



Ministry of Immigration  
and Career Training

# SINP OASIS Application Guide For Saskatchewan Employers

*For more information, please contact:*

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Updated April 2026

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## 1.0 Register as a New Employer to Receive a Certificate of Registration

1.1 Click [here](#) to access the Online SINP Administration Web Application.

1.2 Select the 'Create an Account' button

1.8.30

Saskatchewan  
GOVERNMENT OF SASKATCHEWAN

SINP online

Saskatchewan Immigrant Nominee Program

Login to SINP online

User ID

Password

Forgot your password?

Log In

New to OASIS?

Create an Account

Government of Saskatchewan

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When prompted to select the registration type, choose '**Employers**' and click the green '**Continue**' button.

Select a Create an Account Type

Employers

Continue

**1.3** Complete all fields and select at the bottom of the page. This action will return you to the login page. A username and password will automatically be emailed to the email address submitted.

**Employers Registration**

Welcome to the Saskatchewan Canada Immigration's Employer Online Services.

**Please review Registration Terms and Conditions by clicking on this link**

To register enter the fields below. Once you have successfully submitted your information an email containing your new temporary password will be sent to the address provided.

All items with a red icon are mandatory.

Please create a Username\*   
Must not contain spaces or any special characters other than ' \_ '

Legal Company Name\*

Operating Name\*

Incorporation (and/or) Business License Number\*   
Indicate your Corporation Number as per Saskatchewan Justice, includes expiry date

GST Number\*

Email Address\*   
Password will be sent here.

I agree to the Terms and Conditions (link to document provided above).\*

**Submit**

**1.4** Log-in using your temporary username and password provided in the email. You will be prompted to create a new password.

**Password Expired**

The password on your account has expired. Please use this form to change your password.

**Password Standards**

Account passwords must, at a minimum:

- have at least eight characters;
- contain characters from at least three of the following categories:
  - English uppercase letters (A – Z);
  - English lowercase letters (a – z);
  - Numbers (0 – 9);
  - Non-alphanumeric symbols (e.g.: !, #, \$, %)
- not contain your user's account name.

Current Password

New Password

New Password (Confirm)

Once completed, this will bring you to your account homepage. To begin a new application, select the icon on the top left titled **'Start a new application to Register with SINP'**.

Welcome to OASIS

This is the **Navigation Panel**. This area will show your place in the application and can be used to move through the application.

Use the button to open or close the panel.

At the bottom of this navigation panel you can find the Log Out button. This will safely close OASIS.

Account -

Notifications 0

Log Out

Saskatchewan ?

Start a new application to Register with SINP

All Approved Employer Position Assessments (EPAs)

All Employer Position Assessments (EPAs) Submitted

All Employer Position Assessments (EPAs) Submitted

Create Third Party Support

View Candidates with Decision within Last 30 Days

View Personal Information Disclosure

Change Password

**1.5** This will take you to an online form, which will require you to complete **6 Steps**:

**Step 1:** General Company Contact Information

**Step 2:** Company Details

**Step 3:** Contact Information

**Step 4:** Disclosure Form

**Step 5:** Subscribe to SINP Services

**Step 6:** End of Application

Employer Self-Register

Saskatchewan ?

Step 1  
General Company Contact Information

Step 2  
Company Details

Step 3  
Contact -

Step 4  
Disclosure Form

Step 5  
Subscribe to SINP Services

Step 6  
End of Application

Account -

Notifications 0

Log Out

Step 1  
**Employer Contact Information**

Create a New Contact Record

Confirm All Contact Information

There will be a place later in the application to enter specific contact information for the person(s) managing job position applications.

Please complete all the fields on this screen. Once you are done click the 'Confirm All Contact Information' button above or at the bottom of the screen to validate your information. Once successful, click the Next button near the top, right corner of the screen to go to the next step in the application.

Business Address

Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

City/Town\*

Province/State\*

Postal Code\*

Country\*

Is the mailing address the same as the Business Address?

Yes No

Selecting "Yes" will copy your business address into the mailing address.


Save

Next



*Do not submit your application until all fields are complete. Information submitted must be accurate and verifiable*

To continue with the next section information, click **'Next'** until all sections are filled. As the sections are being filled, they will become green to indicate the step has been completed.

 *If you are working with a third-party representative, you are required to disclose them as a Third Party Representative in Step 3. Recruiters should not be listed as the authorization email.*

*The authorization email should be the Company Owner/Key Company Representative, responsible for the overall account and foreign worker recruitment. The authorization email is also responsible for the receipt of passwords to access the account.*

*Receipt of Correspondence: The account can identify multiple contacts who receive correspondence generated by activity in the account.*

If multiple contacts will be using the account, you must return to step three and select '**Create a New Contact Record**'. Once selected, fill out the contact information for each individual contact.

The top screenshot shows the 'Step 1 Employer Contact Information for exampleemployer' screen. The left sidebar lists steps 1 through 6, with step 1 currently selected. The main content area contains instructions and a form for 'Business Address' with fields for 'Address Line 1\*', 'Address Line 2', and 'Address Line 3'. At the top right, there are two buttons: 'Create a New Contact Record' (circled in red) and 'Confirm All Contact Information'. A 'Next' button is also visible in the top right corner.

The bottom screenshot shows the 'Step 3 Contact -' screen. The left sidebar now shows step 3 as the active step. The main content area includes instructions and a 'Contact Type\*' dropdown menu. At the top right, there are two buttons: 'Submit Employer Information' and 'Create a New Contact Record' (circled in red). A 'Next' button is also visible in the top right corner.

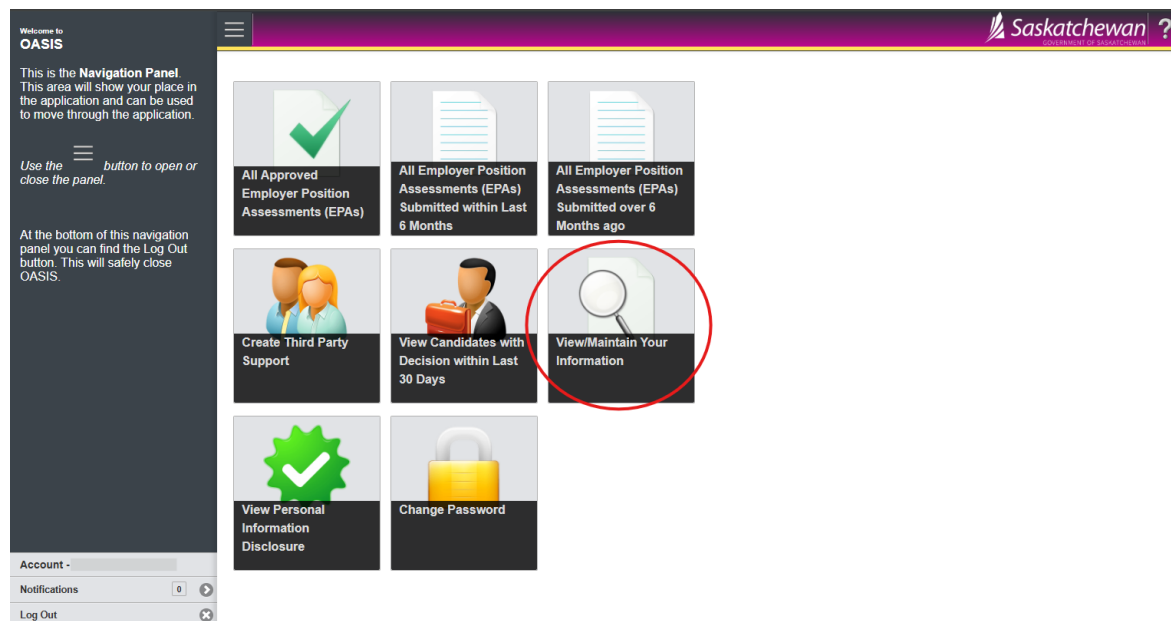
Once you have reached **Step 6 'End of Application'**, select '**Next**' to return to **Step 1**. If everything is complete, select '**Confirm all Contact Information**' followed by '**Submit Employer Information**'. This will submit your registration for review.

The top screenshot shows the 'Step 1 Employer Contact Information for exampleemployer' screen. The left sidebar lists steps 1 through 6, with step 1 currently selected. The main content area contains instructions and a form for 'Business Address' with fields for 'Address Line 1\*'. At the top right, there are two buttons: 'Create a New Contact Record' and 'Confirm All Contact Information' (circled in red). A 'Next' button is also visible in the top right corner.

The bottom screenshot shows the 'Step 3 Contact -' screen. The left sidebar now shows step 3 as the active step. The main content area includes instructions and a 'Contact Type\*' dropdown menu. At the bottom right, there are two buttons: 'Submit Employer Information' (circled in red) and 'Create a New Contact Record'. A 'Next' button is also visible in the top right corner.

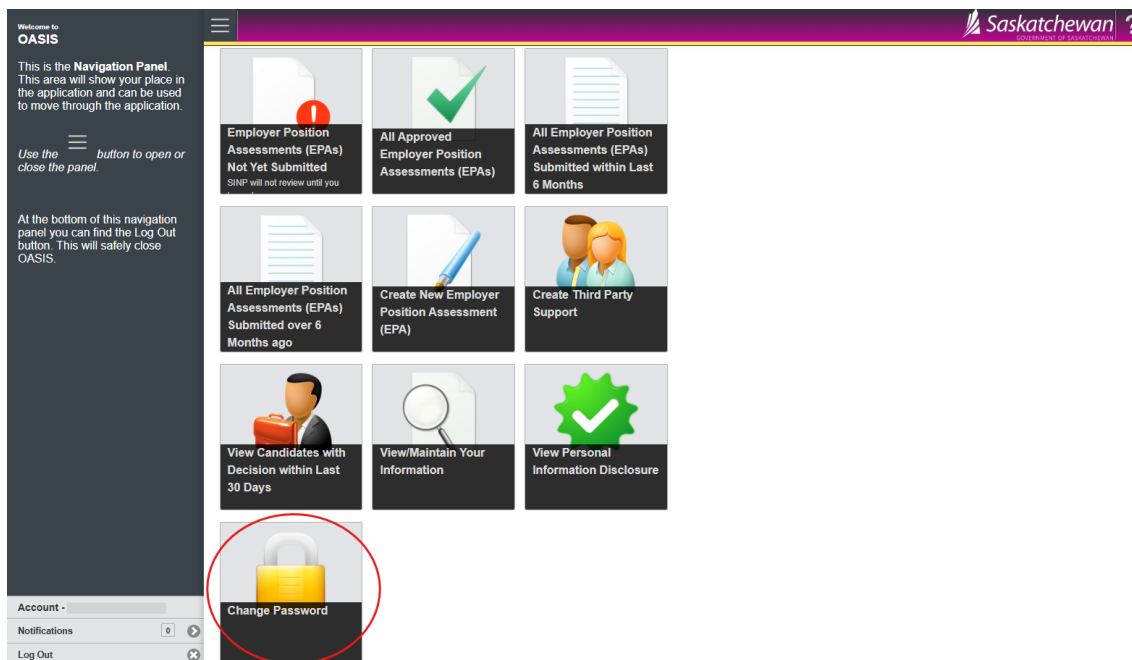
**Additional Notes:**

- To check the status of your account, go to **'View/Maintain your information'**. Select **Step 2 'Company Details'** and your status will be listed at the top right-hand side of the page.



## 2.0 Passwords

### 2.1 Go to the homepage and select 'Change Password'



2.2 Enter your current password and a new password into the required fields and then select 'Change Password'.

If you forget your password, go to the login page, select 'Forgot your password?' and enter your User ID.

The screenshot shows the 'Login to SINP online' page. It features a 'User ID' input field with a person icon, a 'Password' input field with a lock icon, and a 'Forgot your User ID or Password?' link circled in red. Below the input fields is a teal 'Log In' button. At the bottom, there is a link for 'New to OASIS?' and a yellow 'Create an Account' button.

