THE PROFEX 2 HANDBOOK: NALCAP EDITION

First time applicants

2024-2025

THE NEW PROFEX 2 HANDBOOK

FIRST TIME APPLICANTS

NALCAP EDITION

CONTENT

1. HOW TO REGISTER ON PROFEX 2

Please follow the HOW TO REGISTER ON PROFEX 2 Handbook found on our website. You must first register to be able to access PROFEX 2.
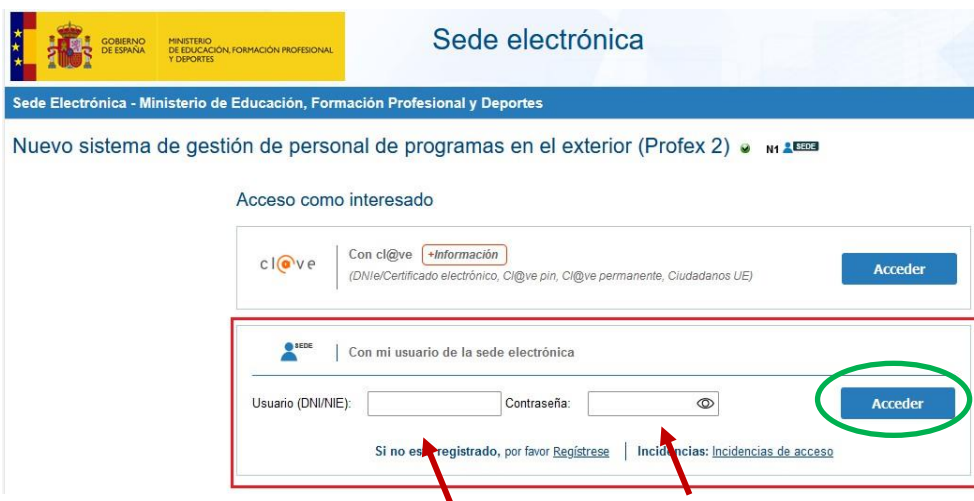
2. LOGGING ONTO PROFEX 2

We recommend that before accessing PROFEX 2, y o u s h o u l d clear your browser's history. Make sure you are on the PROFEX 2 portal (not PROFEX) and that your browser has the most updated version.

> If you are using a **Mac** computer, we recommend using the **Chrome** browser; if you are using **Windows**, please use the **Edge** browser. Otherwise, PROFEX 2 may give you errors and prevent you from correctly completing the application.

1. Access PROFEX 2 LINK

2. Log in with your username and password that you have registered with by clicking on Acceder (Enter).

3. Click on Acceso al trámite (Access to registration procedure).

**PLEASE NOTE that this button will not work until the application cycle is open

If you get logged off because it's taking you a while to complete the application:

Type in **«PROFEX 2»** in the search field of the following screen and click on «**BUSCAR**» (Search)
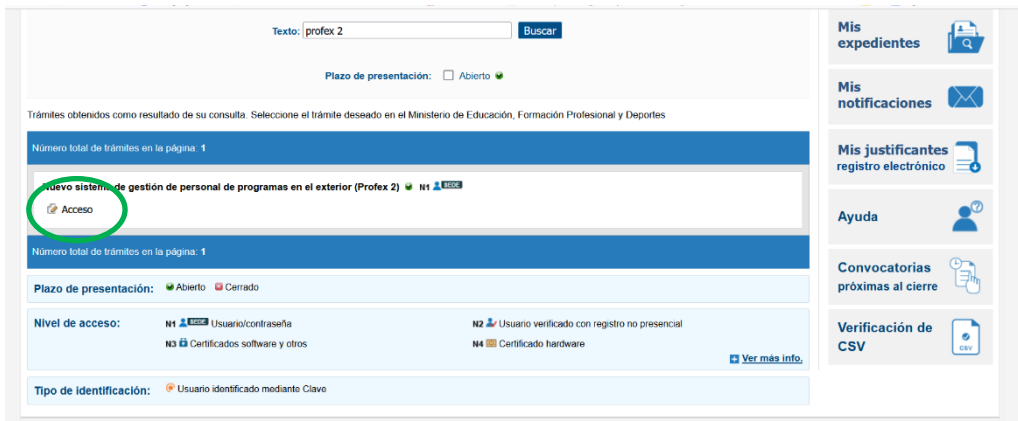
Then click on **ACCESO** (Log in)

It will take you back to the log in. Please log on again with your username and password.

