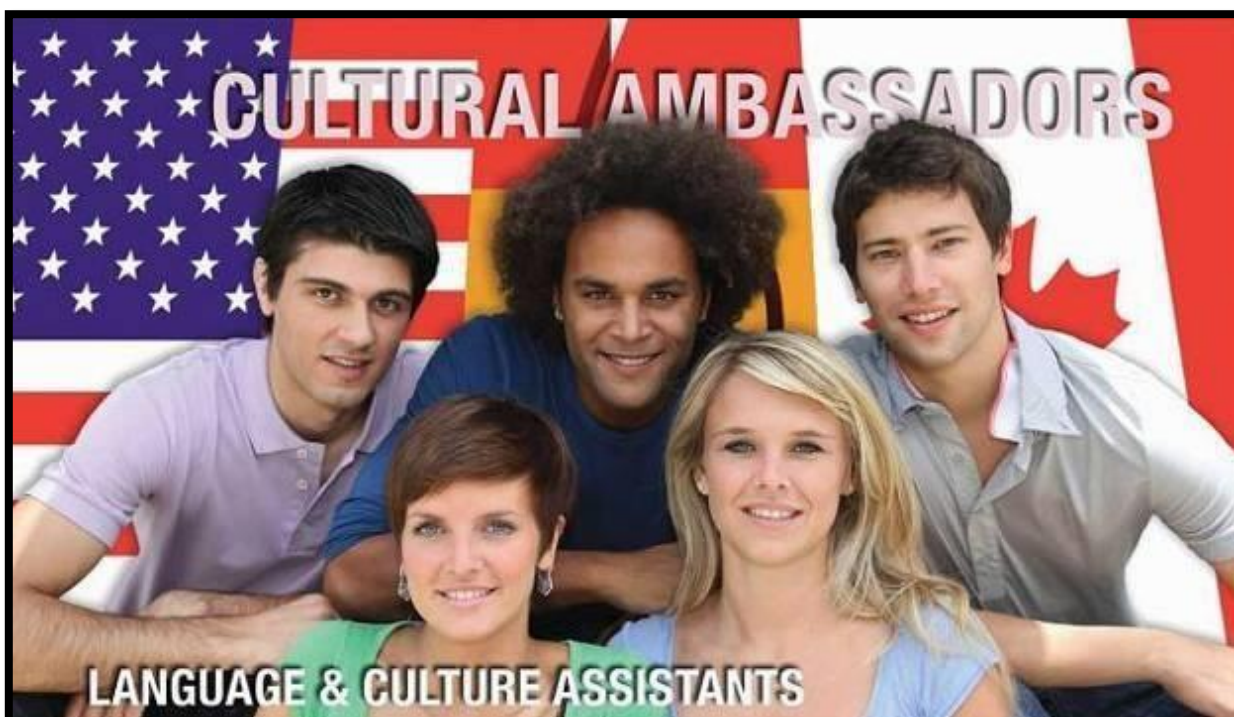


## SCHOOL YEAR 2020-2021



## North American Language and Culture Assistants in Spain



## IMPORTANT NOTICE

### PLEASE READ

During the campaign for the Language and Culture Assistants Program 2015-2016, we discovered that there were fraudulent online application forms that forged, for unlawful purposes, the corporate identity of the Spanish Ministry of Education and Vocational Training. These false application forms sent you to a website containing a form that asked for bank information requesting 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 and Vocational Training reminds candidates that **registration in the program is FREE.** WE WILL NEVER ASK FOR OR REQUIRE ANY FINANCIAL INFORMATION ABOUT BANK CARDS AND/OR ACCESS CODES, NOR WILL WE DEMAND ANY PAYMENT WHATSOEVER through email or any other means.

Please remember that all the email addresses that belong to the Ministry of Education of Spain end with **@educacion.gob.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 and Vocational Training of Spain. The purpose of the program is 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 per week).

The program is for US and Canadian college/university students and graduates (majoring in any subject) with basic proficiency in Spanish.

