



FLAG.DOL.GOV

| Version | Date | Comment |
|---------|----------|---|
| 1.0 | 4.19.23 | Release |
| 1.1 | 5.31.23 | Addendum A update – Link Out of Network PWD |
| 1.2 | 11.15.23 | Addendum B update – Notification Center |
| 1.3 | 5.1.24 | Addendum C update – Case Action Menu |



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*Foreign Labor Application Gateway (FLAG) has been optimized to work with Google Chrome, Safari, and Mozilla Firefox.

Note: This document does not replace the Office of Management and Budget (OMB) approved form instructions. Please reference the OMB approved form instructions for further details in completing the form.

General Instructions:

- Your response to preliminary questions will determine the mandatory fields and/or appendices that you will be required to complete.
- Each question in the form will feature a question mark symbol. Placing your cursor over this symbol will provide further details as documented in the 9089 form instructions.

More information on the filing of the petition Form I-140 for an occupation included on Schedule A or

***Note:** This information will capture the employer's recruitment efforts. Each section is specifically designed to capture the recruitment type used and that the recruitment and Notice of Filing was conducted within the requirements of 20 CFR 656.10, 656.17, 656.18, and 656.21.*

H.b. Occupation Type - All must complete this section. Mark ONE appropriate box below: * ?

- 1a. This application is for a **professional occupation** (which includes a college or university teacher using the competitive recruitment process) and the recruiting was conducted in accordance with 20 CFR 656.18.
- 1b. This application is for a **non-professional occupation** and the recruiting was conducted in accordance with 20 CFR 656.17.
- 1c. This application is for a **college or university teacher** and the candidate was selected using the competitive recruitment process in accordance with 20 CFR 656.18. (Skip c. and d. of Section H. and go to Appendix D)
- 1d. None of the above apply because this application is for a **Schedule A or shepherd occupation**.
- 1e. None of the above apply because this application is for a **professional athlete**.

Note: In accordance with 20 CFR 656.20, non-professional occupation means any occupation for which the attainment of a bachelor's or higher degree is not a usual requirement for the occupation. Only mark one box.

1a. Mark this box if the job opportunity is for a professional occupation other than a college or university teacher filing under 20 CFR 656.18

1b. Mark this box if the job opportunity is for a non-professional occupation.

1c. Mark this box if the job opportunity is for a college or university teacher.

Note: If this option is selected, skip

- To upload files in FLAG, select "browse" and select the file you wish to upload. Please note that the file types are limited to pdf, doc, docs, txt, xls, and xlsx. The maximum file size is 30MB.



How to Submit Form ETA-9089 Application in FLAG.DOL.GOV

1. Ensure that you have created an account using Login.gov. Please use your Login.gov credentials to access [Foreign Labor Application Gateway](#).
Note: For detailed Video Tutorials and User Guides on How to Create a FLAG Account, Logging into FLAG, and Navigation in Your FLAG Account or Profiles, please go to the Support tab on FLAG and click on Video Tutorials or User Guides.
2. Once logged in, the “New Application” tab will automatically launch. The “New Application” tab is used to begin the application process.

FOREIGN LABOR APPLICATION GATEWAY | HELP

Choose an application

- New Application** (highlighted)
- Cases
- Profiles
- My Network

H-2B

Temporary Labor Certification for Non-agricultural Workers

[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9142B](#)
Temporary Labor Certification

H-2A

Temporary Labor Certification for Agricultural Workers

[Learn more](#)

[Form ETA-790/790A](#)
Agricultural Clearance Order

[Form ETA-9142A](#)
Temporary Labor Certification

H-1B | H-1B1 | E-3

Labor Condition Application (LCA) for Specialty Occupations

[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9035/9035E](#)
Labor Condition for Nonimmigrant Workers

CW-1

Transitional Worker Program in the Commonwealth of the Northern Mariana Islands

[Learn more](#)

[Form ETA-9141C](#)
Prevailing Wage Determination

[Form ETA-9142C](#)
Temporary Labor Certification

PERM

Permanent Employment Certification for Workers

[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9089](#)
Permanent Employment Certification

3. Select “Form ETA-9089” under “PERM” to begin filling out an ETA-9089 application.



FOREIGN LABOR APPLICATION GATEWAY HELP

Choose an application

H-2B
Temporary Labor Certification for Non-agricultural Workers
[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9142B](#)
Temporary Labor Certification

H-2A
Temporary Labor Certification for Agricultural Workers
[Learn more](#)

[Form ETA-790/790A](#)
Agricultural Clearance Order

[Form ETA-9142A](#)
Temporary Labor Certification

H-1B | H-1B1 | E-3
Labor Condition Application (LCA) for Specialty Occupations
[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9035/9035E](#)
Labor Condition for Nonimmigrant Workers

CW-1
Transitional Worker Program in the Commonwealth of the Northern Mariana Islands
[Learn more](#)

[Form ETA-9141C](#)
Prevailing Wage Determination

[Form ETA-9142C](#)
Temporary Labor Certification

PERM
Permanent Employment Certification for Workers
[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination

[Form ETA-9089](#)
Permanent Employment Certification

4. **Preliminary Questions:** Select the occupation type (H.b.) for your application by selecting the appropriate radio button.

H.b. Occupation Type - All must complete this section. Mark ONE appropriate box below: *

- 1a. This application is for a **professional occupation** (which includes a college or university teacher not selected using the competitive recruitment process) and the recruiting was conducted in accordance with 20 CFR 656.17(e)(1).
- 1b. This application is for a **non-professional occupation** and the recruiting was conducted in accordance with 20 CFR 656.17(e)(2).
- 1c. This application is for a **college or university teacher** and the candidate was selected using the **competitive recruitment process** in accordance with 20 CFR 656.18. (Skip c. and d. of Section H. and go to Appendix D)
- 1d. None of the above apply because this application is for a **Schedule A or shepherd occupation**.
- 1e. None of the above apply because this application is for a **professional athlete**.

5. If you select the radio button indicating the application is being filed for a professional, non-profession occupation or a college or university teacher using the competitive recruitment process, you will be prompted to indicate if the application must conduct supervised recruitment.



H.b. Occupation Type - All must complete this section. Mark ONE appropriate box below: * [?](#) [Clear](#)

- 1a. This application is for a **professional occupation** (which includes a college or university teacher not selected using the competitive recruitment process) and the recruiting was conducted in accordance with 20 CFR 656.17(e)(1).
- 1b. This application is for a **non-professional occupation** and the recruiting was conducted in accordance with 20 CFR 656.17(e)(2).
- 1c. This application is for a **college or university teacher** and the candidate was selected using the **competitive recruitment process** in accordance with 20 CFR 656.18. (Skip c. and d. of Section H. and go to Appendix D)
- 1d. None of the above apply because this application is for a **Schedule A or shepherd occupation**.
- 1e. None of the above apply because this application is for a **professional athlete**.

H.a. Is the employer required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21? * [?](#)

Yes

No

6. If you are not required to go through supervised recruitment, select “No” for question H.a., and click “Continue” to the next question.
7. If you are required to undergo supervised recruitment select “Yes” and upload the Notice of Supervised Recruitment (NSR).
8. To upload file(s) in FLAG, select “browse” and upload the NSR. Please note that the file types are limited to pdf, doc, docs, txt, xls, and xlsx. The maximum file size is 30MB.

H.a. Is the employer required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21? * [?](#) [Clear](#)

Yes

No

Document Upload - Notice of Supervised Recruitment(NSR) (Mandatory)

Please upload the Notice of Supervised Recruitment(NSR). *

Document Upload - Notice of Supervised Recruitment *

Drop files here or [browse](#).

File types allowed: .pdf, .doc, .docx, .txt, .xls, .xlsx

File size limit: 30MB




9. If you inadvertently selected the wrong document to upload, select the “Clear” button to remove the document, and upload the correct document.

Document Upload - Notice of Supervised Recruitment(NSR) (Mandatory)

Please upload the Notice of Supervised Recruitment(NSR). *

Document Upload - Notice of Supervised Recruitment *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xls, .xlsx
File size limit: 30MB

Notice of Supervised Recruitment.pdf

* IMPORTANT: regardless of what document(s) is uploaded in FLAG, once you submit the application, the document(s) cannot be deleted by you nor the Office of Foreign Labor Certification (OFLC).



How to Link a Prevailing Wage Determination (PWD) Application to an ETA-9089 application

1. To submit an online ETA-9089 application in FLAG, you must link a PWD application to the PERM application. To link a PWD, select “PWD Case Lookup”. This will bring up a pop-up window where you can select the valid PWD case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by the application. Locate the Form ETA-9141, PWD, obtained for the job opportunity from the list and select the checkbox to the left of the PWD case number and click the “Continue” button.

Form ETA 9141 Case Lookup X
CLOSE

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity.
(Use the search below to refine by Case Number, Employer Name, FEIN, Job Title or Determined SOC.)

Type search term here... Search Reset

| Case Number | Employer Name | FEIN | Job Title | Determined SOC | Determination Date |
|--|---------------------|------------|---------------------------------------|----------------|--------------------|
| <input type="radio"/> P-100-22271-547622 | Innealta Capital... | 82-3587641 | Financial Quantitative Analyst | 13-2099.01 | November 8, 2022 |
| <input type="radio"/> P-100-22262-547005 | Black Mamba T... | 45-3865927 | Director Product Strategy | 11-2021.00 | November 1, 2022 |
| <input type="radio"/> P-100-22260-546965 | Washington Re... | 12-3456982 | Physical Therapist - Program Director | 11-9111.00 | September 21, 2022 |
| <input type="radio"/> P-100-22260-546962 | Washington Re... | 12-3456982 | Physical Therapist - Program Director | 11-9111.00 | September 23, 2022 |
| <input type="radio"/> P-100-22259-546956 | The Florida Sta... | 59-1961248 | Linguistics Faculty | 25-1123.00 | September 20, 2022 |
| <input checked="" type="checkbox"/> P-100-22244-520586 | Advanced Shee... | 20-5218544 | Software Engineer | 15-1252.00 | November 1, 2022 |
| <input type="radio"/> P-100-22243-520552 | Sunset Rain | 11-1234567 | Controller | 11-3031.01 | November 1, 2022 |
| <input type="radio"/> P-100-22243-520515 | Masterpiece Ad... | 81-0912239 | Senior Sales Engineer | 41-9031.00 | September 8, 2022 |
| <input type="radio"/> P-100-22243-520512 | SATAD | 01-1112212 | INTERMEDIATE ENGINEER | 17-2051.00 | September 9, 2022 |
| <input type="radio"/> P-100-22243-520508 | CharityRun | 12-3456789 | Cost Accountant | 13-2011.00 | November 2, 2022 |

Page 2 of 9 Continue

2. After a PWD is linked to the application, a notification message requiring you to Go Back or “Acknowledge & Finish”.

! X
CLOSE

1. You have permission from the Employer POC to link the selected PWD.
2. Modifying fields imported from your Prevailing Wage Determination may lead to delays in processing your application.

Back Acknowledge & Finish

Rate ETA-9141 Application

3. Once your PWD is linked to the application, the PWD case number will be listed as in the example below. Click the “Linked 9141” to see the PWD or click “Clear” to remove the PWD case number and link a new PWD. When ready, click the “Continue” button to complete the application or select the “Save & Quit” button to complete the application at a later date. To find unsubmitted cases, please review the Initiated cases list in your Cases menu.



4. If no PWD was created, click on "Create ETA-9141 Application".

Form ETA 9141 Case Lookup

E.1: Enter the valid Prevailing Wage Determination (PWD) case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by this application.

E.2: If a valid PWD has not been obtained due to the employer being required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21, indicate whether a completed Form ETA-9141 is attached to this application.

PRIMARY PW P-100-23030-049332 [Clear](#)

Linked 9141

Select the link above if you would like to review the prevailing wage determination you have associated with this application. If you wish to link a different prevailing wage determination, please use the PWD Case Lookup function above to update this link.



Employer Information

1. Fields in this section will be pre-populated from your linked PWD. Verify information in the fields are correct and complete mandatory fields.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- A Employer Information**
- B Employer Point-of-Contact Information
- C Attorney or Agent Information
- D Foreign Worker Information
- E Job Opportunity and Wage Information
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements
- H.c Professional/Non-Professional Recruitment Information

A.12. Federal Employer Identification Number (FEIN from IRS) * ⓘ
27-2210533

A.13. NAICS Code * ⓘ
11121 — 111219

A.14. Number of current employees on payroll in the area of intended employment * ⓘ

This field is required.

A.15. Year Commenced Business (if household, year issued FEIN) * ⓘ

This field is required.

A.16. Is the employer a closely held corporation, partnership, or sole proprietorship in which the foreign worker has an ownership interest? * ⓘ
 Yes
 No
This field is required.

A.17. Is there a familial relationship between the foreign worker and the owners, stockholders, partners, corporate officers, and/or incorporators? * ⓘ
 Yes
 No
This field is required.

Enter the number of employees currently on the employer's payroll (i.e., employees employed by the employer) in the area of intended employment. The area of intended employment is the area within normal commuting distance of the address of the place of intended employment.

Save & Quit Back Continue



Employer Point-of-Contact Information

1. Fields in this section will be pre-populated from your linked PWD. Verify information is correct and complete mandatory fields.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- B Employer Point-of-Contact Information**
- C Attorney or Agent Information
- D Foreign Worker Information
- E Job Opportunity and Wage Information
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements
- H.c Professional/Non-Professional Recruitment Information

Employer Point-of-Contact Information

An employer point of contact is a person employed by the employer whose position authorizes the person to provide information and supporting documentation concerning the Application for Permanent Employment Certification and to communicate with the Department on behalf of the employer. The employer point of contact should be the individual most familiar with the content of the application and circumstances of the permanent employment offered through this application.