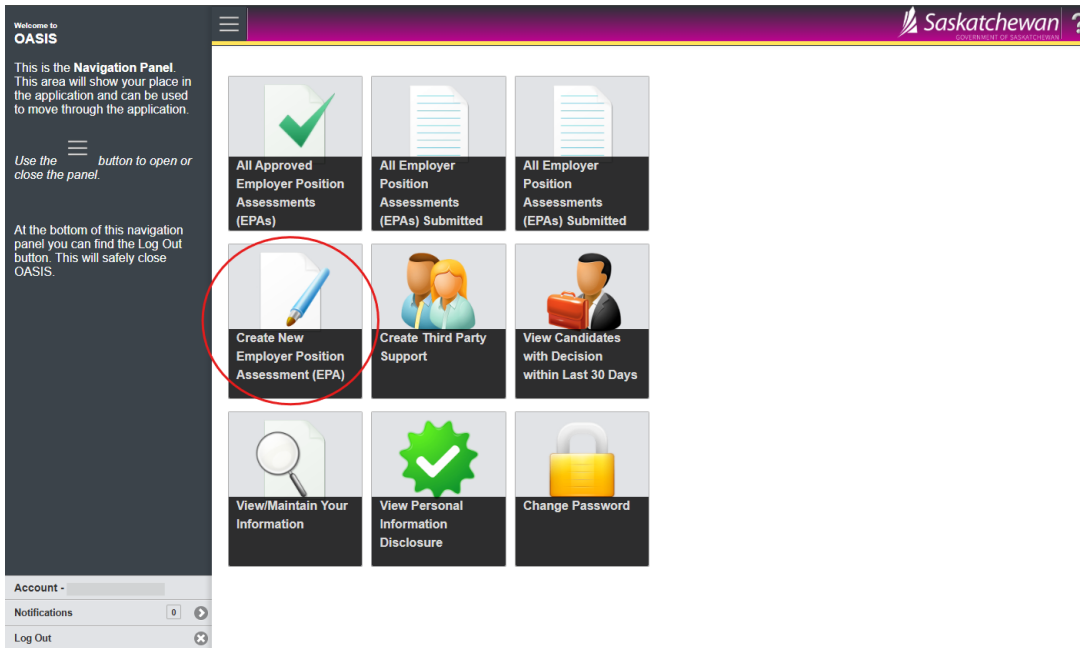
### 3.0 Add an Employer Position Assessment (EPA)



*EPAs may only be submitted by employers who have received a Certificate of Registration.*

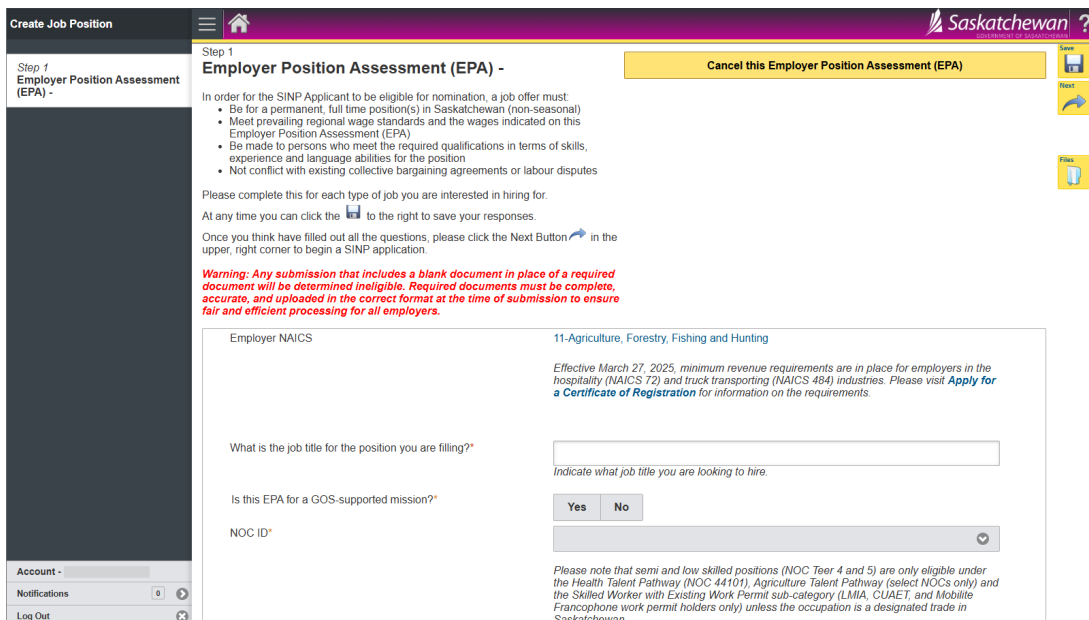
3.1 Log in to your active employer account online.

3.2 On the employer account home screen, select the ‘Create New Employer Position Assessment’ option.



### 3.3 Standard EPA

Please complete all required fields. More questions will be populated for you to complete depending on your answer to a previous question. Once completed, click on ‘Save’ (floppy disk icon) that is located in the upper right-hand side of the page and proceed by selecting the submit function



If you need information regarding the national occupation code, please see the **National Occupational Classification (NOC) System**. Type your job title or anticipated code into the Quick Search field to see which NOC codes apply to your position. You can review each occupation's description and then choose the one that most closely matches your needs. Please note that the worker you hire must have education that corresponds with what is described under that NOC's Employment Requirements and work experience that corresponds with the Main Duties of the NOC.

For information on the SINP's categories, visit the SINP website:  
<http://www.saskatchewan.ca/sinp>

Is this Employer Position Assessment (EPA) intended for a candidate that was previously nominated by the SINP?\*

Yes No

Enter total number of positions you are applying for on the Employer Position Assessment (EPA).\*

Enter total number of positions you are applying for on the Employer Position Assessment (EPA).

Is this a Permanent Full-Time position\*

Yes No

Indicate whether the position is Permanent (minimum 2-year contract) and Full-Time (minimum 30 hours per week). Non Permanent Full-Time position will be deemed ineligible.

What are your current hours of operations? Please complete the following table.

Example: Sunday - Closed, Monday to Wednesday 8AM to 10PM, Thursday to Saturday 8AM to 12AM. Please provide the hours of operation in the department/unit of where this position will be, if it varies from the business standard operating hours. Please enter N/A if not applicable.

**Hours of Operation Table**

Day of the Week	Open	AM / PM	Closed	AM / PM
Sunday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Monday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Tuesday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Wednesday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Thursday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Friday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM
Saturday	Click or tap here to enter text.	AM PM	Click or tap here to enter text.	AM PM

What are the shifts? Please include number of shifts per day and positions required per shift.\*

Example: 2 shifts per day. 1 Manager, 1 Supervisor, 2 customer service representatives required per shift.

**Additional Documents, i.e. schedule:**

Add an Additional Document +

Is there anything else about your hours of operation that you would like us to know?

Indicate the offered wage for this position.\*

Indicate the hourly wage you will pay the worker(s) for this job. Salaries must match Canadian standards in that occupation. To find out what the typical salary ranges are for the positions and occupations that you are planning to hire, visit **Job Bank**.

Is this a unionized position?\*

Yes No

Job Location\*

Indicate the city or town the worker will be primarily working in

Physical Address of Job Location\*

Employer must submit a new Employer Position Assessment (EPA) for each location. If the physical location is not available on the drop-down, please contact the Program Compliance Branch of the Ministry of Immigration and Career Training at [employer\\_registration@gov.sk.ca](mailto:employer_registration@gov.sk.ca) to add the location as a Business Address to your SINP Employer account.

How many individuals are currently employed at this location?\*

1- 20 21+

**Employer Position Assessment Table - Current Staffing**

Please complete the **Employer Position Assessment Table - Current Staffing** and include the number of employees **currently working** in each job position at the **physical address** identified on this Employer Position Assessment. Please indicate whether the employees are full-time or part-time (do not include any owners or shareholders). Please also include **all SINP approved candidates** who are still expected to arrive in Saskatchewan and work for your business.

Example:  
 Manager - 1 full-time, 1 part-time  
 Supervisor - 1 full-time, 1 part-time  
 Customer Service Representatives - 2 full-time, 2 part-time

Full-time is 30+ hours per week. Part-time is anything less than 30 hours per week.

+ Add

Employer Position Assessment ↕	Number of Full-Time Employees	Number of Part-Time Employees
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Organization Chart

Upload File

Please upload a copy of your organization chart including job title ONLY and indicate any position that is not full-time. (Please do not include any owners or shareholders)

Full-time is 30+ hours per week. Part-time is anything less than 30 hours per week.

Have you had a Employer Position Assessment (EPA) approved by the SINP within the past 24 months?\*

Yes No

Is there anything else about your business that you would like us to know?

Is this EPA for a current employee working with your organization?\*

Yes No

Indicate if the temporary foreign worker is currently employed at any position

Please attach a copy of their work permit.\*

Upload File

Previous Study/Work Permit can be uploaded if worker is on "Maintained" Status

Is their work permit expiring in the next 3 months?\*

Yes No

When does the work permit expire?\*

DD-Mon-YYYY

Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015  
If you are supporting more than one current employee, please enter the earliest work permit expiry date.

Please upload a document indicating the email address of each candidate\*

Upload File

**Important Notice**  
Please ensure the candidate email address you provide is accurate. **This must be the same email address the candidate will use to complete their SINP application with your support.**  
Providing an incorrect email address may result in the candidate being ineligible for nomination through the Saskatchewan Immigrant Nominee Program (SINP).

Please attach three recent paystubs or statements of earnings.\*

Upload File

Do you have a Labour Market Impact Assessment (LMIA) for this position?\*

Yes No

**Additional Notes:**

- If you have a candidate selected, please fill out the following fields completely. For example: overtime is at 1.5 times the wage after 40 hours a week and 8 hours a day.

**Additional Job Offer Information**  
Please visit <https://www.canada.ca/en/services/jobs/workplace/federally-regulated-industries.html> for more information on vacation pay and entitlements for federally regulated industries. For industries not regulated federally, please consult the employment standards for Saskatchewan at <https://www.saskatchewan.ca/business/employment-standards>.

Hours of work per week\*

Overtime rate\*

Indicate the overtime entitlement, rate of pay and the number of hours worked prior to receiving the overtime.

Vacation Leave/Pay\*

Indicate the specific vacation leave entitlement.

Job Duties\*

Benefits\*

Indicate what benefits the immigrant worker will receive (i.e. medical, dental, pension, etc)

Employer contact for this job offer:

Contact Name\*

Contact - Email address\*

Contact - Phone number\*

Your candidate will be required to upload a copy of their job offer to complete their application. Please provide a copy of a job offer letter to your candidate that includes the following:


- includes the company contact's name, phone number, e-mail address and mailing address;
- indicates that the position is a permanent (minimum 2-year contract), full time (minimum 30 hours/week) position(s) in Saskatchewan (non-seasonal);
- indicates the job title, detailed duties and responsibilities of the position being offered (please be as specific as possible);
- indicates the wage (i.e. rate of pay) for the position being offered;
- indicates the physical address where the candidate will be working;
- indicates the specific vacation leave entitlement and overtime information (the overtime entitlement, rate of pay and the number of hours worked prior to receiving the overtime);
- describes any benefits that the principal applicant will receive?(e.g., health, dental, short/long term disability, accommodation, vacation entitlement etc.);
- if you are applying under NOC 73300, the Job Offer Letter must indicate the type of vehicle(s) to be driven - power units and semi-trailers, and trucks which have a trailer(s) or vehicle(s) in tow where the gross weight of the towed unit(s) exceeds 4,600 kg OR other type of transport truck.

Please visit <https://www.canada.ca/en/services/jobs/workplace/federally-regulated-industries.html> for more information on vacation pay and entitlements for federally regulated industries. For industries not regulated federally, please consult the employment standards for Saskatchewan at <https://www.saskatchewan.ca/business/employment-standards>.