Assistants will spend an academic year in Spain, typically from the beginning of October through May 31 (specific dates will be given in the appointment letter that will be sent to the selected candidate). Preferred placement in different Spanish regions can be requested. Participants in the program will receive a monthly stipend and medical insurance coverage. Preexisting conditions are not covered, and in such cases additional insurance coverage is recommended.

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

### 1.1. A quick note about PROFEX

The whole application will be processed through an online system called PROFEX, accessible [here](#). You may complete the curriculum vitae/resume part and then go to the application (*'solicitud'*) for the Language Assistants Program, but applications may only be submitted *when the application period is open*. More information about the application process is available in the complementary guide "PROFEX Manual", found on our [website](#).

### 1.2. Eligibility criteria: Who may participate?

Applicants qualify by meeting the following criteria:

- Hold a US or Canadian passport.
- Have earned a BA or BS degree by the end of the academic year preceding the start of the program or be enrolled as a junior or a senior in a BA or BS program. Alternatively, candidates can also have earned an Associate Degree or be a community college student in their last semester of studies by the end of the academic year preceding the start of the program.
- Have English or French as your first language. If deemed necessary, our Office reserves the right to assess the applicant's proficiency in the particular language program.
- Be in good physical and psychological health. It will be necessary to submit a complete medical evaluation signed by your doctor when applying for a visa.
- Have a clean background check. It will have to be submitted when applying for a visa.



- Be born no earlier than October 1, 1960, although most candidates range in age from 21 to 35.
- Participants are requested to be open-minded and have a flexible attitude since they will be working as language assistants in the classroom, regardless of their previous educational experience. Basic communicative skills in Spanish are recommended.

### 1.3. Important information to submit your application

Please review each of the following documents before submitting your application:

1. Application guidelines (this document)
2. [PROFEX manual](#) (or *How to Register your Application Online*)
3. [Checklist](#)
4. [Letter of recommendation guidelines](#)
5. [Frequently Asked Questions](#)

### 1.4. Application steps

Before you start preparing your application:

- Make sure you meet all the requirements (check section 1.2.)
- Please note:
  - If you are already a language assistant in Spain and were assigned a position through this program, contact either the Regional Department of Education in your *Comunidad Autónoma* or the Ministry of Education and Vocational Training for information on how to renew your position. (Check section 2.2.).
  - If you are already a language assistant in Spain and were assigned a position through another program (i. e. CIEE, Fulbright, etc.), follow the steps described in this section. You are considered a new applicant for application purposes.
- Review the [checklist](#) and gather all necessary documents to submit your application.

Applicant must follow the steps below to complete their application successfully:

**Step 1:** Create a user profile and password in [PROFEX](#) in order to log into the system. **Use your passport number as your username.**

**Step 2:** Complete your *curriculum vitae/resume* details and upload **all** the required documents into PROFEX. If you submit your application online and do not upload all the required documents, your application will not be processed when reviewed, resulting in delays that could prevent successful participation in the selection process.

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

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

**DO NOT CHOOSE “ANDORRA”**

Step 5: Review the checklist.

Step 6: Submit your application online.

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

Step 8: Accept the offer of your regional placement **within five days**. A confirmation email will be sent from the regional education authorities and/or PROFEX.

Step 9: Wait for the acceptance letter from the Spanish Autonomous Region (late spring or beginning of summer).

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

### 1.5. Required documentation

Documents to be uploaded in the corresponding sections on PROFEX.

1. A scanned, **signed and dated** copy of the checklist (PDF format), with your initials next to each item you are submitting. Upload it onto *Documentos Anexos* in PROFEX.
2. A copy of the main page of your valid US or Canadian passport.
3. 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. For this program, please **do not send** official transcripts by mail. They should be uploaded electronically onto PROFEX.
4. A cover letter or statement of purpose for participation in the program with the following requirements:
  - No longer than 250-300 words. Letter must be signed and dated.
  - Must be in **English (or French** for Canadian applicants)
  - Specify that English or French is your first language.
5. If you happen to have a European passport in addition to your US or Canadian passport, and you plan on using that passport to enter Spain, you should upload:
  - A medical certificate issued by your doctor. The certificate needs to be printed with the doctor's letterhead on standard sized paper. The letter must verify that you are *free of drug addiction, mental illness or any disease that could cause serious repercussions to public health.*
  - A clean police background check upon arrival at your assigned school.