3. COMPLETING THE MY PROFILE SECTION

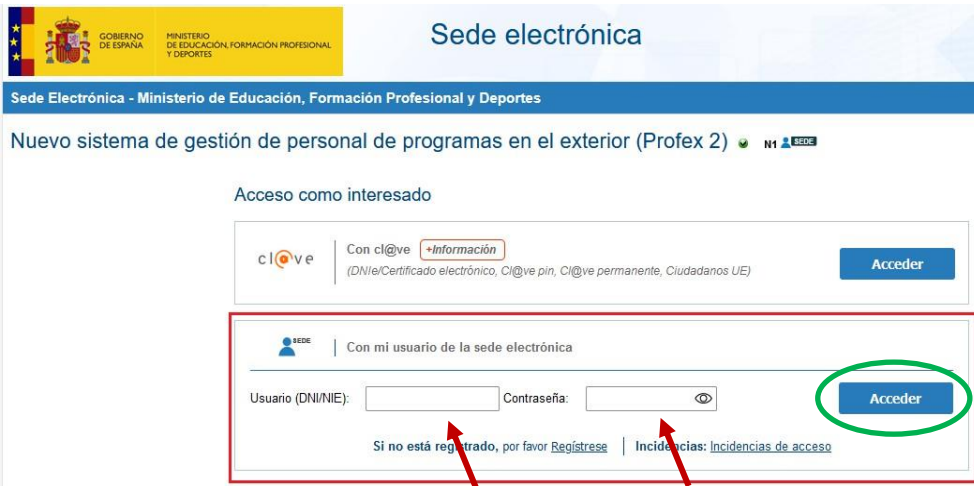All the required documents and other merits needed to apply will be uploaded to the Mi perfil (My Profile) section of PROFEX 2. Please follow the instructions below.

If you already had a resume in the old version of PROFEX, review your profile in case any errors occurred during the data migration, paying special attention to the sections Direcciones (Addresses) (both permanent and current addresses) and Formación académica (Academic background) - country and university where the studies were carried out.

Click on Mi perfil (My Profile) to display the sections that you can fill in.

You can change language by clicking on Cambiar idioma (Change language).

These instructions will be using the English option.

- ✓ You do not need to complete all the sections in the MY PROFILE section.
- ✓ You do not need to upload a picture if asked.
- ✓ The General Data, Addresses and Academic Training sections are mandatory.
- ✓ You can leave the Permanent Training, Teaching Experience and Languages section blank. It will not affect your application.
- ✓ You will be uploading your college diploma or transcript in the Academic Training section.
- ✓ You will be uploading the copy of your passport, your letter of recommendation and your statement of purpose to the Attached Document section.
- ✓ All uploads must be in PDF format.
- ✓ Only 4 documents are required: a copy of your passport, your letter of recommendation, your signed statement of purpose and your college diploma or transcript.

3.1 GENERAL DATA (GENERAL INFORMATION)

In this section, fill in your basic data information. **It is essential to keep this information updated at all times**, especially your phone number and email address.

You must also **provide emergency contact information**.

To fill in or modify the information provided, click the Modify (Modificar) button at the bottom of each block.

You **do not** need to fill in the Banking Data section when applying. You will be asked to fill this section in

later on, once you are in Spain and have a Spanish bank account.

VERY IMPORTANT: Do not leave the Nationality (Nacionalidad) box blank, as PROFEX 2 will not allow you to apply if left blank. Make sure that even if you hold another nationality, you only select **ESTADOS UNIDOS DE AMERICA OR CANADA**. You will not receive a placement if you do not select one of these two countries.