Note: The employer point of contact information in this Section—specifically, the name, telephone number, and email address—must be different from the attorney/agent information listed in Section C, except when an attorney listed in Section C is an employee of the employer.

Name & Title

Select an Employer Point of Contact profile to populate this section (optional)

B.1. Contact's Last (family) Name *

B.2. First (given) Name *

B.3. Middle Name(s) §

B.4. Contact's Job Title *

Address

Select an Attorney/Agent profile to populate this section (optional)

C.1. Indicate the type of representation for the employer in the filing of this application. (Complete the remainder of this section if "Attorney" or "Agent" is marked) *

- Attorney
- Agent
- None

C.2. Attorney or Agent's Last (family) Name § *

C.3. First (given) Name §

C.4. Middle Name(s) §

C.5. Address 1 §

C.6. Address 2 (apartment/suite/floor and number) §

C.10. Country §

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- A Employer Information
- Employer Point-of-Contact Information
- C Attorney or Agent Information**
- D Foreign Worker Information
- E Job Opportunity and Wage Information
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements
- H.c Professional/Non-Professional Recruitment Information



Attorney or Agent Information

1. Fields in this section will be pre-populated from your linked PWD.
2. For question C.1., select the Employer's type of representation.
3. An attorney/agent can be selected from the profiles dropdown options to populate this section, or you can manually enter the information. If unrepresented, select "None." Click "Continue" at the bottom of the screen.

Note: The attorney/agent information in this section—specifically the name, telephone number, and email address—must be different from the employer's point of contact information in Section B, except when an attorney listed in this Section is an employee of the employer.

Questions 17 through 19 in this section must be answered when "Attorney" is selected and instances in which an "Attorney" is acting as an "Agent" in response to question C.1. The answers to questions 18 and 19 below should correspond to the same state for which a bar number was provided in question 17, if any.

Select an Attorney/Agent profile to populate this section (optional)

Populate

C.1. Indicate the type of representation for the employer in the filing of this application. (Complete the remainder of this section if "Attorney" or "Agent" is marked) * [Clear](#)

Attorney
 Agent
 None

C.2. Attorney or Agent's Last (family) Name \$ * [?](#)

This field is required.

C.3. First (given) Name \$ [?](#)

This field is required

Conditional fields appear when Attorney/Agent is selected



Foreign Worker Information

1. Appendix A is the Foreign Worker’s information, which consists of the foreign worker’s contact information, education, qualifications, skills, abilities and proficiencies, and work experience. The employer can go directly to Appendix A by selecting the “Go to Appendix A” link under questions D.1.
2. Choose the appropriate answer for question D.2.

The screenshot shows the 'Foreign Worker Information' section of Form ETA-9089. On the left is a navigation menu with five items: 'Preliminary Questions', 'Employer Information', 'Employer Point-of-Contact Information', 'Attorney or Agent Information', and 'D Foreign Worker Information'. The 'D Foreign Worker Information' item is selected and highlighted. The main content area is titled 'Foreign Worker Information' and contains question D.1, which is partially completed. Below D.1 is a blue button labeled 'Go to Appendix A'. Question D.2 is highlighted with a red box and asks: 'D.2. Has the employer contracted with an agent or attorney that also represents the foreign worker covered by this application? *'. It has two radio button options: 'Yes' and 'No'. At the bottom of the form are three buttons: 'Save & Quit', 'Back', and 'Continue'.

Link to [Appendix A](#) section of User Guide.



Job Opportunity and Wage Information

- Under Job Opportunity and Wage Information, fields E.1 and E.2 were pre-populated from your linked PWD form. Note that these fields are grayed out and cannot be edited.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- E Job Opportunity and Wage Information**
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements

Job Opportunity and Wage Information

Note: The job opportunity and wage information data will be directly imported from the Form ETA-9141, Application for Prevailing Wage Determination associated with the PWD tracking number. The PWD captures the employer and agent information, as well as the specific job requirements, special skills, licenses, certifications, etc., required for the job opportunity. The PWD also lists the specific worksite(s) where the work will be performed. OFLC's electronic filing system will use this same information to confirm the area of intended employment and the job duties and requirements for the job opportunity listed on the Form ETA-9089. By using the PWD tracking number to link and pre-populate certain areas of the Form ETA-9089, OFLC enhances the application submission and review process by reducing the amount of time and potential data entry errors associated with manually entering data into fields that historically have not been linked, which produces more accurate applications that can be reviewed more quickly. This enhancement also limits any modification between the approval of the PWD and the filing of the Form ETA-9089, thus reducing potential clerical errors that would result in a request for information, Audit Notification, or Denial. If the PWD includes two wages, the wage in Section G.4 of the PWD is based on the minimum requirements, and the wage in Section G.5 of the PWD is based on the alternative requirements. The higher of the two wages as the determined prevailing wage must be used when completing the Form ETA-9089, Application for Permanent Employment Certification. The offered wage must be equal to or greater than the higher wage of the two sets of requirements. If the employer submits a Form ETA-9089 with only one set of requirements (whether the minimum or alternative requirements), the offered wage in Section E.3 must be at least the prevailing wage associated with that set of requirements on the PWD.

In the event that an employer must file the Form ETA-9089 by mail, OFLC's electronic filing system will link the approved PWD by tracking number. **The PWD sections that will be linked to the Form ETA-9089 are the Employer Information, Attorney or Agent Information, the Wage Source, and the Job Offer Information.**

E.1. Enter the valid Prevailing Wage Determination (PWD) case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by this application. * ?

P-100-23005-049134

E.2. If a valid PWD has not been obtained due to the employer being required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21, indicate whether a completed Form ETA-9141 is attached to this application. * ?

Yes

- If the incorrect PWD case number was linked to the PERM application, the employer can go back to the preliminary question section and link the correct PWD case number to the application. The employer must verify all fields are accurate and complete.

E.1. Enter the valid Prevailing Wage Determination (PWD) case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by this application. * ?

P-100-24057-053156

E.2. If a valid PWD has not been obtained due to the employer being required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21, indicate whether a completed Form ETA-9141 is attached to this application. * ?

Yes

No

N/A

Your 9141 Prevailing Wage

157000

Your 9141 Prevailing Wage Rate

Annual



3. Enter the wage date into the Offered Wage fields (E.3. – E.5.) and click the “Continue” button at the bottom of the page.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- E Job Opportunity and Wage Information**
- F.a Worksite Information
- F.b Additional Worksites
- F.c Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements

Your 9141 Prevailing Wage
63918

Your 9141 Prevailing Wage Rate
Annual

E.3. Offered Wage * ⓘ
From *
\$000,000.00
To
\$000,000.00

E.4. Per (Choose only one) * ⓘ
 Hour
 Week
 Bi-Weekly
 Month
 Year

E.5. Additional conditions about the offered wage (Enter up to 500 characters) § ⓘ



Worksite Information

1. If your linked PWD has one worksite identified, the worksite information from your PWD will be pre-populated for you in Section F.a. Enter the appropriate response to question F.a.1. Click “Continue”.

Form ETA-9089
Permanent Employment Certification

Preliminary Questions

Employer Information

Employer Point-of-Contact Information

Attorney or Agent Information

Foreign Worker Information

Job Opportunity and Wage Information

F.a. Worksite Information

Additional Worksites

Other Definable Geographic Area(s)

Additional Job Opportunity Information and Other Requirements

Professional/Non-Professional Recruitment Information

Worksite Information

There is 1 field level error on this page

- Field F.a.1: This field is required.

Note: It is important for the employer to define the area of intended employment with as much geographic specificity as possible by identifying every worksite location where work will be performed. This information is used for purposes of reviewing and verifying regulatory compliance with advertising, notice posting, and prevailing wage requirements.

F.a.1. Type of worksite location that best describes where work will be performed (Choose Only One) * ?

Business Premises

Employer's private household (includes live-in and domestic household worker)

Employee's private residence (when work is performed directly out of the residence)

No one specific worksite address or physical location

This field is required.

F.a.2. Worksite Address * ?

123 Main St

F.a.3. Worksite Address (apartment/suite/floor and number) § ?

F.a.4. City * ?

City

F.a.6. State/District/Territory * ?

FLORIDA

2. If the linked PWD has multiple worksites identified, you will see a blue bar as shown below with a “Select Worksite” button. Click “Select Worksite”. The system will provide a list of worksites indicated on the linked PWD.



Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- F.a Worksite Information**

Worksite Information

Note: It is important for the employer to define the area of intended employment with as much geographic specificity as possible by identifying every worksite location where work will be performed. This information is used for purposes of reviewing and verifying regulatory compliance with advertising, notice posting, and prevailing wage requirements.

Select a worksite location to populate this section

Select Worksite

F.a.1. Type of worksite location that best describes where work will be performed (Choose Only One) * ?

- Business Premises
- Employer's private household (includes live-in and domestic household worker)
- Employee's private residence (when work is performed directly out of the residence)
- No one specific worksite address or physical location

This field is required.

F.a.2. Worksite Address * ?

3. Select the radio button for the worksite you want and click "Finish". The worksite information from will be pre-populated in Section F.a. To add additional worksites, select Yes to question F.b.1.

Select Worksite X CLOSE

Select a worksite below from your Prevailing Wage Determination(s), which is relevant to the employment described in this application.

| City | State | County | MSA Name / OES ... |
|-------------------------------|--------------------|--------------------|-----------------------|
| <input type="radio"/> Atlanta | GEORGIA | FULTON | Atlanta-Sandy Spri... |
| <input type="radio"/> City 1 | TEXAS | | Dallas-Fort Worth-... |
| <input type="radio"/> City 4 | DISTRICT OF COL... | DISTRICT OF COL... | Washington-Arlingt... |
| <input type="radio"/> City 3 | DELAWARE | KENT | Dover, DE |
| <input type="radio"/> city 2 | GEORGIA | | Augusta-Richmond... |

< Page of 1 >

Finish



4. Complete field F.a.1 to indicate the type of worksite location. Click “Continue”.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information

Worksite Information

Note: It is important for the employer to define the area of intended employment with as much geographic specificity as possible by identifying every worksite location where work will be performed. This information is used for purposes of reviewing and verifying regulatory compliance with advertising, notice posting, and prevailing wage requirements.

F.a.1. Type of worksite location that best describes where work will be performed (Choose Only One) * ?

- Business Premises
- Employer's private household (includes live-in and domestic household worker)
- Employee's private residence (when work is performed directly out of the residence)
- No one specific worksite address or physical location

5. If you choose “No one specific worksite address or physical location” some of the responses to questions in section F.a. will indicate “N/A” and you will be prompted to continue to section F.b. Additional Worksites. Click “Continue”.

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Permanent Employment Certification

- ✓ Preliminary Questions
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- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- F.a. Worksite Information**
- F.b. Additional Worksites
- F.c. Other Definable Geographic Area(s)

Worksite Information

Note: It is important for the employer to define the area of intended employment with as much geographic specificity as possible by identifying every worksite location where work will be performed. This information is used for purposes of reviewing and verifying regulatory compliance with advertising, notice posting, and prevailing wage requirements.

F.a.1. Type of worksite location that best describes where work will be performed (Choose Only One) * ? [Clear](#)

- Business Premises
- Employer's private household (includes live-in and domestic household worker)
- Employee's private residence (when work is performed directly out of the residence)
- No one specific worksite address or physical location

F.a.2. Worksite Address * ?

N/A

F.a.3. Worksite Address (apartment/suite/floor and number) \$?

N/A

F.a.4. City * ?

N/A

F.a.6. State/District/Territory * ?

N/A



Additional Worksites

1. If you have multiple worksites, they should have been identified in Appendix A of your linked PWD. If you have multiple worksites, select “Yes” to question F.b.1. You will also have to complete Appendix B.

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Permanent Employment Certification

Preliminary Questions
Employer Information
Employer Point-of-Contact Information
Attorney or Agent Information
Foreign Worker Information
Job Opportunity and Wage Information
Worksite Information
F.b. Additional Worksites

There is 1 field level error on this page

- Field F.b.1: This field is required.

Note: Additional worksites must be one or more of the additional worksites identified in Appendix A of the Form ETA-9141 for this specific job opportunity and must have the appropriate wage offer rate. Worksites within the same Bureau of Labor Statistics (BLS) Area (Metropolitan or Non-Metropolitan Statistical Areas) should also be listed if a Notice of Filing will be posted at that location.

F.b.1. Will work be performed in geographic areas other than the one identified in Section F.a.? [?]

Yes
 No

This field is required.

F.b.2. If "yes" is marked in question F.b.1 indicate whether a completed Appendix B is attached to this application. ^{§ ?}

[Go to Appendix B](#)

[Save & Quit](#) [Back](#) [Continue](#)

Note: if you selected “No one specific worksite address or physical location” in question F.a.1, the system automatically puts in a “Yes” in question F.b.1 and the “No” response is grayed out.

Link to [Appendix B](#) section of this user guide.



Other Definable Geographic Area(s)

1. In question F.c.1., enter the geographic area(s) where work will be performed.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- A Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- F.c. Other Definable Geographic Area(s)

Other Definable Geographic Area(s)

IMPORTANT: Complete this question only where the specific MSA(s) are not known or the expected area(s) of intended employment are dispersed over a wide geographical area. If submitting this form non-electronically, and not applicable, enter "N/A". If the job opportunity requires roving, travel or possible relocation, enter the phrase "Various Worksites", otherwise, enter "N/A".

