

HOW TO ACCEPT OR DECLINE A PLACEMENT ON PROFEX 2





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 2025-2026 application cycle.

1. Enter your passport number, which is your username, as well as your password¹, and click on Acceder.

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes
Nuevo sistema de gestión de personal de programas en el exterior (Profex 2) 💩 🗤 💵
Acceso como interesado
Clorcl@ve Información (DNIe/Certificado electrónico, Cl@ve pin, Cl@ve permanente, Ciudadanos UE) Acceder
Con mi usuario de la sede electrónica
Usuario (DNI/NIE): Contraseña: Contraseña: Contraseña:
or no está registrado, por favor <u>Registrese</u> Incidencias <u>Incidencias e acceso</u>

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

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes	
	Acceso al trámite S Refrescar información Nolver
Auxiliares de conversación extranjeros en España (Auxiliares o Convocatoria 2024-2025) M1 2003	de conversación extranjeros en España.
 Mensajes Usted no tiene solicitudes en este trámite 	×

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

Home	My Profile	My Applications	Change language 🔻
Candidat	to / Mis solici	tudes	

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	₽Ver 🗅
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Then click on View this tab.



Datos de la solicit	ud					
Candidato:	Doc	cumento: Convocat 2024-202 España	toria: 5 Auxiliares de conversación extranjeros en	Tipo de solicitud: Nueva	Situación: Plaza aceptada	Nº solicitud: 24AEXT004100 Histórico del candidat
Requirements Inte	erest data Destinations	Summary Situation	s Acceptance or rejection			

3.ACCEPTING OR DECLINING THE PLACEMENT

Requisitos	Datos de interés	Destinos	Resumen	Situaciones	Aceptación o rechazo
Estado La plaza	de la solicitud	a Tiene que a	centaria o rech	azarla	
		a. Hene que a	ceptana o reci	lazana	
Datos de Destin	e la plaza 10	Centro			ldioma Asignatura
ESPA	NA (Aragón)	5001040	5 - MIGUEL	CATALAN - I	PSO ISABEL LA CATOLICA, 3 - ZARAGOZA Inglés Sin información
					Aceptar plaza Rechazar plaza

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).



Requisitos Dato	s de interés Destino	s Resumen	Situaciones Aceptación o rechazo
Estado de la s La plaza le ha	olicitud sido concedida. Tiene qu	ue aceptarla o rechaz	zarla
Datos de la p Destino ESPAÑA (A	laza Centr ragón)	o Idioma Inglés	Asignatura Sin información
			Aceptar plaza Rechazar plaza
			† †

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.

Requirements	Interest data	Destinations	Summary	Situations	Acceptance or rejection
	n etatue				
Application					
Application The position	n has been acce	pted			
Applicatio The positio	n has been acce	pted			
 Applicatio The position Datos de la 	n has been acce	pted			