3.2 ADDRESSES

Indicate your permanent and current residential addresses in this section. If both are the same, click Same as Permanent (Igual que la permanente), and the information will be copied automatically.

To fill in or modify the information provided, click the Modify button at the bottom of each section.

3.3 ACADEMIC TRAINING (EDUCATION)

Enter the information related to your **college education or above** (bachelor's degrees, master's degrees, and/or PhD).

Below are some terms used on the portal that may be confusing and their meaning:

Title = Name of your degree
Center = Name of your college
Academic certificate = Transcript

Remember to upload a copy of both sides of the degree and/or the personal academic certification (transcript).

All documents provided must be **OFFICIAL** (issued and signed by the college which you attend/attended), **COMPLETE** (with all its pages), and relevant to the degree you are submitting.

In this section, you must upload your first required document to apply to NALCAP:
1. Your **official transcript or college degree**

Please note that only your **official** transcript or college degree are required to apply to the program.

You may upload additional documents, but these will not have any bearing on your application.

Please repeat this process for each document you wish to upload.

3.4 PERMANENT TRAINING, TEACHING EXPERIENCE AND LANGUAGES

Please leave these sections blank. They are not mandatory to apply to NALCAP and will have not any bearing on your application.
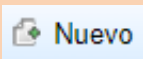
3.5 ATTACHED DOCUMENTS

In this section, please upload the next 3 required documents to apply to NALCAP:
2. **the letter of recommendation,**
3. **the statement of purpose** and
4. **a copy of your passport**.

You can view all the attached files from the different sections of MY PROFILE, as well as add on any additional documents that you may be asked to.

If once you have submitted your application, you have forgotten to upload any of the 4 required documents or you have been advised by a reviewer to make any changes, you can go back in and upload them under this section.

- Click on   **Nuevo**   to add new entries in any section of the profile and fill in the required fields.
- Click on   to delete a record.
- Click on   to make any changes to the information already entered.

4   CREATING AND SUBMITTING AN APPLICATION

Remember that before creating and submitting an application, you must fill in the MY PROFILE section on PROFEX 2 and upload all the required documents.

4.2   REQUIREMENTS (REQUIRED DOCUMENTS)

To create an application, click on Inicio (Home), and then on the New Application (Nueva solicitud) button in the box indicating the year and name of the application cycle: 2024-2025 Language Assistants in Spain (Auxiliares de conversación extranjeros en España).

IMPORTANT: If you are a first time applicant or have renewed for the first time through the Community of Madrid but have not entered information on PROFEX 2 before, you should click on **Solicitar (Apply)**, not on **Renovar (Renew).**

If you make a mistake, please send an email to auxiliares.extra@educacion.gob.es to cancel the draft and to be able to start the application over.

The application will open in the **General Requirements** (Requisitos Generales) section of the application. You must check off the requirements you meet by selecting the Sí (Yes) option.

This section **will provide relevant information concerning the program** requirements, mainly related to the documents that need to be provided.

1. Have nationality from one of the following countries: Germany, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, China, Ivory Coast, Denmark, United States, Philippines, Finland, France, Hungary, India, Ireland, Italy, Luxembourg, Malta, Morocco, Norway, New Zealand, Netherlands, Oceania countries (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, United Kingdom, Czech Republic, Singapore, Sweden, Switzerland, and Tunisia.

Información
The requirement is mandatory

Justification document
Seleccione...

1. Open the drop-down menu and select the required document. Remember that **you must have uploaded it previously on the MY PROFILE section.**

Select from the drop-down menu a scanned copy of the passport page displaying personal information and the photograph. You must have previously uploaded this document to the Attached Documents section of your Profex 2 profile.

Cumple el requisito
Yes No

2. Check **Yes/Sí** to select the requirements.

2. Have a bachelor degree or be enroll in bachelors programme.

Información
The requirement is mandatory

Justification document
Seleccione...