F.c.1. Identify the geographic area(s) where work will be performed. For example, this can include a listing of cities or townships/states, counties/states, or states located within a geographic region (up to 1,500 characters). § ?

0 / 1500 character limit



Additional Job Opportunity Information and Other Requirements

1. Respond to questions G.1. through G.12. If you decide to change your answer to any of these questions, please select “Clear” next to each question. This will clear the initial and dependent fields.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
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- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements**

Additional Job Opportunity Information and Other Requirements

IMPORTANT INSTRUCTIONS FOR QUESTIONS 6 THROUGH 12

For each question marked “Yes,” the employer **must complete one (1) section** of the Form ETA-9089 – Appendix C to provide a brief explanation justifying the response.

G.1. Is this a permanent position offering full-time employment of generally 35 hours or more? * ⓘ

Yes
 No

G.2. Is the employer seeking permanent labor certification for a live-in household domestic service worker? * ⓘ

Yes
 No

G.2a. If “Yes” is marked in question G.2, indicate whether the foreign worker possesses one year of paid experience as a live-in household domestic service worker? § ⓘ

Yes
 No
 N/A

G.2b. If “Yes” is marked in Question G.2, indicate whether the employer and foreign worker have executed the required employment contract? § ⓘ

Yes
 No
 N/A

G.2c. If “Yes” is marked in Question G.2b, indicate whether the employer provided a copy of the employment contract to the foreign worker? § ⓘ

2. Questions G.6. – G.12. will determine if an Appendix C is required as part of the PERM application. If you answer “Yes” to any of these questions, you will need to complete Appendix C to provide additional information for these questions. Click “Continue”.



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Permanent Employment Certification

- Preliminary Questions
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- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- G Additional Job Opportunity Information and Other Requirements**
- H.C Professional/Non-Professional Recruitment Information
- H.D Additional Recruitment Requirements for Professional Occupations
- H.E Notice of Posting
- I Employer Labor Condition Statements

IMPORTANT: If "Yes" is marked in any of the questions below, complete the respective section of the Form ETA-9089, **Appendix C** to provide a brief explanation justifying response.

[Go to Appendix C](#)

G.6. Does the job opportunity require the worker to live on the employer's premises? · ?

Yes
 No

G.7. Does the job opportunity in Section F of the PWD identified in Question E.1 involve a combination of occupations? · ?

Yes
 No

G.8. Is proficiency in a foreign language required or preferred to perform the job duties identified in Section F of the PWD identified in Question E.1? · ?

Yes
 No

G.9. Do the job requirements identified in Section F of the PWD identified in Question E.1 exceed the Specific Vocational Preparation(SVP) level assigned to the occupation as how in the O*NET Job Zones? · ?

Yes
 No
 N/A

G.10. Did the employer use a credentialing service to qualify the foreign worker's education and/or experience requirements in Section F of the PWD identified in Question E.1? · ?

Yes
 No
 N/A

G.11. Has the employer received payment of any kind for the submission of this application? · ?

Yes
 No

G.12. Has the employer had a layoff in the occupation involved in this application or in a related occupation within the 6 months immediately preceding the filing of this application in the area of intended employment? · ?

Yes
 No

[Save & Quit](#) [Back](#) [Continue](#)

Link to [Appendix C](#) section of this user guide.



Professional/Non-Professional Recruitment Information

1. Answer questions H.c.1a through H.C.3b. Click “Continue”.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
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- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- H.c. Professional/Non-Professional Recruitment Information**
- H.d. Additional Recruitment Requirements for Professional Occupations
- H.e. Notice of Posting
- I. Employer Labor Condition Statements

Professional/Non-Professional Recruitment Information

Note: In accordance with 20 CFR 656.17(e)(1)(i), two (2) of the steps—a job order and two print advertisements — are mandatory for all applications, except applications for college or university teachers selected in a competitive selection and recruitment process, as provided in 20 CFR 656.18.

Note: The mandatory recruitment steps for professional occupations must be conducted at least 30 days, but no more than 180 days, before filing the application.

H.c.1a. Start date of SWA job order § ⓘ

H.c.1b. End date of SWA job order § ⓘ

H.c.2. Is there a Sunday edition of a newspaper (of general circulation) in the area of intended employment? § ⓘ

Yes
 No
 N/A

H.c.2a. Name of the newspaper of general circulation in which an advertisement was placed § ⓘ

H.c.2b. Advertisement date § ⓘ

H.c.3. Which of the following did the employer use to place the other advertisement for the job opportunity? (Choose only one) § ⓘ

Newspaper of general circulation
 Professional journal
 N/A

H.c.3a. Name of the newspaper or professional journal in which an advertisement was placed § ⓘ

H.c.3b. Advertisement date § ⓘ

Note: If your selected occupation type is Professional Athlete OR college or university teacher selected using the competitive recruitment process, the system will automatically mark this section “complete” as this section is not needed.



Additional Recruitment Requirements for Professional Occupations

1. If you selected professional occupation in the preliminary questions, you will be required to identify at least 3 additional recruitment steps.
2. Check the appropriate boxes next to the recruitment event. Enter “From” and “To” dates using the date picker or manually input using the mm/dd/yyyy format.
3. If you need to delete an entry, uncheck the box next to the recruitment event and click the x next to date entry in the date fields. Click “Continue”.

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- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- Professional/Non-Professional Recruitment Information
- Additional Recruitment Requirements for Professional Occupations**

Additional Recruitment Requirements for Professional Occupations

! There is 1 field level error on this page
 • Field H.d: Please complete at least three.

Note: If the job for which certification is sought is in a professional occupation, the employer must select three additional recruitment steps from the alternatives listed in 20 CFR 656.17(e)(1)(i)(A)-(J). Only one of the additional steps may consist solely of activity that took place within 30 days of the filing of the application. None of the steps may have taken place more than 180 days prior to filing the application, in accordance with 20 CFR 656.17(e)(1)(i).

Important: A minimum of three (3) recruitment events listed below must be completed

Please complete at least three.

| | Recruitment Event | From | To |
|--------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> | Job fair § | 1.a <input type="text" value="mm/dd/yyyy"/> ? | 1.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Employer website § | 2.a <input type="text" value="mm/dd/yyyy"/> ? | 2.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Job search website § | 3.a <input type="text" value="mm/dd/yyyy"/> ? | 3.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | On-campus recruiting § | 4.a <input type="text" value="mm/dd/yyyy"/> ? | 4.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Trade or professional organization § | 5.a <input type="text" value="mm/dd/yyyy"/> ? | 5.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Private employment firm § | 6.a <input type="text" value="mm/dd/yyyy"/> ? | 6.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Employee referral program § | 7.a <input type="text" value="mm/dd/yyyy"/> ? | 7.b <input type="text" value="mm/dd/yyyy"/> ? |
| <input type="checkbox"/> | Campus placement office § | 8.a <input type="text" value="mm/dd/yyyy"/> ? | 8.b <input type="text" value="mm/dd/yyyy"/> ? |

Note: If your selected occupation type is Non-Professional, Professional Athlete OR College or University Teacher selected using the competitive recruitment process, the system will automatically mark this section “complete” as this section is not needed.



Notice of Posting

1. Select one or more checkboxes for Notice of Posting then click “Continue”.

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Permanent Employment Certification

- Preliminary Questions
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- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- Professional/Non-Professional Recruitment Information

Notice of Posting

Note: The employer must provide notice of the filing of the Application for Permanent Employment Certification and must be able to document that notice was provided to the bargaining representative, or if there is no bargaining representative, by posting the notice to the employer’s employees at the facilities or location(s) of employment, as indicated in Form ETA-9089 – Appendix B, in accordance of 20 CFR 656.10(d). Mark **ALL** boxes that apply in this section, but please note that 1c and 1d should only be selected if 1b is selected, and only one box should be selected if 1a, 1e, or 1f is selected.

H.e.1a Bargaining Representative [?](#)

Notice of this filing has been provided to the bargaining representative for workers in the occupation in which the foreign worker will be employed at least 30 days before, but not more than 180 days before, the date the application was filed.

H.e.1b No Bargaining Representative - Physical Notice [?](#)

Notice of this filing has been physically posted to employees for consecutive business days in a conspicuous location at the places of employment at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1c No Bargaining Representative - Electronic Notice [?](#)

Notice of this filing has been disseminated electronically at least one (1) time, which is the employer’s normal practice of informing current employees of job vacancies at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1d No Bargaining Representative - In-House Notice [?](#)

Notice of this filing has been disseminated using all in-house media, which is the employer’s normal practice of informing current employees of job vacancies at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1e No Bargaining Representative - Private Household [?](#)

Notice of this filing has been posted physically and/or disseminated electronically, in accordance with the employer’s normal practice of informing current employees in the private household at least 30 days before, but not more than 180 days before, the date this application was filed.

H.e.1f [?](#)

The employer **DID NOT** post the notice of filing.

Save & Quit

Back

Continue



Employer Labor Condition Statements

1. Read the employer attestations, check the “I certify” box, and then click “Continue”.

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- Additional Job Opportunity Information and Other Requirements
- Professional/Non-Professional Recruitment Information
- Additional Recruitment Requirements for Professional Occupations
- Notice of Posting

Employer Labor Condition Statements

Note: Read the employer attestations carefully before signing. It is the employer’s responsibility to verify the accuracy of the application and to understand all of the attestations in this section. Applications for Professional Athletes must attest to only conditions 1 – 7.

- (1) The offered wage equals or exceeds the prevailing wage determined pursuant to 20 CFR 656.40 and 656.41, and the wage the employer will pay to the foreign worker to begin work will equal or exceed the prevailing wage that is applicable at the time the foreign worker begins work or from the time the foreign worker is admitted to take up the certified employment.
- (2) The wage offered is not based on commissions, bonuses, or other incentives, unless the employer guarantees a prevailing wage paid on a weekly, bi-weekly, or monthly basis that equals or exceeds the prevailing wage.
- (3) The employer has enough funds available to pay the wage or salary offered the foreign worker.
- (4) The employer will be able to place the foreign worker on the payroll on or before the date of the foreign worker’s proposed entrance into the United States.
- (5) The job opportunity does not involve unlawful discrimination by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
- (6) The employer’s job opportunity is not:
 - (i) Vacant because the former occupant is on strike or locked out in the course of a labor dispute involving a work stoppage; or
 - (ii) At issue in a labor dispute involving a work stoppage.
- (7) The job opportunity’s terms, conditions, and occupational environment are not contrary to Federal, state or local law.
- (8) The job opportunity has been and is clearly open to any U.S. worker.
- (9) The U.S. workers who applied for the job opportunity were rejected for lawful job-related reasons.
- (10) The job opportunity is for full-time, permanent employment for an employer other than the foreign worker.

1. I certify under penalty of perjury my knowledge of and compliance with the applicable Labor Condition Statements above covering the conditions of employment for the job opportunity and foreign worker covered by this application. 20 CFR 656.10(c).

Save & Quit

Back

Continue



Preparer

1. Complete this section only if the Preparer of this application is a person other than the Employer Point of Contact or the Attorney/Agent. This section is not required. Click "Continue."

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- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements

Preparer

Complete this section if the preparer of this application is a person other than the one identified in either Section B (employer point of contact) or section C (attorney or agent) of this application.

J.1. Last (family) Name § ?

J.2. First (given) Name § ?

J.3. Middle Name(s) § ?

J.4. Law Firm/Business FEIN § ?

J.5. Law Firm/Business Name § ?

J.6. Law Firm/Business Email Address § ?



APPENDICES

Appendix A.A - Foreign Worker Contact Information

1. Under Foreign Worker, enter the mandatory information.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Appendix A.A - Foreign Worker Contact Information

Note: The foreign worker information in this section must be different from the attorney/agent information listed in Section C and **must be different** from the employer information listed in sections B and C, unless the employer's job opportunity is for a live-in household domestic service worker. Appendix A must be submitted with the Form ETA-9089 in order for the application to be considered complete. If filing electronically, Appendix A will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089 – Appendix A, and all other required appendices. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

Foreign Worker

A.1. Foreign Worker's Last (family) Name * ?

A.2. Foreign Worker's First (given) Name * ?

A.3. Foreign Worker's Middle Name(s) * ?

2. Enter Foreign Worker address information.

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- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Foreign Worker - Address

A.4. Address 1 (current) * ?

A.5. Address 2 (apartment/suite/floor and number) § ?

A.9. Country * ?

A.6. City * ?

A.7. State * ?

A.8. Postal Code * ?

A.10. Province § ?



3. Enter Foreign Work Citizenship Information and click “Continue”.

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Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements
- ✓ Professional/Non-Professional Recruitment Information

A.7. State * [?](#)

A.8. Postal Code * [?](#)

A.10. Province § [?](#)

Foreign Worker - Citizenship

A.11. Date of Birth (mm/dd/yyyy) * [?](#)

A.12. Class of Admission * [?](#)

A.13. Alien Registration Number (A#) (if applicable) * [?](#)

A.14. Country of Birth * [?](#)

A.15. Country of Citizenship or Nationality * [?](#)

Save & Quit

Back

Continue



Appendix A.B - Foreign Worker Education

1. Click on the blue hyperlink “+ Add Foreign Worker Education”.

The screenshot shows the 'Form ETA-9089 Permanent Employment Certification' interface. On the left is a vertical navigation menu with steps: Preliminary Questions, Employer Information, Employer Point-of-Contact Information, Attorney or Agent Information, Foreign Worker Information, Job Opportunity and Wage Information, Worksite Information, and Additional Worksites. The 'Foreign Worker Information' step is currently active. The main content area is titled 'Appendix A.B - Foreign Worker Education'. It contains a note about providing educational information and a table with columns: Education, Major, Institution, Country, Month/Year, and Actions. A red box highlights a blue hyperlink '+ Add Foreign Worker Education' in the 'Education' column. Below the table are 'Save & Quit', 'Back', and 'Continue' buttons.

