SUBMISSION AND REGISTRATION OF APPLICATIONS

RENEWING CANDIDATES IN THE LANGUAGE ASSISTANT PROGRAM

CONTENT

1. REGISTER ON THE ELECTRONIC PLATFORM OF THE MINISTRY

In order to access Profex 2, you must first register on the Ministry's electronic platform following these instructions.

2. ACCESS PROFEX 2

We recommend that before accessing Profex, always clear your browser's browsing history to ensure you are using the latest version of the application.

> 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 completing the application

1. Access Profex 2 from the announcement website by entering the 2024-2025 announcement and then click on ⬤ Acceso a la tramitación en sede electrónica . LINK

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

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

3. COMPLETE THE PROFILE

All supporting documentation for requirements and merits that you wish to provide for the assessment of your application will be attached to the Mi perfil (My Profile) section of Profex 2. To do this, 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 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).

Complete all the sections on the profile. Whenever necessary, you must also attach supporting documentation **in PDF format**.

3.1. GENERAL INFORMATION

In this section, fill in the basic identity and contact information. **It is essential to keep this information updated at all times**, especially the phone number and email address. Please include a passport-sized profile photo.

In addition to that, you must **provide emergency contact information**.

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

> **VERY IMPORTANT: Do not leave the Nationality (Nacionalidad) box blank**, as Profex 2 will not allow you to apply for the post of Foreign Assistant without it.

3.2. ADDRESSES

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

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

3.3. ACADEMIC BACKGROUND

You can enter information related to your higher education (degrees, bachelor's degrees, diplomas, master's degrees, and PhD).

Remember to attach both sides of the degree and/or the personal academic certification (transcript of records/marks) for the qualification/degree you are entering.

All documents provided must be **OFFICIAL** (issued and signed by the university or faculty where the studies were conducted), **COMPLETE** (with all its pages), and relevant to the qualification you are entering.

You can repeat this process for each qualification/degree you need to include.
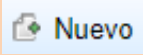
3.4. LANGUAGES (OPTIONAL)

In this section you can enter information about language skills.

Remember to attach files for **certificates accrediting the knowledge of languages**, specifying the level.

3.5. ATTACHED DOCUMENTS

Here you can view all the attached files in different sections of the profile as well as add any additional documents different from the previous ones (e.g., reference letters, school reports, driving license, etc.).

In this section, please add a **favorable report from the school and a valid passport**.

- 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.

The required documents will be necessary when you proceed to submit the application.

4. CREATING AND SUBMITTING AN APPLICATION

Remember that before creating and submitting an application, you must complete the corresponding sections of your profile in Profex and **attach all the documentation provided with the requirements.**
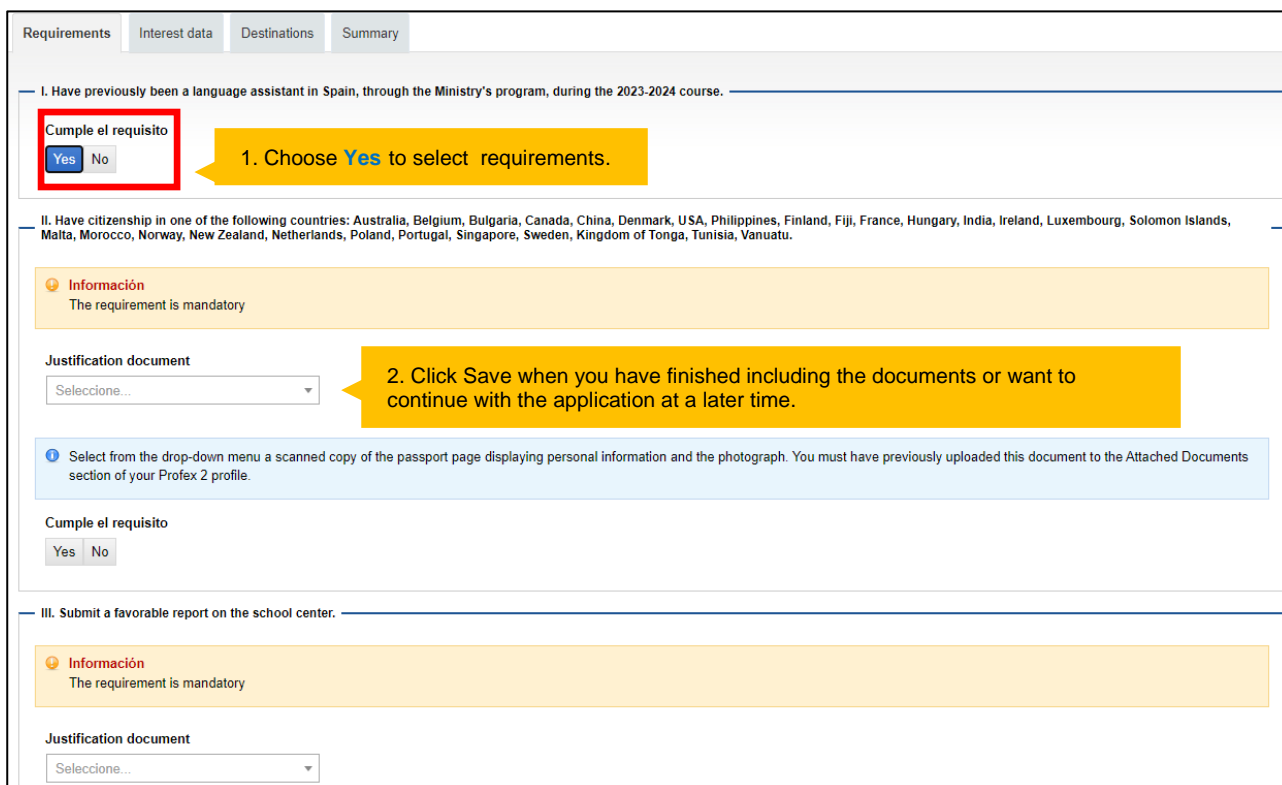
4.1. GENERAL REQUIREMENTS