Select from the drop-down menu the scanned copy of the university degree or the Official Transcripts. You should have previously uploaded this document to the Academic Training section of your Profex 2 profile

Cumple el requisito
Yes No

You must select the documents you have already uploaded to your PROFEX 2 profile. As a reminder, the documents are the following:

- ✓ A copy of your valid passport

- ✓ Your college degree or official transcript

- ✓ Your signed statement of purpose

- ✓ Your letter of recommendation

7. Have a negative certificate of sexual offenses.

Información
The requirement is mandatory
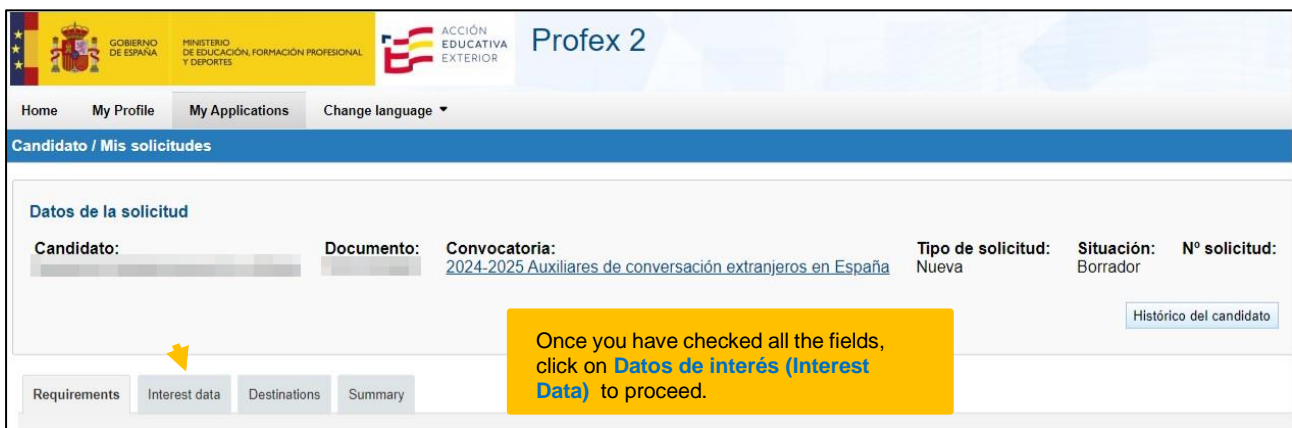
Cumple el requisito
Yes No

Click **Save/Guardar** when you have finished including the documents or want to continue with the application at a later time.

Save

> You will also need to declare that you meet certain requirements that do not require documentation.
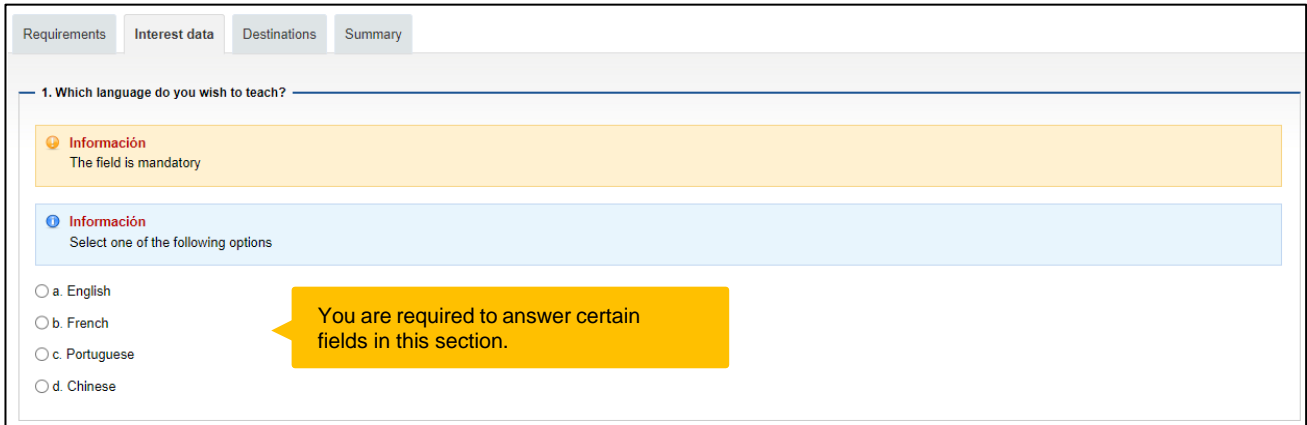>
> ✓ Being of **legal age** to participate in the program.
>
> ✓ **Not having any illness that would prevent you from performing your duties** as a language assistant during the entire academic year.
>
> ✓ **Having a clean Certificate of Sexual Offenses (issued by the office of the Spanish Registry of Sex Offenders) -** you don't need to have it now; you can request later on, once you are in Spain. This is required to physically be present in a Spanish classroom.

