

Document Checklist:

Employer Designation Application

West Kootenay Rural Community Immigration Pilot (RCIP)

For employers applying to West Kootenay RCIP. Note: applications will not be processed if they are missing required or requested (where applicable) documents.

Required Documents: Mandatory Employer Training

Before filling out the Employer Designation Form, the employer must complete the IRCC required training and send the certificates of completion to the West Kootenay RCIP Coordinator. Once the coordinator has both certificates, the Coordinator will send the link to the Employer Designation Form.

Employer Onboarding Training Certificate

- **Purpose:** Confirms you have completed mandatory training with Immigration, Refugees and Citizenship Canada (IRCC).
- **Format:** Complete the online training (link provided by West Kootenay RCIP), then attach your certificate to your application.

Intercultural Competency Training Certificate

- **Purpose:** Shows you are prepared to support newcomer employees in the workplace.
- **Format:** At least one manager/supervisor must complete this training. Attach the certificate to your application.

Required Documents: Employer Designation Form

The following documents will need to be uploaded with your Employer Designation form.

WorkSafeBC Clearance Letter

- **Purpose:** Ensures business is following WorkSafeBC requirements.
- **Format:** a WorkSafeBC clearance letter is a document that confirms whether a business, contractor, or subcontractor is registered with WorkSafeBC and has paid its premiums as required. [Get a clearance letter - WorkSafeBC](#)

WorkSafeBC Annual Rate Notification

- **Purpose:** Ensures business has reported any WorkSafeBC claims.
- **Format:** the WorkSafeBC Annual Rate Notification is sent to employers every November for the coming year. A scan or photograph of this letter is required.

Franchise Agreement (if applicable)

- **Purpose:** helps West Kootenay RCIP understand who controls HR decisions.
- **Format:** If you are a franchisor or franchisee, include a copy of your franchise agreement and indicate who handles HR.

Documents That May Be Requested

Only provide these documents if requested from the West Kootenay RCIP Coordinator.

Tax records or payroll summaries

- **Purpose:** to show 2+ years of active operation under the same management

Proof of business registration

- **Purpose:** to verify legal status.
- **Format:** West Kootenay may request any of the following:
 - **Business Number/ GST Number Registration from CRA:** confirms you are registered with Canada Revenue Agency. Provided by the CRA Business account or an accountant.
 - **Certificate of Incorporation** confirms legal incorporation of your business. Provided by BC Registry Services of federal Corporations Canada.
 - **Business Name Registration (Sole Proprietorship/ Partnership):** shows registration of business name in BC. Provided by BC Registry Services.
 - **Corporate Registry Summar/ Company Profile:** provides an official record of your company's legal status. Provided by BC Registry or Corporate Online.
 - **Articles of Incorporation:** lists business structure and incorporation details. Provided by BC Registry Services or legal counsel.
 - **Annual Return Filing Receipt (recent):** confirms your business is in good standing. Provided by BC Registry Services.