

Registration Requirements

Why do I have to register with the Workers' Safety and Compensation Commission (WSCC)?

It's the law.

All employers doing business in the Northwest Territories and Nunavut, even if it's temporary, **MUST** register with the WSCC within 10 days of commencing operations.

Employer assessments (or premiums) are paid annually to the WSCC and put into the Workers' Protection Fund. This fund covers WSCC administrative costs, as well as future costs of existing claims.

Do I have to register if I don't employ workers?

It depends.

If you hire contractors or subcontractors who are doing work for you in the NWT, the answer is yes.

If you don't hire contractors or subcontractors to do work in the NWT, and you do not employ any workers in the NWT, the answer is no.

If you are conducting business in Nunavut the answer is yes. Why the difference? In Nunavut you are required to register with the WSCC, and obtain a certificate of compliance, as part of Nunavut's business licensing requirements.

If you are self-employed, you have the option to register with the WSCC. You can apply for Personal Optional Coverage. This coverage is purchased for a minimum of one month. Once your application is approved, coverage is effective the day your completed application is received in the WSCC office. Upon approval, you are entitled to the protection of the *Act(s)* and all benefits. Personal Optional Coverage expires December 31st of each year and must be renewed annually. The WSCC will send you a reminder and renewal forms in early December.

Do ice road truckers need to register?

Yes.

If you are driving on the winter ice roads, you are required to register with the WSCC as ice roads are not a part of the inter-jurisdictional trucking agreement or considered a part of the Canadian Highway system.

Are any industries exempt from WSCC requirements?

No.

How do I register as an employer with the WSCC?

The process starts with completing an Account Registration form within 10 days of starting operations in the NWT or Nunavut. This form can be faxed to (867) 873-4596 in the NWT, or to (867) 979-8501 in Nunavut.

Or you can call the WSCC at 1 800 661 0792 in the NWT, or 1 877 404 4407 in Nunavut. You'll speak with a WSCC Assessment Representative who will take down all the necessary information. You'll be asked basic questions concerning your business operations (name, address, etc.) and to provide an estimate of your assessable payroll for the upcoming calendar year.

With this information WSCC Employer Services creates an account for you. From there, you are placed into a specific industry class and assigned a rate group based on your business operations. The WSCC then generates a statement of your account for assessments (or premium) owing and sends it to you within 30 days of registering.

Can I register my business in more than one industry class?

Maybe.

You can apply to register in more than one industry class if you have more than one operation and those operations are separate and distinct. With the exception of administrative staff, workers must be assigned to one operation only, and separate payroll records must be maintained for each operation.

An example of an employer registering in more than one industry class is a gas station (or garage) that also operates an attached motel.

Applications for multi industry classification will be considered on a case by case basis.

How do I get a proof of registration?

It's easy. Send the WSCC a written request either by e-mail or letter or call your WSCC Assessment Representative. You must identify your company name and your WSCC account information. As long as you are currently registered with the WSCC and in good standing, the WSCC will send you a Proof of Registration letter.

What do I need to do if I change my business operations?

You are required to advise the WSCC immediately to allow changes to be made to your classification and rates.

If your operation ceases you must notify the WSCC within 10 days to ensure your account is properly adjusted and closed.