

HOW TO ACCEPT OR RESIGN A POSITION AS A LANGUAGE ASSISTANT/CULTURAL AMBASSADOR IN SPAIN THROUGH PROFEX 2

(Updated 19/03/24)

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1. EMAIL NOTIFICATION

When you are assigned a position as a language assistant, you will receive an email from eadministracion@educacion.gob.es notifying you of:

- The assignment.
- The region you've been assigned to.
- The deadline to accept.

To accept or reject the position, you will need to log in to your Profex 2 profile.

2. ACCESING PROFEX 2

We remind you that 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 prevent any issues when uploading files to Profex 2.**

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

1. Go to the website for the 2024-2025 call <https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/99/998188/ficha/998188-2024.html> and click on [Acceso a la tramitación en sede electrónica](#).
2. Enter the passport number or identity card (if you are from a Schengen Area country) with which you applied for the username, 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

Con cl@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: [Acceder](#)

Si no está registrado, por favor [Regístrate](#) | Incidencias: [Incidencias de acceso](#)

Click on [Acceso al trámite](#) (Access to the procedure) to access Profex 2.

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[Acceso al trámite](#) [Refrescar información](#) [Volver](#)

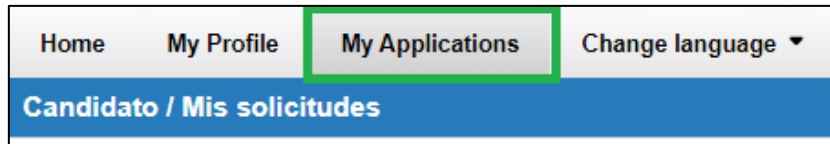
Auxiliares de conversación extranjeros en España (Auxiliares de conversación extranjeros en España. Convocatoria 2024-2025)

Mensajes

Usted no tiene solicitudes en este trámite

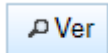
¹ If you don't remember your password, click on [Incidencias de acceso](#) and follow the indicated steps.

You will arrive at the initial page of your Profex 2 profile. Click on [My applications](#).



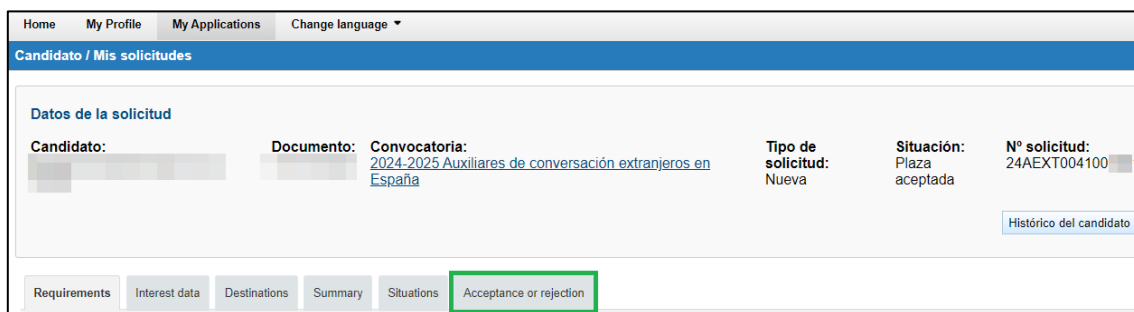
You will see that the status of your application has changed to [Candidato seleccionado](#) (Selected Candidate).

