



CONSEJERÍA DE EDUCACIÓN  
EN ESTADOS UNIDOS  
Y CANADÁ



## North American Language and Culture Assistants in Spain

APPLICATION GUIDELINES  
SCHOOL YEAR 2016-2017

## IMPORTANT NOTICE

During the last campaign for the Language and Culture Assistants Program 2015-2016, we discovered that there are fraudulent online application forms that forge the corporate identity of the Spanish Ministry of Education, Culture and Sport for unlawful purposes. These false application forms send you to a website containing a form that asks for bank information for you to make payments for registration in the program, flights, etc. Other applicants have reported receiving emails containing fraudulent information, requesting bank data or asking to pay for flight reservations.

The Ministry of Education, Culture and Sport reminds candidates that **registration in the program is FREE** and WE WILL NEVER ASK FOR OR REQUIRE ANY FINANCIAL INFORMATION ABOUT BANK CARDS AND/OR ACCESS CODES NOR WILL WE DEMAND ANY PAYMENT through electronic mail or any other means.

Please remember that all the email addresses that belong to the Ministry of Education of Spain end with **@mecd.es**



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## 1. 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 to provide North American students who are native speakers of English or French with the opportunity to assist teachers in the English or French programs in elementary, secondary or language schools in Spain (12 to 16 class periods a week).

The program is addressed to US and Canadian university students –majoring in any subject- and graduates, with some proficiency in Spanish.

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. Participants in the program will receive a monthly stipend and medical coverage.

Please, take some time to read these application guidelines carefully as here you will find answers to most questions. If after reading these guidelines and the FAQ document that you will find in our website you are still unclear about any aspect of the program, please send an email with your inquiry to [norteamericanos@mece.es](mailto:norteamericanos@mece.es)

### 1.1. A quick note about PROFEX

The whole application will be processed 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](#).

### 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 your 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, which will have to be submitted when it is time to apply for your visa.
- Be less than 60 years old (except for Madrid, where the age limit is 35). However, the average age of a participant is between 21 and 35.

We ask that participants have an open-minded and flexible attitude since they will be working as language assistants in the classroom, regardless of their previous educational experience. 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. Check [our webpage](#) 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 (New applicants should contact their USA / Canada Regional Education advisor; if you are renewing your position, contact either the Regional Department of Education or the Ministry of Education, Culture and Sport of Spain). (Check section 2.2.)
- Read about 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. Use your passport number as username. <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 reviewed 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 both the application form generated by PROFEX and the [checklist](#), sign and date them. Then send them to your regional Education Advisor in the U.S. or Canada (please, check the postal address in section 2.2.).

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

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

**Step 9:** Await the 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 documentation**

### **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. An official college transcript 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.
6. A cover letter or statement of purpose for participation in the program, 250-300 words long, in English (or also French for Canadian applicants), addressed to the education advisor responsible for the office where you will be sending your required documents (check list of Regional Education Advisors in section 2.2.). The letter must be signed and dated.
7. 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, which 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*.
8. 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 three years, you can receive this letter from your supervisor at work. Letterhead, author's contact information and hand-signature are required in the letter. We may contact the author of the letter and ask them to elaborate on its content.

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.

Your Regional Education Advisor will then review the application and all the associated documents and will confirm that the documentation can be admitted for the selection process. Then your application status will change to *Admitida*.

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 a 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 October 1<sup>st</sup> through May 31<sup>st</sup>, except for Madrid that will take place in some schools from October 1<sup>st</sup> through June 30th. 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 assistant, you will typically work 12 class periods a week at an elementary, secondary or language school, although some regions may increase the number of hours per week (and also the monthly stipend, accordingly). 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; in some cases your schedule may 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 monthly stipend of 700 euros, exempt from taxation, and full medical insurance. Upon arrival in Spain, they will be offered an orientation course. Travel costs to and from the country of origin will be the responsibility of the assistant.

Language assistants may participate in the program for a second year. 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 you are traveling to Spain as a student, the tasks you will perform should be 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 12th until April 5th, 2016 (11:59 pm Spanish Time or 5:59 pm Eastern Standard Time)**. 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 20, 2016**. Please send your hard copies immediately after you submit your online application as documents will not be accepted after **April 20, 2016**.

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 contact you regarding application updates, placements and wait list status via 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.gob.es/profex>

### 2.1. Online registration and application instructions

Please check the [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 NOT send renewal paperwork to any U.S. or Canadian office. Please consult with your regional coordinators in Spain (Check contacts on our website). Paperwork will only go to their 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](mailto:auxiliares.extra@mecd.es)

Postal address:

Programa de Auxiliares de Conversación – Extracomunitarios  
Subdirección General de Promoción Exterior Educativa  
Ministerio de Educación, Cultura y Deporte  
Paseo del Prado, 28, 5ª planta, Madrid 28014

If you are a renewal candidate, please see an example of what your PDF printout should look like on our website.

b. **Candidates** from other programs willing to stay a second year joining our program are considered first time applicants 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. Josefa Salvador Hernández**

Education Office - Consulate General of Spain in San Francisco  
1405 Sutter Street  
San Francisco, CA 94109  
Email: [josefa.salvador@mecd.es](mailto:josefa.salvador@mecd.es)