Add an Additional Document

Cancel this Employer Position Assessment (EPA)

- If the EPA is for a current employee who is working in that occupation on an LMIA-supported work permit, you are required to upload a copy of the Labour Market Impact Assessment (LMIA) .

<p>Do you have a Labour Market Impact Assessment (LMIA) for this position?*</p> <p>Please attach a copy of the Labour Market Impact Assessment (LMIA).*</p>	<p>Yes No</p>
	<p> Upload File</p>

- If the position is for International Recruitment, the employer will need to show that the position has been vacant no longer than 6 months and you may be asked to provide a Record of Employment (ROE) for the person who recently vacated that position.
- This is an example of the Employer Position Assessment Approval notification that employers may receive.

From: Immigration ICT <immigration@gov.sk.ca>  
 Sent: Thursday, April 23, 2026 11:30 AM  
 To:  
 Subject: Decision on Your EPA Application

Dear:

A decision has been made on your Employer Position Assessment (EPA) # .  
 Number of positions approved:  
 Approved less than requested.

Please log in to OASIS to view the decision. If approved and additional candidates need to be added, you may do so through your OASIS account.

If you have any questions or require assistance, please contact our office at 1 833 613 0485 or employerservices@gov.sk.ca

Sincerely,

Dear,

We are writing to inform you that the Employer Position Assessment (EPA) # , to which your name was added, has been approved.

Approved EPA details:

- Employer ID:
- Employer Name: legal company o/a operating company
- Candidate's Date of Birth:
- EPA ID:
- Job Title:
- NOC: 75212 - Public works and maintenance laborers
- Wage: \$
- Physical address of job location:
- Job Duties:

Deadline to validate: 03-May-2026

Deadline to submit a complete SINP application: 22-Jun-2026

If this EPA approval pertains to an existing nomination, please upload this email to your application or submit it to [immigration@gov.sk.ca](mailto:immigration@gov.sk.ca), whichever applies.

To apply for SINP nomination, please log in to OASIS to begin your application. If you do not already have an OASIS account, you will need to create one to access the attachment included with this email and start your application.

Here is the OASIS link: <https://immigration.saskatchewan.ca>

Please ensure that all required steps in OASIS are completed before the applicable deadlines, as late submissions cannot be accepted.

If you have questions or require assistance, please consult the OASIS portal or contact our office at 1-833-613-0485 or [employerservices@gov.sk.ca](mailto:employerservices@gov.sk.ca).

Sincerely,

Immigration Services Branch  
Government of Saskatchewan

[Click here to view EPA\\_Terms\\_and\\_Conditions](#)

### 3.4 Capped EPA

Please note for hours of operation, you need to click AM /PM to move forward, even for days when the organization is not open . Once completed, **‘Save’** (floppy disk icon) your responses located on the upper right-hand side of the page.

What are your current **hours of operations**? Please complete the following table.


*Example: Sunday - Closed, Monday to Wednesday 8AM to 10PM, Thursday to Saturday 8AM to 12AM. Please provide the hours of operation in the department/unit of where this position will be, if it varies from the business standard operating hours. Please enter N/A if not applicable.*

Hours of Operation Table					
- ↑	Day of the Week	Open	AM / PM	Closed	AM / PM
	Sunday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Monday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Tuesday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Wednesday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Thursday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Friday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>
	Saturday	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>	<input type="text" value="Click or tap here to enter text."/>	<input type="button" value="AM"/> <input type="button" value="PM"/>

What are the shifts? Please include number of shifts per day and positions required per shift.\*

*Example: 2 shifts per day. 1 Manager, 1 Supervisor, 2 customer service representatives required per shift.*

Additional Documents, i.e. schedule:

**Add an Additional Document** 

Is there anything else about your hours of operation that you would like us to know?

Indicate the offered wage for this position.\*   
Indicate the hourly wage you will pay the worker(s) for this job. Salaries must match Canadian standards in that occupation. To find out what the typical salary ranges are for the positions and occupations that you are planning to hire, visit [Job Bank](#).

Is this a unionized position?\*

Job Location\*   
Indicate the city or town the worker will be primarily working in

Physical Address of Job Location\*   
Employer must submit a new Employer Position Assessment (EPA) for each location. If the physical location is not available on the drop-down, please contact the Program Compliance Branch of the Ministry of Immigration and Career Training at [employer.registration@gov.sk.ca](mailto:employer.registration@gov.sk.ca) to add the location as a Business Address to your SINP Employer account.

How many individuals are currently employed at this location?\*

Have you had a Employer Position Assessment (EPA) approved by the SINP within the past 24 months?\*

Is there anything else about your business that you would like us to know?

Is this EPA for a current employee working with your organization?\*    
Indicate if the temporary foreign worker is currently employed at any position

Please attach a copy of their work permit.\*   
Previous Study/Work Permit can be uploaded if worker is on "Maintained" Status

Is their work permit expiring in the next 3 months?\*

When does the work permit expire?\*    
Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015  
If you are supporting more than one current employee, please enter the earliest work permit expiry date.

Please upload a document indicating the email address of each candidate\*   
**Important Notice**  
Please ensure the candidate email address you provide is accurate. **This must be the same email address the candidate will use to complete their SINP application with your support.**  
Providing an incorrect email address may result in the candidate being ineligible for nomination through the Saskatchewan Immigrant Nominee Program (SINP).

Please attach three recent paystubs or statements of earnings.\*

Do you have a Labour Market Impact Assessment (LMIA) for this position?\*

Please ensure that all documents are complete, as blank documents inserted may result in an ineligible decision.

**Additional Job Offer Information**  
 Please visit <https://www.canada.ca/en/services/jobs/workplace/federally-regulated-industries.html> for more information on vacation pay and entitlements for federally regulated industries. For industries not regulated federally, please consult the employment standards for Saskatchewan at <https://www.saskatchewan.ca/business/employment-standards>.

Family Name\*   
Candidate Last Name

Given Name(s)\*   
Candidate First Name

Middle Name (if applicable)

Date of Birth\*    
Date must be entered as DD-Mon-YYYY Example: 01-Jan-2015

Candidate Email Address\*

Hours of work per week\*

Overtime rate\*   
Indicate the overtime entitlement, rate of pay and the number of hours worked prior to receiving the overtime.

Vacation Leave/Pay\*   
Indicate the specific vacation leave entitlement.

Job Duties\*

Benefits\*   
Indicate what benefits the immigrant worker will receive (i.e. medical, dental, pension, etc)

Employer contact for this job offer:  
 Contact Name\*   
 Contact - Email address\*   
 Contact - Phone number\*

Your candidate will be required to upload a copy of their job offer to complete their application. Please provide a copy of a job offer letter to your candidate that includes the following:

- includes the company contact's name, phone number, e-mail address and mailing address;
- indicates that the position is a permanent (minimum 2-year contract), full time (minimum 30 hours/week) position(s) in Saskatchewan (non-seasonal);
- indicates the job title, detailed duties and responsibilities of the position being offered (please be as specific as possible);
- indicates the wage (i.e. rate of pay) for the position being offered;
- indicates the physical address where the candidate will be working;
- indicates the specific vacation leave entitlement and overtime information (the overtime entitlement, rate of pay and the number of hours worked prior to receiving the overtime);
- describes any benefits that the principal applicant will receive?(e.g., health, dental, short/long term disability, accommodation, vacation entitlement etc.)
- if you are applying under NOC 73300, the Job Offer Letter must indicate the type of vehicle to be driven - power units and semi-trailers, and trucks which have a trailer(s) or vehicle(s) in tow where the gross weight of the towed unit(s) exceeds 4,600 kg OR other type of transport truck.

Please visit <https://www.canada.ca/en/services/jobs/workplace/federally-regulated-industries.html> for more information on vacation pay and entitlements for federally regulated industries. For industries not regulated federally, please consult the employment standards for Saskatchewan at <https://www.saskatchewan.ca/business/employment-standards>.

**Add an Additional Document**

**Cancel this Employer Position Assessment (EPA)**

\*Please be as specific as you can in these fields to reduce a request for additional information

**3.5** Continue to complete all questions throughout **Step 2**. For mobility between each of the steps (Step 1 to Step 2), use the next and previous functions located at the upper right-hand side of the screen. Note that you may only proceed to the next step once the information on the current step has been completed.

**Create Job Position**

Step 1  
Employer Position Assess...

Step 2  
Administrative Details

Step 3  
End of Application

Account -

Notifications 0

Log Out

Saskatchewan  
GOVERNMENT OF SASKATCHEWAN

Cancel this Employer Position Assessment (EPA)

Employer Position Assessment (EPA) ID: 31627

Have you received assistance with the Employer Position Assessment (EPA) process from a third-party representative or lawyer?  Yes  No

**Job Application Terms and Conditions**

By submitting this Employer Position Assessment (EPA), you are agreeing to the Terms and Conditions outlined below. By submitting this form, I/we understand and attest that:

- I am the owner of the business (the "Business"), or an employee with a confirmed hiring authority within the Business, or a licensed immigration recruiter hired by the Business as per **The Immigration Services Act (ISA)**, or someone providing the Business with recruitment services that is exempted from licensing under ISA.
- All the information that is provided by the Business to the Government of Saskatchewan is, and will continue to be, complete and accurate.
- All persons who receive job offers have been assessed by the Business to ensure the applicant(s) have the language abilities, skills and work experience to perform the duties of the job they are offered, to a level satisfactory to the Business.
- The Business may be contacted directly by the Government of Saskatchewan during the assessment of the job for verification and/or additional information.
- The Business must continue to meet the requirements for the Certificate of Registration at the time of the Employer Position Assessment submission and until the Business's commitment to the foreign worker is complete, the foreign worker becomes a permanent resident or their employment with the Business ceases.
- The Employer Position Assessment may be rejected if a discrepancy is found in any information provided by the Business.
- I/we have read and understand **the requirements for employers** and understand that to obtain approval, all jobs submitted must meet these requirements.
- The Business has demonstrated an immediate need for the position and requires it to be filled within three months of the Employer Position Assessment submission date.
- The Business needs to hire the foreign national for a current employment vacancy.
- I/we understand that the employee must meet minimum requirements. If the worker who is recruited meets the Saskatchewan Immigrant Nominee Program's (SINP) **criteria for applicants**, they will be approved and issued a nomination for permanent residency.
- The employee/nominee that the Business is hiring must begin working for the Business within 90 calendar days of receiving their work permit. If the nominee does not have a valid work permit, or requires a work permit extension, the Business must pay a federal **Employer Compliance Fee (\$230)** to Immigration, Refugees and Citizenship Canada (IRCC) through the **Employer Portal**. This will enable the nominee to obtain a work permit or to extend their current work permit. Following payment of the Employer Compliance Fee, the nominee must apply for a work permit no later than 90 calendar days after nomination by the SINP. I/we understand that the nomination may be revoked if the nominee does not apply for a work permit within 90 calendar days after nomination by the SINP? or if the nominee does not arrive in Saskatchewan and begin working for the Business within 90 calendar days of the work permit being issued by IRCC. Once a nomination is revoked, it cannot be reinstated and the employee will not be eligible to apply for permanent residency using a SINP nomination certificate, which may also impact their work permit eligibility or status.
- The Business is aware of its responsibilities under The Saskatchewan Employment Act ("SEA") and ISA.
- The employment of the nominee does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute.
- The Business has disclosed and provided copies of all contracts and offers of employment that the Business requires employees to sign prior to and while employed with the Business and that all contracts comply with all laws of Saskatchewan and Canada.
- The Business will maintain all employment records for a minimum of five years.
- Until the Business's commitment to the foreign worker is complete, the foreign worker becomes a permanent resident or their employment with the Business ceases, the Business will maintain the employment conditions approved by the Ministry of Immigration and Career Training in the Employer Position Assessment ("EPA").
  - The hours of work, job duties and skill level of the job cannot change without prior approval by the Recruitment Services Unit of the Ministry of Immigration and Career Training. Only full-time (30 or more hours per week), permanent positions are eligible.
  - The wage can increase but it cannot be decreased. It must match or be greater than the wages and benefits outlined in the Employer Position Assessment. As per criterion, to be approved by the SINP, the wage must meet the median wage for that occupation or it must be equal to those the Business does or would pay to Canadians or permanent residents with similar skills and experience as demonstrated by verifiable documentation.
  - The employee must work at the location on the EPA. The location cannot change without prior approval by the Recruitment Services Unit of the Ministry of Immigration and Career Training.
- The Business must contact the Program Compliance Branch of the Ministry of Immigration and Career Training within 15 calendar days if there is a change to the operation of the Business including but not limited to a closure or change in ownership.
- The Business must notify the Recruitment Services Unit of the Ministry of Immigration and Career Training within 15 calendar days if there is a change to the information submitted in the form, which may affect the foreign worker's application for permanent residency. This includes, but is not limited to:
  - Conditions stated on the EPA (hours of work, duties, location, wage change resulting in a lower than approved wage)
  - A change to the conditions of the employee's employment (i.e., termination, resignation, layoff, hours reduced).

