

To: Alberta Educators Interested in Exchange

Subject: **Information package and application form for Alberta Education's Educator Exchange Programs**

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Enclosed is an information package for Alberta Education's Educator Exchange Program. This package should answer most of your questions about these exchange programs. The package includes:

- An information booklet titled *Teach and Live in Another Culture*
- Alberta Education's *Educator Exchange: Policies and Guidelines*
- Instructions and a checklist for completing your application
- The *Educator Exchange Application Form*
- Summary Details to accompany application

If you are considering participating in an educational exchange program you should take note of the following:

- *Be sure that you meet all the criteria for the program.* An applicant must be a Canadian citizen with a permanent Alberta teaching certificate and a permanent teaching position (usually full-time).
- *Your application must include the signed approval of your school principal and your central office/school jurisdiction (see pages 14-15 of the application form).* Administrators will screen applications at the local level and the Educator Exchange Program may do further reference checks.
- Be sure to complete all sections of the application form, including the two references and a Summary Details form. The references for the exchange applicant will be treated confidentially. Alberta Education Educator Exchange Program is to receive the original application form, as well as two complete copies. All questions must be answered. *Incomplete applications, including incomplete number of copies, cannot be considered and will be returned.*
- The Medical Certificate is to be completed by your physician and should be submitted with the **original** completed package only. This medical certificate will be treated confidentially, and held in your exchange file at Alberta Education's Educator Exchange Program. (Note: Exchanges to the USA will require a further, more extensive medical, after the exchange is approved.)
- Jurisdictions may have their own protocol for sending applications to Alberta Education – contact your central office for more information. For example, some jurisdictions require that the complete application package be sent to them for approval; the jurisdiction will then forward the package to Alberta Education. In this case, your jurisdiction may have an application deadline. Be sure to meet this local deadline. If your jurisdiction has no

specific protocol, you may submit your completed application package directly to Alberta Education.

- Candidates should not be considering opportunities for transfer, promotion, other exchange programs or relocation during the year they have applied for exchange.
- Some teachers need to apply several times before receiving an exchange. Be sure to retain a copy of your completed application (including photo negatives) for your files. Should there not be a suitable match for you, any remaining copies of your application will be returned to you in September/October, so you can use them for re-application.
- Alberta Education provides a liaison service, but no financial assistance for these exchanges.
- Selection in the host country is dependent on positions available and the information you provide.
- Prior to the exchange commencement, successful applicants to some countries (UK/Australia) may be asked for a Disclosure of Criminal Background.
- Applicants who are accepted for exchange should also be aware that you may require further medical examinations, including mandatory AIDS testing, as part of the visa/work authorization application procedures of some host countries.

If you are satisfied that you meet the selection and concurrence criteria, and you wish to apply for exchange, please ensure that your application package is submitted to Alberta Education by December 31. Late applications will be considered only if placements are available.

Thanks for your interest in the Educator Exchange program. I look forward to receiving your application. If you have any questions, please feel free to contact me toll-free at 310-0000, 780-422-5047, or by email at [sara.coumantarakis@gov.ab.ca](mailto:sara.coumantarakis@gov.ab.ca).

Sincerely,

Sara Coumantarakis, M. Ed.  
Coordinator, Educator Exchange

# Teach and live in another culture

***Are you looking for an adventure and a powerful professional development experience?  
Do you want to experience a different culture and lifestyle?  
Teach overseas for a year!***

Swap jobs (and homes) with a teacher in Australia, New Zealand, the UK, the US, Denmark, Spain, Germany, China, Switzerland or other provinces in Canada (now including Quebec). With Alberta Education's Educator Exchange Program, you continue to be paid by your Alberta school jurisdiction and return to your own teaching position after the year is over.

The Educator Exchange Program is funded by Alberta Education, and delivered in accordance with its "Policies and Guidelines".

