

## Foreign Pilot Process Tips

1. **Plan Ahead** - It is important to plan ahead and leave adequate time to advertise the position, complete the application, and allow time for Service Canada to issue an LMO (Labor Market Opinion). Once the LMO has been received, it is forwarded to the pilot so they can apply for the work permit. Upon receipt of the work permit, the pilot will be allowed to travel to Canada to work. This can be a time consuming process so start well before you need the pilot's services.
  
2. **Review Service Canada Rules & Regulations** - the Foreign Worker Department of Service Canada has very strict regulations so read the information extremely thoroughly. Service Canada mandates that Canadians must be hired before foreign workers. As a business owner you must hire someone who meets all aspects of the job you are posting. Make sure your experience and insurance requirements are extremely concise.

**How to Hire a Temporary Foreign Worker (TFW) A Guidebook for Employers at the following website.**

*<http://www.cic.gc.ca/english/resources/publications/tfw-guide.asp>*

**Stream for Higher skilled Occupations - this is a very useful step by step guide.**

*[http://www.esdc.gc.ca/eng/jobs/foreign\\_workers/higher\\_skilled/general/index.shtml](http://www.esdc.gc.ca/eng/jobs/foreign_workers/higher_skilled/general/index.shtml)*

3. **Determine Your Needs** – this will help you create an acceptable advertisement. Be realistic, concise, and accurate with your description. It is recommended to use the format on the Canada Job Bank to determine the information that needs to be gathered to create an acceptable advertisement. Things to include are;
  - Number of pilots required; minimum skill level; and acceptable qualifications.
  - Insurability is a major consideration - so keep in mind. You may want to check with your insurance broker for acceptable criteria, including pilot accident history.
  - Time period you require the pilots - the dates are used to create documentation for the pilots to enter Canada. (Work Permits have validity dates)
  - Type of aircraft they will fly. Once accepted to work in Canada, a pilot is restricted to the aircraft type listed in the advertisement.
  - Location of position available.
  - Type of accommodation provided.
  - Remuneration, (\$ per acre is no longer acceptable), including hours of work per week, overtime requirements and benefits. Workers Compensation coverage is required. Investigate provincial health insurance coverage available in your area.

**4. Advertise** - Once you have all the information required for the advertisement, place the ads. Paying strict attention to the guidelines in the Service Canada Foreign Workers website will be extremely beneficial. You do not want to have to re-advertise if your advertisements are not acceptable.

- Ensure you **print and keep a copy** of each advertisement you place. **You must** attach copies of the advertisements to the foreign worker application. Mandatory advertising is required on The Canada Job Bank. Other advertising sites are The CAAA Classifieds; local and national newspapers; industry publications, (i.e. Ag Air Update, Agricultural Aviation); and aviation publications, (i.e. COPA, Canadian Plane Trade, Plane and Pilot, Wings, etc.)
- Retain all responses to the advertisements - you may be asked about them in your interview with Service Canada Foreign Worker Department. Their goal is to ensure Canadians who meet the requirements of the advertisement are given the opportunity to work.
- If you have a foreign pilot apply to an advertisement, provide them the following information;

#### **Guide 5487 - Applying for a Work Permit outside Canada**

<http://www.cic.gc.ca/english/information/applications/guides/5487ETOC.asp#5487E4>

*They cannot apply for a work permit until the LMO is approved, but they can become informed and gather information.*

**5. Preliminary Information Gathering for the LMO Application** - Check the site;

#### **LABOUR MARKET OPINION APPLICATION HIGHER-SKILLED OCCUPATIONS**

[http://www.servicecanada.gc.ca/eforms/forms/esdc-emp5517\(2014-03-014\)e.pdf](http://www.servicecanada.gc.ca/eforms/forms/esdc-emp5517(2014-03-014)e.pdf)

- Once you have placed the advertisements, start on the application itself. Print the application and gather all the information and documents required to complete it. Fill it in manually - and when the time required for advertising has passed, complete the application online using the information from the above-mentioned form. (There are a few different steps for first time users.)
- Prepare well in advance of sending in any applications. Those with errors or omissions will be required to start the process again.

- 6. Complete the Application** - Submit your application after the advertising time frame is complete. Service Canada will contact you to set up an interview. This can take some time so starting the process early is imperative. After the interview, Service Canada will contact you if they require clarification on any parts of the application. When they have completed their processing you will be notified whether or not your application has been approved. If you are successful, they will forward you a copy of the LMO.
- 7. Work Permit** - Once the LMO is received, forward a copy to the pilot(s) so they can begin their application process with Immigration Canada to obtain a work permit. This step can take 2 - 8 weeks, depending upon where the pilot resides.

**The address for Service Canada Labour Market Opinion Processing Centres is;**

*[http://www.esdc.gc.ca/eng/jobs/foreign\\_workers/scc.shtml#s](http://www.esdc.gc.ca/eng/jobs/foreign_workers/scc.shtml#s)*

**Other factors to take into consideration are;**

- Provincial Pesticide Licence
- The FLVC, (foreign licence validation certificate issued by Transport Canada), required to spray in Canada.

It is suggested the pilot(s) complete the pesticide course before coming to Canada. Dependent upon the province they will be working in, most have a home study course that can be ordered and sent to the pilot. The exam must be written at an approved facility near the pilot's residence. Upon successful completion, a certificate is issued and used to apply for a provincial Agriculture Aerial Pesticide licence.