By submitting this application for an Employer Position Assessment, I hereby give an undertaking to the Government of Saskatchewan that I will comply with the conditions set out in the Employer Position Assessment until the nominee leaves the Business or obtains permanent residency status, whichever comes first.

**(By clicking YES, you affirm that you are giving a binding undertaking to the Government of Saskatchewan to comply with all conditions stated in the Employer Position Assessment and any resulting Employer Position Assessment Letter. Failure to comply with this undertaking may result in suspension or cancellation of your participation in the Saskatchewan Immigrant Nominee Program (SINP); revocation, suspension, or refusal to renew Employer Position Assessments (EPAs); refusal, suspension, amendment, or cancellation of your Certificate of Registration (COR), and/or substantial fines and sanctions under The Immigration Services Act (ISA))**

Agree to Terms and Conditions?  Yes

*The terms and conditions need to be agreed to in order to move forward with application.*

Individual Submitting EPA\*

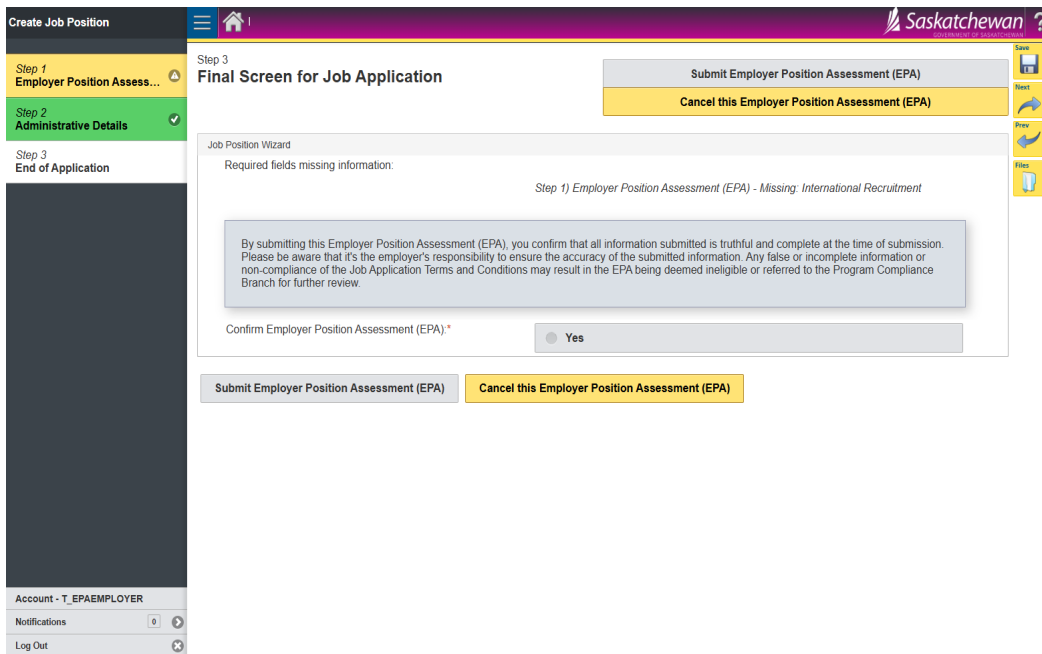
*This is a list of all the contacts submitted to the SINP. If you do not see the name of the person you are looking for, please select the 'Individual not listed' option.*

Government Issued Photo ID Number\*

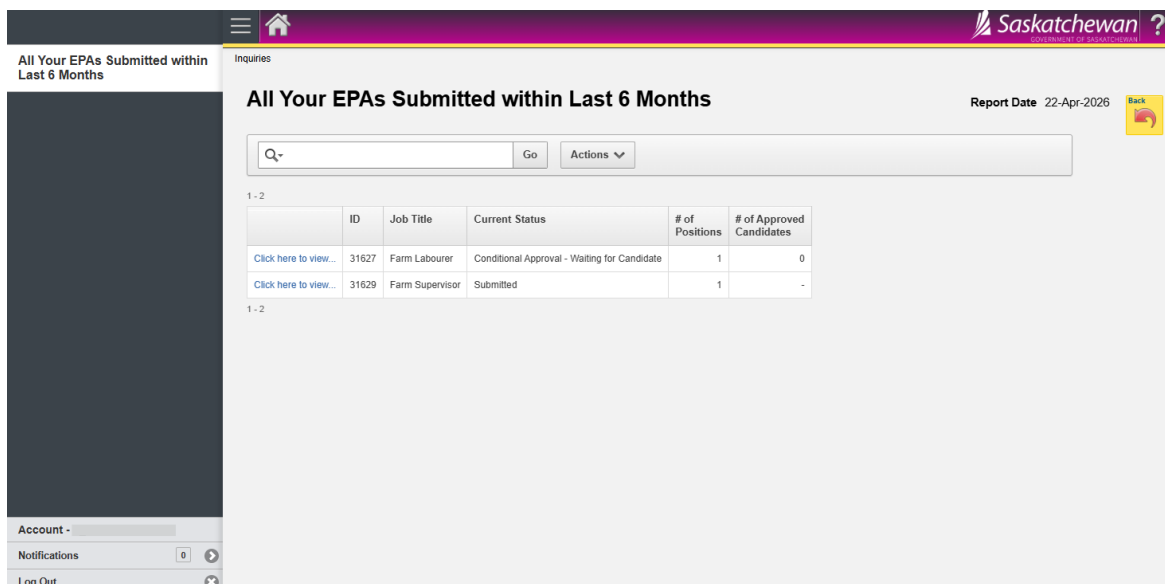
Government Issued Photo ID of the individual submitting the EPA, i.e. Driver's License:\*

Cancel this Employer Position Assessment (EPA)

**3.6** Upon completing **Step 2 ‘Administrative Details’**, review responses throughout **Steps 1 to 2** and proceed to **Step 3 ‘End of Application’**. Select the **Submit the Employer Position Assessment** option. This activity will change the EPA status to EPA approval for Review and will automatically return you to the employer account home screen.



**3.7** To verify that you have submitted your EPA application correctly, please choose the **‘All Employer Position Assessments (EPAs) Submitted in the Last 6 months’** button located on the employer home screen. Find the corresponding EPA that you have recently submitted. A successful submission will have the current status of **‘Submitted for Review’**. Please note it will take a few minutes for a newly submitted EPA to appear on the list.



\*Please note, the employer will not receive a submitted email; only the status in your OASIS account will change for that EPA.

### 3.8 Duplicate Employer Position Assessment (EPA)

The employer will have to go in and update any of the core information that may have changed since their last application.

Start typing to filter list

Saskatchewan GOVERNMENT OF SASKATCHEWAN

31627 : Farm Labourer

Back to Inquiry | 31627 : Farm Labourer

Candidate - Family Name, Given...

In order for the SINP Applicant to be eligible for nomination, a job offer must:

- Be for a permanent, full time position(s) in Saskatchewan (non-seasonal)
- Meet prevailing regional wage standards and the wages indicated on this Employer Position Assessment (EPA)
- Be made to persons who meet the required qualifications in terms of skills, experience and language abilities for the position
- Not conflict with existing collective bargaining agreements or labour disputes

**Warning: Any submission that includes a blank document in place of a required document will be determined ineligible. Required documents must be complete, accurate, and uploaded in the correct format at the time of submission to ensure fair and efficient processing for all employers.**

Employer Position Assessment (EPA) ID: 31627

What is the job title for the position you are filling? Farm Labourer  
Indicate what job title you are looking to hire

Is this EPA for a GOS-supported mission? No

NOC ID: 85100 - Livestock labourers

Please note that semi and low skilled positions (NOC Teer 4 and 5) are only eligible under the Health Talent Pathway (NOC 44101), Agriculture Talent Pathway (select NOCs only) and the Skilled Worker with Existing Work Permit sub-category (LMIA, CUAET, and Mobilite Francophone work permit holders only) unless the occupation is a designated trade in Saskatchewan.

If you need information regarding the national occupation code, please see the **National Occupational Classification (NOC) System**. Type your job title or anticipated code into the Quick Search field to see which NOC codes apply to your position. You can review each occupation's description and then choose the one that most closely matches your needs. Please note that the worker you hire must have education that corresponds with what is described under that NOC's Employment Requirements and work experience that corresponds with the Main Duties of the NOC.

For information on the SINP's categories, visit the SINP website: <http://www.saskatchewan.ca/sinp>

Account - T\_EPAEMPLOYER

Notifications 0

Log Out

**Warning**

You are about to copy information from a previously submitted Employer Position Assessment. Please review the copied information to ensure it is correct and up to date (i.e., Current Staffing table, hours of operation, Physical Address of Job Location, etc.). Do you want to proceed?

**Yes, Continue**     **No, Go Back**

#### Additional Notes

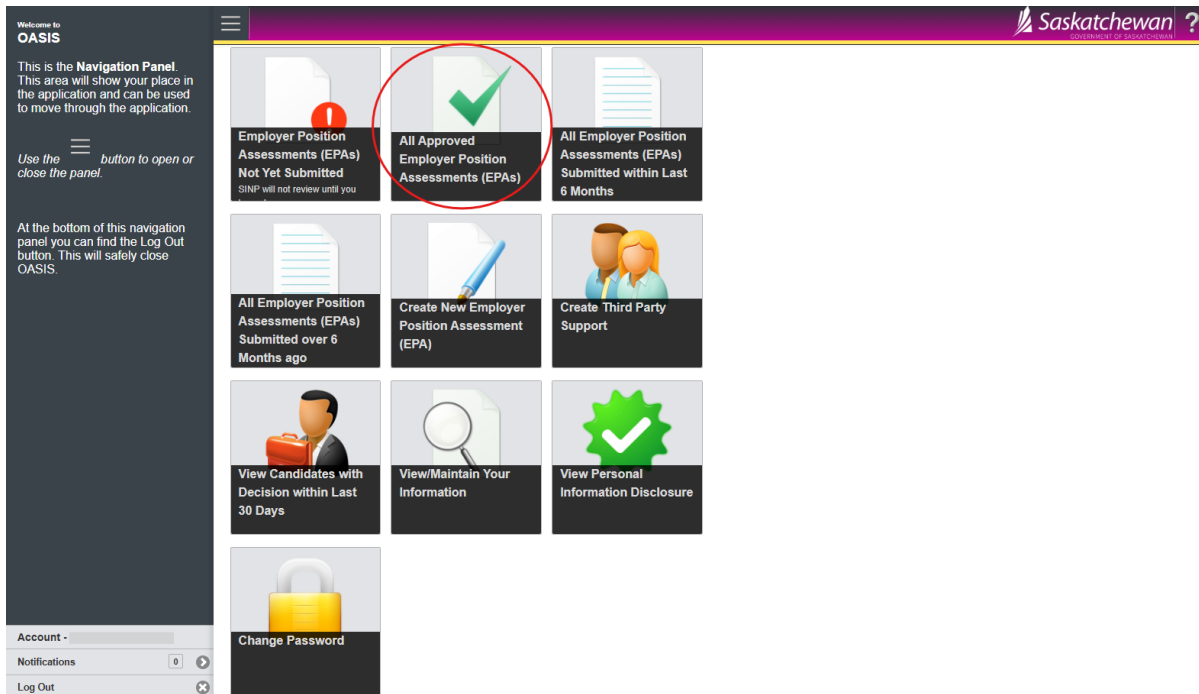
- **Capped EPAs**, a separate EPA form for every candidate must be completed.
- **Standard EPAs**, a separate EPA must be done for EPAs with different terms of employment.
- Upon the successful submission of an EPA, the position will be reviewed by a Recruitment Officer and, if the position meets SINP criteria, may be approved.
- When an EPA is approved, you are ready to proceed to the **'Create a Candidate'** section.