To create an application, click on Inicio (Start) and then on the Renovar (Renew) button within the box that indicates the name of the call/announcement: 2024-2025 Foreign Language Assistants in Spain.

IMPORTANT: You must click on **Renovar** (Renew), not **Solicitar** (Apply), if you have been a Language Assistant in the 2023-2024 academic year within the Ministry's Program. **If you make a mistake**, please send an email to auxiliares.extra@educacion.gob.es to cancel the draft and start over.

The application will open in the **Requirements** tab of the call/announcement. Here, you should check the requirements you meet by selecting Sí (Yes).

The blue box displayed below some requirements **will provide relevant information** about them, mainly related to the supporting documentation you must provide.

Remember that you must choose the documents you have already uploaded to your Profex 2 profile. Those document are the following:

- **Valid passport**

- **Favorable report from the school** https://www.educacionyfp.gob.es/eu/dam/jcr:d8a689e3-cd7a-4a10-8713-0b24c84dc11d/informe-centro-renovaciones-2024.pdf

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ⓘ Select from the dropdown menu the document containing the favorable report from the school. This document should have been previously uploaded to the Attached Documents section of your Profex 2 profile.

Cumple el requisito

Yes   No

> Click Save when you have finished including the documents or wish to continue with the application at a later time.

Save

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

| Home | My Profile | My Applications | Change language ▾ |

Candidato / Mis solicitudes

Datos de la solicitud

> When you have completed all the sections, click on Other Relevant Information (Datos de interés) to continue.

...es de conversación extranjeros en España   **Tipo de solicitud:** Renovación   **Situación:** Borrador   **Nº solicitud:**

Histórico del candidato

| Requirements | Interest data | Destinations | Summary |

4.2. OTHER RELEVAN INFORMATION

In this section, you must answer the following questions:

- The language you will be teaching.
- Which renewal you are in (remember that the fourth renewal is the last one allowed; candidates cannot be in the Program for more than 5 years, and some nationalities have a shorter limit).
- Specify the educational center and the city/village where you were assigned in the 2023-2024 academic year.
- The autonomous community where you were assigned in the 2023-2024 academic year.
- Your preference for the 2024-2025 academic year (the same school, locality, another autonomous community, etc.).
- Full name of your partner if they are participating as a Language Assistant within the Ministry's Program.
- Relevant information (health condition).
- Provide information about a contact person.

Remember that the indicated preferences are indicative: they will be taken into account when allocating destinations, but they are subject to the availability of educational centers and the needs of the Autonomous Communities.

If your partner is participating in the program, you can indicate his/her name and surname (if you wish this circumstance to be taken into account, both of you should indicate it in your respective applications).

A. Which language do you wish to teach?

Información
The field is mandatory

Información
Select one of the following options

○ a. English
○ b. French   You are required to answer certain fields in this section.
○ c. Portuguese
○ d. Chinese

Remember to click on Save (Guardar), then go to the top and click on the tab **Destinations (Destinos)** to continue with the application.

4.3. DESTINATIONS

You will need to select the destination or destinations you would like to request (Profex 2 allows you to choose both Spain and Andorra. Please only choose Spain and select No in Andorra). To do this, firstly **set the priority order of the destinations** by clicking on the desired destination and dragging it to the top of the list.

