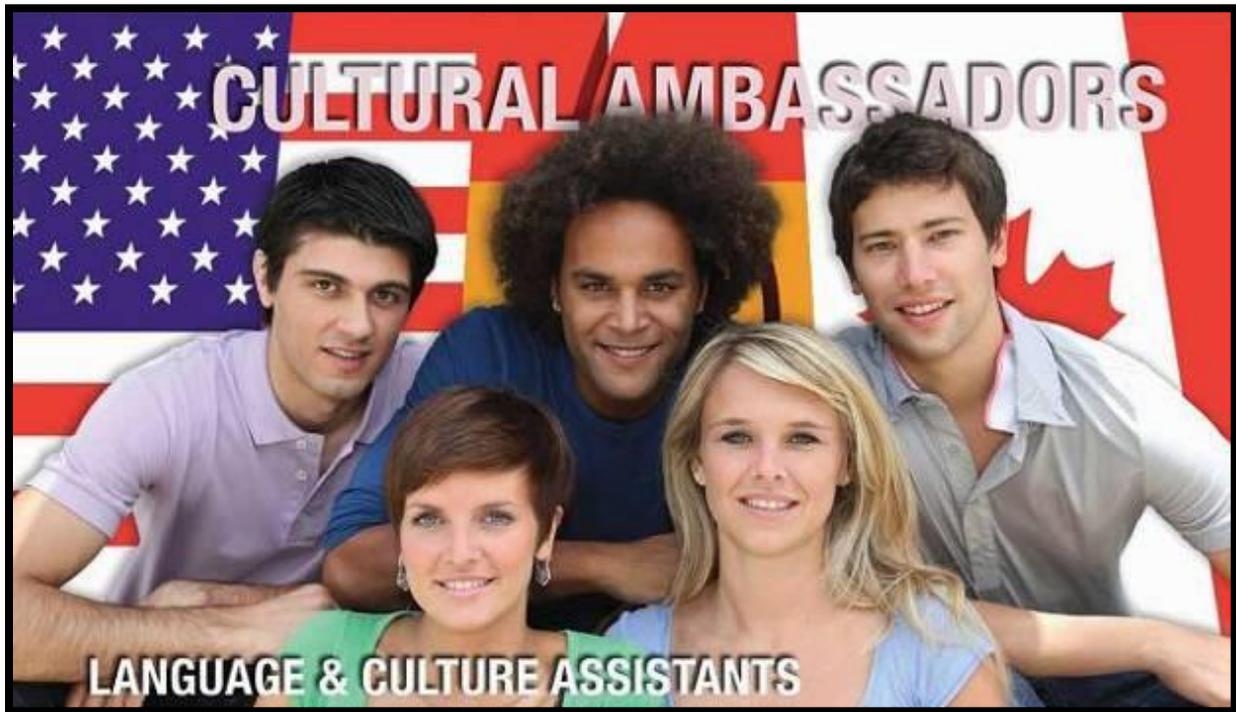




CONSEJERÍA DE EDUCACIÓN
EN ESTADOS UNIDOS
Y CANADÁ



North American Language and Culture Assistants in Spain

APPLICATION GUIDELINES
SCHOOL YEAR 2014-2015



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The Language and Culture Assistants Program

The North American Language and Culture Assistants Program is an initiative of the Ministry of Education, Culture and Sport of Spain. The program is primarily devoted to providing grants for US and Canadian university students –majoring in any subject- and graduates with some proficiency in Spanish.

Its main objective is to provide North American native English or French students with the opportunity to assist a teacher in the English or French programs in elementary, secondary or language schools in Spain (12 to 16 hours a week).

Students will spend a full academic year in Spain, typically from the beginning of October through May 31. Preferred placement in different Spanish regions can be requested.

Please, take some time to read these application guidelines carefully as here you will find the answer to most of your questions.

1.1. A quick note about PROFEX

The whole application will be done through the online system called PROFEX, accessible at: <https://www.educacion.es/profex>. Please complete your Curriculum part and then go to the application ('solicitud') for the Language Assistants Program, but only when the application period is open. You can learn more about the application process by reading the complementary guide: PROFEX Manual, which can be accessed at our website: www.mecd.gob.es/eeuu/

1.2. Eligibility criteria: Who may participate?

You will qualify if you comply with the following criteria:

- Be a US or Canadian national
- Hold a minimum of a BA or BS by the end of the academic year preceding the start of the program, be a junior or a senior, or have become a university graduate.
- Have English or French as the first language
- Be in good physical and psychological condition. It will be necessary to submit a complete medical evaluation signed by your doctor when it is time to apply for your visa.
- Have a clean background check. You will need to submit a background check when it is time to apply for your visa.

