

RENEWAL INSTRUCTIONS FOR 2019-2020

Instructions for 2018-2019 Madrid Language Assistants who wish to renew for the 2019-2020 School Year

Who can request a renewal?

All¹ the language assistants who, for the first or second year, have to this date satisfactorily completed their assignment at a public school in the Community of Madrid. .

The LA's request for renewal does NOT necessarily mean immediate acceptance to the program. In addition to the already established requirements from PROFEX²(the Spanish Ministerio de Educación y Formación Profesional) and/or the participant's country of origin, **the individual LA's renewal request must also be backed by a parallel renewal request from the language assistant's School through the AuxMadrid portal. In addition for the request to be valid, the language assistant MUST have successfully completed the Auxiliares de Conversación de la Comunidad de Madrid Massive Online Open Course (MOOC, which can be found on the portal <http://innovamooc.educa.madrid.org/>**

Note: Even though renewals are normally only allowed for a second school year, third year renewals may be allowed in the community of Madrid for EXCEPTIONAL cases. Exceptional third year renewals will only be considered ONLY IF THE SCHOOL STATES THEIR INTENTION TO RENEW THE LANGUAGE ASSISTANT FOR A THIRD CONSECUTIVE YEAR. Consequently, the approval of these exceptional renewal application must meet the following requirements:

- 1) Have a professional profile/background related to the field of education.
- 2) Have successfully completed all the mandatory tasks required in the Auxiliares de Conversación de la Comunidad de Madrid MOOC. The MOOC must be completed the first year that the language assistant starts collaborating with the school in the Community of Madrid.
- 3) Have a demonstrated outstanding performance and in addition to an evident interest in continuing to collaborate with the school. The school, when completing the renewal application for the language assistant on the *AuxMadrid* portal, must briefly explain the exceptional contribution that the language assistant is making to the school in the field entitled "*Observations.*"

PROCEDURE FOR LANGUAGE ASSISTANTS FROM CUPO COMUNIDAD³ WISHING TO RENEW IN THE COMMUNITY OF MADRID

BEFORE presenting the renewal application, the language assistant must make sure that THEIR school has registered its intention of renewing THE Language Assistant for the next school year in the *AuxMadrid* portal.

The process varies depending on the country of origin of the language assistant and the procedure that the language assistant used to sign up for the 2018-2019 school year. Details about the renewal process and access to the various portals can be found re on the following pages.

¹ Italian assistants who collaborate as language assistants in educational centers giving support in their native language can only collaborate during one school year.

² PROFEX (Profe-Extranjero) is a program that allows you to apply for a place in the following programs of the Subdirectorato-General for International Cooperation and External Education Promotion (SGCIPEE) of the Ministry of Education and Professional Training – these programs include visiting professors in the United States, Canada and the United Kingdom, Language Assistants, and teachers in bilingual sections of central and Eastern Europe, Turkey and China. **The application period for renewal candidates of the aforementioned countries will be open from January 10, 2019 until April 10, 2019.**

³ The Consejería de Educación e Investigación de la Comunidad de Madrid is in charge of the monthly stipend for language assistants with the Community of Madrid (cupo comunidad). These language assistants, regardless of the language they provide support for (English, French, German, etc.) will collaborate 16 hours per week and the schools at which they teach will pay their cost-of-living stipend. The Community of Madrid will provide their letter of appointment (carta de nombramiento)



The Language Assistant must submit the following **TWO applications, both of which are MANDATORY to Renew:**

EXTERNAL APPLICATION: SUBMITTED BY THE LANGUAGE ASSISTANT THROUGH PROFEX OR NATIONAL COMPETENT BODY

This application should be submitted through [PROFEX](#) or a competent national body, which will vary according to their nationality ([contact addresses for competent national bodies 2019-2020](#)). The application must be completed personally by the LA, and is not valid without the parallel application submitted by the school. There are various different means of requesting a renewal, depending on through what channel a Language Assistant entered the program in the year 2018-2019. In some cases, there is a choice, as more than one option of renewal is possible. They are listed below to help guide Language Assistants in their renewal process:

- **MOST NATIONALITIES:** Language Assistants from Australia, Belgium (French or English speaking), Bulgaria, Canada (French or English speaking), France, Finland, Hungary, Ireland, Malta, Morocco, The Netherlands, New Zealand, Portugal, Sweden and The United States who applied through the [PROFEX](#) portal or the competent national of their country organization ([contact addresses for competent national bodies 2019-2020](#)) **must reapply as renewals through that portal**. On the [PROFEX](#) website there are instructions on how to complete this application.
- **Austrian, German and UK candidates** should apply for renewal through their corresponding national bodies:
 - **Austria:** Language Assistants from Austria must apply for renewal through Servicestelle für Mobilitätsprogramme des BMUKK (<https://www.weltweitunterrichten.at/>).
 - **Germany:** Language Assistants from Germany must apply for renewal through Pädagogischer Austauschdienst (PAD) der Kultusministerkonferenz (<https://www.kmk-pad.org/>)
 - **British language assistants who applied through the British Council** should apply for renewal through the [British Council](#) as renewals. (The deadline for applications ends on February 15.)
 - **British Language Assistants who applied through CV** **must** complete their application with the British Council ([here](#)).
- **CIEE:** Language assistants who applied through **CIEE** can apply for their renewal with CIEE or with [PROFEX](#). If you choose to apply for renewal in [PROFEX](#), you must submit your application **as a new candidate**/applicant. The address to which you must send your documents that [PROFEX](#) will generate is listed in [Contact Addresses for competent bodies 2019-2020](#).
- **ConversaSpain:** Language assistants who applied through the **ConversaSpain Organization** can reapply through ConversaSpain or through PROFEX. If you choose to apply through PROFEX, you must apply **as a new candidate**, which requires you to [follow instructions for new candidates](#) in Profex. The address to which you must send the documents that [PROFEX](#) will generate for you is listed in [Contact Addresses for competent national bodies 2019-2020](#).
- **Curriculum Vitae:** Candidates who applied through submitting their **CV**, except for British applicants, should apply as a **new candidate** through their competent national body ([Contact addresses for competent national bodies 2019-2020](#)). **Applications for renewal will not be accepted through CV submissions.**
- **Franklin Institute-UAH:** Language assistants who applied through **Franklin Institute-UAH** can apply for their renewal with Franklin Institute or with [PROFEX](#). If you choose to apply for renewal in [PROFEX](#), you must submit your application **as a new candidate**/applicant. The address to which you must send your documents that [PROFEX](#) will generate is listed in [Contact Addresses for competent bodies 2019-2020](#).
- **FULBRIGHT COMMISSION:** Language assistants who applied through the **Fullbright Commission** will submit their application for renewal with [PROFEX](#) **as a new candidate**. For this, please [follow instructions for new](#)

SUBDIRECCIÓN GENERAL DE PROGRAMAS DE INNOVACIÓN
Programa de Auxiliares de Conversación
C/ Alcalá, 32 – 4ª Planta – 28014 Madrid
auxiliares.conversacion@educa.madrid.org

Dirección General de Becas
y Ayudas al Estudio
CONSEJERÍA DE EDUCACIÓN
E INVESTIGACIÓN



Comunidad de Madrid

[candidates](#) in [PROFEX](#). The address to which you must send your documents that [PROFEX](#) will generate is listed in [Contact Addresses for competent bodies 2019-2020](#).



INTERNAL APPLICATION: TO BE SUBMITTED IN PARALLEL¹ BY BOTH THE LANGUAGE ASSISTANT AND THEIR SCHOOL IN THE AUXMADRID PORTAL

The submission period for schools to request the renewal of their Language Assistants at the Madrid Consejería de Educación e Investigación will be open from 16TH of JANUARY UNTIL 29th of MARCH 2019.

Steps to follow:

- A.** Language Assistants should register their interest in renewing at the same school in the *AuxMadrid* portal. At the same time the language assistant will provide the school's director or coordinator with the necessary information for the school to simultaneously request their renewal (**NIE, information about the organization they are renewing through, and application number**).
Language assistants who are collaborating in two different schools will have to complete the process with **both** schools.
- B.** The DIRECTOR/BILINGUAL COORDINATOR will register the school's interest in renewing the language assistant at the school in the aforementioned *AuxMadrid* portal.
- C.** Once steps A and B have been carried out, language assistant and their respective school will be informed, in the 'Notifications' tab (*AuxMadrid*), that the LA has been "Provisionally accepted" or rejected (and if so, explaining the reason why).

Final confirmation should be sent to the language assistant no later than **early summer**, given that all of the candidates' applications must be approved by the Community of Madrid ([INTERNAL APPLICATION](#)) as well as the corresponding competent body in their country of origin ([EXTERNAL APPLICATION](#)).

Once they receive the confirmation, language assistants will be able to download their letter of appointment (*carta de nombramiento*) from the *AuxMadrid* portal.

NOTE: Language Assistants who wish to continue for a **third year** must ask the director of their school to **explicitly** indicate in the *Observations* section that **they request the language assistant for a third consecutive year because he/she has performed their work in an outstanding manner and has shown an evident interest in continuing their collaboration at the school**. (See "[Who Can Request a Renewal](#)" section)

Procedure for Language Assistants from the Community of Madrid (Cupo Comunidad) who wish to change regions and Language Assistants from the Ministry (Cupo Ministerio⁴) who want to renew with the Comunidad de Madrid

These assistants must follow the procedure which applies to their specific case, as described in section 2 and 3 of [Useful Information for Applicants Who Wish to Renew with the Ministry](#). The renewal must be completed following the instructions from the Ministry of Education and Vocational Training (Ministerio de Educación y Formación Profesional.) These language assistants and their school directors have to use the corresponding application forms and send the documentation to the corresponding organizations as specified in the [Useful Information for Applicants Who Wish to Renew with the Ministry](#) document.

We highly recommend that the language assistant confirms that both applications, external and internal, have been completed and submitted correctly.

⁴ The Ministerio de Educación y Formación Profesional is in charge of the main part of the monthly stipend for language assistants with the Cupo Ministerio. These language assistants, regardless of the language they help with (English, French, German, etc.) will collaborate 16 hours per week and the schools at which they teach will pay their cost-of-living stipend. The Ministerio de Educación y Formación Profesional will provide their appointment letter (carta de nombramiento) and the Medical Insurance.