2. Complete fields 1 – 1.e. for any education relevant to job opportunity and click Save.

The screenshot shows a modal window titled 'Add Foreign Worker Education'. It contains the following fields and options:

- 1. Education: U.S. Diploma/Degree attained relevant to the job opportunity * [Clear](#)
 - None
 - High School/GED
 - Associate
 - Bachelor's
 - Master's
 - Doctorate (PhD)
 - Other Degree (JD, MD, etc.)
- 1.a If "Other Degree" in question 1, specify the diploma/degree attained * [?](#)
- 1.b Specify major(s) and/or field(s) of study (may list more than one related major and more than one field) * [?](#)
- 1.c Name of Institution that issued the degree/diploma * [?](#)
- 1.d Name of Country of institution identified in question 1c * [?](#)
- 1.e Month/year attained * [?](#)

At the bottom of the modal are three buttons: 'Remove Foreign Worker Education' (in red), 'Cancel', and 'Save'.



- 3. Under “Actions”, you can click “Edit” to modify or remove the education information you entered.

Form ETA-9089
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- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites

Appendix A.B - Foreign Worker Education

Note: This section is required if there is an educational requirement for the job opportunity. Identify any relevant diplomas/degrees attained that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. List the most recent diploma/degree attained first and complete every field for each set. This section will collect five (5) sets of diplomas/degrees. For electronic filings, if the employer needs to disclose more sections of educational attainment information, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of educational attainment sets B.c through B.e under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional educational information in any other form or format will not be accepted.**

If the foreign worker does not hold relevant U.S. diplomas/degrees or foreign equivalent, mark “None” in question 1 and in questions 1a through 1e, enter “N/A” or leave blank, as appropriate. Where the foreign worker attained a diploma/degree outside the U.S., mark “Other” and specify the U.S. equivalent of the diploma/degree.

1 Foreign Worker Education

| Education | Major | Institution | Country | Month/Year | Actions |
|--------------|-----------|-----------------|----------|------------|----------------------|
| Other Degree | Major ABC | Institution ABC | MALAYSIA | 12/2015 | Edit |

[+ Add Foreign Worker Education](#)

Save & Quit

Back

Continue



Appendix A.C - Foreign Worker Training Qualifications

1. Click on the blue hyperlink “+ Add Foreign Worker Training”.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information

Appendix A.C - Foreign Worker Training Qualifications

Note: This section is required if training, a certification(s), and/or a license(s) is required for the job opportunity. Identify any relevant completed training programs, coursework, and/or other training experience (other than employment) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, programs, coursework, training experience (other than employment), etc. List the most recent training completed first. Be sure to complete every field for each set. This section will collect three (3) sets of information related to training, certifications, and/or licensure. For electronic filings, if the employer needs to disclose more sections of training, certification, and/or licensure information, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of training, certification, and/or licensure information sets C.a through C.c under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional training qualifications in any other form or format will not be accepted.**

Foreign Worker Training

| Institution | Name of Training | Certification(s) | Start Date | End Date | Awarded Date | Actions |
|---|------------------|------------------|------------|----------|--------------|---------|
| + Add Foreign Worker Training | | | | | | |

Save & Quit Back Continue

2. Complete fields 1 – 1.e. for the institution, school, or training provider that conducted the foreign worker training and click Save.

Add Foreign Worker Training ✕

1 Name of Institution/School/Training provider * ?

1.a Name of training, coursework, experience received * ?

1.b Training/certifications/licenses attained (if applicable) * ?

1.c Start date of training ?

1.d End date of training ?

1.e Month/year awarded ?

Cancel Save

3. Under Actions, you can click “Edit” to modify or remove the training information you entered.



- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Appendix A.C - Foreign Worker Training Qualifications

Note: This section is required if training, a certification(s), and/or a license(s) is required for the job opportunity. Identify any relevant completed training programs, coursework, and/or other training experience (other than employment) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, programs, coursework, training experience (other than employment), etc. List the most recent training completed first. Be sure to complete every field for each set. This section will collect three (3) sets of information related to training, certifications, and/or licensure. For electronic filings, if the employer needs to disclose more sections of training, certification, and/or licensure information, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of training, certification, and/or licensure information sets C.a through C.c under this section of the Appendix to complete and attach to the Form ETA-9089 **Submission of additional training qualifications in any other form or format will not be accepted.**

1 Foreign Worker Training

| Institution | Name of Training | Certification(s) | Start Date | End Date | Awarded Date | Actions |
|-------------------------|------------------|------------------------|------------|----------|--------------|-------------------------------------|
| PM Training Institute A | Training A | Training A Certificate | 01/2015 | 12/2017 | 01/2018 | <input type="button" value="Edit"/> |

[+ Add Foreign Worker Training](#)



Appendix A.D - Foreign Worker Skills

1. Click on the blue hyperlink “+ Add Skills, Abilities, and Proficiencies”.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information

Appendix A.D - Foreign Worker Skills

Note: This section is required if there are special skills, abilities, and/or proficiencies required for the job opportunity. Identify any other relevant specific skills, abilities, and/or proficiencies the foreign worker possesses for the minimum requirements of the job opportunity for which the employer is seeking permanent labor certification. Identify with whom (e.g., employer, school, training provider) and the geographic location (e.g., United States of America, Maryland) the foreign worker attained these skills, abilities, and/or proficiencies. This section will collect two (2) sets of information related to skills, abilities, and/or proficiencies. For electronic filings, if the employer needs to disclose more sections of skills, abilities, and/or proficiencies, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of skills, abilities, and proficiencies sets D.a and D.b under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional skills, abilities, and/or proficiencies in any other form or format will not be accepted.**

Skills, Abilities, and Proficiencies

| Employer/Institution/School/Training Name | Country | State | Territory/Province | Actions |
|--|---------|-------|--------------------|---------|
| + Add Skills, Abilities, and Proficiencies | | | | |

Save & Quit Back Continue

2. Complete fields 1 – 1.c. for the employer, institution, school, or training provider in which the foreign worker attained the skills, abilities, and/or proficiencies and click Save.

Skills, Abilities, and Proficiencies

1. Name of Employer/Institution/School/Training Provider ⓘ

Employer ABC

1.a. Country * ⓘ

UNITED STATES OF AMERICA

1.b. State, Territory, or Province * ⓘ

GEORGIA

1.c. Description of specific skills, abilities, and/or proficiencies the foreign worker possesses or attained, which help establish whether the foreign worker meets the requirements identified for the job opportunity. (up to 1,500 characters) * ⓘ

Gained specific skills, abilities, and/or proficiencies to meet requirements for the job opportunity.

101 / 1500 character limit

Cancel Save



3. Under Actions, you can click “Edit” to modify or remove the training information you entered.

Form ETA-9089
Permanent Employment Certification

- Preliminary Questions
- Employer Information
- Employer Point-of-Contact Information
- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites

Appendix A.D - Foreign Worker Skills

Note: This section is required if there are special skills, abilities, and/or proficiencies required for the job opportunity. Identify any other relevant specific skills, abilities, and/or proficiencies the foreign worker possesses for the minimum requirements of the job opportunity for which the employer is seeking permanent labor certification. Identify with whom (e.g., employer, school, training provider) and the geographic location (e.g., United States of America, Maryland) the foreign worker attained these skills, abilities, and/or proficiencies. This section will collect two (2) sets of information related to skills, abilities, and/or proficiencies. For electronic filings, if the employer needs to disclose more sections of skills, abilities, and/or proficiencies, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of skills, abilities, and proficiencies sets D.a and D.b under this section of the Appendix to complete and attach to the Form ETA-9089. **Submission of additional skills, abilities, and/or proficiencies in any other form or format will not be accepted.**

1 Skills, Abilities, and Proficiencies

| Employer/Institution/School/Training Name | Country | State | Territory/Province | Actions |
|---|--------------------------|---------|--------------------|----------------------|
| Employer ABC | UNITED STATES OF AMERICA | GEORGIA | | Edit |

[+ Add Skills, Abilities, and Proficiencies](#)

[Save & Quit](#)

[Back](#)

[Continue](#)



Appendix A.E - Foreign Worker Work Experience

1. Click on the blue hyperlink “+ Add Foreign Worker Work Experience”.

Form ETA-9089
Permanent Employment Certification

Appendix A.E - Foreign Worker Work Experience

Note: This section is required if there are experience requirements for the job opportunity. Identify any relevant employment experiences (other than training) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, paid and unpaid experience, internships, apprenticeships, etc. List the most recent experience first. This section will collect one (1) set of information related to work experience. For electronic filings, if the employer needs to disclose more sections of work experience, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of the work experience set E.a of the Appendix to complete and attach to the Form ETA-9089. **The employer must complete every field for each set and submission of additional work experience information in any other form or format will not be accepted.**

DO NOT include contact information (e.g., telephone number, email address) of the employer and the name(s) of the foreign worker's supervisor(s) or manager(s).

DO NOT include periods of unemployment.

Foreign Worker Work Experience

| Employer Name | Country | Job Title | Actions |
|--|---------|-----------|---------|
| + Add Foreign Worker Work Experience | | | |

Save & Quit Back Continue

2. Complete fields 1 – 1.l. for the business, person, association, firm, corporation, or organization, i.e., the employer that employed the foreign worker and click Save.

Add Foreign Worker Work Experience

1 Employer Name ?
Employer ABC

1.a Address 1 * ?
Address 1

1.b Address 2 ?
N/A

1.c City or Town * ?
City1

1.d Postal Code * ?
12345

1.e Country * ?
UNITED STATES OF AMERICA

1.f State, Territory, or Province * ?
GEORGIA

1.g Job Title * ?
Job Title 1

1.h Start Date * ?
11/2000

1.i End Date * ?
06/2022

1.j. Present * ? Clear
 Yes
 No

1.k Hours Worked Per Week ?
40

1.l Job Duties: Specify details of the job work (work tasks performed, use of tools/equipment, supervision, etc.) (up to 3,500 characters) * ?
Job details
11 / 3500 character limit

Cancel Save



- 3. Under Actions, you can click “Edit” to modify or remove the work experience information you entered.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)

Appendix A.E - Foreign Worker Work Experience

Note: This section is required if there are experience requirements for the job opportunity. Identify any relevant employment experiences (other than training) that qualify the foreign worker for the job opportunity for which the employer is seeking permanent labor certification. This may include, but is not limited to, paid and unpaid experience, internships, apprenticeships, etc. List the most recent experience first. This section will collect one (1) set of information related to work experience. For electronic filings, if the employer needs to disclose more sections of work experience, the filing system will automatically provide the employer with the option of adding more sets until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of the work experience set E.a of the Appendix to complete and attach to the Form ETA-9089. **The employer must complete every field for each set and submission of additional work experience information in any other form or format will not be accepted.**

DO NOT include contact information (e.g., telephone number, email address) of the employer and the name(s) of the foreign worker's supervisor(s) or manager(s).

DO NOT include periods of unemployment.

1 Foreign Worker Work Experience

| Employer Name | Country | Job Title | Actions |
|---------------|--------------------------|-------------|----------------------|
| Employer ABC | UNITED STATES OF AMERICA | Job Title 1 | Edit |

[+ Add Foreign Worker Work Experience](#)

Save & Quit

Back

Continue



Appendix B – Additional Worksite Information

1. Click on “Add Worksites”. You can only add worksites identified in Appendix A of the Form ETA-9141 PWD application. In the Add Worksite(s) pop-up box, select the worksite(s) and click on Finish.

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- Preliminary Questions
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- Attorney or Agent Information
- Foreign Worker Information
- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- Professional/Non-Professional Recruitment Information
- Additional Recruitment Requirements for

Appendix B - Additional Worksite Information

Note: Employers are required to complete Appendix B when “Yes” is marked for question b.1 under Section F on the Form ETA-9089, indicating that work for the job opportunity will be performed in geographic areas other than the one identified under Section F.a on the application.

If filing electronically, Appendix B will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089, Appendix A, and all other required appendices in order for the application to be considered complete. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect five (5) sections of additional worksite information. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

Submission of additional worksite information in any other form or format will not be accepted. Additional worksites must be one or more of the additional worksites identified in Appendix A of the Form ETA-9141 for this specific job opportunity associated with the PWD tracking number in section E.1 of the Form-ETA-9089 and must have the appropriate wage offer rate. Worksites within the same BLS Area (Metropolitan or Non-Metropolitan Statistical Areas) should also be listed if a Notice of Filing will be posted at that location.

Additional Places of Employment

Note: if you have a large amount of worksites the tables below may take a few moments to load.

Add Worksites

Add Worksite(s)

Select the worksites below from your Prevailing Wage Determination, which are relevant to the employment described in this application.

0 OF 1 SELECTED

| <input type="checkbox"/> | City | State | County | MSA / OES Area Code | MSA Name / OES Area Title |
|--------------------------|------|---------|--------|---------------------|---------------------------|
| <input type="checkbox"/> | City | FLORIDA | BAY | 37460 | PANAMA CITY, FL |

<< < Page of 1 > >>



- If you have more than one worksite identified in your linked PWD, you can select to add one at a time or all of them at once. Click Finish.