We ask for an open-minded, flexible attitude as the participants are language assistants in the classroom, regardless of their previous experience in the field. There is no age limit (except for Madrid), but you have to meet the program's eligibility requirements, however, the average age of a participant is between 21 and 35. If you are older than 35, you cannot choose Madrid. You should also have basic communicative skills in Spanish.



1.3. Important information to submit your application

Please check all these documents before submitting your application:

1. Application guidelines (this document)
2. [PROFEX Manual](#) or how to register online your application
3. [Checklist](#)
4. [Guidelines](#) for the letter of recommendation
5. PDF application form that PROFEX will generate automatically when you submit all your documents. Click [here](#) to see an example of what it should look like.
6. [Frequently Asked Questions](#)

1.4. Steps in the application

Before you start preparing your application:

- Make sure you meet all the requirements (check section 1.2.)
- Learn who your contact person is (USA / Canada Regional Education advisor for new applicants; if you are renewing your position either the Regional Department of Education or the Ministry of Education, Culture and Sport of Spain). (Check section 2.2.)
- Read the [checklist](#) and gather all the documents you will need in order to submit your application.

The applicant for the Language Assistantship in Spain needs to follow the steps below to complete his/her application successfully:

Step 1: Create your user profile and password in PROFEX in order to log in the system.

<https://www.educacion.es/profex>

Step 2: Complete your curriculum vitae details and upload all the required documents onto PROFEX. If you submit your application online and do not upload all the required documents, your application will not be admitted when revised by the regional coordinator and that would result in delays that could prevent you from successfully participating in the selection process.

Step 3: Fill out the application on PROFEX for the Language Assistants Program.

Step 4: Choose your destination Autonomous Region(s) in Spain on PROFEX.

Step 5: Submit your application online.

Step 6: Print your application form in PROFEX and the [checklist](#), sign and date them. Then send them to your regional Education Advisor in U.S.A. or Canada (please, check postal address in section 2.2.).

Step 7: Await result from the selection process: confirmation email from PROFEX.



Step 8: Accept offer of your regional placement within five days: confirmation email from regional education authorities and/or PROFEX.

Step 9: Await acceptance letter from the Spanish Autonomous Region (beginning of summer).

Step 10: Apply for a visa AS SOON AS YOU RECEIVE YOUR ACCEPTANCE LETTER, and purchase your airfare once your visa has been issued.

1.5. Required documents

1.5.1. Hard copies (To be mailed)

1. The PDF form printout, signed and dated, available to you after submitting your application and uploading your documents online. (Check [PROFEX MANUAL](#) on our webpage).
2. Checklist signed and dated and with your initials next to each item you are submitting.
3. If you live in the State of New York, you will have to submit the document included in Appendix 2: Memorandum of Understanding (MOU) for participants from the State of New York.

1.5.2. Documents to be uploaded in the corresponding sections on PROFEX

4. A copy of the main page of your valid US or Canadian passport.
5. A college transcript on letterhead or a copy of your degree certificate(s) or diploma(s).
Note: You will need to upload the pdf document to PROFEX as for the purpose of the program we do not require that the official transcripts be sent to us on a sealed envelope from your college or university.
7. A cover letter or statement of purpose for participation in the program in no less than 250 words, preferably in Spanish, but also in either English or French (for Canadian applicants), addressed to the education advisor responsible for the office you will be sending your required documents to (check list of Regional Education Advisors in section 2.2.). Please, specify in the letter that English or French is your first language. The letter must be signed and dated.
8. If you happen to have a European passport on top of your US or Canadian passport and you will be using that passport to enter Spain, a medical certificate needs to be uploaded. It needs to be issued by your doctor. This needs to be on the doctor's letterhead, standard sized paper, verifying you are *free of drug addiction, mental illness or any disease that could cause serious repercussions to public health*.
9. A letter of recommendation in English, Spanish or French (for Canadian applicants), up to 250 words, written and signed by any current or former professor. If you have been out of school for over five years, you can receive this letter from your supervisor at work. Letterhead, author's contact information and signature are required in the letter.

We have created a document with some [guidelines for the letter of recommendation](#), which you can share with the person who will write the letter for you.

