

RENEWAL INSTRUCTIONS FOR THE 2020-2021 SCHOOL YEAR

Instructions for 2019-2020 Madrid Language Assistants who wish to renew for the 2020-2021 School Year

PERIOD FOR APPLICATIONS IN AUXMADRID: **From 3rd February to 27th March**

WHO CAN REQUEST A RENEWAL?

All¹ the language assistants who, for the first or second year, have to this date satisfactorily met the requirements of their placement 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 [PROFEX](#)² (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 online course *Auxiliares de Conversación de la Comunidad de Madrid* (MOOC).**

PLEASE, NOTE: NO THIRD YEAR RENEWALS WILL BE ACCEPTED FOR THE 2020-21 ACADEMIC YEAR IN LA COMUNIDAD DE MADRID

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

² PROFEX (Profe-Extranjero) is a program that allows you to apply for a position 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 teachers 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, PROFEX, will be open from January 30, 2020 until April 15, 2020.**

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

The process varies depending on the country of origin of the language assistant and the procedure that the language assistant used to apply for the 2019-2020 school year. Details about the renewal process and access to the various portals can be found on the following pages.

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 A 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 2020-21](#)). 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 2019-2020. 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 Germany, Australia, Austria, Belgium (French or English speaking), Bulgaria, Canada (French or English speaking), China, Philippines, Finland (English), France, Hungary, Ireland, India (English), Italy, Luxembourg (English), Malta, Morocco (French), Norway, The Netherlands (English), New Zealand, Fiji, Salomon Islands, Tonga y Vanuatu, Portugal, Singapore, Sweden, Tunisia (French) and The United States who applied through the [PROFEX](#) portal or the competent national of their country organization ([contact addresses for competent national bodies 2020-21](#)) **must reapply as renewals through that portal.** On the [PROFEX](#) website there are instructions on how to complete this application.
 - **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 5th.).
 - **Language assistants** who applied through **AuxMadrid** **must** complete their application with PROFEX or the national competent body as NEW candidates. The school requesting the renewal of their Language Assistant must clearly indicate in the request if the LA renews through PROFEX or through some other competent national body. **School's renewal requests will not be accepted if this information is not explicitly stated, or if it does not match the information submitted by the Language Assistant.**
- Language assistants who applied through an organism different from Profex, can apply for their renewal with the same organism or with [PROFEX](#) (or national competent body). If they choose to apply for renewal in [PROFEX](#), they must submit their application **as a NEW candidate**/applicant. The address to which they must send their documents that [PROFEX](#) will generate is listed in [contact addresses for competent national bodies 2020-21](#).

³ The Consejería de Educación y Juventud of the 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).

- **Fulbright Commission:** Language assistants who applied through the Fulbright Commission will submit their application for renewal with [PROFEX](#) as a **NEW candidate**. For this, please **follow instructions for new candidates** in [PROFEX](#). The address to which you must send the documents that [PROFEX](#) will generate is listed in [contact addresses for competent national bodies 2020-21](#).
- **Franklin Institute-UAH:** Language assistants who applied through Franklin Institute-UAH can apply for their renewal with Franklin Institute or with [PROFEX](#). If they choose to apply for renewal in [PROFEX](#), they must submit their application **as a NEW candidate**/applicant. The address to which they must send the documents that [PROFEX](#) will generate is listed in [contact addresses for competent national bodies 2020-21](#).
- **AuxMadrid:** Candidates who applied through AuxMadrid, except for British applicants, should apply **as a NEW candidate** through their competent national body ([contact addresses for competent national bodies 2020-21](#)). **Applications for renewal will not be accepted through AuxMadrid submissions.**

As outlined in further detail in the next section, in addition to the application submitted through the competent national body, language assistants wishing to renew must explicitly confirm their intention to do so on the AuxMadrid platform.

INTERNAL APPLICATION: TO BE SUBMITTED IN PARALLEL ON THE AUXMADRID PORTAL, FIRST BY THE SCHOOL, AND AFTERWARDS CONFIRMED BY THE LANGUAGE ASSISTANT IN THEIR PERSONAL SPACE.

The **submission period** for schools to request the renewal of their language assistants in AuxMadrid will be open from **3rd FEBRUARY UNTIL 27th MARCH 2020**.

This application will not be valid without the corresponding approved **EXTERNAL APPLICATION**

Steps to follow:

- A. Language assistants will provide the school's director or coordinator with the necessary information for the school to request their renewal (*NIE*, information about the organization they are renewing through, and application number, if required), following the language assistant external application.

The screenshot displays a form with two main sections: 'DATOS PERSONALES Y LABORALES' and 'DATOS Y DOCUMENTOS CONTABLES'. The first section contains fields for Nationality (Española), Sex (Hombre), Date of birth (29/09/1994), NIE, Pasaporte, Telephone, E-mail, Language (Inglés), Type (Auxiliares cupo Comunidad), Position (Completa), Stage (Ed. Primaria Bilingüe), Expected start date (01/10/2018), Medical insurance (Tarjeta Sanitaria Europea), and Registration (BRITISH COUNCIL). A green button labeled 'SOLICITAR RENOVACIÓN' is located at the bottom right.

- B. The DIRECTOR/BILINGUAL COORDINATOR will state the school's interest in renewing the language assistant at the same school in the aforementioned *AuxMadrid* portal.

The screenshot shows a form titled 'SOLICITUD DE RENOVACIÓN:'. It includes a dropdown menu for 'POSITIVAMENTE' and a text area for 'Escriba aquí las razones de forma concisa'. Below this, there is a dropdown menu for 'Seleccione-' and a text area for 'sobre la renovación a través de... para continuar en el centro como auxiliar de conversación, durante el curso escolar 2020-2021 de Don J... con NIE... y nacionalidad Británica, destinado en este centro durante el presente curso 2019-2020.' A checkbox is present for 'Active esta casilla si el auxiliar indica haber completado TODAS las tareas del MOOC.' A green button labeled 'ENVIAR RENOVACIÓN' is at the bottom right.

IMPORTANT: The school must ensure that the competent national body through which the language assistant has submitted their **EXTERNAL APPLICATION** has been stated correctly. In order to get this information,

please, ask the language assistant. Applications including inconsistent information regarding the external national organism will not be accepted.

- C. The language assistant should state their interest in renewing at the same school in the *AuxMadrid* portal by confirming it at the button *Confirmar solicitud de renovación*. Renewal implies continuity at the same school, as it is not possible to renew and transfer to a new school.

Language assistants who are collaborating in two different schools will have to complete the process with **both** schools.

- D. Once steps A, B and C have been carried out, the language assistant and their respective school will be informed, in the 'Notifications' tab (*AuxMadrid*), that the language assistant has been "Aceptado provisionalmente" (Provisionally accepted) or "Rechazado provisionalmente" (or rejected, and if so, explaining the reason why). Final confirmation will be sent to the language assistant, once candidates' applications are approved by the Community of Madrid (**INTERNAL APPLICATION**) as well as by the corresponding competent national body from 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 (language assistant personal space), by following the instructions sent to the email address.

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 sections 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 ensures that both applications, [EXTERNAL APPLICATION](#) and [INTERNAL APPLICATION](#), 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 letter of appointment (carta de nombramiento) and the Medical Insurance.