## **Who is qualified to apply for a teaching exchange?**

Applicants must have:

- a permanent Professional Alberta Teaching certificate
- a permanent teaching position
- approval of their principal and superintendent (or designate).

Note: some boards require particular years of service - please check with your Board office.

## **What are the different exchange programs?**

### **One-Year Reciprocal Exchanges**

#### School Year Exchange

- August 1 – July 31 inclusive
- With the US, the UK, Denmark, Spain (Fluency in Spanish required), Germany (Fluency in German required), Switzerland (Fluency in either French or German)
- Other provinces in Canada, including Quebec
- China – Fluency in Mandarin preferred

#### Calendar Year Exchange

- January 1 – December 31 inclusive
- With the states and territories of Australia and New Zealand

## **What personal characteristics are taken into consideration?**

### **Flexibility**

Applicants need to be interested in living and working in a different culture and able to deal with new and unexpected situations. This means not only being prepared for and able to handle culture shock, but also to adjust to extreme differences in lifestyle, climate, food, and standard of accommodation. If you are exchanging accommodation, you must also be prepared to have your exchange partner—basically a stranger—live in your home.

### **Exemplary teaching skills**

Educators approved for the exchange program must have a fully satisfactory or superior performance record with their current employer and be recommended accordingly.

The purpose of teaching exchanges is to provide an opportunity for professional development through the study and experience of another system as well as the growth which results from the cultural aspect of the exchange. This is not a year of travel or holidays. Exchange teachers must be prepared to meet the challenge of teaching a new curriculum in a different education system. This has been compared to the stress of being a beginning teacher.

### **Professional commitment**

It is important that you remember that an exchange is a professional agreement, arranged in cooperation with education departments of different states and countries. Withdrawing from the program after your application is submitted can cause difficulties in the host countries. You should not be considering any opportunities for transfer, promotion, or relocation when you apply to this program. Service in your exchange school must be undertaken with the same commitment as service in your Alberta school.

If your exchange is approved, you are committed by signed contract to complete that foreign assignment, particularly because your jurisdiction has committed to having the exchange teacher in your position for a year. **Major professional difficulties can arise from terminating an exchange.** You should not be planning to immigrate to the host country. Exchange teachers are given a courtesy, interim teaching certificate which expires as soon as the exchange period ends, and the exchange arrangements with the Alberta jurisdiction include an agreement that the exchange teacher return to their teaching position after the exchange is completed.

### **Personal stability**

When you go on exchange, you are immersing yourself in a completely new situation. Regardless of how prepared you are, a certain level of stress and uncertainty is inevitable. It is important that you go into such a situation with a good attitude. If you are thinking of exchanging with your family, then your whole family should be excited about and supportive of the exchange. Problems such as marital difficulties, job dissatisfaction, or tense family relationships will only seem worse in unfamiliar surroundings.

### **Financial stability**

Going on exchange can be expensive. We recommend that you have three to six months' salary saved as a cushion for your exchange. Flights to exchange destinations can be expensive and other unexpected expenses may arise such as: different cost of living, travel within your exchange country, phone calls or trips home, and professional fees for a lawyer or accountant. All of these costs are the teacher's own responsibility. Alberta Education does not provide any financial assistance to exchange participants.

### **Communication skills**

Open communication skills are crucial to a successful exchange. This means being open and honest, while also being sensitive to other people's feelings and circumstances. Being able to discuss problems openly and diplomatically—and knowing when to discuss them—will mean that all the issues around living in another country in someone else's home can be dealt with comfortably and successfully.

### **Good representative of Alberta and Canada**

Living in another country can be a little like living in a fishbowl . . . actions of an exchange teacher can sometimes be generalized as representative of all Albertans or Canadians. Successful candidates must be good ambassadors for Alberta and Canada and for the teaching profession.

### **Good health**

A medical certificate is required as part of your application.

### **Criminal Record Check**

Applicants may be asked to provide a Criminal Record Check.