Add Worksite(s) X
CLOSE

Select the worksites below from your Prevailing Wage Determination, which are relevant to the employment described in this application.

0 OF 4 SELECTED

| <input type="checkbox"/> | City | State | County | MSA / OES Area Code | MSA Name / OES Area Title |
|--------------------------|-----------|---------|----------|---------------------|-----------------------------------|
| <input type="checkbox"/> | Woodstock | GEORGIA | CHEROKEE | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |
| <input type="checkbox"/> | Marietta | GEORGIA | COBB | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |
| <input type="checkbox"/> | Acworth | GEORGIA | COBB | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |
| <input type="checkbox"/> | Kennesaw | GEORGIA | COBB | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |

<< < Page 1 of 1 > >> Show 10

Finish

- You will see all the worksites you've added as shown below. If you added worksites in Appendix A of your PWD that span different states and/or counties within the same MSA/OES area code, you can click on the down arrow to change state and county of the worksite(s) that applies to this application.

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- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- Professional/Non-Professional Recruitment Information
- Additional Recruitment Requirements for Professional Occupations
- Notice of Posting

incomplete applications. Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect five (5) sections of additional worksite information. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

Submission of additional worksite information in any other form or format will not be accepted. Additional worksites must be one or more of the additional worksites identified in Appendix A of the Form ETA-9141 for this specific job opportunity associated with the PWD tracking number in section E.1 of the Form-ETA-9089 and must have the appropriate wage offer rate. Worksites within the same BLS Area (Metropolitan or Non-Metropolitan Statistical Areas) should also be listed if a Notice of Filing will be posted at that location.

Additional Places of Employment

Note: if you have a large amount of worksites the tables below may take a few moments to load.

Add Worksites

| | 1. State* | 2. County* | 3. MSA / OES Area Code* | |
|---|-----------|------------|-------------------------|-----------------------------------|
| 1 | GEORGIA | COBB | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |
| 2 | GEORGIA | COBB | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |
| 3 | GEORGIA | CHEROKEE | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA |

<< < Page 1 of 1 > >> Show 10

Save & Quit
Back
Continue



4. If your application requires more worksites within the same MSA / OES area code, you can select a worksite on the list, scroll right to the Actions column for that worksite, click on the “ellipsis” and click on “Copy”.

Form ETA-9089
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3. MSA / OES Area Code* **3a. MSA Name / OES Area Title*** **Actions**

| | | | |
|---|-------|-----------------------------------|---|
| ▼ | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA | ⋮ |
| ▼ | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA | ⋮ |
| ▼ | 12060 | ATLANTA-SANDY SPRINGS-ROSWELL, GA | ⋮ |

Copy
Remove

X
CLOSE

5. To remove a worksite you added, click on the “ellipsis” for that worksite and select “Remove”.



Appendix C – Supplemental Information

1. If you answered “Yes” to any of the questions 6 – 12 under Section G on the Form ETA-9089, you are required to complete this appendix.
2. Click on the blue hyperlink “+ Add Supplemental Information” and click “Continue”.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- ✓ Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements

Appendix C - Supplemental Information

There is 1 field level error on this page

- Field Appendix C. Please enter in at least 2 rows. One row for each answer marked "Yes" for questions G.6 through G.12

Note: Employers are required to complete Appendix C when “Yes” is marked in any of the questions 6 through 12 under Section G on the Form ETA-9089. Specifically, this Appendix is used to elaborate or further explain the business necessity of one or more requirements of the employer’s job opportunity under consideration for permanent labor certification.

If filing electronically, Appendix C will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089, Appendix A, and all other required appendices in order for the application to be considered complete. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect two sections of additional information per page. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. **Submission of additional information in any other form or format will not be accepted.** All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

0 Supplemental Information

| Section and Item Number | Section name or category of supplementary information | Actions |
|-------------------------|---|---------|
| | + Add Supplemental Information | |

Save & Quit

Back

Continue



3. Click on the down arrow for question “1 Section and Item Number”. You will see the list of questions from Section G for which you answered “Yes”.

Add Supplemental Information [X]

1 Section and Item Number * (?)

- Select -
- Select -
G.7
G.10
- Select -

1.b Supplementary Information (up to 1,500 characters) * (?)

0 / 1500 character limit

Cancel Save

4. Select the first item on the list and complete question 1.b for the item you selected. You can click on the question mark tooltip “?” for instructions. Click Save when finished. Note that question 1.a has been filled in for you based on the short description for that question in Section G.

Add Supplemental Information [X]

1 Section and Item Number * (?)

G.7

1.a Section name or category of supplementary information * (?)

Job Information - Combination of Occupations

1.b Supplementary Information (up to 1,500 characters) * (?)

0 / 1500 character limit

Enter a brief explanation or business necessity justification in the space provided on the form (up to 1,500 characters). No attachments will be accepted.

Cancel Save



- Repeat steps 2 through 4 until you have provided the required responses for all sections and item numbers on the list. You will see a clean Appendix C section with no error bar on the top of form.

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- Attorney or Agent Information
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- Job Opportunity and Wage Information
- Worksite Information
- Additional Worksites
- Other Definable Geographic Area(s)
- Additional Job Opportunity Information and Other Requirements
- Professional/Man. Professional

Appendix C - Supplemental Information

Note: Employers are required to complete Appendix C when "Yes" is marked in any of the questions 6 through 12 under Section G on the Form ETA-9089. Specifically, this Appendix is used to elaborate or further explain the business necessity of one or more requirements of the employer's job opportunity under consideration for permanent labor certification.

If filing electronically, Appendix C will be available in the electronic filing system. If filing by mail, the employer must download and submit the Form ETA-9089, Appendix A, and all other required appendices in order for the application to be considered complete. **In accordance with 20 CFR 656.17(a), the Department will not certify incomplete applications.** Applications and documents submitted by mail should include a cover page with the name, title, address, and phone number of the point of contact. The cover page should also index the documents included in the mailing.

This Appendix will collect two sections of additional information per page. For electronic filings, if the employer needs to disclose more sections of information, the filing system will automatically provide the employer with the option of adding more sections of this Appendix until all required responses are completed. For mailed or paper filings, the employer will make one or more copies of this Appendix to complete and attach to the Form ETA-9089. If the employer is required to undergo supervised recruitment in accordance with 20 CFR 656.21, the Certifying Officer may complete this Appendix, on behalf of the employer and as applicable. **Submission of additional information in any other form or format will not be accepted.** All filers must review the Form ETA-9089 for completeness and accuracy prior to submission either by electronic filing or by mail.

2 Supplemental Information

| Section and Item Number | Section name or category of supplementary information | Actions |
|-------------------------|---|----------------------|
| G.7 | Job Information - Combination of Occupations | Edit |
| G.10 | Job Information - Credentialing Service | Edit |


[+ Add Supplemental Information](#)

Save & Quit

Back

Continue

- You will see a clean Appendix C section with no error bar on the top of form.

 There is 1 field level error on this page
 Field Appendix C: Please enter in at least 2 rows. One row for each answer marked "Yes" for questions G.6 through G.12





Appendix D – Special Recruitment for College and University Teachers

Note: This Appendix is required only if you selected the Occupation Type of College or University Teacher, and a competitive recruitment process was used.

1. Enter the date the foreign worker was selected for the position in question 1.

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Permanent Employment Certification

the name, title, address and phone number of the point of contact. The cover page should also index the documents included in the mailing.

1. Specify the date the foreign worker was selected for the position. * ?

mm/dd/yyyy **1**

| Name(s) of national professional journal, educational organization publication, or other publication ? | Start date of advertisement ? |
|--|---|
| 2.* <input type="text"/> | 2a.* mm/dd/yyyy <input type="text"/> 2 |
| 3.\$ <input type="text"/> | 3a.\$ mm/dd/yyyy <input type="text"/> |
| 4.\$ <input type="text"/> | 4a.\$ mm/dd/yyyy <input type="text"/> |

5. Specify additional recruitment information (up to 3,500 characters). ? **3**

0 / 3500 character limit

Save & Quit Back Continue

2. Enter at least one national professional journal, educational organization publication, or other publication and the date in which advertisement was placed.
3. Describe all other recruitment conducted and sources used if applicable.
4. If your occupation type is not College or University Teacher, click "Continue".



Application Documents

1. This section shows a list of all the documents you have uploaded as part of this application, if needed.
2. If you want to replace a document, navigate to the section in which the document was uploaded to clear the upload. Click “Continue”.


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- ✓ Preliminary Questions
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- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements

Application Documents

Below, you will find a summary of the documents that you have uploaded to this application throughout the form. You may also add and categorize additional supplemental documents below.

0 Uploaded Documents

| Filename | Category | Actions |
|---|----------|---------|
|  <p>You have no documents. Additional documents will appear here.</p> | | |

[Save & Quit](#) [Back](#) [Continue](#)



Review and Submit

1. This is the final step before submission. You will see a list of the incomplete fields and any errors that must be corrected prior to submission. Please complete these required fields.

Form ETA-9089
Permanent Employment Certification

Review & Submit

Submission Errors:

- A: Employer Information
 - There are 2 errors on this page
 - Field A.14: This field is required.
 - Field A.15: This field is required.

2. The submit button will be grayed out, preventing you from submitting the application with incomplete or missing information.

Review & Submit

Save & Quit

Back Submit

3. If you have no incomplete fields or errors, you will get a list of all the blank fields that will be populated with N/A or 0, as applicable.

Form ETA-9089
Permanent Employment Certification

Review & Submit

Note: These blank fields will be populated with N/A or 0, as applicable:

- A: Employer Information
 - Field A.2
 - Field A.4
 - Field A.9
 - Field A.11
- B: Employer Point-of-Contact Information
 - Field B.3
 - Field B.6
 - Field B.11
- C: Attorney or Agent Information
 - Field C.11
 - Field C.13
- F.a: Worksite Information
 - Field F.a.3
- H.d: Additional Recruitment Requirements for Professional Occupations
 - Field 1.a
 - Field 1.b
 - Field 4.a
 - Field 4.b
 - Field 5.a
 - Field 5.b
 - Field 8.a
 - Field 8.b
 - Field 9.a
 - Field 9.b
 - Field 10.a
 - Field 10.b
- J: Preparer
 - Field J.1
 - Field J.2
 - Field J.3
 - Field J.4
 - Field J.5

4. You can choose to review each of the sections of your application at this time. Use the drop-down box to select a section of the form to review. Select "Print Summary" to print the application you have selected.



- APX
A.A Appendix A.A - Foreign Worker Contact Information
- ✔ Appendix A.B - Foreign Worker Education
- ✔ Appendix A.C - Foreign Worker Training Qualifications
- ✔ Appendix A.D - Foreign Worker Skills
- ✔ Appendix A.E - Foreign Worker Work Experience
- ✔ Appendix B - Additional Worksite Information
- ✔ Appendix C - Supplemental Information
- ✔ Appendix D - Special Recruitment for College and University Teachers
- ✔ Application Documents
- 📄 **Review & Submit**

Select what form/section you would like to view:

Additional Worksites

1205-0508 [Print Summary](#)

Expiration Date: 10/31/2025

Form ETA-9089

U.S. Department of Labor

IMPORTANT: Please read these instructions carefully before completing the Form ETA-9089. These instructions contain full explanations of the questions that make up the Form ETA-9089. If the employer plans to file non-electronically, ALL required fields and items containing an asterisk (*) must be completed as well as any applicable fields and items where a response is conditioned on the response to an asterisk (*) or item as indicated by the section (§) symbol. ANY MANDATORY FIELD LEFT BLANK OR INCOMPLETE WILL RESULT IN THE INABILITY TO SUBMIT THE APPLICATION ELECTRONICALLY AND THE APPLICATION WILL BE RETURNED TO THE REQUESTOR BY MAILED. Anyone who knowingly and willingly furnishes any false information in the preparation of Form ETA-9089 and any supporting documentation, or aids, abets, or counsels another to do so is committing a federal offense, punishable by fines, imprisonment or both (18 U.S.C. 2, 1001, 1546, 1621).

F.b: Additional Worksites ▼

b.1 Will work be performed in geographic areas other than the one identified in Section F.a? **Yes**

b.2 If 'yes' is marked in question F.b.1 indicate whether a completed Appendix B is attached to this application. **Yes**

Save & Quit

Back

Submit

5. If you don't select a specific form/section, and you click on "Print Summary", you will receive a print summary of your entire application.

- 📄 Form ETA-9089 Permanent Employment Certification
- ✔ Preliminary Questions

Select what form/section you would like to view:

- Select -

1205-0508 [Print Summary](#)
 Expiration Date: 10/31/2025



Select what form/section you would like to view:
- Select -

1205-0508
Expiration Date: 10/31/2025 [Print Summary](#)

Form ETA-9089
U.S. Department of Labor

IMPORTANT: Please read these instructions carefully before completing the Form ETA-9089. These instructions contain full explanations of the questions that make up the Form ETA-9089. If the employer plans to file non-electronically, ALL required fields and items containing an asterisk (*) must be completed as well as any applicable fields and items where a response is conditioned on the response to another required section/field or item as indicated by the section (§) symbol. ANY MANDATORY FIELD LEFT BLANK OR INCOMPLETE WILL RESULT IN THE INABILITY TO SUBMIT THE APPLICATION ELECTRONICALLY AND THE APPLICATION WILL BE RETURNED TO THE REQUESTOR IF MAILED. Anyone who knowingly and willingly furnishes any false information in the preparation of Form ETA-9089 and any supporting documentation, or aids, abets, or counsels another to do so is committing a federal offense, punishable by fines, imprisonment or both (18 U.S.C. 2, 1001, 1546, 1621).