Destinations will be numbered as 1 or 2 in order of preference.

| Requirements | Interest data | **Destinations** | Summary |

ℹ To order destinations by priority, click on the destination, drag it without r

ESPAÑA ✥   Scroll up the first destination you would like to request
Request
Yes   No

ANDORRA -
Request
Yes   No

Then, click Sí (Yes) for the desired destination. When selecting Spain, three groups of Autonomous Communities or regions will appear. **You must choose one region in each group** and arrange them from left to right, **with the one on the left being the main preference and the rightmost being the least preferred option.**

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

On this screen, you Will be able to review all the fields of the application before submission. The **completed** fields will be marked with ✓, and the ones **not completed** with ✖.

If there is an issue in any section, **the application will highlight it** with **red shading**, indicating that it is a *mandatory field in order to process the application*. To proceed, you must return to the relevant tab of the application and remediate the issue.

✖ C. Indicate school and city of your current assignment.

Obligatorio para poder tramitar la solicitud

Once fixed, it will appear correctly in the summary.

✔ C. Indicate school and city of your current assignment.

IES Blas de Otero, Madrid.

Some data may display a ✖ if it is not filled in. Don't worry; it is not incorrect; it simply indicates an unfilled field. You **can still proceed and complete the application**.

✔ F. What type of educational institution would you like to be assigned to?
Opciones seleccionadas: c. Official Language Schools

✔ G. What type of population would you prefer to be assigned to?
Opciones seleccionadas: c. Small-sized town (-50,000 inhab.).

✖ H. Please indicate the full name of your partner if they are also participating in the Language Assistant Program.

You can also check the groups and regions you have requested in the **Destinations** section. Remember, **the regions are arranged from left to right in descending order of priority**.

— **Destinos solicitados** —
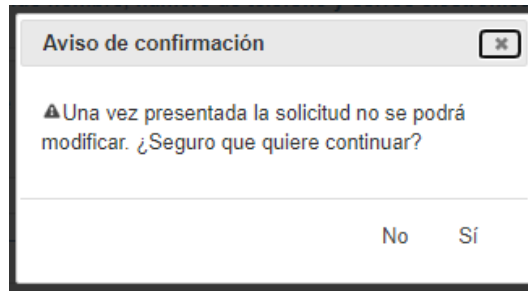
✔ ESPAÑA

— Grupos —

| **Grupo B:** | Aragón | **Grupo A:** | Asturias | **Grupo C:** | Islas Baleares / Illes Balears |

Carefully review all the information, and you can modify the details while the application is in Draft status. Once you are certain that your application has been correctly filled in, click on **Presentar solicitud** (Submit application) at the bottom. A confirmation notice will appear; **if you click "Sí"** (Yes), the submission of the application will be completed, moving it to the **En revisión** (Under review) status, concluding the process. **If you click "No,"** the application will return to the summary tab.

Aviso de confirmación ✖

⚠ Una vez presentada la solicitud no se podrá modificar. ¿Seguro que quiere continuar?

No   Sí

To check the status of your application, go to the Mis solicitudes (My applications) section in your Profex profile. You will see the name of the call/announcement, the application number, and its status. By clicking on 🔍 Ver , you can view the sections you have filled out. Clicking on the button 📄 **allows you to download the summary document of your application in PDF format.**

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0421000001	En revisión	Nueva	🔍 Ver	📄

It is recommended to download and save the PDF summary of your application. Some Autonomous Communities **may request it** for processing the renewals.

5. DRAFT APPLICATION

Always remember to save changes as you go through your application. This way, the application will remain in Draft status, and you can continue to complete it at any later time (as long as it is within the application submission deadline specified in the call/announcement).

To resume a started application, simply click on the Mis solicitudes (My requests) tab in the top menu and then on the ✎ button to the right of the application.

6. APPLICATION REVIEW

Upon completing the submission process, **your application automatically goes to En revisión** (Under review) status. This allows program managers to review your application and verify that you have correctly submitted the required documents.

Once reviewed by program managers, your application may move to one of the following statuses:

- **Admitida** (Admitted): You meet the participation requirements, and the documents have been correctly provided.
- **Excluida subsanable** (Correctable Exclusion): If any required document is missing or there is a formal issue.
- **Excluida** (Excluded): You do not meet one of the requirements established by the call/announcement, or corrections were not made adequately.

You can check the status of your application at any time in the Mis solicitudes (My requests) tab on Profex. **Regularly check the email inbox you provided**, as you would receive messages informing you of the application process or alerting you if any documents are missing that you need to provide. **Please follow the instructions provided carefully.**