## Support of Principal and Jurisdiction

Support from the principal and superintendent is vital for this professional development activity. Both the exchange partner and the Alberta teacher need the support of the school administration before, during and after the exchange year. The value of this experience must be recognized at the local level.

## How do I apply for a teaching exchange?

1. Talk to your principal and superintendent (or designate)

Application for a teaching exchange is a cooperative process and must involve your school principal and superintendent or (designate). All three of you must understand and fully agree to the terms and conditions of the exchange agreement. The exchanges depend on this multi-levelled endorsement. It confirms that everyone involved is committed to the exchange—and to supporting the incoming and outgoing exchange teachers. It also acts as a kind of recommendation for your application. **No teacher may go on exchange without the support and endorsement of the school and school board.**

2. Complete your application form and submit it to the Educator Exchange Program of Alberta Education before December 31.

Applications are available from the Educator Exchange Program of Alberta Education or your jurisdiction's central office. Jurisdictions may have their own protocol for sending the application to Alberta Education. Contact your central office for more information. Please ensure that your application is fully completed; incomplete applications cannot be considered and will be returned to the applicant.

**The deadline for applications is December 31.** Late applications will be considered only if placements are available. Please check to see if your Board has an earlier deadline.

3. Attend an interview/information session

After your application is received, you will receive instructions on attending an interview/information session at the Educator Exchange Program of Alberta Education. This gives us a chance to meet in person, to talk about exchanges, and to get an idea of your widest range of qualifications and locations. It is also an opportunity for you to ask any questions you might have.

4. Wait to hear from the Educator Exchange Program.

This can be the hardest part! We will do our best to find an appropriate match for you. We may need to call and clarify something about your qualifications or location expectations. Unfortunately, there are always more applicants than available teacher exchange positions, so you may need to apply more than once before being placed successfully. Please feel free to call and ask about your application.

## What happens to my application while I'm waiting?

1. The matching process begins

Matching is based on comparable teaching assignments. The more varied your background, and the more flexible your school can be, the better your chances of a match. Although housing arrangements are personal matters, the same principle applies: the more flexible you are, the better your chances.

Matching of Alberta applicants with foreign teachers usually happens first in the other country or province. Teachers coming to Alberta are recommended by their school, their school authority, and the exchange officials in their home country or province. These candidates go through a rigorous screening procedure, often including personal interviews.

## 2. A match is proposed

If a match with yourself and a foreign teacher is proposed, it is sent first to the Educator Exchange Program of Alberta Education for review. If it looks like an appropriate match, it is forwarded to your superintendent (or designate) to approve. If the superintendent approves the match, it is forwarded to your principal. If the principal approves it, the application comes to you for consideration. The match is not fully approved until the Alberta superintendent, principal, and teacher have all signed the approval form.

If you, your principal, and your superintendent do not approve the match, all documents must be returned to the Educator Exchange Program along with a description of why the candidate was not appropriate and whether an alternate match is requested.

## 3. The match is confirmed or declined

Matches are usually proposed at the same time in both countries. Even though the match may be fully approved in Alberta, the approval process in the foreign country may not be complete. The match is not confirmed until it is fully approved in both Alberta and the host country/province. Once this happens, confirmation packages are sent to the Alberta superintendent, the Alberta principal, the Alberta teacher, the foreign teacher and the Department of Education in the host country/province. This usually happens in late spring—May, June or sometimes even July or August for Australian matches.

Once the match has been confirmed, your jurisdiction should give you a copy of your exchange partner's application and you can begin communication with your partner. Your principal should also maintain a copy of the application for the school's files.

If the match is declined on the other side, you, your principal and your superintendent will be informed and we will seek another match for you.

## **What are some other professional issues that may come up during my exchange?**

### **Professional Duties**

Written job descriptions are provided at the time of application. Changes should be avoided, as they may not work with the qualifications of the incoming teacher.