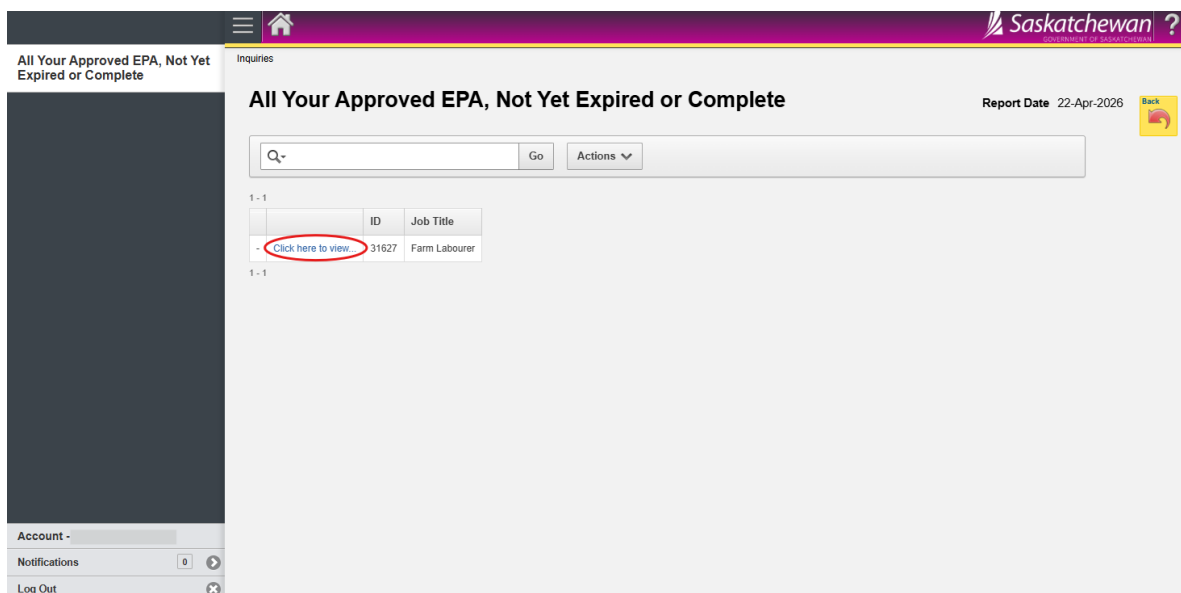
## 4.0 Create a Candidate

4.1 Log in to your online active employer account.

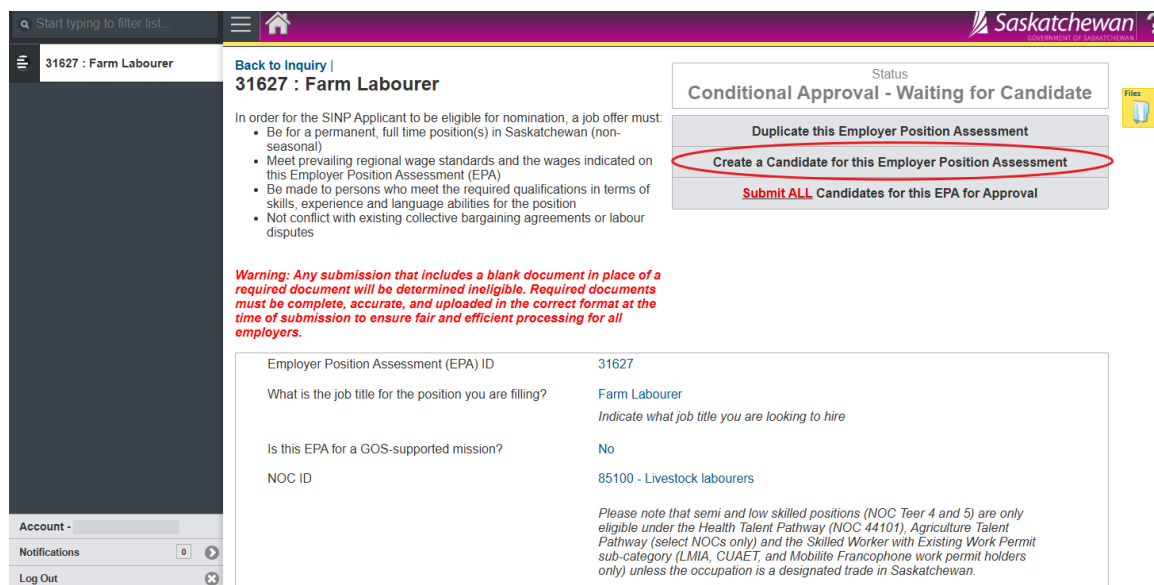
4.2 On the employer account home screen, select the 'All Approved Employer Position Assessments (EPAs)' option.



Locate the corresponding Employer Position Assessment/Title for which you wish to add a candidate's name and proceed to choose the 'Click here to view' option.




**4.4 Select the ‘Create a Candidate for this Employer Position Assessment’ option.**

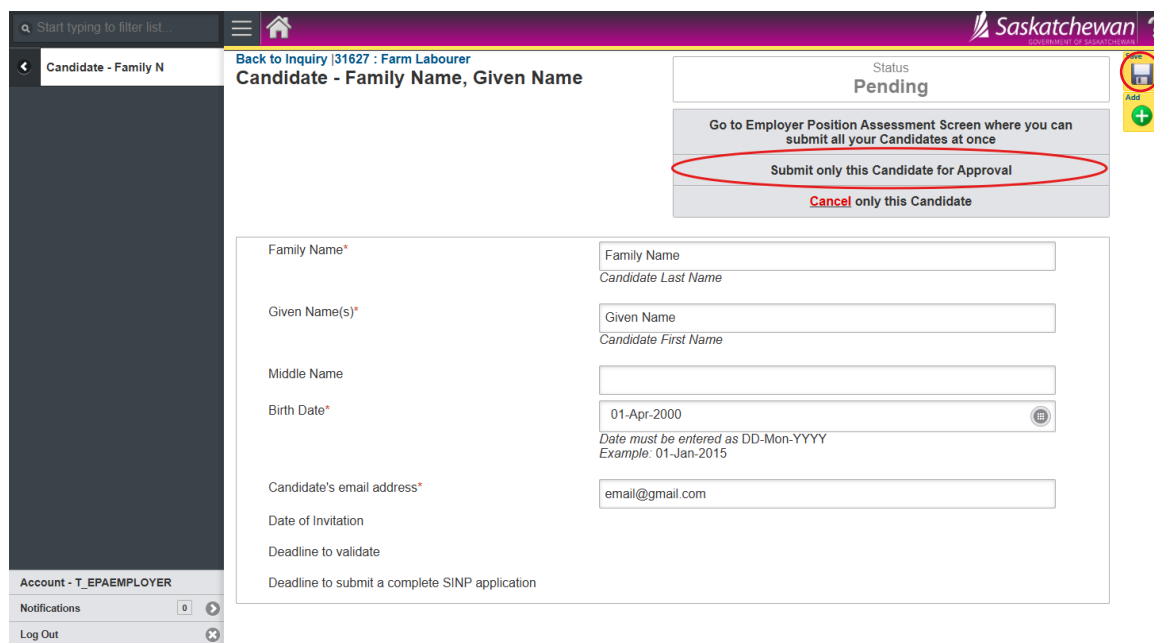


**4.5 Complete the form with your candidate’s information. You will require your candidate’s full name, date of birth and email address.**

**4.6 Upon completion, select ‘Save’ (floppy disk icon) located in the upper right-hand side of the page.**

 *If you accidentally save a blank candidate's name, you will need to contact the Recruitment Services Unit to change this.*

**4.7 Select ‘Submit only this Candidate for Approval’ option. If the candidate information has been submitted successfully, a status confirmation will appear on the next page on the top right-hand side.**



**Additional Notes**

- If multiple candidates need to be added under one approved Standard EPA, repeat steps 4.4 to 4.7 for each candidate. A successful candidate approval will automatically generate an email sent to the submitted candidate to start the validation process. All correspondence generated by SINP is electronic and automatically generated at 5:00 PM each day.
- If the candidate's application to SINP meets eligibility criteria, it may result in an email sent for SINP Nomination with applicable support documentation to apply for an IRCC work permit. The employer must pay a federal [IRCC Employer Compliance Fee](#) of \$230.00 prior to the candidate's application for the work permit. Please visit the [IRCC Employer Portal](#) for additional information.

## 5.0 Adding a Contact/Third Party Representative

5.1 Log in to your online active employer account.

5.2 Select 'View/Maintain Your Information' on the homepage.

Welcome to OASIS

This is the Navigation Panel. This area will show your place in the application and can be used to move through the application.

Use the button to open or close the panel.

At the bottom of this navigation panel you can find the Log Out button. This will safely close OASIS.

Account -  
Notifications 0  
Log Out

All Approved Employer Position Assessments (EPAs)	All Employer Position Assessments (EPAs) Submitted within	All Employer Position Assessments (EPAs) Submitted over 6
Create New Employer Position Assessment (EPA)	Create Third Party Support	View Candidates with Decision within Last 30 Days
View/Maintain Your Information	View Personal Information Disclosure	Change Password

5.3 Select 'Create a New Contact Record'.

Employer Self-Register

Step 1  
General Company Contact Information

Step 2  
Company Details ✓

Step 3  
Contact - Other ✓

Step 4  
Disclosure Form ✓

Step 5  
Subscribe to SINP Services ✓

Step 6  
End of Application ✓

Account - EXAMPLEEMPLOYER  
Notifications  
Log Out

Step 1  
Employer Contact Information for exampleemployer

Create a New Contact Record

There will be a place later in the application to enter specific contact information for the person(s) managing job position applications.

Business Address

Address Line 1	11
Address Line 2	
Address Line 3	
Address Line 4	
City/Town	11
Province/State	Saskatchewan
Postal Code	11
Country	Canada
Is the mailing address the same as the Business Address?	Yes <i>Selecting "Yes" will copy your business address into the mailing address.</i>

Mailing Address

Address Line 1	11
Address Line 2	
Address Line 3	
Address Line 4	
City/Town	11
Province/State	Saskatchewan
Postal Code	11
Country	Canada

5.4 Choose contact type, then complete all required fields below.

5.5 Select **'Create a New Contact Record'** at the bottom of the screen.

The screenshot displays the 'Employer Self-Register' application interface. On the left, a sidebar lists seven steps: Step 1 (General Company Contact Information), Step 2 (Contact - Other), Step 3 (Company Details), Step 4 (Contact - Other), Step 5 (Disclosure Form), Step 6 (Subscribe to SINP Services), and Step 7 (End of Application). The main content area is titled 'Contact -' and features a 'Create a New Contact Record' button circled in red, along with a 'Delete Contact' button. A text box contains the instruction: 'If you received assistance with your employer application, you must enter the contact information for them.' Below this is a 'Contact Type' dropdown menu. At the bottom, a navigation bar shows 'Account - EXAMPLEEMPLOYER', 'Notifications', and 'Log Out'.