Note: For the purpose of the program, sending the letter to us on a sealed envelope is not required. Please upload it to PROFEX directly, which will help us process your application faster.



Please, send: 1) the signed PDF application form printout AND 2) your initialized checklist only after you have uploaded all your mandatory documents and submitted your application online.

Please avoid writing to the Regional Education Advisors just to check if they have received your hard copies. Bear in mind that those candidates who have sent the hard copies correctly will get an email from PROFEX informing them that their application is in the status of *Registrada*. This means that your hard copy has been received by the Regional Education Advisor.

Then, when all documents have been reviewed, your application status will change to *Admitida*. This means that your Regional Education Advisor has revised the application and all the documents and it has been admitted for the selection process.

Once you have accepted a placement in Spain, you will need to bring with you to your destination the original and official documents listed on #1-8. You are responsible for submitting all your paperwork at the same time and in timely fashion. We appreciate your diligence, effort and dedication to do so as efficiently and neatly as possible.

Please, check your status regularly on PROFEX.

1.6. Working conditions

The language assistants will spend a full academic year in Spain, typically from the beginning of October through May 31. Preferred placement in different Spanish regions can be requested. Applicants will have to mark three preferred destinations. The Ministry of Education, Culture and Sport will make an effort to accommodate your preference, but it cannot be guaranteed.

As a language and culture assistants you will work between 12 and 16 class periods a week at an elementary, secondary or language school. Programs/schedules will be determined by the program coordinator at your school placement. You might be the only assistant in your school, but there may be other participants assigned to the same school district / area; your schedule may even be split between two different schools. Working during school hours, you will have plenty of time to enjoy this opportunity beyond your school setting.

The language assistants will receive a stipend between 700 and 1000 euros monthly, an orientation course and full medical insurance. Travel costs to and from country of origin will be the responsibility of the assistant.



Language assistants may participate in the program for a second year, although priority is given to first-time applicants. Renewals are only possible if the candidate receives a positive reference letter at their school. Those wanting to participate for a third year will not be given any type of priority.

Before starting your assignment, you need to attend an orientation course scheduled for your particular region in Spain (*Comunidad Autónoma*).

At the end of the program you will receive a certificate of completion for your services that may count as “professional development credits” for your career.

1.7. Roles and responsibilities

Your role is to encourage students to broaden the knowledge of your language and culture, so your work will involve preparing activities that focus on language and culture, such as, oral comprehension and speaking activities. You may also be asked to lead sessions with small groups of students. Although this is an academic grant, it is to be taken seriously and regarded as a job. You may be removed from the position due to disciplinary or performance issues. A good job and performance will allow you to receive a positive reference letter for the future, and of course you will make the most out of your experience. You are encouraged to be conscientious and aware of the standards and rules set forth by the program and your school.

1.8. Application dates and deadlines

The online application period runs from **January 9 until April 1, 2014**. Applicants must complete the online application and send their hard copy documents to their corresponding office within this deadline (Check section 2.2).

The deadline for receiving hard copy documents at your corresponding office is **April 1, 2014**. Please send your hard copies immediately after you submit your online application as documents will not be accepted after **April 15, 2013**.

Please note that you may not receive notice about a regional placement or waitlist status right away, although your application will be processed when received. We will email you information regarding application updates, placements and wait list status via mass emails from PROFEX.



2. Registration and application process

The whole application will be done through the online system called PROFEX, accessible at:

<https://www.educacion.es/profex>

2.1. Online registration and application instructions

Please check [PROFEX Manual](#) on our webpage for a complete, step by step guide.

You can create a new account on PROFEX and start completing your CV at any time, but you can only submit your application when the period is open.

If you applied last year, you may use your PROFEX account, which you should update, but you need to submit a new application and send in all the required documents again.

2.2. Where to send the application form?

a. **Renewal candidates** should consult with their regional coordinators in Spain (Check contacts on our website). Paperwork will only go to your regional office in Spain (for those assistants who remain in the same region), or to the Ministry of Education, Culture and Sport (for those who want to switch regions):

auxiliares.extra@mecd.es

Postal address:

Programa de Auxiliares de Conversación – Extracomunitarios Subdirección Gral. de Promoción
Exterior Educativa Ministerio de Educación, Cultura y Deporte

Paseo del Prado, 28, 5ª planta, Madrid 28014

Please DO not send renewal paperwork to any U.S. or Canadian office.

b. **CIEE candidates** willing to stay a second year are considered first time applicants for the program and must send their documents to their corresponding office in the U.S. or Canada (See 2.2 c New Candidates)



c. **New candidates** from the following States or Provinces, please submit your documents to:

Applicants from: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington State, Wyoming

Ms. Eva González Abad

Centro Español de Recursos - University of Washington
Padelford B-202C
Seattle, WA 98195-4360
Email: eva.gonzalez@mecd.es

Applicants from: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, New York, Ohio, South Dakota, Wisconsin

Mr. Francisco Barba Morán

Education Office – Consulate of Spain
358 Fifth Avenue, Suite 1404
New York, NY, 10001
Email: francisco.barba@mecd.es

Applicants from: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas

Mr. Rodolfo Fernández Alonso

Education Office
Consulate General of Spain in Miami
2655 Le Jeune Road, Suite 1000
Coral Gables, FL 33134
Email: rodolfo.fernandez@mecd.es

Applicants from: Connecticut, Delaware, Maryland, Massachusetts, New Jersey, Pennsylvania, Rhode Island, Virginia, Washington, D.C. , and West Virginia

Mr. Alberto García Salinero

Education Office
Embassy of Spain
2375 Pennsylvania Ave. NW Washington, D.C. 20037-1710
Email: alberto.gsalinero@mecd.es

Applicants from Canada and US applicants from: Maine, New Hampshire, North Dakota, and Vermont

Mr. David González Vera

Education Office
Embassy of Spain
74 Stanley Avenue, Suite #122
Ottawa, ON K1M 1P4 CANADA
Email: david.gonzalez@mecd.es

2.3. PROFEX support

PROFEX support: PROFEX.soporte@mecd.es

2.4. Selection and regional placement process

- Once each application is submitted (*inscrita*) online, it is given an application number (e.g. 14_1AX000423). Assignments are given on a *first-come, first-served* basis according to this application number as long as the application shows as *admitida*.
- “Admitida” means that your application has been submitted and all required documents uploaded and verified. Once you have completed this process you are ready to receive an assignment. This status makes you eligible (but not selected) to receive a regional placement.
- Not everyone may receive their first choice. Every effort is made to give you one of your regional preferences or at least a border region to one of those preferences. Should you be unwilling to go to your assigned region, someone on the waiting list will be happy to take your place.
- No change in your region preference order will be granted after you have submitted your application.
- Please realize that you may only express your preference for a region, but not for a city.
- The regional education authorities (e.g.: *Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid* ...) will assign you a city and a school after you have accepted the regional placement offer (research a map with the Spanish Autonomous Regions before choosing one of them).
- If you are submitting an application together with a family member or significant other, please make sure you are applying at the same time, you all express your preference for the same region and you include a note in your hardcopy packet explaining your choice.
- Please note that if you are *admitida* you may not receive a placement depending on your application number and will be placed on a waiting list.
- Positions are typically assigned in late April. Our priority is assigning all placements that have been requested in Spain. This year we anticipate an early position assignment process so we encourage candidates to upload and submit all documents the sooner, the better.



2.5. How to accept or decline offer of your regional placement?

Accepting your placement on PROFEX gets the ball rolling for the whole process. Candidates MUST accept or decline an offer within five days of receiving the placement notification email from PROFEX. If you choose to decline the offer, you will not be considered for any other placement for that school year. However, you may reapply for the next academic year.

How to accept on PROFEX?

- Log in to your account.
- Click on *Acceso*. On the left hand menu click *Auxiliares de Conversación*.
- Then click on *Gestión solicitudes*.
- Click on *Aceptación y renuncia candidatos*.
- On the drop down menu make sure to select *Auxiliares extranjeros en España 2014*.
- Then click *buscar*. Your name should appear with an option to accept: *Aceptación*.

Those candidates who fail to accept or decline in the specified time will be automatically withdrawn by PROFEX and will not receive any assignment for this school year. If you do not accept your position within 5 days of the receipt of your placement, PROFEX will automatically cancel your application.

Candidates cannot decline an offer once the placement is firm, which implies, they will be excluded from the process for future editions. However, if you are going to decline an offer, you are to inform the program coordinators by sending an email to renuncias.auxnort@mecd.es

2.6. Await acceptance letter from the Spanish Autonomous Region

Each region sends the acceptance letters for their corresponding assistants. If your letter is exceptionally late, please contact your regional coordinator in Spain. This letter is extremely important as it details key information (health insurance, stipend, city and school information) required for your visa application, which is your next step.