### **Support System for the Incoming Exchange Teacher**

The following staff contacts/buddies should be identified to help the incoming teacher integrate into the Alberta school:

- Administrative Contact: for issues of procedure, parent communication, discipline
- Curriculum Buddy: to discuss units/topics to cover, resources and PD in early stages
- Evaluation Buddy: to discuss/outline the evaluation requirements/guideline of the school (i.e. type/number/focus/frequency of evaluation instruments)

### **Salary and Employment Status**

While on exchange you continue to be employed by your Alberta school jurisdiction and earn your salary and benefits. This means that you are also subject to normal taxation, superannuation, and social service contributions just as if you were working in Alberta. You retain your rights and privileges as employees of your jurisdiction, including the right to return to your previous position (or equivalent) after the exchange year. You may also continue to receive benefits from the Alberta School Employee Benefit Plan (ASEBP), depending on their regulations, or your particular extended benefit plan.

## Arrival at the Host School

You should arrive at your host school at least five days before the school opens. This way, you have some time to become familiar with the school and curriculum before the year actually starts.

## Absence/Leave Information

### Sick Leave

The host (foreign) school board covers costs for substitute teachers for the first 20 days of leave for personal illness of the incoming exchange teacher, and for similar approved and excusable absences.

The sponsoring (Alberta) school board is liable for substitute costs for:

- all additional days of illness of the Alberta teacher (in excess of 20 days)
- any days of unexcused, unapproved absences of the Alberta teacher

### Professional Leave

At least five days leave with the host board covering the substitute costs is usually allocated for professional development of the Alberta teacher, in addition to participation in all regularly provided professional development activities offered by the host system. One of the five days is to release the incoming exchange teacher to attend an Orientation Session.

### Personal Leave

If personal leave is not approved by the host system, the cost of substitute teachers may be recovered from the Alberta school board, which in turn may recover costs from the salary of the Alberta teacher under the conditions of their collective agreement.

### Transfer of Funds

Any billing for the cost of replacement teachers must be channeled through exchange authorities.

## Absence Reports

Alberta jurisdictions are asked to provide absence/leave information for the **exchange teachers**. These reports are forwarded to the exchange teachers' home jurisdiction. The same information is collected for the Alberta teachers from the host jurisdictions.

## What kind of personal issues might come up?

### Travel

Exchange participants have to cover the costs of travel to and from the exchange destinations for themselves and their families. No financial assistance is provided.

### Accommodation

The official exchange agreement is an exchange of teaching positions only. You are required to provide suitable housing for your exchange partner, but accommodation is a private matter to be arranged between exchange partners. **Neither Alberta nor foreign authorities will mediate or be responsible for misunderstandings or grievances in accommodation arrangements.**

The most common way of providing accommodation for your exchange partner is by exchanging homes. When accommodation is exchanged, they are complete with furnishing, bedding, appliances, and facilities ready for immediate use by the exchange partner and family. Exchange partners are expected to maintain the house or apartment in good order and condition and make good any damage incurred during their stay.

The cost of mortgages or rent, as well as insurance for the house and its contents must continue to be paid by the Alberta participant. Likewise, the foreign participant will pay their mortgage/rent and insurance.

Carefully consider whether you are comfortable having strangers living in your house. If you are particularly “house-proud” you should not offer to exchange accommodation. The incoming teacher will likely act more like a tenant than an owner; s/he may not be as concerned about maintenance issues and may not understand the mechanical systems in Alberta houses. Indoor habits may be different; for example, it is customary in Alberta to take off your shoes when you enter a house; this practice is not as common in Australia or the UK. Careful planning, good communication, and assistance from a friend or relative who can provide the incoming teacher with advice and assistance in case of any problems can minimize these kinds of problems.

Remember also that accommodation in the host country may not be the same as you are used to at home. Different countries have different standards of plumbing, heating, etc. This is why your adaptability and flexibility are so important.