5.6 This will create the new contact record. Fill out the required information and click on the **'Save'** button to ensure all changes are saved.

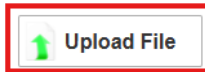
### Additional Notes

\*Please contact the Recruitment Services Unit to update or add any contact information at [employerservices@gov.sk.ca](mailto:employerservices@gov.sk.ca).

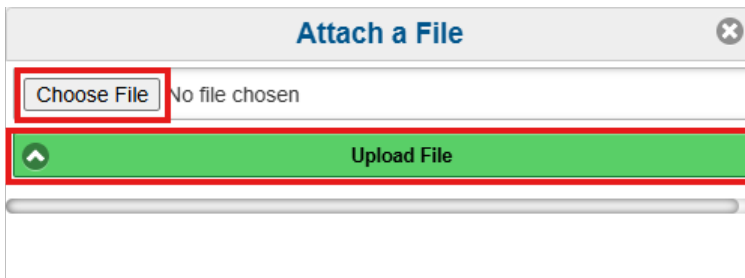
## 6.0 Attaching Documents

6.1 For items where document inline upload is required, select **'Upload File'**.

Please attach a copy of the Labour Market Impact Assessment (LMIA).\*



Select **'Choose File'** and choose the file you want to upload, then click **'Upload File'**.

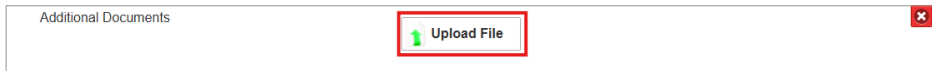


If you are submitting additional optional documents, you may also click **'Add an Additional Document'**.

Additional Documents, i.e. schedule:

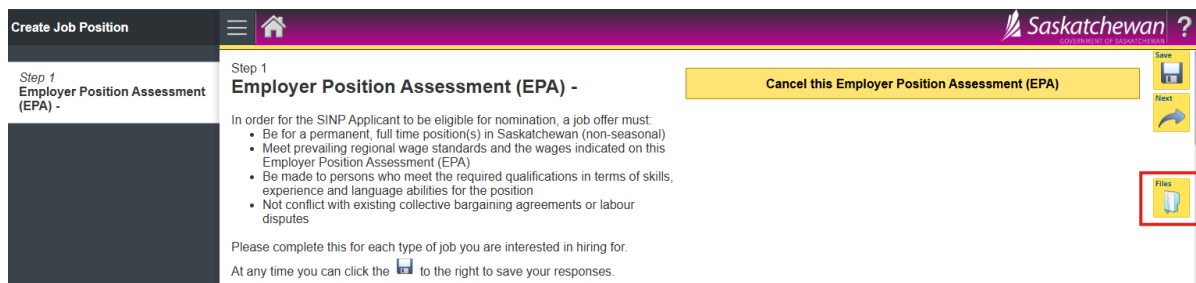


Clicking this button will open an inline upload section.

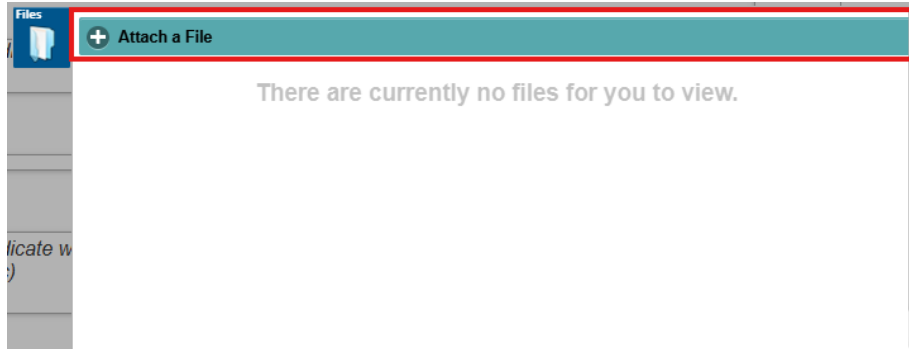


Alternatively, if required, you can also attach documents under the **Files** folder described below.

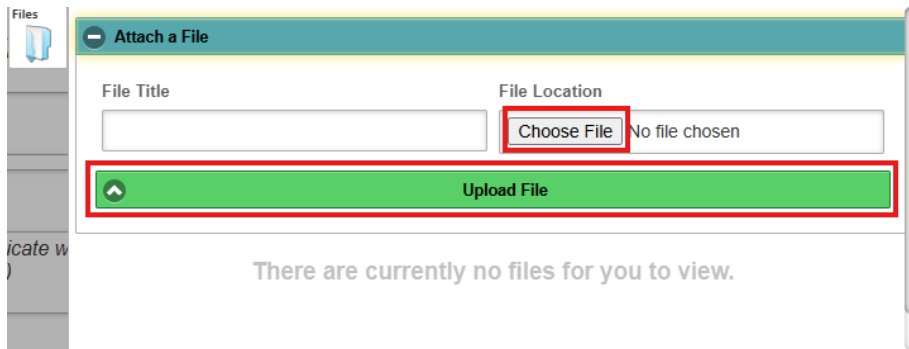
6.2 Select the **'Files'** option on the right-hand side of the page. This can be seen when maintaining employer information or when viewing an EPA, but it does not notify the processing Recruitment Officer that there are documents provided in this section. Please mention in your application if you have submitted documents in this section.



**6.3** This is where all previously saved files will be stored and also where new files can be attached. Select **'Attach a File'** to attach new files.



**6.4** Select **'Choose File'**, choose the document that you wish to upload from your computer and select **'Upload File'**.



## 7.0 Request for Additional Information (RAI)

If the processing Officer requires further clarification or requests additional documents during an assessment of an Employer Position Assessment (EPA), a **'Request for Additional Information'** (RAI) will be sent to the employer. The employer will be notified of the RAI via email. It allows employers to directly respond to the processing officer's inquiries on each EPA through the SINP OASIS portal instead of responding to an assessment email. Information submitted or requests for an extension via email will not be accepted and may result in an ineligible decision on your EPA.

### 7.1 Email Notification and Letter of "Additional Required Information"

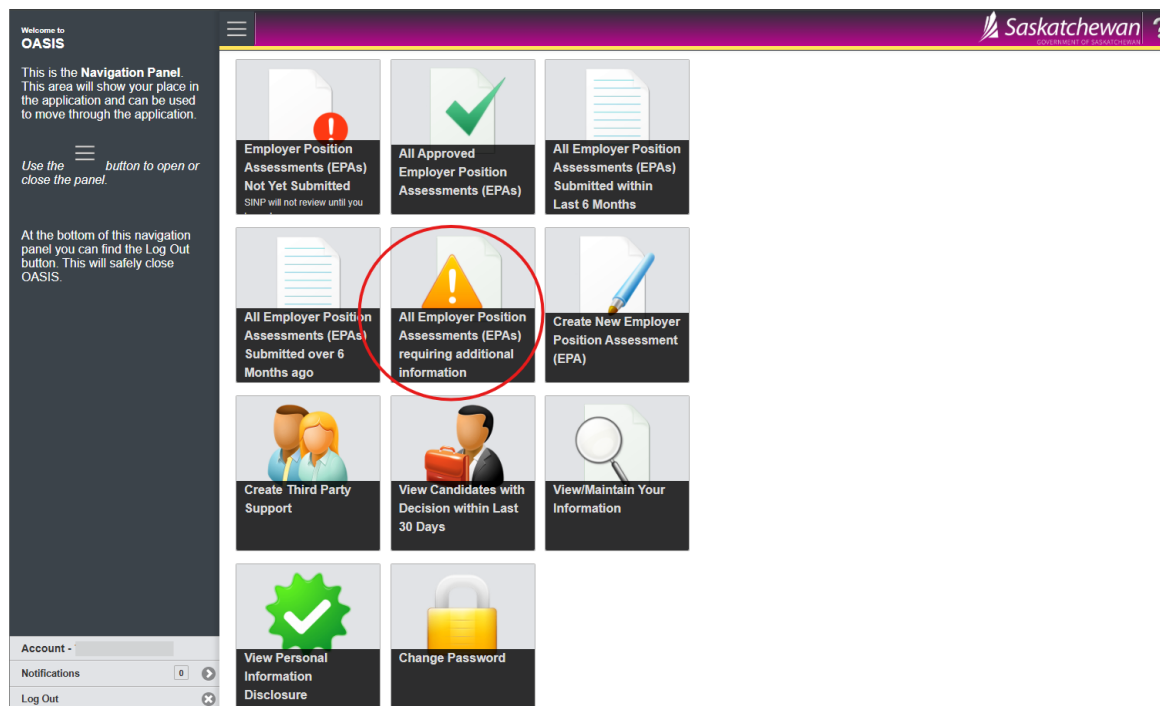
If additional documents and/or clarification are needed for your EPA(s), you will receive an email from **'saskimmigration@gov.sk.ca'** with the subject: **SINP Employer Position Assessment – Request More Information**. The letter "Additional Required Information" can be downloaded in the attachment. All the documents and/or information that are required for each EPA will be listed on the second page of this letter under 'Missing Information'.

### 7.2 Log in to your online OASIS employer account

To submit documents requested by the Recruitment Service Unit, you need to agree to the "AUTHORITY TO DISCLOSE PERSONAL INFORMATION" after logging in.

### 7.3 View the list of All Employer Position Assessments requiring additional information

On the OASIS employer account home screen, select the **'All Employer Position Assessments (EPAs) requiring additional information'** option. This will show the list of EPAs; select the EPA that was mentioned in the email that requires additional information.



Click the **'EPA ID'** to enter the main page of each position to view the requested information. Please ensure to review **ALL** positions and the RAIs that require additional information. This information includes the date a repose is require for each Employer Position Assessment.

The screenshot shows the OASIS interface for 'All EPAs requiring additional information'. At the top, there is a search bar with a 'Go' button and an 'Actions' dropdown menu. Below the search bar, a table lists the EPAs. The table has the following data:

EPA ID	Job Title	Current Status	Date of Request	Date Response is Required by
31629	Farm Supervisor	Active	22-Apr-2026	06-May-2026

There is also a 'Report Date' of 22-Apr-2026 and a 'Back' button in the top right corner.

#### 7.4 View the requested additional information

Click **'Request Additional Info - dd-mmm-yyyy'** to review the requested additional information. If not visible, select the three horizontal lines to expand the side menu.

The screenshot shows the OASIS interface for a specific EPA. The side menu is expanded, showing a list of actions. The action 'Request Additional Info - 19-Jun-2024' is highlighted with a red circle. The main content area shows the EPA details for '30976 : Store Supervisor' and a status message: 'Important information is requested'.

#### 7.5 Provide responses and upload documents

Please review the requested information carefully and provide with a written answer and/or upload the documentation if applicable. Please ensure to submit your response before the **'Date Response is Required By'** to avoid ineligible results of your positions.

The answers to the RAI request could be inputted directly in the **'Response'** section. The **'Response'** section has a 3,500 character limitation on length of provided answers. If additional space is needed, please enter your response into a document and upload the correspondence.

The screenshot shows the 'Request Additional Info' page for a Farm Supervisor. The status is 'Active-Waiting on More Info'. The page includes a 'Help for Employers' section with instructions on how to provide information. The 'Response' field is highlighted with a red oval, and the 'Upload File' button is also circled in red. The page also features a 'Submit Employer Position Assessment (EPA) Updates' button and a 'Request Extension to Submit Documents' button.

If additional documentation is required, please click **'Upload File'** to upload the required documentation.

The screenshot shows the 'Request Additional Info' page for a Farm Supervisor. The 'Attach a File' pop-up window is highlighted with a red oval, showing the 'Choose File' button and the 'Upload File' button. The page also features a 'Submit Employer Position Assessment (EPA) Updates' button and a 'Request Extension to Submit Documents' button.