Some regions are very timely when it comes to mailing the acceptance letters, some others may not. Please be patient. As long as you accept on PROFEX and keep open communications with your region, you will make your way to Spain.

For contact information for each Autonomous Region ("Comunidad Autónoma"), check the contact list on our website or ask your regional coordinator in Spain.



2.7. Apply for VISA

Visa application is a consular matter. Consulates General of Spain in the US or Canada are in charge of these processes.

For Consular jurisdiction, visa application and visa instructions, the most updated information will be posted on the website at the end of March. This information will help you process your visa application.

If you hold a European passport on top of your US or Canadian passport, you do not need a VISA. However, as mentioned on page 5, you are required to upload a medical certificate onto PROFEX if this is your case.

3. Testimonials from previous Auxiliares

- The Pueblo Series:

www.pueblotheseries.com

- YouTube:

www.youtube.com/watch?v=xoWTig68tn4&hd=1 (General)

www.youtube.com/watch?v=pwn-xkr5ia4 (Extremadura)

- Testimonials:

<http://www.educacion.gob.es/exterior/centros/losangeles/es/actividades/Testimonios-SeminarioAACC-09-09-11.pdf>

www.rtve.es/alacarta/videos/destino-espana/destino-espana-cantabria-iii-alissa/1084130



4. Appendix 1: Glossary of PROFEX terms

Status in chronological order :

Status	Description
<i>Pendiente de destino</i>	Destination not chosen on application. You must still choose 3 regional preferences.
<i>Borrador</i>	Draft application, NOT SUBMITTED
<i>Inscrita</i>	ONLINE APPLICATION SUBMITTED
<i>Registrada</i>	Paper application registered, has no real significance in the process.
<i>Admitida</i>	Application complete, application has been processed and has all required hard copy documents, eligible for assignment.
<i>Adjudicada</i>	Assigned. A regional placement offer has been assigned and made to the candidate.
<i>Reserva</i>	Reserve, wait list. The language assistants program does not make use of this status; rather your application will stay in “admitida” status until we reach your application number.
<i>Aceptada</i>	Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.
<i>Renuncia</i>	Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.
<i>Sin plaza</i>	No placement.
<i>Excluída</i>	Excluded. Occasionally used to remove your application from the program. Usually if the candidate no longer wishes to be considered before assignments have been made.
<i>Excluída global</i>	Excluded from all vacancies for any programs offered that term.
<i>Registro excluido</i>	Application excluded.

5. Appendix 2: Memorandum of Understanding from the State of New York.

Memorandum of Understanding between the New York State Department of Education and the Ministry of Education, Culture and Sports of the Kingdom of Spain

El/la abajo firmante, Don/Doña, ciudadano/a del Estado de Nueva York, declara que, de ser seleccionado/a para participar en uno de los programas desarrollados en escuelas públicas españolas, cumplirá la normativa española de confidencialidad, seguridad de los datos de sus alumnos y de sus evaluaciones, así como de cualquier otra información o documentación protegida por la ley.

Lo que se firma a los efectos del cumplimiento de lo dispuesto en el párrafo II.3.4 del Memorando de Entendimiento entre el Departamento de Educación del Estado de Nueva York y el Ministerio de Educación, Cultura y Deportes del Reino de España.

En Nueva York, a de de 201 (fecha)

Firma:

Nombre completo:

The undersigned Mr./Ms., citizen of New York State, hereby declares that if being appointed to take part in one of the programs developed in Spanish public schools will comply with all applicable Spanish laws and regulations, including those of confidentiality and security of student data and their assessment and other information or documents protected by law.

This is signed in compliance with Paragraph II.3.4 of the Memorandum of Understanding between the New York State Department of Education and The Ministry of Education, Culture and Sports of the Kingdom of Spain.

New York, , 201 (date)

Signature:

Printed name:

6. Appendix 3: Map of Spain



Please note that only these regions participate in the program for candidates from the United States or Canada: Andalucía, Asturias, Aragón, Baleares, Cantabria, Castilla-La Mancha, Castilla y León, Extremadura, Galicia, La Rioja, Navarra, Madrid, Murcia and El País Vasco. *Islas Canarias, Cataluña, Valencia and Ceuta and Melilla* do not participate in the program. So, do not choose any of these regions.

Remember that some autonomous regions, such as *Baleares, Galicia, Navarra and País Vasco* have two official languages.

More information on the [website program](#):

<http://www.mecd.gob.es/eeu/convocatorias-programas/convocatorias-eeu/auxiliares-conversacion-eeu.html>