



HOW TO ACCEPT OR DECLINE A PLACEMENT ON PROFEX 2

2024-2025

How to Accept or Decline a Placement on PROFEX 2

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1. EMAIL NOTIFICATION

You will receive an email from eadministracion@educacion.gob.es when you are assigned a placement as a language assistant with the following information:

- The placement
- The region in Spain where you have been placed in
- The deadline to accept or decline the placement

To accept or decline the placement, you will need to log in to your PROFEX 2 profile.

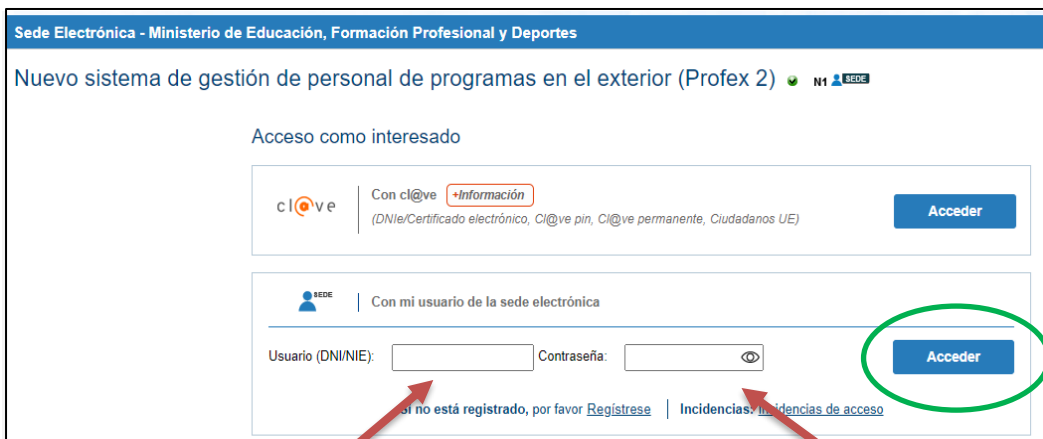
2. LOGGING INTO PROFEX 2

If you are using a **Mac** computer, it is recommended to use the **Chrome** browser, and if you are using a **Windows** computer, please use the **Edge** browser. **This will help you in preventing any issues that may arise.**

Before accessing PROFEX 2, we recommend you clear your browser's browsing data to ensure you are using the latest version of the application.

Go to the PROFEX 2 [LINK](#) for the 2024-2025 application cycle.

1. Enter your passport number, which is your username, as well as your password¹, and click on [Acceder](#).

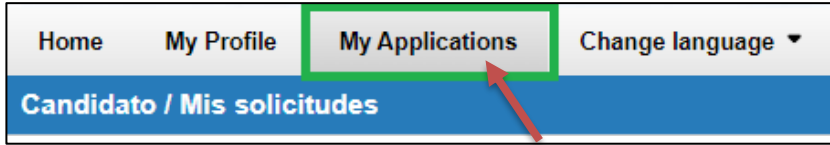


Click on [Acceso al trámite](#) (Logging into the application) to access PROFEX 2



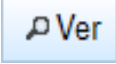
¹ If you don't remember your password, click on [Incidencias de acceso](#) (Access issues) and follow the steps provided.

The first page of your PROFEX 2 profile will be displayed. Click on [My Applications](#)



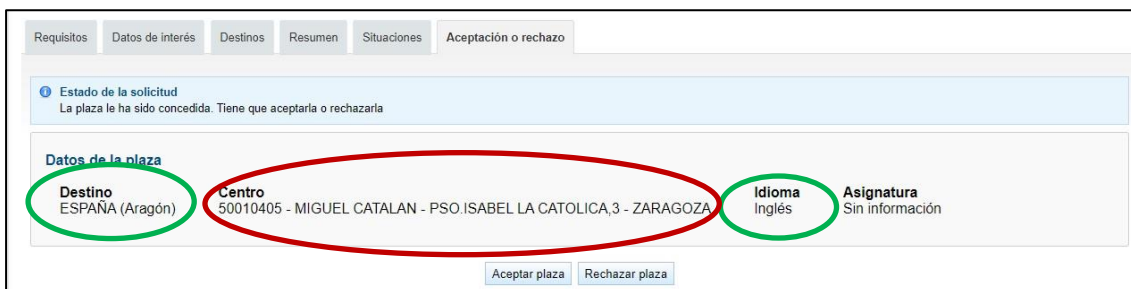
The status of your application should have changed to [CANDIDATO SELECCIONADO](#) (Selected Candidate).

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0041001721	Candidato seleccionado	Nueva	<input type="button" value="Ver"/> <input type="button" value="B"/>
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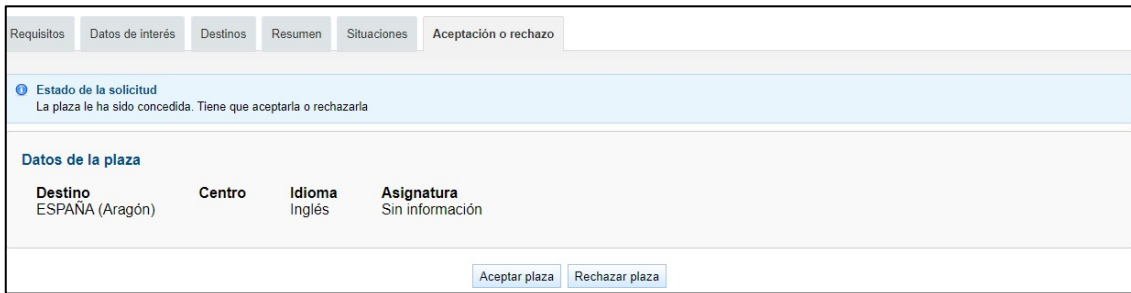
Then click on View  and a new tab called [Acceptance or rejection](#) will be shown. Click on this tab.



3.ACCEPTING OR DECLINING THE PLACEMENT



The new tab will show you the regional educational office you will be placed in (green oval on left) and the language you will be teaching (green oval on right). The school/schools may also be displayed **depending on each regional education office** under the word “CENTRO” (red oval in middle).



The option to **Aceptar plaza (Accept placement)** or **Rechazar plaza (Decline placement)** will appear at the bottom of the page. Click on the option you prefer.

If you accept the placement, your application will change to **PLAZA ACEPTADA (Accepted position)**. Now you just have to wait for your Letter of Acceptance from your regional education office.

If you decline the position, the application will change to **Placement declined**. In this case, you will not receive any further placement offers, and your participation for the current cycle will come to a conclusion. You may, however, apply again next year.

You can always go back into your application on PROFEX 2 should you need to review the details of the placement.