You can drag and drop the intended file to the pop-up window or click the **'Choose File'** to open the file explorer to select which file to upload. Please don't forget to click the green **'Upload File'** bar to finish uploading.

If more than one document needs to be uploaded, please click 'Add an Additional Document' and repeat the above process to attach the intended files.

#### Additional Documents Uploads

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.



## Additional Notes:

- Information provided via Cloud Storage or file sharing platform (e.g. Google Drive Files) will not be accepted.
- The answer and uploaded documentation can be saved as a draft by clicking the 'Save' icon located on the upper right-hand side of the page. You can revisit this draft any time before the response deadline.
- Once the due date has passed, you will not be able to attach any replies or documents.
- If you do not submit your response and/or document(s) to the request for additional information, the RAI will be closed the day after the due date, and your job position will be made "Ineligible". You will receive an Ineligible Letter from [saskimmigration@gov.sk.ca](mailto:saskimmigration@gov.sk.ca) stating the reason why your request for a Employer Position Assessment was denied.

## 7.6 Submission of Document and Information

Once you have uploaded all the supporting documents and/or provided adequate information to the RAI request, you can click the '**Submit Employer Position Assessment Updates**' bar underneath the '**Status**' section or at the bottom left side of the page.

The screenshot shows the 'Request Additional Info' page for a Farm Supervisor. The status is 'Active-Waiting on More Info'. A red circle highlights the 'Submit Employer Position Assessment (EPA) Updates' button in the top right. Another red circle highlights the same button in the bottom left. The page includes a 'Help for Employers' section, a 'Date Requested' of 22-Apr-2026, and a 'Date Response is Required By' of 06-May-2026. There are fields for 'Response' and 'Supporting Document(s)', an 'Upload File' button, and an 'Add an Additional Document' button. A 'Request Extension to Submit Documents' button is also visible.

Clicking this button will show a warning message. Please read the warning message for more information regarding attachments and deadlines.

Click '**Yes, Continue**' in the pop-up window to proceed or go back to review and/or attach more documents.

After the submission, the status of RAI will change to 'Submitted'. You can still upload additional documents prior to the due date. You won't be able to attach any more document(s) once the due date has passed.

### Additional Notes:

- Please ensure that you click '**Submit Employer Position Assessment Updates**' only once after you have attached all the documents requested. You can find the list of the documents being requested (if any) on the **SINP Employer Position Assessment - Request More Information** letter.
- An additional information page will be created for each EAP for which the assessing officer is requesting additional information. Please submit the requested information per EPA if more than one job position requires additional information.

### 7.7 Request for Extension

Once the request for additional information is sent by the processing officer, the employer will have two (2) weeks to respond. A reminder will be sent five (5) days before the '**Date Response is Due By**' and the status of the RAI will update to 'Reminder Sent'. If additional time is required, you may request a possible extension by clicking '**Yes**' to 'Do you require an extension to submit documentation' and provide the reason for the 'Reason for Extension Request' in the following section.

Additional Documents Uploads

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.

Add an Additional Document +

Do you require to request extension to submit documents?

Yes No

*Your extension may not be approved. Upload all of the documentation you have currently available to satisfy the request for information before submitting your request for an extension.*

Reason for Extension Request\*

Request Extension to Submit Documents

Please ensure to click '**Request Extension to Submit Documents**' to submit your request to the processing officer. Once the request has been submitted, the status of this RAI will be changed to '**Extension Requested**'. (DO NOT click 'Submit Job Position Updates' after the extension request.)

[Back to Inquiry j31629 : Farm Supervisor](#)  
Request Additional Info - 22-Apr-2026

Status  
Extension Requested

Submit Employer Position Assessment (EPA) Updates

Once the request has been received by the processing officer, an additional five (5) business day extension may be granted by the assessing officer. Once the decision has been made, the status of this RAI will be changed to either '**Extension Not Approved**' or '**Extension Approved**' with a new '**Date Response if Required By**'.

[Back to Inquiry |31629 : Farm Supervisor](#)  
[Request Additional Info - 22-Apr-2026](#)

Status <b>Extension Approved</b>
<a href="#">Submit Employer Position Assessment (EPA) Updates</a>

#### [Help for Employers](#)

Please attach **ALL** documents or information requested on each Employer Position Assessment (EPA). You must click "[Submit Employer Position Assessment \(EPA\) Updates](#)" for the SINP to receive your documents. Please be aware that you can no longer attach additional documents once current date is past the date on "Date Response is Due By" field.

Date Requested [22-Apr-2026](#)

Date Response is Required By [13-May-2026](#)

#### **Additional Notes:**

- A notification email regarding the officer's decision will also be sent at the 5:00 pm on the day the decision has been made, or the following business day if the decision was made after 5:00 pm.

## 8.0 Certificate of Registration Renewal

8.1 When the account status is at 'Renewal Required', after logging in you will see the options of either 'Review Certificate' or 'Voluntary Withdrawal of Certificate of Registration'.

The screenshot displays the OASIS user interface. On the left is a dark navigation panel with the following text: "Welcome to OASIS", "This is the Navigation Panel. This area will show your place in the application and can be used to move through the application.", "Use the [hamburger menu icon] button to open or close the panel.", and "At the bottom of this navigation panel you can find the Log Out button. This will safely close OASIS." Below the navigation panel are links for "Account -", "Notifications 0", and "Log Out". The main content area features a grid of icons and text boxes. The "Renew Certificate" icon, which shows a green checkmark inside a gear, is circled in red. Other icons include a green checkmark, a document, a document with a blue checkmark, a document with a yellow warning triangle, a document with a blue pen, a couple, a man with a briefcase, a green gear with a checkmark, and a yellow padlock. The text boxes describe each icon: "Renew Certificate (Click here to access the renewal application)", "All Approved Employer Position Assessments (EPAs)", "All Employer Position Assessments (EPAs) Submitted within Last 6 Months", "All Employer Position Assessments (EPAs) Submitted over 6 Months ago", "All Employer Position Assessments (EPAs) requiring additional information", "Create New Employer Position Assessment (EPA)", "Create Third Party Support", "View Candidates with Decision within Last 30 Days", "View Personal Information Disclosure", and "Change Password". The top right corner of the interface shows the "Saskatchewan" logo and a question mark icon.

**8.2** After selecting **'Renew Certificate'**, you will be taken to the Certificate Renewal screen. The Certificate Renewal screen will allow you to review the Terms and Conditions and complete the following contact information form. Before submitting a renewal, ensure that all of the information in your account is up to date and accurate (this can be done by selecting **'View/Maintain Your Information'** from the homepage).

The individual who is submitting the contact information for the Certificate of Registration Renewal must also be a contact for the account. When this information is complete, select **'Apply for Renewal'**.

**Certificate Renewal**

**You have not yet submitted your application for renewal of your Certificate of Registration**

If you wish to renew certification, you should review the Terms and Conditions for Registration and must complete the Contact Information fields below. To submit your renewal, please click the Apply for Renewal button in either the top, right corner or bottom of your screen. By clicking this button you are agreeing to the *Terms and Conditions for Registration*.

If you do not wish to renew certification, you can click the Voluntary Withdrawal of Renewal in either the top, right corner or bottom of your screen. Once you voluntarily withdraw, your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

If you do not take action by the expiry date, July 27, 2020 your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

[Please click here for the Terms and Conditions for Registration.](#)

Employer ID	9125
Operational Name	exampleemployer
Legal Name	exampleemployer
Business Number	exampleemployer

Details for the person that SINP may contact regarding future job position applications, if renewal is approved

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Title/Role*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>

Account - EXAMPLEEMPLOYER

Notifications

Log Out

**Apply for Renewal** **Voluntary Withdrawal of Renewal**

This will complete the renewal process and submit your information to be reviewed.

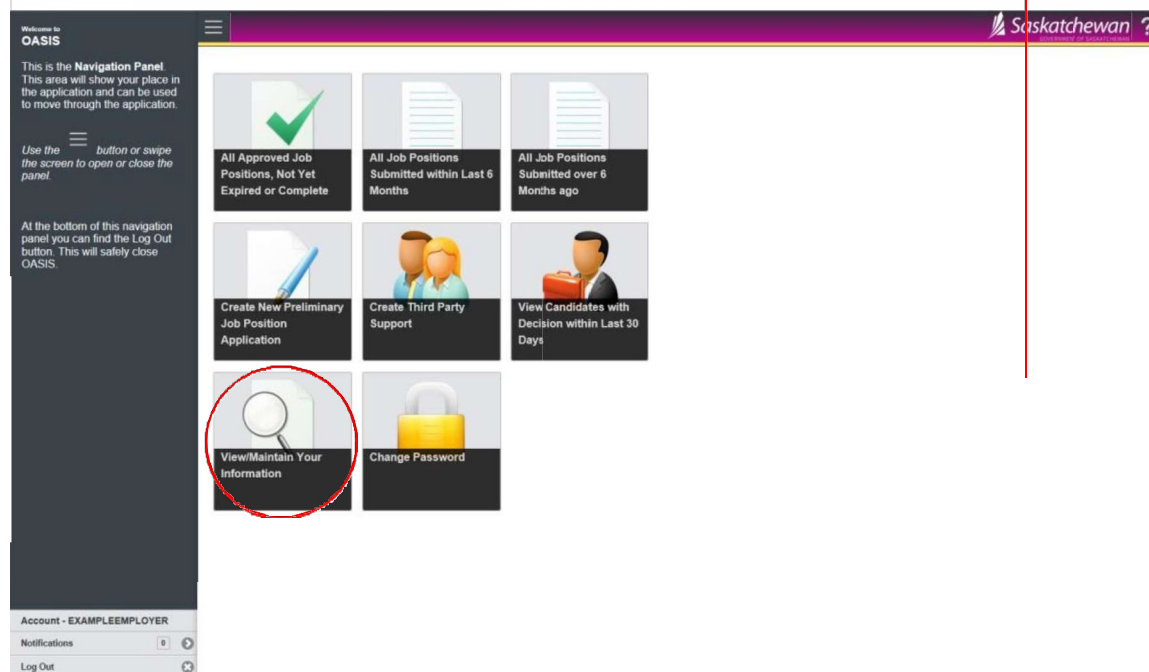
The Certificate of Registration will be valid for two years from the date of renewal. Reminders about the renewal process will be sent at 90, 60 and 30 day intervals prior to the expiry date.



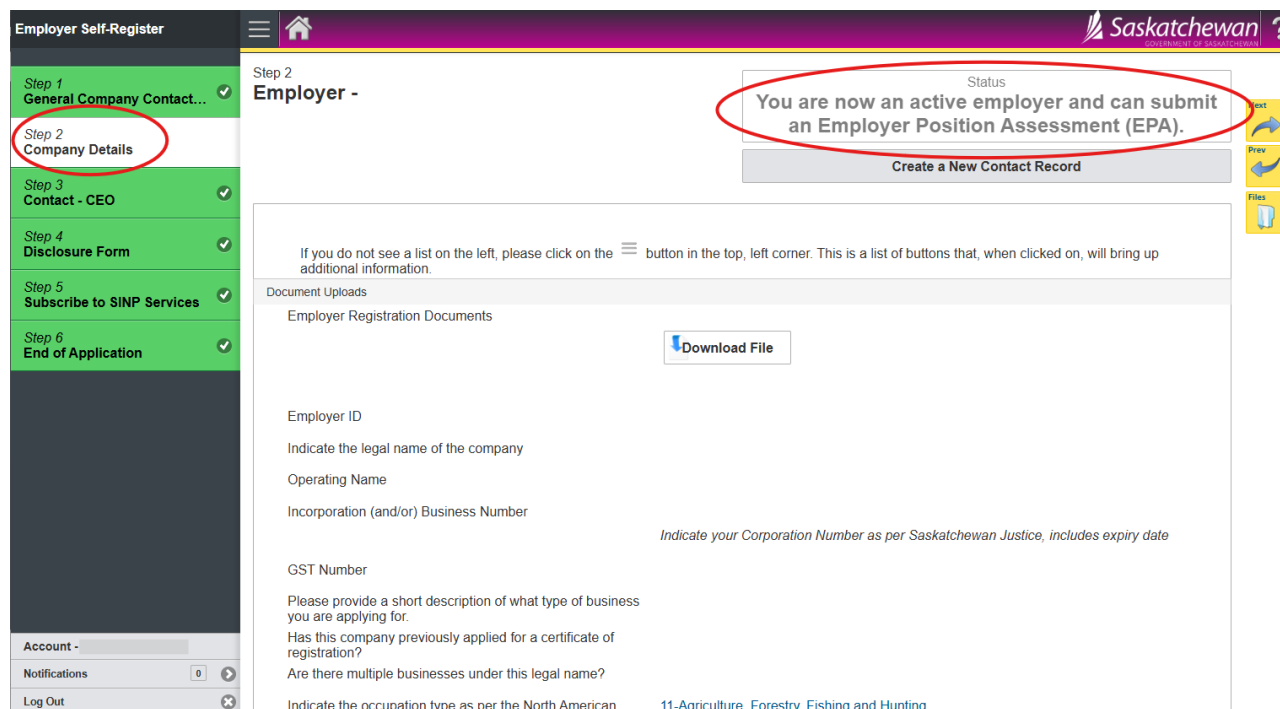
If the account has not been renewed by the final expiry date, a new Certificate of Registration will be required.

