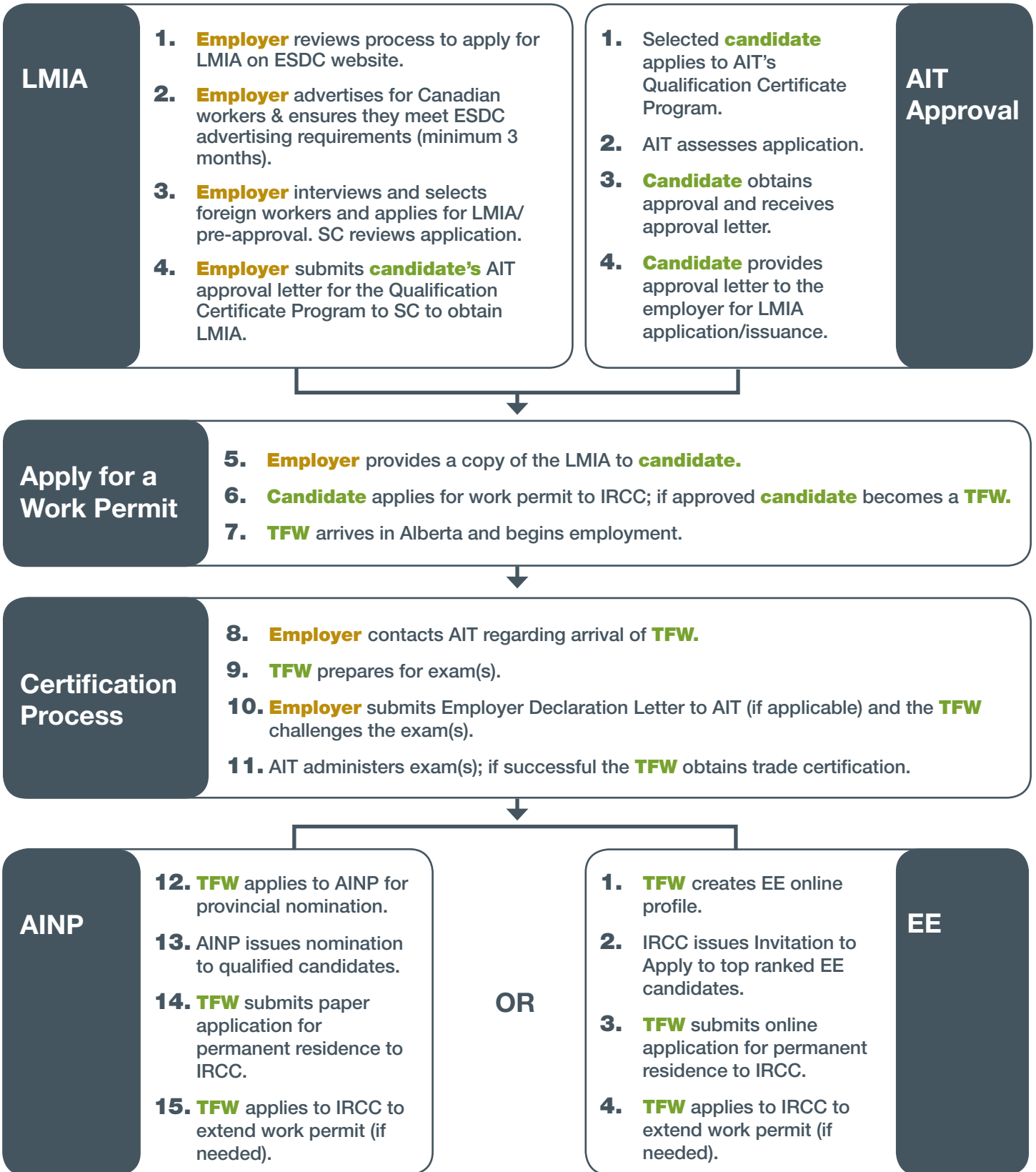
As an Alberta certified tradesperson, foreign workers may apply to become permanent residents. There are two options to become a permanent resident for skilled tradespersons:

- Alberta Immigrant Nominee Program (AINP)
- Express Entry (EE)

Foreign workers can apply to the AINP or EE independently. You can support foreign workers by informing them of these programs and providing them with information. If you have a foreign employee that you would like to retain permanently, explore immigration pathways early.

For more information on immigration options, visit
albertacanada.com/opportunity/immigrating/permanent-immigration.aspx

How to Employ International Tradespeople



SC - Service Canada
 LMIA - Labour Market Impact Assessment
 IRCC - Immigration, Refugees and Citizenship Canada
 TFW - Temporary Foreign Worker

AIT - Apprenticeship and Industry Training
 AINP - Alberta Immigrant Nominee Program
 ESDC - Employment and Social Development Canada



Resources

Alberta Apprenticeship and Industry Training

Toll-free in North America: 1-800-248-4823

Outside North America: +1-403-476-9757

tfwinfo@gov.ab.ca

tradesecrets.alberta.ca

Immigrate to Alberta

AlbertaCanada.com/immigration

Alberta Immigrant Nominee Program (AINP)

AlbertaCanada.com/ainp

Express Entry

albertacanada.com/opportunity/immigrating/immigration-express-entry.aspx

Immigration, Refugees and Citizenship Canada (IRCC)

Toll free within Canada: 1-888-242-2100

cic.gc.ca

Construction Sector Council

Phone: 613-569-5552

info@csc-ca.org

internationallytrainedworkers.ca

Service Canada Employer Contact Centre

In Alberta: 1-800-367-5693

hrsc.gc.ca

Service Alberta Consumer Contact Centre

Edmonton and area: 780-427-4088

Toll-free in Alberta: 1-877-427-4088

servicealberta.ca

AlbertaCanada.com/immigration

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