

Immigration Consultant Compliance Checklist

For Employers Working with Third-Party Representatives

1. Verify the Immigration Consultant

- Confirm the consultant is a member in good standing with the College of Immigration and Citizenship Consultants (CICC) using the official CICC register: <https://register.college-ic.ca/>

2. Understand Your Responsibilities

- Acknowledge that you are accountable for the actions of any third-party representative you engage.
- Check in with TFWs regularly to confirm compliance and identify any concerns. <https://college-ic.ca/protecting-the-public/working-with-an-immigration-consultant>

3. Use Caution

- Carefully review all immigration and recruitment arrangements before proceeding.
- Be cautious of proposals or promises that seem too good to be true.

4. Review Contracts (If Applicable)

- Request a copy of any contract between a TFW and their immigration consultant.
- Confirm you understand any obligations expected of your hotel.
- Ensure fees being charged are reasonable and lawful.
- Verify the scope of services is appropriate and transparent.
- Confirm the arrangement complies with provincial and federal requirements.

5. Oversee Recruitment Activities

- Review and approve all recruitment advertisements placed on your behalf.
- Exercise your right to refuse or discontinue working with any third-party representative engaged by a TFW.

6. Ensure Compliance with LMIA and Recruitment Fee Rules

- Ensure no workers are charged for job placement services, recruitment, or LMIA-related costs.
- Advise workers to report any prohibited fees to the [College of Immigration and Citizenship Consultants \(CICC\)](#) and [Service Canada](#).