Preliminary Questions

H.a Is the employer required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.217? **No**

H.b Occupation Type - All must complete this section. Mark ONE appropriate box below: **1a. Professional Occupation**

Please upload the Notice of Supervised Recruitment(NSR). **NO**

You must upload your Player Contract. **NO**

Copies of any written contracts or summaries of the terms of oral agreements containing the terms of the worker's current employment including wage or salary.

You must upload your Off Season letter. **NO**

Documentation that the job is permanent and year-round in nature, not temporary. It should indicate the number of hours worked per week

Print 17 sheets of paper

Destination Adobe PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

- The initiated application can be saved for future submission by selecting the “Save & Quit” button. Click on “Save as Initiated” in the pop-up menu. If you do not want to save the application, select “Delete Case?”.

[Review & Submit](#) **Save & Quit** [Back](#) [Submit](#)

Are you sure you want to quit?

You can access this form in **My Cases**.

Save as Initiated

[Delete Case?](#)



7. Once you have saved the initiated application, it will be available in the Cases tab.

FOREIGN LABOR APPLICATION GATEWAY

HELP

New Application

Cases

Profiles

My Network

FLAG works optimally with Google Chrome
FLAG works optimally with Google Chrome, Mozilla Firefox, and Safari.

Choose an application

| | | | |
|---|---|--|--|
| H-2B Temporary Labor Certification for Non-agricultural Workers Learn more | H-2A Temporary Labor Certification for Agricultural Workers Learn more | H-1B H-1B1 E-3 Labor Condition Application (LCA) for Specialty Occupations Learn more | CW-1 Transitional Worker Program in the Commonwealth of the Northern Mariana Islands Learn more |
| Form ETA-9141 Prevailing Wage Determination | Form ETA-790/790A Agricultural Clearance Order | Form ETA-9141 Prevailing Wage Determination | Form ETA-9141C Prevailing Wage Determination |
| Form ETA-9142B Temporary Labor Certification | Form ETA-9142A Temporary Labor Certification | Form ETA-9035/9035E Labor Condition for Nonimmigrant Workers | Form ETA-9142C Temporary Labor Certification |

PERM
Permanent Employment Certification for Workers
[Learn more](#)

[Form ETA-9141](#)
Prevailing Wage Determination



- Click on Cases and select "9089", and then "Initiated", your case will now be listed with an Application ID and a Case Status of Initiated. Click on the Application ID to open the initiated application and continue completing the application.

FOREIGN LABOR APPLICATION GATEWAY HELP .gov

New Application

Cases

Profiles

My Network

Cases

View and manage cases throughout the application lifecycle.

9141 7648 • 790A 1463 • 9142A 475 9035 442 9142B 381 • 9141C 183 9142C 154 **9089 36**

Initiated (31) Pending Case Number (2) Assigned Case Number (3) Historical (0)

1 - 10 OF 31 INITIATED Refine results

| Application ID | Employer Name | Job Title | Foreign Worker Name | Initiated Date | Case Status |
|--|----------------------|-------------------------|----------------------------------|----------------|-------------|
| 64302da62ac9b001de438e3 | -- | -- | -- | April 7, 2023 | INITIATED |
| 64301b51bd2623001daaf198 | Exceptional Stays | Human Resources Manager | -- | April 7, 2023 | INITIATED |
| 642f25884748f6001dab844c | -- | -- | -- | April 6, 2023 | INITIATED |
| 642f2020bd2623001daa53b1 | House Atreides | Muad Dib | -- | April 6, 2023 | INITIATED |
| 642eec700e5354001cacce80 | -- | -- | -- | April 6, 2023 | INITIATED |
| 642ecf5fbd2623001da88038 | Snoopy & Company | ANPC Tester | -- | April 6, 2023 | INITIATED |
| 642ecd9abd2623001da8801a | Olive Corp | Human Resources Manager | FWFirstName N/A FWLastName | April 6, 2023 | INITIATED |
| 642dbca8f46f2001ca401a9 | -- | -- | -- | April 5, 2023 | INITIATED |
| 642d89c12ac9b001ddeff615 | -- | -- | -- | April 5, 2023 | INITIATED |
| 642d71af1d28f2001c70a79a | King Fuji Ranch-Shah | Muad Dib | FW first Name FW middle name ... | April 5, 2023 | INITIATED |

Page 1 of 4 Show 10



Form Submission

1. When you have completed all the required fields for all the sections, and you have all green checkmarks, your Submit button is green.

Form ETA-9089
Permanent Employment Certification

- ✓ Preliminary Questions
- ✓ Employer Information
- ✓ Employer Point-of-Contact Information
- ✓ Attorney or Agent Information
- D Foreign Worker Information
- ✓ Job Opportunity and Wage Information
- ✓ Worksite Information
- ✓ Additional Worksites
- ✓ Other Definable Geographic Area(s)
- ✓ Additional Job Opportunity Information and Other Requirements
- ✓ Professional/Non-Professional Recruitment Information

G: Additional Job Opportunity Information and Other Requirements >

H.c: Professional/Non-Professional Recruitment Information >

H.d: Additional Recruitment Requirements for Professional Occupations >

H.e: Notice of Posting >

I: Employer Labor Condition Statements >

J: Preparer >

APX A.A: Appendix A.A - Foreign Worker Contact Information >

APX A.B: Appendix A.B - Foreign Worker Education >

APX A.C: Appendix A.C - Foreign Worker Training Qualifications >

APX A.D: Appendix A.D - Foreign Worker Skills >

APX A.E: Appendix A.E - Foreign Worker Work Experience >

APX B: Appendix B - Additional Worksite Information >

APX C: Appendix C - Supplemental Information >

APX D: Appendix D - Special Recruitment for College and University Teachers >

Save & Quit Back Submit

2. Click the green Submit button.



3. You will then get a confirmation message (as shown below) indicating your application was received and submitted for processing. You will also receive a courtesy email notification from FLAG@dol.gov.

Note: add FLAG@dol.gov to your address book to avoid emails going into your spam folder.

✔ Your application has been received and submitted for processing.

Your submitted application is now being transmitted for assignment of a case number. Once this process completes, you will receive a courtesy email notification. Although your application will remain in the **Pending Case Number** table under the temporary application ID number until this process completes, please be assured that your application is received and the date referenced with this application in your FLAG account confirms official submission to the Department.

If you do not receive a permanent case number or a courtesy email notification, please contact our [Technical Help Desk](#) for assistance.

[Return to Dashboard](#)

4. Click “Return to Dashboard” to go back to the main FLAG page.



- Click Cases Icon on the left, select “9089”, and then “Assigned Case Number”. Your case will now be listed with its Assigned Case Number.

Cases

View and manage cases throughout the application lifecycle.

Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to, or return to this page during your session, you will see changes to your case information.

9141 7710 790A 1453 9142A 476 9035 442 9142B 382 9141C 184 9142C 157 **9089 63**

Initiated (53) Pending Case Number (3) **Assigned Case Number (7)** Historical (0)

1 - 1 OF 1 ASSIGNED CASE NUMBER

| <input type="checkbox"/> | Assigned Case Number | Employer Name | Job Title | Foreign Worker Name | Submitted Date | Case Status | PDF |
|--------------------------|------------------------------------|----------------|------------|--------------------------------|----------------|----------------|-----|
| <input type="checkbox"/> | G-100-23104-676860 | Marvel Studios | Marvel POC | fw first name n/a fw last name | April 14, 2023 | ANALYST REVIEW | |

Page 1 of 1 Show 10

- Click on the Case Number. A page will open with information about the case, links to your documents, and a link to view a PDF of the submitted application.

[Back to Cases](#)

Case Number: **G-100-23104-676860** Foreign Worker Name: **Fw First Name N/a Fw Last Name**

Employer Name: **Marvel Studios** Application Type: **Professional Occupation** **Actions**

Job Title: **Fundraiser** Case Owner: **Suan Valentino**

Primary Worksite: **Manhattan, NY**

Submitted Date: **April 14, 2023 at 1:34 PM**

Case Status: **Analyst Review**

View PDF

Case Documents

| Date Received | Document Name | Document Category | Submitted By |
|----------------|-------------------------------------|-------------------|---------------|
| April 14, 2023 | ETA 9089 For G-100-23104-676860.pdf | ETA Form 9089 | OFLC Official |
| April 14, 2023 | New Case Received Email.html | Correspondence | OFLC Official |

Page 1 of 1 Show 10



Withdraw Submitted Application

1. To withdraw your application, find your assigned case.
2. Click on Actions in the upper right-hand corner. You will see option to Withdraw this application.

[Back to Cases](#)

Case Number: **G-100-23104-677266** Foreign Worker Name: **Fwfirstname N/a Fwlastname**
Employer Name: **Valentino Designs** Application Type: **Professional Occupation**
Job Title: **Specialty Interior Designer** Case Owner: **Suan Valentino**
Primary Worksite: **Kennesaw, GA**
Submitted Date: **April 14, 2023 at 12:48 PM** [View PDF](#)
Case Status: [Analyst Review](#)

Actions ▾
Withdraw

[View PDF](#)

Case Documents

| Date Received | Document Name | Document Category | Submitted By |
|----------------|-------------------------------------|-------------------|---------------|
| April 14, 2023 | ETA 9089 For G-100-23104-677266.pdf | ETA Form 9089 | OFLC Official |
| April 14, 2023 | New Case Received Email.html | Correspondence | OFLC Official |

« < Page 1 of 1 > » Show 10 ▾



3. Select a Withdraw Reason and click Submit.

Withdraw Application ✕

Please note that submitting this will change the status of your application to Withdrawn. An application in Withdrawn status cannot be reinstated for further processing.

If you are withdrawing a case from Supervised Recruitment, please be aware that while the employer may file a "NEW" labor certification application meeting all regulatory requirements at any time, "ANY" future application for the same foreign worker and the same job opportunity as in the withdrawn application referenced above will be required to undergo mandatory supervised recruitment.

Withdraw Reason * ?

- Select -

- Select -
- Foreign Worker Deceased
- Multiple Filing Application in Process
- Multiple Filing Application pending with the Board of Alien Labor Certification (BALCA)
- Foreign Worker Terminated
- Employer Error in Application Submission
- Job Opportunity No Longer Available
- Position Filled by US Worker
- Other (Please Describe in Notes Section)

4. You will get a confirmation that the withdrawal was successfully submitted.

Case Action Successfully Submitted ✕

Your Withdraw case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.

[Close](#)



5. If you then go Back to Cases, in the Historical section, the withdrawn case will now be shown with a Case Status of Withdrawn. You will also receive a courtesy email notification that your application has been withdrawn.

Cases

View and manage cases throughout the application lifecycle.

Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to, or return to this page during your session, you will see changes to your case information.

9141 7714 790A 1453 9142A 476 9035 442 9142B 392 9141C 124 9142C 157 9089 66

Initiated (50) Pending Case Number (0) Assigned Case Number (16) **Historical (0)**

1 - 1 OF 1 HISTORICAL [Refine results](#)

| <input type="checkbox"/> | Assigned Case Number | Employer Name | Job Title | Foreign Worker Name | Submitted Date | Case Status | PDF |
|--------------------------|------------------------------------|-------------------|-----------|----------------------------|----------------|-------------|-----|
| <input type="checkbox"/> | G-100-23104-677256 | Valentino Designs | Owner | fwfirstname n/a fwlastname | April 14, 2023 | WITHDRAWN | |

Page 1 of 1 Show 10

Note: Once you withdraw an application, it cannot be reinstated for further processing.



Addendum A

How to link a Prevailing Wage Determination (PWD) that is not in your FLAG account to your ETA-9089 application

1. To link a PWD that is not in your Flag account, select “PWD Case Lookup”. In the Form ETA 9141 Case Lookup, click on “Look up PWD Out-of-Network”.

Form ETA 9141 Case Lookup

E.1: Enter the valid Prevailing Wage Determination (PWD) case number issued by the Department of Labor to identify the job opportunity and prevailing wage(s) covered by this application.

E.2: If a valid PWD has not been obtained due to the employer being required, by notice from a Certifying Officer, to currently undergo supervised recruitment in accordance with 20 CFR 656.21, indicate whether a completed Form ETA-9141 is attached to this application.

[PWD Case Lookup](#)

[Create ETA-9141 Application](#)

Form ETA 9141 Case Lookup (In-Network)

X
CLOSE

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity. (Use the search below to refine by Case Number, Employer Name, FEIN, Job Title or Determined SOC.)