6. 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. Please note that we may contact the author of the letter and ask them to elaborate on its content. Please feel free to review some [guidelines for the letter of recommendation](#), which you can share with the person who will write the letter for you.

For all email communications please include in the "Subject" field of the email 20\_2AX, the last four digits of your application number, your state, your last name and your first name as in the example: 20\_2AX,0897, Texas, Smith, John

**Please avoid emailing us just to check if your email has been received.** Bear in mind that the candidates who have sent the attachments correctly will get an email from PROFEX informing them that their application is in the status of *Registrada*. This means that your attachments have been received.

Your application and documents will be reviewed and if the application needs to be corrected or completed in any way, you will be contacted via email. Once your application changes to the status of *Admitida* in the PROFEX system, you will be notified via email. Please check your status regularly on PROFEX.

Once you have accepted a placement in Spain, you will need to bring the original and official documents listed on #1.5 with you to your destination.

## 1.6. Conditions

Language assistants will spend an academic year in Spain, typically from the beginning of October through May 31. Preferred placement in different Spanish regions can be requested. Applicants will select three preferred destinations. The Ministry of Education and Vocational Training will try to accommodate your preference, but it cannot be guaranteed.

As a language and culture assistant, you will spend between 12 and 16 class periods per 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; in some cases, your schedule may be split between two different schools.



Language assistants will receive a monthly stipend of 700 to 1,000 euros (based on area) and medical insurance. Upon arrival in Spain, language assistants will participate in an orientation course. Participants are responsible for their travel costs to and from their country of origin.

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 from their school. Although allowed, third year participants will not be given any type of priority.

Before starting your assignment, you need to attend an orientation course scheduled for your 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. Therefore, you will be preparing activities that focus on language and culture, such as oral comprehension and speaking activities. You may also be asked to lead class sessions with small groups of students. Although you are traveling to Spain with a student visa, you should carry out your tasks diligently. You may be removed from the position due to disciplinary or performance issues. A good performance will allow you to receive a positive reference letter for the future, in addition to making 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 30, 2020 through April 15, 2020** at 11:59 pm (Central European Time). Applicants must complete the online application in PROFEX by this deadline.

Please note that you may not receive notice about a regional placement or waitlist status right away. 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](#).



## 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 *curriculum vitae/resume* 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. You will need to submit a new application.

[auxiliares.extra@educacion.gob.es](mailto:auxiliares.extra@educacion.gob.es)

Postal address:

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

## 2.2. Candidates already in Spain

Application form submission will depend on your status:

a. **Renewal candidates** already in Spain under the Ministry of Education program: 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 [auxiliares.extra@educacion.gob.es](mailto:auxiliares.extra@educacion.gob.es) (for those who want to switch regions). Please note that for any renewal: 1) The application must be accompanied by a positive reference from the applicant's current school. 2) The renewal candidate must have completed the whole period of their assignment in the current school year.

b. **CIEE, Fulbright, etc. candidates** willing to stay a second year are considered **new, first time applicants** for application purposes.



### 2.3. Selection and regional placement process

- Once each application is submitted (*inscrita*) online, it is given an application number (e.g. 20\_1AX000423). Assignments are given on a *first-come, first-serve* basis according to this application number as long as the PROFEX system shows that you have also uploaded the necessary documents within a reasonable period of time after having signed up in the application and been given an application number. You are therefore advised not to sign up in the PROFEX system until you have the necessary documents available and ready to upload.
- *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 the regions you applied for and your application number, you may be placed on a waiting list.
- Not everyone may be placed in their first location 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 be aware that you may only express your preference for a region, 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 location and a school after you have accepted the regional placement offer. Our office in the US does not make any decisions in this regard.
- If you wish to participate in the program with a family member or significant other, please make sure that you are both applying at the same time, express your preferences for the same region, and include a note in your attached application form explaining your choice and including the full name of the other person.
- Positions are typically assigned starting in late April. Our priority is to assign all placements that have been requested.