## 9.0 View/Maintain Information

9.1 To view or make changes to your business/contact information select **View/Maintain Your Information** from your account homepage.



9.2 On this page you will have the ability to look over all of the account information. To see your current account status, select **Step 2 'Company Details'** and your status will be listed in the upper right.



**9.3** When the account status is set to **'Active'** you will only have the ability to change Contact Information.

To add a contact to the account, go to Step 3 and select **'Create a New Contact Record'**.

Employer Self-Register

Step 2  
Employer -

Status  
You are now an active employer and can submit an Employer Position Assessment (EPA).

Create a New Contact Record

If you do not see a list on the left, please click on the button in the top, left corner. This is a list of buttons that, when clicked on, will bring up additional information.

Document Uploads

Employer Registration Documents

Download File

Employer ID

Indicate the legal name of the company

Operating Name

Incorporation (and/or) Business Number

Indicate your Corporation Number as per Saskatchewan Justice, includes expiry date

GST Number

Please provide a short description of what type of business you are applying for.

Has this company previously applied for a certificate of registration?

Are there multiple businesses under this legal name?

Indicate the occupation type as per the North American 11-Agriculture, Forestry, Fishing and Hunting

Account -

Notifications 0

Log Out

Once all of the fields have been filled, select the **'Save'** button.

## 10.0 Terms and Definitions

<b><u>Term:</u></b>	<b><u>Definition:</u></b>
Active:	The account has been reviewed and activated. A Certificate of Registration is issued. Active accounts are ready for EPAs to be submitted for pre-approval.
Approved:	The EPA meets SINP criteria and is approved. The candidate can be added to the position.
Canadian Visa Office:	A Citizenship and Immigration Canada (IRCC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.
Certificate of Nomination:	A certificate issued by a province or territory that recommends a foreign national for permanent residence under the Provincial Nominee Program. The Certificate of Nomination is issued by the Immigration Services Branch (ISB). For more information, contact ISB at 1 (833) 613-0485 or <a href="mailto:immigration@gov.sk.ca">immigration@gov.sk.ca</a> .
Certificate of Registration:	A valid Certificate of Registration pursuant to the Immigration Services Act (ISA). For more information, contact the Program Compliance Branch at (306) 798-1350 or <a href="mailto:employer.registration@gov.sk.ca">employer.registration@gov.sk.ca</a> .
Compulsory Trade:	To work in a compulsory apprenticeship trade, you must hold a journeyperson certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission. Additional information can be found at: <a href="#">Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)</a> .
Designated Trade:	This is an occupation recognized as a trade by the <a href="#">Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)</a> .
Employer Position Assessment (EPA)	This is the application for employers to submit their job position to the SINP for approval. There are two subdivisions: Standard EPA for employers in a priority or non-priority sector, and Capped EPA is for employers that are in the Trucking, Accommodations, Retail and Food Services sectors.
Employer Services Branch:	Employer Services helps existing and potential Saskatchewan employers develop, recruit and retain a productive workforce to improve labour market outcomes for all stakeholders. The division assists employers with strategic workforce planning and provides support to <a href="#">Hire, Train and Manage Employees</a> , which includes <a href="#">National Job Bank</a> , <a href="#">Saskjobs.ca</a> , and <a href="#">Apprenticeship</a> to meet workforce needs. For more information, contact Employer Services through SaskJobs Career Services at 1 (833) 613-0485 or <a href="mailto:saskjobs@gov.sk.ca">saskjobs@gov.sk.ca</a> .
Foreign National:	A person who is not a Canadian citizen or permanent resident including

	a stateless person.
Foreign Worker Recruiter:	A person who, for a fee or compensation, provides recruitment services. The Recruiter must be licensed under ISA. For more information, visit <a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities</a> .
Foreign Worker:	A temporary resident who is legally allowed to work in Canada on a temporary basis.
Immigration Consultant:	A person who, for a fee or compensation, provides immigration services. For more information, visit <a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities</a> .
Immigration Services:	Services that assist a foreign national in immigrating to Saskatchewan, including: (i) researching and advising on immigration opportunities, laws or processes; (ii) preparing or assisting in the preparation, filing and presentation of applications and documents related to immigration; (iii) representing a foreign national to or before immigration authorities; and (iv) providing or procuring settlement services. For more information, refer to <a href="#">Guidelines for Defining Recruitment and Immigration Services</a> .
Immigration Services Branch:	Candidates interested in living and working in Saskatchewan or supported by a Saskatchewan employer with a job offer can apply to the SINP for a Certificate of Nomination. Candidates eligible for an SINP Certificate of Nomination will receive work permit support documents to apply for a work permit. Candidates can apply to the federal department of Immigration, Refugee and Citizenship Canada (IRCC) with the provincial nomination for permanent residency. SINP applications are processed by the Immigration Services Branch (ISB). For more information, contact ISB at 1 (833) 613-0485 or <a href="mailto:immigration@gov.sk.ca">immigration@gov.sk.ca</a> .
Ineligible:	The EPA submission does not meet SINP criteria.
International Mobility Program:	This program allows employers to hire or bring in foreign workers without the need of a Labour Market Impact Assessment (LMIA). Exemptions from the LMIA process are available where there are reciprocal benefits for Canadians and other competitive advantages for Canada.
Employer Position Assessment Approval:	Employers applying to the Saskatchewan Immigrant Nominee Program (SINP) will be required to apply for an Employer Position Assessment (EPA) . EPA Approvals are issued by the Recruitment Unit and are required for an SINP application. For more information, contact 1 (833) 613-0485 or <a href="mailto:employerservices@gov.sk.ca">employerservices@gov.sk.ca</a> .
Labour Market Impact Assessment (LMIA):	A document that an employer in Canada must usually get before hiring a foreign worker. A positive LMIA will show that there is a need for a foreign worker to fill the job and that no Canadian worker can do the job. A positive LMIA is sometimes called a Confirmation Letter.

<a href="#">Labour Relations and Workplace Safety:</a>	Labour Relations and Workplace Safety (LRWS) encourages healthy, safe and productive workplaces by setting, promoting and enforcing employment and occupational health and safety standards. LRWS works with businesses, labour groups, workers and other stakeholders to foster a positive environment. For more information, contact LRWS at 1 (833) 613-0485 or <a href="mailto:employer.registration@gov.sk.ca">employer.registration@gov.sk.ca</a> .
<a href="#">North American Industry Classification System (NAIC)</a>	This tool is a standardized system used to classify business establishments based on their economic activities. <a href="#">Search by industry (NAICS codes)</a>
<a href="#">National Occupation Classification (NOC):</a>	This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.
NOC Matrix:	A chart called the <a href="#">National Occupation Classification Matrix 2021</a> shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.
Nominate:	The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Immigration, Refugees and Citizenship Canada) for permanent residency. Nominees apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency and undergo health, security, and criminality checks screening by IRCC.
Permanent Resident Visa:	A document issued by an IRCC visa office overseas to a foreign national. It allows that person to travel to Canada to become a permanent resident.
Permanent Resident:	A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.
Post-Graduation Work Permit:	A document issued by IRCC to eligible foreign students who have: (i) graduated from an approved program of study at an eligible post-secondary institution in Canada that is participating in the Post-Graduation Work Permit Program; (ii) applied to IRCC within 90 days of completing all degree or program requirements. It allows the bearer to work legally in Canada after completing studies
Principal Applicant:	When a family applies together, one member must be the main or "principal" applicant.
Professional License:	In some professions, you require a license in order to work in that occupation (i.e. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Canada, visit <a href="#">Is my occupation regulated?</a> And <a href="#">Job Bank</a> .
Provincial Nominee Program (PNP):	A program that allows provinces and territories to nominate candidates for immigration to Canada.

Provincial or territorial nominee:	Someone who is nominated for immigration to Canada by a provincial or territorial government that has a Provincial Nominee Program. Nominees have the skills, education and work experience needed to make an immediate economic contribution to the province or territory that nominates them.
Recruitment Representatives:	A recruiter is someone who assists an employer in finding a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application. For more information, visit
	<a href="#">Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities.</a>
Recruitment Services:	Services that assist a foreign national or employer to secure employment for a foreign national in Saskatchewan, including: (i) finding or attempting to find employment in Saskatchewan for a foreign national; (ii) assisting or advising an employer in the hiring of a foreign national; (iii) assisting or advising another person in doing the things mentioned in sub clauses (i) and (ii); (iv) referring a foreign national to another person who does the things mentioned in sub clauses (i) and (ii); and (v) providing or procuring settlement services. For more information, refer to <a href="#">Guidelines for Defining Recruitment and Immigration Services.</a>
SINP Registered Employer:	An employer who holds a Certificate of Registration to use with either federal or provincial immigration streams.
Regulated Occupations:	Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. To work in a regulated occupation with mandatory (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation before you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit <a href="#">Is my occupation regulated?</a> And <a href="#">Job Bank.</a>
Settlement Services:	Services provided to assist a foreign national in adapting to the Saskatchewan economy or community.
SINP-Registered Employer:	An approved Saskatchewan employer that is registered with the SINP and can hire foreign workers and nominees.
Study Permit:	A document issued by IRCC that authorizes a foreign national to study at an educational institution in Canada for the duration of the program of study. It sets out conditions for the student, such as: (i) whether their travel within Canada is restricted, and (ii) when they have to leave. An employee on a Study Permit can only work full-time during the off-season.
Submitted for Review:	The application has been successfully completed and is ready for SINP review. An International Recruitment Officer will be in contact shortly.

Suspended:	COR is inactive until further notice.
Temporary Foreign Worker Program:	This program allows employers to hire foreign workers to fill short-term labour and skill shortages when no Canadians are available to do the job. A Labour Market Impact Assessment is needed to hire through this program. Foreign workers hired as part of this program are referred to as temporary foreign workers. They may get a work permit only after a
	Labour Market Impact Assessment has concluded that no Canadians are available to do the job.
Temporary Resident Visa:	An official counterfoil document issued by a visa office abroad that is placed in a person's passport to show that he or she has met the requirements for admission to Canada as a temporary resident (a visitor, student or worker). A counterfoil is a specially designed sticker on which missions abroad print visa information. Informally known as a visitor or tourist visa, the TRV may be issued for single or multiple entries to Canada.
Update Required:	Additional information must be provided by the employer.
Work Permit:	A document issued by IRCC that authorizes a person to work legally in Canada. It sets out conditions for the work such as: (i) the type of work they can do; (ii) the employer they can work for; (iii) where they can work, and; (iv) how long they can work.