Type search term here... [Search](#) [Reset](#)

[Look up PWD Out-of-Network](#)

| Case Number | Employer Name | FEIN | Job Title | Determined SOC | Determination Date |
|--|---------------------|------------|---|----------------|--------------------|
| <input type="radio"/> P-100-23131-687747 | Arizona State U... | 86-0196691 | Business Analyst | 15-1217 | May 11, 2023 |
| <input type="radio"/> P-100-23130-687746 | MGM Cargo, L... | 46-5092183 | Sales Manager | 11-2022.00 | May 11, 2023 |
| <input type="radio"/> P-100-23130-687745 | University of Ke... | 61-6001218 | Research Associate | 17-2143 | May 11, 2023 |
| <input type="radio"/> P-100-23130-687744 | Tarana Wireles... | 26-4507702 | Senior PCB Design Engineer [Multiple Openings] | 17-2071.00 | May 11, 2023 |
| <input type="radio"/> P-100-23117-685763 | Banner Univers... | 94-2958258 | Faculty Physician | 29-1221.00 | May 10, 2023 |
| <input type="radio"/> P-100-23117-685762 | CAPITAL INTE... | 80-0875842 | FRENCH ACCOUNTING SPECIALIST FOR US INVESTMENT FIRM | 13-2011.00 | April 27, 2023 |
| <input type="radio"/> P-100-23117-685761 | ENTMATRIX, I... | 45-0644199 | Senior Programmer Analyst | 15-1252.00 | May 3, 2023 |
| <input type="radio"/> P-100-23117-685760 | Kindred Rehab ... | 33-0359338 | Physical Therapist - Program Director | 11-9111.00 | May 3, 2023 |
| <input type="radio"/> P-100-23117-685759 | TRANSUNION ... | 36-4262739 | Senior Developer | 15-1252.00 | May 2, 2023 |
| <input type="radio"/> P-100-23114-685681 | SHEETAK INC... | 26-1553040 | MATERIALS SCIENTIST | 19-2032.00 | April 27, 2023 |

Page 1 of 11

[Continue](#)



2. In the Form ETA 9141 Case Lookup (Out-of-Network) screen, enter the full case number, including dashes, of the PWD in the Search box.

Form ETA-9141 Case Lookup (Out-of-Network)

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity within the last 2 years and not part of your current FLAG account/network.
(The full case number of the PWD must be entered, for example P-XXX-XXXXX-XXXXXX)

Type search term here... [Reset](#) [Look up PWD In-Network](#)

| Case Number | Employer Name | FEIN | Job Title | Determined SOC | Determination Date |
|---------------|---------------|------|-----------|----------------|--------------------|
| No rows found | | | | | |

3. Select the PWD that comes up in the table and click “Continue”.

Form ETA 9141 Case Lookup (Out-of-Network)

Locate your Form ETA-9141, Application for Prevailing Wage Determination (PWD) obtained for the job opportunity within the last 2 years and not part of your current FLAG account/network.
(The full case number of the PWD must be entered)

P-100-23005-595583 [Reset](#) [Look up PWD In-Network](#)

| Case Number | Employer Name | FEIN | Job Title | Determined SOC | Determination Date |
|---|---------------|------------|-----------|----------------|--------------------|
| <input checked="" type="radio"/> P-100-23005-595583 | LBN PERM | 12-1234567 | tester | 51-9061.00 | January 4, 2023 |

4. Click “Acknowledge & Finish” on the pop-up window that comes up.

1. You have permission from the Employer POC to link the selected PWD.
2. Modifying fields imported from your Prevailing Wage Determination may lead to delays in processing your application.

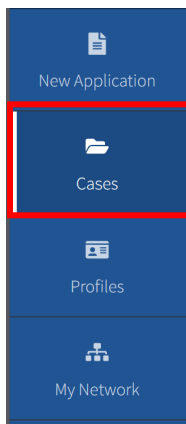


Addendum B

How to navigate and use the Cases tab and Notification Center.

Introduction to Cases

1. On the FLAG homepage, you will find a menu on the left-hand side of the screen. Here we will provide an overview of the Cases tab.
2. Click on “Cases”.



3. Here you can view all cases within your network.

Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to or return to this page during your session, you will see changes to your case information.



4. Some key features to take note of:
 - a. Application type. Here you can select the type of application you wish to see by clicking on the label. Below, the 9089 is selected and underlined with the number of applications highlighted in blue.
 - b. Here you will find the top-level application categories. In the screenshot below, “Assigned Case Number (296)” is highlighted with 296 indicating the number of applications in this category.
 - i. **Initiated.** This category will have all applications that have started and saved in their draft status. These cases have not yet been submitted.
 - ii. **Pending Case Number.** This category will have all your submitted cases that have yet to return an assigned case number. Cases will be in this category for only a short time.
 - iii. **Assigned Case Number.** This category will show all your cases that are in processing status, not including appeals. Examples include “Analyst Review”, “RFI Issued”, and “Audit Review”.
 - iv. **Historical.** This category will contain all your historical cases. Examples include, “Certified”, “Denied”, “Denied – BALCA AFFIRMED” and “Withdrawn”.
 - v. **Appeal.** This category will contain any appeal processing statuses. Examples include, “Reconsideration Appeals”, “BALCA Appeals” and “NOAD Issued”.

Cases

View and manage cases throughout the application lifecycle.

Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to, or return to this page during your session, you will see changes to your case information.

9089 789
9141 78
790A 57
9142B 41
9035 24
9141C 16
9142A 15
9142C 10

Initiated(349)
Pending Case Number(0)
Assigned Case Number(296)
Historical(110)
Appeal(30)

1 - 10 OF 296 ASSIGNED CASE NUMBER Refine results ▼

| | | Assigned Case Number | Employer Name | Job Title | Foreign Worker Name | Submitted Date | Case Status | PDF |
|--------------------------|--------------------------|------------------------------------|---------------|--------------|---------------------|----------------|-----------------------|-----|
| <input type="checkbox"/> | <input type="checkbox"/> | G-100-24142-053720 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |
| <input type="checkbox"/> | <input type="checkbox"/> | G-100-24142-053719 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |
| <input type="checkbox"/> | <input type="checkbox"/> | G-100-24142-053718 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |

5. Here you will find a list of column headers to help identify your cases.

Please note:

- The checkbox will select all visible rows.
- The Assigned Case Number shows the unique case number for your application. Click on this case number to open the case.
- PDF will open the application in a PDF format.



Cases

View and manage cases throughout the application lifecycle.

Important Note: The system will update your Cases Table approximately every 15 minutes with the latest information on your cases. Once the system updates and you refresh, navigate to, or return to this page during your session, you will see changes to your case information.

9089 789 9141 78 790A 57 9142B 41 9035 24 9141C 16 9142A 15 9142C 10

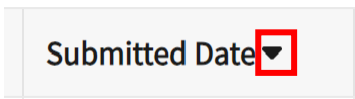
Initiated(349) Pending Case Number(0) Assigned Case Number(296) Historical(110) Appeal(30)

1 - 10 OF 296 ASSIGNED CASE NUMBER

Refine results

| 3 <input type="checkbox"/> | | Assigned Case Number | Employer Name | Job Title | Foreign Worker Name | Submitted Date | Case Status | PDF |
|----------------------------|---|------------------------------------|---------------|--------------|---------------------|----------------|-----------------------|-----|
| <input type="checkbox"/> | • | G-100-24142-053720 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |
| <input type="checkbox"/> | • | G-100-24142-053719 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |
| <input type="checkbox"/> | • | G-100-24142-053718 | Test name | Data Analyst | FW Name | May 21, 2024 | SUPERVISED RECRUIT... | |

- All column headers not including the checkbox and PDF, can be sorted by clicking on the column header. The below screenshot is an example of clicking Submitted Date sorted from oldest to newest with an arrow pointing down. Click again for an arrow to point up (Newest to Oldest or A to Z). Click again to remove sorting.





Introduction to Cases

1. As a master member of your network, you can assign and clear case assignments by selecting the check box next to your application. Master members of networks can see all cases. Sub-account members can only see cases assigned to them. See the My Network tab on the left navigation panel for more information.
2. Select any row or multiple rows by clicking on the checkbox.
3. Once selected, you will see a new menu appear above the case columns. In the screenshot below you can see that two cases have been selected. You can click “Clear”. This will clear the selections in the checkboxes. Click “Reassign” to open the next assignment window.

1 - 10 OF 30 APPEAL

2

3 2 Cases Selected Clear Reassign

| Assigned Case Number | Employer Name | Job Title | Foreign Worker Name |
|------------------------------------|-----------------|--------------------|---------------------|
| G-100-24114-053560 | Test Employer | Social Director | FW Name 1 |
| G-100-24094-053429 | Test Employer 2 | Cloud Systems A... | FW Name 2 |

4. You may either select from the full list of users in your network or as shown in the screenshot below, begin to type in the name of the user to limit your view. In the example below “Tammi” brought up “Tammi Smith”
5. Select the radio button next to your assignee.
6. Click “Continue” to confirm your selection.

Reassign Case

CLOSE

Locate the network member to which the selected case(s) will be assigned

tammi 4 Search Reset

5 Name

Tammi Smith

Page 1 of 1 Show 10

6 Continue

7. You will receive a pop-up to “Acknowledge & Finish” your selection. Click on “Acknowledge & Finish” to complete the change.



CLOSE

Reassign Case

Do you want to continue reassigning selected cases to Tammi Westbrooks?

[Back](#)

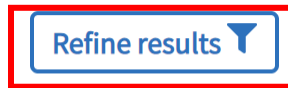
[Acknowledge & Finish](#)



Search for Cases

If you have many cases, you may wish to perform some advanced filtering with the Refine Results option.

1. To start, click on “Refine results” found at the top right corner of the case grid.



| | |
|-------------|-----|
| Case Status | PDF |
|-------------|-----|

2. You can filter by:
 - a. Text: Case number, Employer Name, Foreign Worker Name, or Job Title.
 - b. Case Owner: Select the case owner with the checkboxes or click show more if your number of case owners exceeds the screen space available.
 - c. Status. Click the check box by the case status you wish to filter by.

Please note: Available case status is limited to those in your application category selected.



Filter By

a

Text

Enter a Case Number, Employer Name, Foreign Worker Name, or Job Title

b

Case Owner

- Tammi Smith
- John Doe
- William Anderson
- Mary Smith
- Joe Acme

[Show More](#)

c

Status

- Certified
- Certified - Expired
- Denied
- Denied - BALCA Affirmed
- Denied - BALCA Dismissed
- Withdrawn



3. Other options for filtering include.
 - a. Submission Start Date and/or Submission End Date fields can be selected. By clicking in the date field, a date picker will display allowing you to select a date.
 - b. By clicking the checkbox under Notifications, the filter will only show the red notification items in your case list (see [Notification Center](#) for more details).
 - c. Determination Start Date and/or Determination End Date fields can be selected. By clicking in the date field, a date picker will display allowing you to select a date.
 - d. Click “Clear Filter” to remove your selections or “Apply” to apply your selected filters.

The screenshot shows a filtering interface with the following elements highlighted by red boxes:

- a**: A group of two date input fields. The first is labeled "Submission Start Date" and the second is labeled "Submission End Date". Both fields contain the placeholder text "mm/dd/yyyy".
- b**: A checkbox labeled "Notifications" with the text "Active" next to it.
- c**: A group of two date input fields. The first is labeled "Determination Start Date" and the second is labeled "Determination End Date". Both fields contain the placeholder text "mm/dd/yyyy".
- d**: Two buttons at the bottom. The left button is labeled "Clear Filter" and the right button is labeled "Apply".



Introduction to Notification Center

1. The Notification Center provides a quick and easy way to find new Active Case Actions.
2. These case actions can be found in the Cases dashboard indicated with red dots as seen in the screenshot below.

| <input type="checkbox"/> | Assigned Case Number | Employer Name | Job Title | Foreign Worker Name | Submitted Date | Case Status |
|-------------------------------------|------------------------------------|---------------|-----------------|---------------------------|------------------|----------------|
| <input type="checkbox"/> | G-100-23313-808051 | ZK Consulting | Systems Analyst | Z Testing Check Cas... | November 9, 2023 | ANALYST REVIEW |
| <input checked="" type="checkbox"/> | G-100-23298-775967 | ZK Consulting | Systems Analyst | Z Testing K - Extensi... | October 25, 2023 | RFI ISSUED |
| <input checked="" type="checkbox"/> | G-100-23298-775966 | ZK Consulting | Systems Analyst | Z Testing K - RFI with... | October 25, 2023 | ANALYST REVIEW |
| <input type="checkbox"/> | G-100-23297-775938 | ZK Consulting | Systems Analyst | Z Testing K - 61 | October 24, 2023 | ANALYST REVIEW |

3. To open the Notification Center, click on the Bell icon on the top right-hand side of your screen as indicated below (1).
4. In the Notification Center, you can view both Active and Archived notifications (2).
5. The Notification Column will display the type of notification (3).

| <input type="checkbox"/> | Date | Case Number | Visa Type | Employer Name | Job Title | Notification |
|--------------------------|------------|------------------------------------|-----------|------------------------------|--------------------------|--------------|
| <input type="checkbox"/> | 09/22/2023 | G-100-23265-774856 | PERM | RFI Only - Corpor... | Full Stack Developer III | RFI Issued |
| <input type="checkbox"/> | 09/22/2023 | G-100-23257-774775 | PERM | FSU - Prof - Sprints 22 &... | Linguistics Faculty | RFI Issued |



6. All new notifications will be available in Active until they are Archived.
7. To move a notification from Active to Archive, select the notification with the selection box on the left side of the notification as seen below.
8. Then click on the Archive Selected (#) button, this will remove the notification from Active and move it to Archive.

| | | | | | | |
|-------------------------------------|------------|------------------------------------|------|----------------------------|----------------------|------------|
| <input type="checkbox"/> | 09/28/2023 | G-100-23270-775790 | PERM | Charter Construction In... | Construction Manager | RFI Issued |
| <input checked="" type="checkbox"/> | 10/25/2023 | G-100-23298-775967 | PERM | ZK Consulting | Systems Analyst | RFI Issued |

Archive Selected (1) << < Page 3 of 7 > >> Show 10 ▾

Please note that once a notification has been archived, no further actions can be taken on the notification.