When you're finished, click **Save/Guardar** at the bottom, then go to the top and click on the tab labeled **Datos de interés (Other relevant information)** to continue with the application.

4.2 INTEREST DATA (OTHER RELEVANT INFORMATION)

In this section, you will answer the questions regarding which language you are going to teach, if you are traveling to Spain with a partner and/or children, the type of school placement you wish to be assigned to, population size of the town/city where you are placed, etc. **Please keep in mind that every effort will be made to accommodate your selections but that these choices are not guaranteed. They are subject to the needs of the regional education offices and the schools.**

*Please note that citizens of the United States may only select English.

If your partner/friend is also participating in the program, please provide their first and last name on your application. Your partner/friend needs to do the same on their application. Both applications need to be submitted at the same time
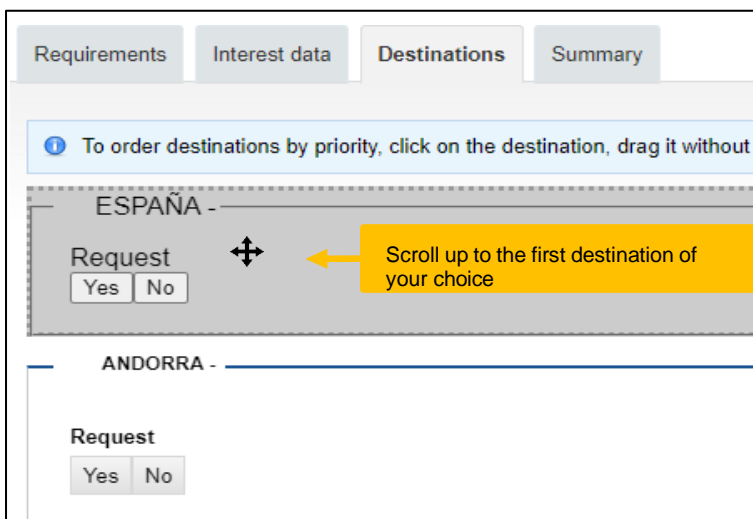
Remember to click on Save (Guardar), then go to the top and click on the tab labeled **Destinations (Placements)** to continue with the application.

4.3   DESTINATIONS (PLACEMENTS)

Next, you must select your 3 preferred placements in Spain.

PROFEX 2 allows you to choose both Spain and Andorra.

