



Three-Part Telephone & E-mail Seminar:

## PERM For Beginners

*Speakers: Ellen Freeman, Ferzana Hashmi, Janet Henner, Christina LaBrie, Charlotte W. Smith and Elizabeth Thompson*

**Available on CD**

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We are the leading immigration law publisher. Our free *Immigration Daily* reaches an audience of over 35,000 subscribers. Our immigration portal web site is the largest on the Internet with over 50,000 pages of information. We assist your practice via our periodicals, seminars, and Yellow Pages. *Disclaimer: participation in this seminar does not create an attorney-client relationship with the speakers.*

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### Seminar Outline

#### **FIRST Phone Session on December 30: Understanding the PERM Process**

- Who, what, where, when, and how of the labor certification process
- Analyzing the position in question
- Immigrant visa preference categories
- Devising minimum job requirements
- Analyzing whether these job requirements are normal (DoT (SVP) v. O\*Net (job zones))
- Drafting job description
- Securing prevailing wage determination (dealing with State Workforce Agencies)
- Documenting the foreign national employee's qualifications
- Business necessity documentation
- Dealing with foreign language requirements, closely held family business, combination of occupations, training and distinguishing former and current positions with the same employer

#### **SECOND Phone Session on January 13: Preparing & filing PERM application**

- Devising recruitment campaign
- Employer registration and attorney sub-account on federal and state levels
- Placing Job Order with a state Department of Labor
- Roles of attorney, employer and foreign national
- Notice of internal posting
- Mandatory Printed Ads - elements, placement, considerations
- Professional positions and the necessary additional recruitment
- Schedule A and Special Handling positions
- Recruitment Report and audit preparedness
- Drafting and submitting Form ETA-9089

#### **THIRD Phone Session on February 10: Addressing PERM Post Filing Concerns**

- Proving Business Necessity
- Responding to Audit
- Addressing layoffs
- Corporate reorganization during and after the filing
- Demonstrating employer's ability to pay
- Correcting typos and other errors after the filing
- Reconsideration and Appeal
- Supervised recruitment
- Summary of best practices



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### SELECT YOUR DATES

CD December 30       CD January 13       CD February 10      2.00pm to 3.30pm ET (11.00am to 12.30pm PT)

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### ABOUT THE SPEAKERS

**Ellen Freeman** (Discussion Leader) serves as counsel in the Immigration Section of Buchanan Ingersoll & Rooney's Pittsburgh office. Her practice focuses on employment-based immigration for scientists, researchers and medical professionals, primarily in the areas of biotech, health care and education. She also advises start-up and foreign companies/investors in corporate entity formation and establishment of U.S. operations. In addition, Ms. Freeman advises U.S. permanent residents throughout their temporary assignments abroad, complex family issues and citizenship process. She is president of the Pittsburgh Chapter of the American Immigration Lawyers Association. She has frequently been quoted in the media and has written numerous articles on immigration issues that have appeared in business and legal trade publications. She is also a frequent speaker at national and regional immigration conferences. Ellen earned her J.D. and master's degrees in international affairs from the University of Pittsburgh and holds a master's degree in Russian.

**Ferzana Hashmi** is an attorney licensed to practice law by the Supreme Court of the state of Iowa. Attorney Hashmi is also admitted to federal practice in the U.S. District Court for the Southern District of Iowa in the 8th Circuit. She is an active member of the American Immigration Lawyers Association. Attorney Hashmi was elected to a chapter officer position and currently serves as the Iowa-Nebraska Chapter Secretary. Attorney Hashmi is an active member in good standing of the Iowa Bar Association and the Polk County Bar Association. Attorney Hashmi attended the prestigious University of Virginia School of Law where she completed a Juris Doctor in 2004. While attending law school, Attorney Hashmi simultaneously completed a Masters in Business Administration at the Darden Graduate School of Business, a leading business school in the United States.

**Janet Henner** is a Partner in the New York office specializing in corporate immigration law. Janet focuses on multinational corporations, and provides her corporate clients with strategic counseling on all matters of U.S. immigration and nationality law, regulations, policy, and compliance. Working closely with Office of General Counsel and corporate human resource departments, Janet has counseled on due diligence considerations related to mergers, acquisitions, takeovers and downsizings, as well as, corporate mobility concerns affecting the employment of a global, professional workforce. She has also designed and implemented customized visa strategies and immigration programs focused on client service, immigration compliance, and streamlined processes. Prior to joining Fragomen, Janet served as an Attorney-Advisor to the Honorable Judge Joan Huddy Rosenzweig, and then as Deputy Secretary to the Board of Alien Labor Certification Appeals (BALCA) at the U.S. Department of Labor, Office of Administrative Law Judges. Janet currently serves on the executive committee of the New York Chapter of the American Immigration Lawyers Association (AILA), and is a frequent lecturer on business immigration topics, particularly labor certifications, for business and educational organizations including the American Council on International Personnel, ILW.COM and AILA.

**Christina LaBrie** is an Associate in the Legal Practice Group at Fragomen, Del Rey, Bernsen & Loewy, LLP. Prior to joining Fragomen, Christina practiced immigration law with several law firms in New York. Her experience covers the universe of immigration practice, from asylum and deportation cases to complex business immigration matters. Christina received a B.A. in Political Science with high honors from the University of California at Santa Barbara in 1996. In 2000, she obtained her J.D. degree from NYU School of Law. Christina has served as Secretary of the New York City Bar Association's Immigration Committee and is a member of the American Immigration Lawyers Association (AILA). She has published numerous articles with various immigration-related publications and organizations.

**Charlotte W. Smith** is an Associate in the New York office of Fragomen, Del Rey, Bernsen & Loewy. She practices exclusively in the field of immigration and nationality law. She currently advises financial services companies on all aspects of corporate U.S. immigration, including nonimmigrant visas, employment and family-based permanent residency applications, and U.S. citizenship applications. While in law school, Charlotte served as a Technical Coordinating Editor for New England Law Review. She also interned with the Department of Justice's Executive Office for Immigration Review, Miami Immigration Court and in the Immigration Unit of Greater Boston Legal Services. Charlotte was a Summer Associate at the New York Fragomen offices and served as an intern for the U.S. District Court, Chambers of Judge Pattie B. Saris. Prior to law school, she held a position at the Association of the Bar of the City of New York where she assisted lawyers in the preparation of VAWA petitions for immigrant victims of domestic violence.

**Elizabeth Thompson** is an immigration attorney in Myers Thompson, PA.