Active 63 **Archived 45**

1 - 10 OF 45 ARCHIVED NOTIFICATIONS

| Date ▾ | Case Number | Visa Type | Employer Name | Job Title | Notification |
|------------|------------------------------------|-----------|---------------|-----------------|--------------|
| 10/25/2023 | G-100-23298-775967 | PERM | ZK Consulting | Systems Analyst | RFI Issued |



Addendum C

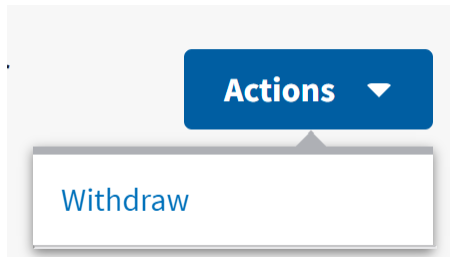
How to use the Actions menu.

1. Depending on your case status, the Actions pulldown menu will provide different options. You can find the Actions menu by opening your case from your Cases menu.



Withdraw

1. In the Actions dropdown menu select the Withdraw option.



2. A pop-up box will display, requesting the Withdraw Reason.
3. Use the drop-down menu to make your selection and click Submit.

Withdraw Application



Please note that submitting this will change the status of your application to Withdrawn. An application in Withdrawn status cannot be reinstated for further processing.

If you are withdrawing a case from Supervised Recruitment, please be aware that while the employer may file a "NEW" labor certification application meeting all regulatory requirements at any time, "ANY" future application for the same foreign worker and the same job opportunity as in the withdrawn application referenced above will be required to undergo mandatory supervised recruitment.

Withdraw Reason *

Job Opportunity No Longer Available

Cancel

Submit



4. You will receive the following confirmation message. Click Close.



Case Action Successfully Submitted

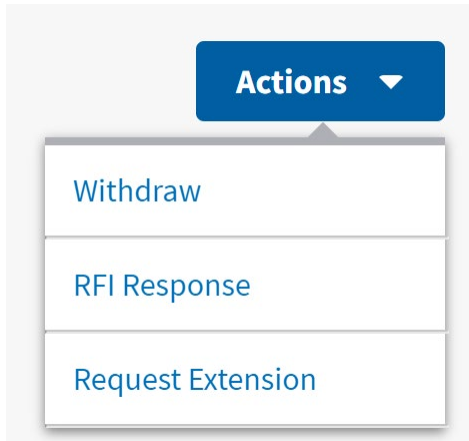
Your Withdraw case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.

Close



Request for Information (RFI)

1. Your case may receive a Request for Information (RFI). You will be notified of the request via the email address entered on the application, as well as a new prompt in the [Notification Center](#). To respond to an RFI, you will find new options in the Action drop-down menu.



2. By selecting “RFI Response”, you will be prompted with a pop-up window.

RFI Response



Use this form to upload documents to your submitted application. Uploaded documents will be added to the case documents and directed to an analyst for review. Please check the correspondence issued for details on what is required for your case.

Case Number *

G-100-24094-053488

Document Upload *



Drop files here or [browse](#).

File types allowed: .pdf, .doc, .docx, .txt, .xlsx

File size limit: 30MB

Document Description *




3. In the RFI Response window, under the Document Upload* section you may either:
 - a. Drag a file from your operating system files directly here and “drop” them or,
 - b. Click “browse” and use your operating system windows to navigate and select the appropriate file.

Please note: File types must be .pdf, .doc, .docx, .txt or .xlsx. Additionally, the file sizes must be 30MB or less in size.

4. You may perform this action multiple times to upload multiple documents. In the screenshot below, you can see there are two uploads, “PERM Mod test upload.xlsx” and “PERM Mod test upload version 2.xlsx”. To remove these files before clicking submit, click on the “Clear” link next to the file you wish to remove.
5. Under “Document Description*” enter any document description you wish to. This is a free text field.

Case Number *

Document Upload *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

PERM Mod test upload.xlsx [Clear](#)

PERM Mod test upload version 2.xlsx [Clear](#)

Document Description *

6. Once your RFI is ready, click “submit”. You will receive a confirmation that your case action was successfully submitted.

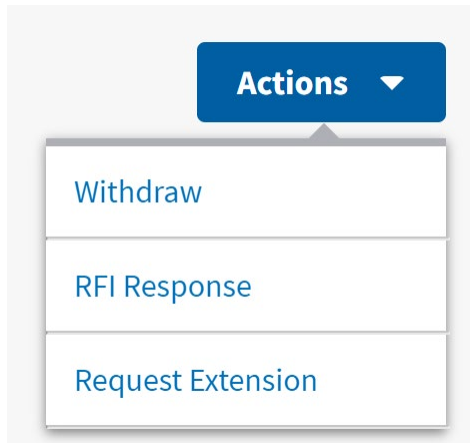
✕

Case Action Successfully Submitted

Your RFI Response case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.



Request Extension



1. By selecting “Request Extension”, you will be prompted with a pop-up window.


Request Extension ✕

Use this form to request an extension. Uploaded documents will be added to the case documents and directed to an analyst for review.

Case Number *

G-100-24094-053488

Document Upload *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

Document Description *

Cancel

Submit

2. In the Request Extension window, under the Document Upload* section you may either:
 1. Drag a file from your operating system files directly here and “drop” them or,
 2. Click “browse” and use your operating system windows to navigate and select the appropriate file.

Please note: File types must be .pdf, .doc, .docx, .txt or .xlsx. Additionally, the file sizes must be 30MB or less in size.



3. You may perform this action multiple times to upload multiple documents. In the screenshot below you can see there are two uploads, “Extension request.docx” and “Extension request 2 – schedule.docx”. To remove these files before clicking submit, click on the “Clear” link next to the file you wish to remove.
4. Under “Document Description*” enter any document description you wish to. This is a free text field.

Case Number *

Document Upload *

Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

Extension request.docx [Clear](#)

Extension request 2 - schedule.docx [Clear](#)

Document Description *

5. Once your extension request is ready, click “Submit”. You will receive a confirmation that your case action was submitted successfully.

Case Action Successfully Submitted ✕

Your Request Extension case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.



Audit Actions

1. Cases in audit status are in the “Assigned Case Number” tab.

● Assigned Case Number(296)

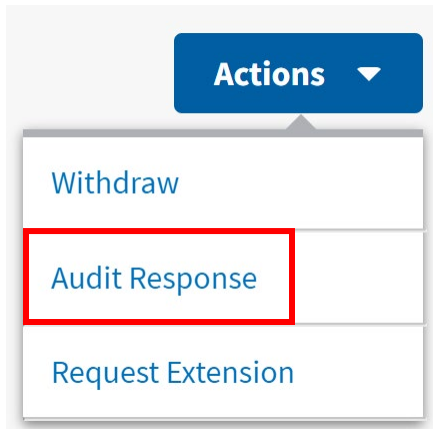
2. When a case is selected for Audit, the case will have the following options available: Withdraw, Audit Response and Request Extension.

Please see [Withdraw](#) and [Request Extension](#) sections for further instructions.



Audit Response

1. To reply to an Audit Response, select Actions and then Audit Response from the drop-down menu.




2. In the Audit Response window, under the Document Upload* section you may either:
 - a. Drag a file from your operating system files directly here and “drop” them or,
 - b. Click “browse” and use your operating system windows to navigate and select the appropriate file.

Audit Response



Use this form to upload documents to your submitted application. Uploaded documents will be added to the case documents and directed to an analyst for review. Please check the correspondence issued for details on what is required for your case.

Document Upload *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

Document Category *

Advertising Documents

Document Description *

ACME advertising 5-1-2024

Please note: File types must be .pdf, .doc, .docx, .txt or .xlsx. Additionally, the file sizes must be 30MB or less in size.



3. You can upload one document per action. However, you may perform this action multiple times to upload multiple documents. To remove a file before clicking submit, click on the “Clear” link next to the file you wish to remove.
4. Under “Document Description*” enter any document description you wish to. This is a free text field.
5. Once your audit response is ready, click “Submit”. You will receive a confirmation that your case action was submitted successfully.

Case Action Successfully Submitted



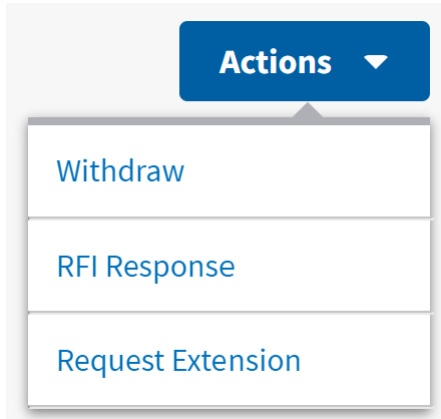
Your Audit Response case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.

Close



Audit – Request for Information

1. When a Request For Information (RFI) is issued for an Audit, the following actions will become available; [Withdraw](#), [RFI Response](#) and [Request Extension](#).



Please see [Withdraw](#), [RFI Response](#) and [Request Extension](#) sections for instructions on these actions.

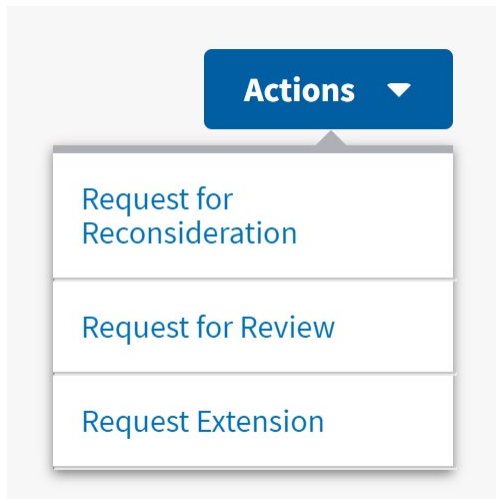


Request for Reconsideration

1. To submit a Request for Reconsideration you will need to access a denied case under the “Historical” tab.

● Historical(111)

2. When you open a denied case from the Historical tab, any eligible cases for Reconsideration will have this option available in the Action pull-down menu as seen below.




3. Select “Request for Reconsideration” from the drop-down menu to open the pop-up menu.
4. In the Request for Reconsideration window, under the Document Upload* section you may either:
 - a. Drag a file from your operating system files directly here and “drop” them or,
 - b. Click “browse” and use your operating system windows to navigate and select the appropriate file.



Request for Reconsideration ✕

Use this form to upload documents to your submitted application. Uploaded documents will be added to the case documents and directed to an analyst for review. Please check the correspondence issued for details on what is required for your case.

Document Upload *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

Request for Reconsideration upload 1.docx [Clear](#)

Document Description *

Request for reconsideration evidence May 2024

Please note: File types must be .pdf, .doc, .docx, .txt or .xlsx. Additionally, the file sizes must be 30MB or less in size.

5. You may perform this action multiple times to upload multiple documents. To remove these files before clicking submit, click on the “Clear” link next to the file you wish to remove.
6. Under “Document Description*” enter any document description you wish to. This is a free text field.
7. Once your request for reconsideration is ready, click “Submit”. You will receive a confirmation that your case action was submitted successfully.

Case Action Successfully Submitted ✕

Your Request Extension case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.

[Close](#)

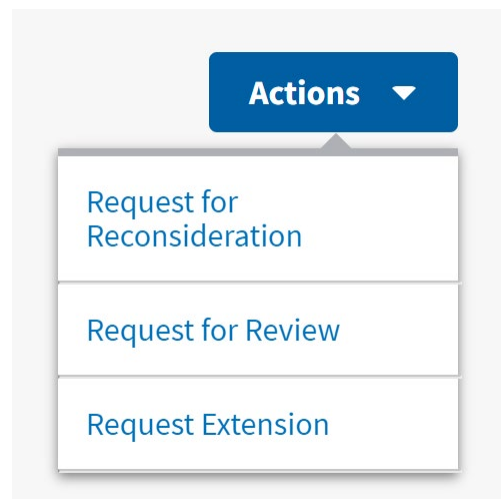


Request for Review

1. To submit a Request for Review you will need to access a denied case under the “Historical” tab.

● Historical(111)

2. When you open a denied case from the Historical tab, any eligible cases for Review will have this option available in the Action pull-down menu as seen below.




3. Select “Request for Review” from the drop-down menu to open the pop-up menu.
4. In the Request for Review window, under the Document Upload* section you may either:
 - a. Drag a file from your operating system files directly here and “drop” them or,
 - b. Click “browse” and use your operating system windows to navigate and select the appropriate file.



Request for Review ✕

Use this form to upload documents to your submitted application. Uploaded documents will be added to the case documents and directed to an analyst for review. Please check the correspondence issued for details on what is required for your case.

Document Upload *

 Drop files here or [browse](#).
File types allowed: .pdf, .doc, .docx, .txt, .xlsx
File size limit: 30MB

Request for Review upload.docx [Clear](#)

Document Description *

Request for review with BALCA

Please note: File types must be .pdf, .doc, .docx, .txt or .xlsx. Additionally, the file sizes must be 30MB or less in size.

5. You may perform this action multiple times to upload multiple documents. To remove these files before clicking submit, click on the “Clear” link next to the file you wish to remove.
6. Under “Document Description*” enter any document description you wish to. This is a free text field.
7. Once your request for review is ready, click “Submit”. You will receive a confirmation that your case action was submitted successfully.

Case Action Successfully Submitted ✕

Your Request Extension case action was successfully submitted to OFLC. Please note it may take a few minutes for the status of this case to update in your dashboard.

[Close](#)



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Withdraw From Appeals

1. Please see [Withdraw](#) for instructions on this action.