**Applicants from Connecticut, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, Wisconsin:**

**Mr. Carlos Berrozpe Peralta**

Spanish Resource Center - IUPUI  
Cavanaugh Hall 205  
425 University Boulevard  
Indianapolis, IN 46202-5140  
Email: [carlos.berrozpe@mecd.es](mailto:carlos.berrozpe@mecd.es)

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

**Mr. Felipe Neri Pieras Guasp**

Education Office - Consulate General of Spain in Miami  
2655 Le Jeune Road, Suite 906  
Coral Gables, FL 33134  
Email: [felipe.neri@mecd.es](mailto:felipe.neri@mecd.es)

**Applicants from Delaware, Maryland, Virginia, Washington D.C. , West Virginia:**

**Ms. María del Mar Torres Ruiz**

Education Office  
Embassy of Spain  
2375 Pennsylvania Ave. NW Washington, D.C. 20037-1710  
Email: [mmar.torres@mecd.es](mailto:mmar.torres@mecd.es)

**Applicants from Canada:**

**Ms. María Espejo Quijada**

Education Office - Embassy of Spain  
74 Stanley Avenue, Suite #122  
Ottawa, ON K1M 1P4 CANADA  
Email: [maria.espejo@mecd.es](mailto:maria.espejo@mecd.es)

### 2.3. PROFEX support

PROFEX support: [PROFEX.soporte@mecd.es](mailto: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. 16\_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, all the required documents have been uploaded and verified and you qualify to receive an assignment. This status makes you eligible (but not selected) to receive a regional placement. Depending on your application number, you may be placed on a waiting list or not be offered a position at all.
- 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, your placement will be given to someone on the waiting list.
- 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 wish to participate in the program with a family member or significant other, please make sure you are both applying at the same time, you express your preferences for the same region and you include a note in your hardcopy packets explaining your choice and including the full name of the other person.
- Positions are typically assigned in late April. Our priority is to assign all placements that have been requested. This year we anticipate an early position assignment process so we encourage candidates to upload and submit all documents as soon as possible.

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

Accepting your placement on PROFEX gets the process started. Candidates MUST accept or decline an offer **within three 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 2016*.
- 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 3 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](mailto:renuncias.auxnort@mecd.es)

## 2.6. Await the 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 prompt in mailing the acceptance letters, whereas some others may take longer. Please be patient. As long as you accept your assignment on PROFEX and keep communications open with your assigned Education Advisor and your regional coordinator in Spain, 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 a visa

Visa application is a consular matter. Consulates General of Spain in the US or Canada are in charge of these processes. Candidates who have been assigned a school in Spain need to apply for a Student visa, which will be valid for 90 days. Once in Spain, within a month of their arrival, they will have to apply for their TIE card (*Tarjeta de Identidad de Extranjero*).

The most updated information regarding Consular jurisdiction, visa application and visa instructions 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](http://www.pueblotheseries.com)

- YouTube:

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

[www.youtube.com/watch?v=pwn-xkr5ia4](http://www.youtube.com/watch?v=pwn-xkr5ia4) (Extremadura)

- Testimonials:

[A Wandering Casiedilla](#) (Fregenal de la Sierra, Extremadura)

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

[www.rtve.es/alcarta/videos/destino-espana/destino-espana-cantabria-iii-alissa/1084130](http://www.rtve.es/alcarta/videos/destino-espana/destino-espana-cantabria-iii-alissa/1084130)



#### 4. Appendix 1: Glossary of PROFEX terms

Status in chronological order :

Status	Description
<b><i>Pendiente de destino</i></b>	Destination not chosen on application. You must still choose 3 regional preferences.
<b><i>Borrador</i></b>	Draft application, NOT SUBMITTED
<b><i>Inscrita</i></b>	ONLINE APPLICATION SUBMITTED
<b><i>Registrada</i></b>	Paper application registered. It has no real significance in the process.
<b><i>Admitida</i></b>	Application complete. The application has been processed and has all the required hard copy documents. Your application is eligible for assignment.
<b><i>Adjudicada</i></b>	Assigned. A regional placement offer has been assigned and made to the candidate.
<b><i>Reserva</i></b>	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.
<b><i>Aceptada</i></b>	Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.
<b><i>Renuncia</i></b>	Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.
<b><i>Sin plaza</i></b>	No placement.
<b><i>Excluida</i></b>	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 or when the candidate has used the wrong application form, for instance as a new candidate and not renewal.
<b><i>Excluida global</i></b>	Excluded from all vacancies for any programs offered that term.
<b><i>Registro excluido</i></b>	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



Remember that some Autonomous Regions, such as *Cataluña*, *Valencia*, *Baleares*, *Galicia*, *País Vasco* and *Navarra* have two official languages.

### DATA PROTECTION

The Spanish Ministry of Education, Culture and Sport will use the information you provide on your application form for the purpose of assessing your application and, if you are successful, for administering your participation in the language assistant program. We shall pass your information to collaborating institutions, government departments and other third parties involved in the program.

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

<http://goo.gl/TH1dB>