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

Candidates MUST accept or decline an offer **within five days** of receiving the placement notification email from PROFEX. If you do not answer or 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.

- Log in to your account.
- Click on *Acceso*. In the left-hand menu click *Auxiliares de Conversación*.
- Then click on *Gestión solicitudes*.
- Click on *Aceptación y renuncia candidatos*.
- In the drop-down menu, make sure to select *Auxiliares extranjeros en España 2020*.
- 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 receiving your placement offer, PROFEX will automatically cancel your application.

Candidates may not decline an offer once it has been accepted. However, in case of an emergency, candidates should inform the program coordinators by sending an email to [renuncias.auxnort@educacion.gob.es](mailto:renuncias.auxnort@educacion.gob.es)

## **2.5 Await the acceptance letter from the Spanish Autonomous Region.**

Each region sends the acceptance letters to its corresponding assistants. This letter is extremely important as it provides key information such as 1) health insurance 2) stipend 3) city and school information 4) start and end program dates. All these details are 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 and check your SPAM folder regularly.

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

### **Specific information for candidates placed in *Comunidad de Madrid*.**

The letter of appointment will be available for download in your personal AuxMadrid space.

This is the link: [http://innovacion.educa.madrid.org/auxmadrid/index.php/Establecer\\_clave/informacion](http://innovacion.educa.madrid.org/auxmadrid/index.php/Establecer_clave/informacion)

Make sure you select the tab labelled *AUXILIAR*.

Please access with the email with which you requested your participation in the Program as a username, and set your own password. You will receive a link that gives you access to your personal space in Auxmadrid, and there you can download the letter of appointment.

## **2.6 Apply for a visa**

Visa applications are 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. Within a month of arriving in Spain, candidates will apply for their TIE card (*Tarjeta de Identidad de Extranjero*).

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



If you hold a European passport in addition to 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.

### 3. Testimonials from previous Language Assistants

- [Pueblo The Series](#)
- [U.S. Language and Culture Assistants in Spain: The Movie](#) (General)
- [U.S. Cultural Ambassador](#) (Extremadura, Spain)
- [Jay Tipton – Cultural Assistant](#) (Huelva, Andalucía)



#### 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 choose 3 regional preferences.
<b><i>Borrador</i></b>	Application in progress, not submitted by the applicant.
<b><i>Inscrita</i></b>	Online application submitted.
<b><i>Registrada</i></b>	Application registered in PROFEX.
<b><i>Admitida</i></b>	Application completed. The application has been processed, your email has the correct attachments, and your application in PROFEX has the correct documents uploaded. Your application is eligible for assignment.
<b><i>Adjudicada</i></b>	Assigned. A regional placement offer has been assigned and extended to the candidate.
<b><i>Reserva</i></b>	Reserved. The language assistants' program does not make use of this status; your application will remain in <i>admitida</i> status until your placement is completed.
<b><i>Aceptada</i></b>	Placement offer has been accepted by the candidate. The candidate has committed to participate in 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 an application from the program. Used if the candidate no longer wishes to be considered before assignments have been made. Also used when the candidate has filled out the wrong application form, for instance as a new candidate instead of a renewal.
<b><i>Excluida global</i></b>	Excluded from all vacancies for any programs offered that year.
<b><i>Registro excluido</i></b>	Application excluded.



## 5. Appendix 2: Map of Spain



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

More information on our [website](#)

### DATA PROTECTION

The Spanish Ministry of Education will use the information you provide on your application form for the purpose of assessing your application and, if you are admitted, for administering your participation in the language assistant program. We may share your information with collaborating institutions, government departments, and other third parties involved in the program.