- **Please select YES for Spain and select NO for Andorra**
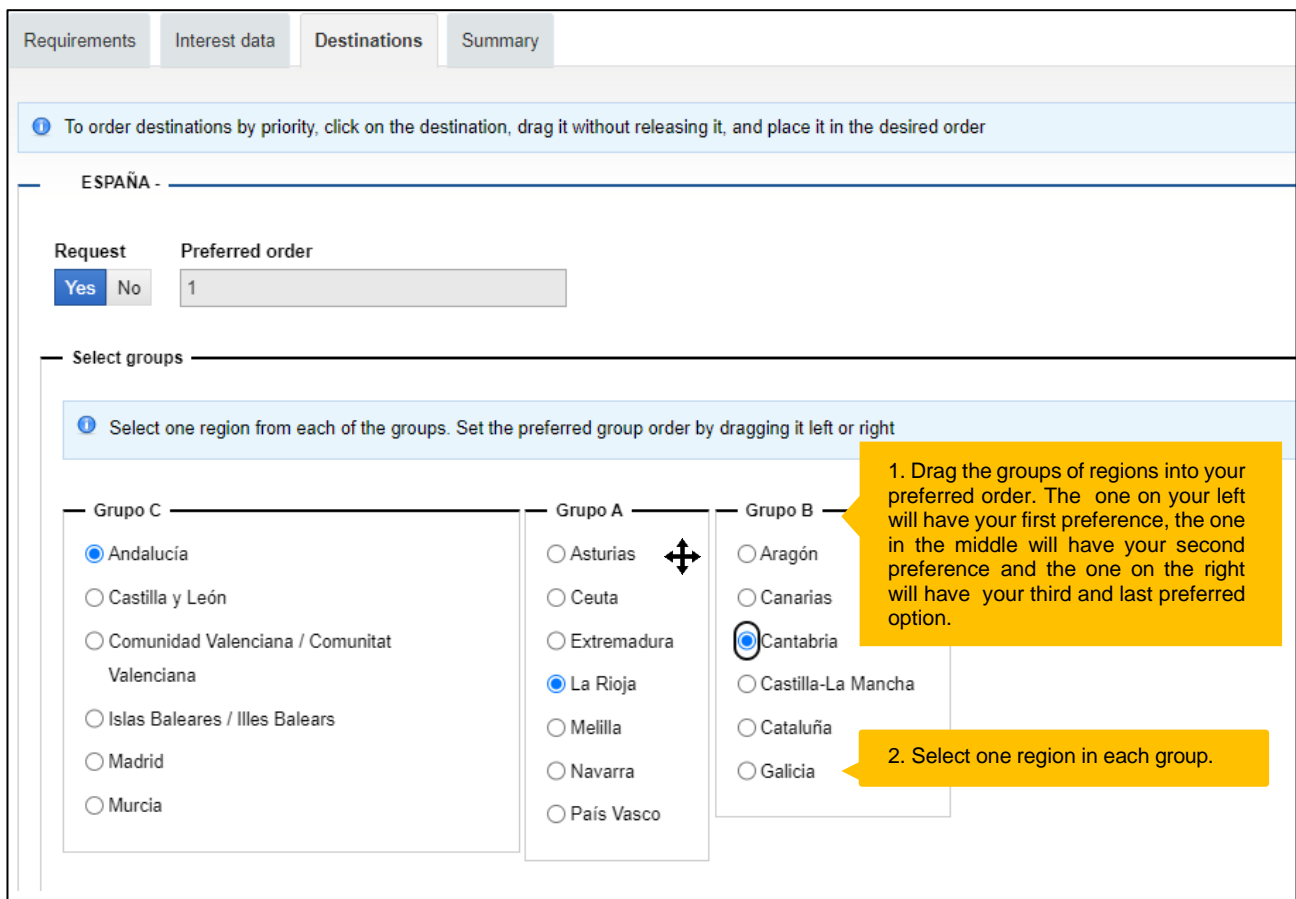
To select the different regional placements in order of preference, click on your first preferred placement and drag it to the top of the list.

To do this, **you must first select the numerical order of the placements** by clicking on the desired destination and dragging it to the top of the list.

The destinations will be ordered as 1 or 2 in order of preference.

Then click on Yes (Sí) on the desired placement. When you select Spain, three groups of regions in Spain (Autonomous Communities) will be displayed. **Choose one region in each group** and arrange them from left to right. **The one on the left will have your first preference, the one in the middle your second** and **the one on the right your third and last preferred.**

Remember that you must always click on Save (Guardar) at the bottom to keep all the changes made. Then go to the top and click on the tab **Summary (Resumen)** to continue with the application.