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0041001721	Candidato seleccionado	Nueva	Ver
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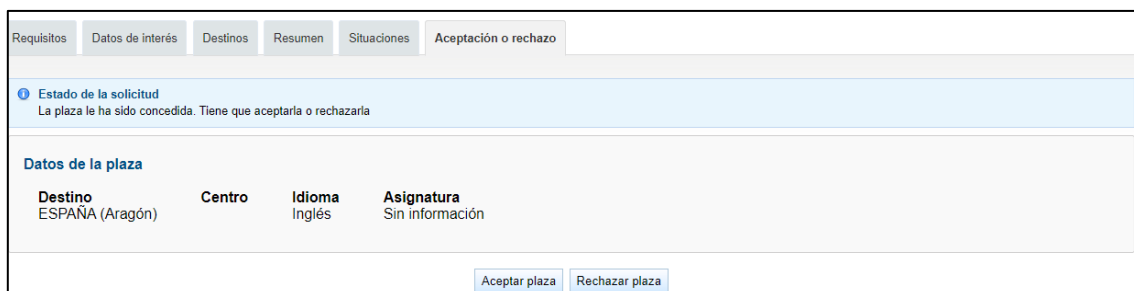
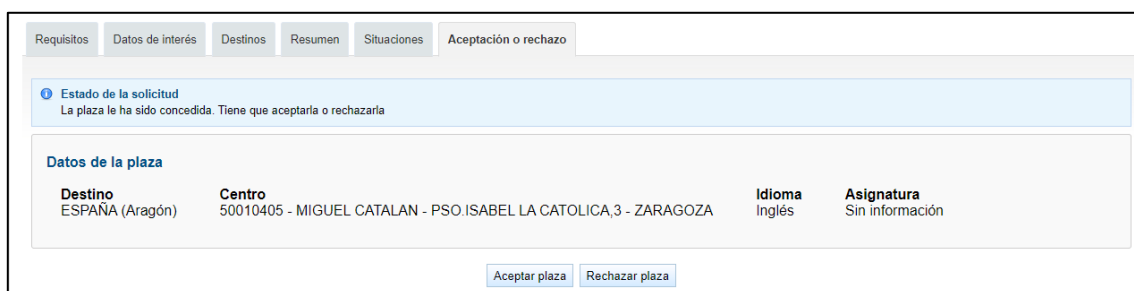


You should click on View . It will take you to your application, and you will notice that a new window called [Acceptance or rejection](#) appears. Click on this tab.

3. ACCEPTANCE OR REJECTION OF THE POSITION



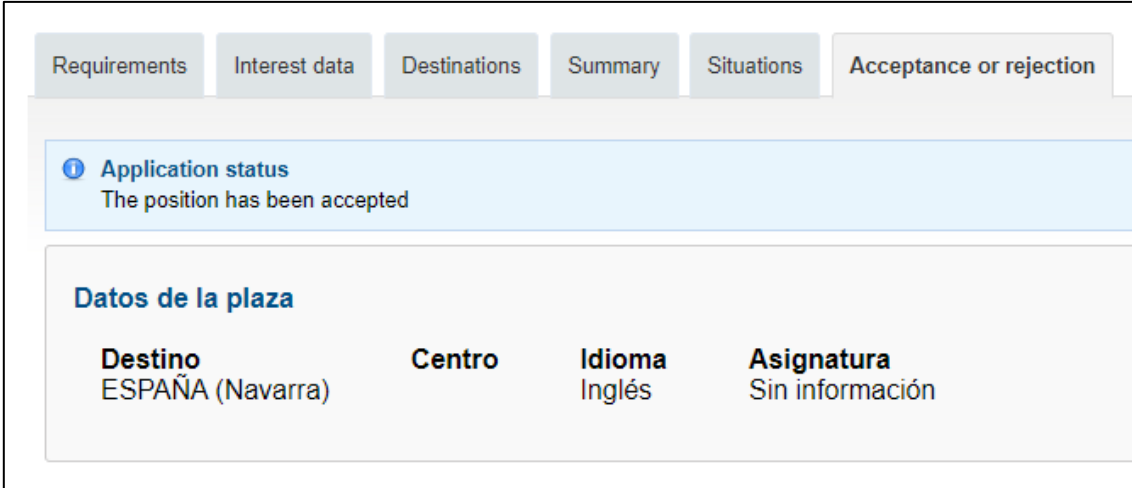
The assigned position will show you at least the autonomous community awarded and the language. Sometimes, it may also display the selected educational center(s), depending on when the position is assigned.



Below, you will have the option to **Accept the position** or **Reject it**.

If you accept the position, your application will change to [Plaza aceptada](#) (Accepted position), and **you will only need to wait for the official appointment or for the educational centers' managers or responsible parties to contact you.**

You can revisit your application in Profex 2 if you need to review the details of the awarded position.



Requirements Interest data Destinations Summary Situations **Acceptance or rejection**

Application status
The position has been accepted

Datos de la plaza

Destino	Centro	Idioma	Asignatura
ESPAÑA (Navarra)		Inglés	Sin información

If you reject the position, the application will change to **Rejected position**. In this case, you will not receive any further offers, and your participation in the current call will be concluded. You can apply again for the next academic year's call.