

ITA Checklist

Data

- Look at the current inventory (weekly report) to determine how many applications we are looking to receive
- Confirm that the registration data and the total number of registrants to be guaranteed an ITA is correct
- Create a search in the CMS to identify all registrants
- Create a queue in CMS for the "SIRS-ITA (DATE)"
- After the queue is changed, re-export the clients who were issued the ITA into an excel and compare with previous data pulled to ensure further clients did not registration between the time lag
- Download the excel spreadsheet from the CMS search of all registrants to be issued an ITA
 - MAKE SURE TO NOTE THE time that that data is pulled
 - Also include the date that the ITA was issued and the date the ITA expires
- Double check that ppl identified in the spreadsheet to have a ITA are appearing in the CMS after the queue has been changed
- Once the information is confirmed on the ITA spreadsheet, save and password protect it

Approvals

- Ensure that a confirmation email is received from the Director – SI to issue the ITA and is saved to the drive with the final ITA excel spreadsheet
 - Cc everyone in the SI Steering Committee

CMS

- Review ITA letter to ensure the language is correct
 - Ensure that the ITA letter has date and timestamp, including time zone, to indicate when the 30 days of the ITA expires and this date is entered on the ITA excel spreadsheet
- Set up a dummy profile that is issued an ITA for internal staff to monitor the expiry of the ITA
 - Track the dummy profile in the master tracking sheet for the draw

Communications

- Complete ITA form

ITA Checklist

- Once ITA are issued, post the information on the website (ITA page and news page) that includes the draw information
- Send the time and date of the draw to the IOs so they can answer questions about when the draw took place

REGISTRATION SCORE

Registration File Number	
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Registration Form - Education Tab

Highest Level of Education	
Canadian Education	
BC Education	
ECA	
ITA	

Registration Form - BC Job Offer and Work Experience

NOC	
Annual Wage Range	
City/Town	
Currently Working Employer	
In job being offered	

Work Experience Months	In Canada

Registration Form - Language

CLB Level	
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Score Summary

Work Experience	0
Bonus: 1 year Canadian	0
Education Level	0
Bonus: ECA/ITA	0
Bonus: Canadian Education	0
Bonus: BC Education	0
Language	0
NOC Skill	0
Bonus: Top 100	0
Bonus: 00 NOC	0
Bonus: Currently Employer	0
Wage	0
Regional District	0
Total	0

APPLICATION SCORE

Application File Number	
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Application Form - Education/Work Experience

Highest Level of Education	
Canadian Education	
BC Education	
Currently Working Employer	
In job being offered	

Start	End	Months	In Canada

Application - Job Offer

NOC	
Annual Wage Range	
City/Town	

CMS - Submitted Documents

CLB Level	
ECA	
ITA	

Score Summary

Work Experience	0
Bonus: 1 year Canadian	0
Education Level	0
Bonus: ECA/ITA	0
Bonus: Canadian Education	0
Bonus: BC Education	0
Language	0
NOC Skill	0
Bonus: Top 100	0
Bonus: 00 NOC	0
Bonus: Currently Employer	0
Wage	0
Regional District	0
Total	0