4.4 SUMMARY

In the SUMMARY section, you will be able to review all the fields of the application before submitting. The **completed** fields will be marked with ✔ and the **empty ones** with ✘.

If there is an issue in any section, **the application will highlight it** in **red text**, indicating that it is mandatory information and must be filled out to process the application (Obligatorio para poder tramitar la solicitud).
To proceed, you must return to the applicable tab of the application and edit it.

Once the section is corrected, it will appear with the green check in the summary.

✓ 5. Provide a signed letter of intent.

Please note that some information may appear with an ✖ if it's blank. Don't worry; it's not incorrect. It simply indicates a blank field and **will allow you to continue and complete the application.

✓ 1. Which language do you wish to teach?
Opciones seleccionadas: a. English

✓ 2. Are you planning to travel to Spain with your partner/spouse/family member(s)?
Opciones seleccionadas: a. No

✖ 3. If your partner is also taking part in the program, and you would like us to take this into account, write their full name here.

You will also be able to check the groups and regions you have requested in the **Destinations** section. Remember, **regions are arranged from left to right in order of your preferences.**

Destinos solicitados

✓ ESPAÑA

Grupos

| **Grupo B:** | Cantabria | **Grupo A:** | Asturias | **Grupo C:** | Castilla y León |

4.5 SITUATIONS

In this section, you will be able to check on the history of your application process, for example the changes in the different statuses on PROFEX 2.

> **Remember to check all the information carefully**; you can modify the information while the application is in Draft (Borrador) status. When you are sure that your application is correctly filled in, click on **Submit Application (Presentar solicitud)** at the bottom. A confirmation prompt will appear, and **if you click Yes/Sí**, the submission process will be completed, and your application will go to **Under Review (En revisión)** status. **If you click No**, the application will return to the summary tab.
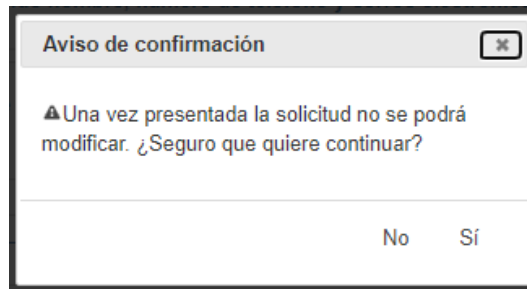
To check the status of your application, please go to the Mis solicitudes (My applications) section of your PROFEX 2 profile. You will see the name of the application cycle, your application number, and your application status.

By clicking on [🔍 Ver] you will be able to view the sections you have filled out.

By clicking on [🗎] you will be able to download a copy of a summary of your application in PDF format.

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0041001508	En revisión	Nueva	🔍 Ver 🗎

> **We recommend downloading and saving the PDF summary** of your application in case it is requested by any regional education office in the future.

5 APPLICATION IN DRAFT STATUS

Always remember **to save the changes made** as you progress in your application as, by doing so, the application will remain in draft status, and you will be able to continue completing it at any time (as long as it is while applications are open). You will not be able to submit an application after the closing date of applications.

To resume an application you have already started, simply click on the Mis solicitudes (My applications) tab in the top menu and then on the [pencil] button to the right of the application.

6 APPLICATION REVIEW

As soon as you correctly submit your application, your status will **automatically go to Under Review/ (En revisión)** status. This allows for the review of your application to verify that you have correctly submitted the required documents.

Once reviewed, your application may change to the following statuses:

- **Admitted (Admitida)**: You meet the participation requirements of the announcement, and you have correctly provided the required documentation.

- **Excluded (Excluída)**: You do not meet one of the requirements established by the announcement, or the issues that may have arisen have not been corrected appropriately.

> You can **check the status of your application** at any time in the Mis solicitudes (My applications) tab on PROFEX 2. **Regularly check your email inbox** you provided as you will receive messages informing you about the progress of your application or alerts to inform you that a required document is missing. **Please follow the instructions provided closely.**

You may receive an email with an expiration date. This expiration date only refers to the email in itself. It has nothing to do with your application.