Most exchanges experience no real difficulty, but it is important that you are aware of that possibility—and take steps to ensure that expectations and responsibilities are clearly understood by both exchange partners. **If you decide to exchange accommodation, we strongly advise that you sign a legal agreement with your exchange partner.**

A sample agreement will be provided for participants at the Orientation session before departure.

## Vehicles

**Because there may be significant differences in driving and maintenance habits, as well as in the value and condition of vehicles, we do not recommend that exchange participants exchange vehicles.** If you do choose to exchange vehicles, we recommend that a legal agreement, similar to the housing agreement, be put in place. **Neither Alberta nor foreign authorities will mediate or be responsible for misunderstandings or grievances in vehicle arrangements.**

Exchange partners will need to discuss the best ways for each partner to travel to and from school while on exchange. Options may include buying a car on arrival, car pools and public transport.

## Life and Health Care Insurance

You will need to make arrangement for your own life and health care insurance. Alberta residents leaving the province must contact the Alberta Health Care Insurance Plan (AHCIP) before leaving to maintain Alberta coverage and to determine out-of-province/out-of-country limitations on coverage.

The AHCIP currently covers Alberta participants for 364 days (with a number of restrictions). **Additional coverage is strongly recommended.** You will need to check your extended benefit plan to ensure adequate coverage is in place. Health care programs will differ depending on your exchange destination. In Australia, additional health insurance coverage may be purchased on arrival if you can show that you are a fully paid contributor to a health program in your own country. In the United States, extra coverage is essential.

## What happens if I go on exchange and it doesn't work out?

Despite all the precautions taken in selecting and preparing teachers for exchange, exchanges do occasionally break down. Most breakdowns are for genuine, emergency reasons. Emergency situations will be evaluated individually, with compassion and concern. Unresolved problems need to be sorted out as quickly as possible. Not only are there financial implications, many other people are involved—and the needs and wishes of those people are of utmost importance, especially in a cooperative agreement such as exchange.

With local support from the school, administration and community of friends, most problems are taken care of. However, when this support is unavailable or not accessed, exchange breakdowns during the teaching term sometimes occur and they have extensive consequences.

Guidelines in the event of an exchange breakdown are detailed in the document *Educator Exchange: Policies and Guidelines*, which is available from Alberta Education.

## **Are there any other things I need to consider about going on exchange?**

There are many details involved. Alberta Education provides information which is sent to our successfully matched applicants and exchange teachers must attend an orientation session two or three months before they are scheduled to leave.

Some other things you might want to think about include:

- Power of attorney—delegated responsibility for one’s property and finances
- Wills and Personal Directives
- Your Alberta school, classroom and community: planning with the principal and staff; keeping in touch with the school while you are away
- Neighbours and friends: letting them know your plans and asking them to help with unusual chores (the swimming pool, a prize garden), taking care of valuables, and welcoming the incoming exchange teacher
- Travel arrangements and documents: passport, visa, and international driver’s license
- Plans for your spouse and/or children: spouse may need a work visa or may need to plan alternatives to working; school enrollment may require a student visa
- Financial arrangements, including income tax, health care payments, banking (transfer of funds)
- The new school and classroom: photos, books, maps, and resources for teaching
- Gifts and regalia: souvenirs and mementos of Alberta to give to friends and colleagues in the new community; what to take along for presentations on Alberta/Canada

## **Can I talk to someone who has already been on exchange?**

Definitely—contacting teachers who have personal exchange experience can be a great way of deciding whether an exchange is something you want to pursue. Information about past participants from your jurisdiction is available from your superintendent or exchange contact. The Educator Exchange Program also has a list of people who are willing to talk about exchange; this includes the Exchange Teachers’ Club.

The Exchange Teachers’ Club is a provincial organization of teachers who have previously been on exchange. These volunteers organize social activities, welcome foreign teachers, offer billet accommodation, and give advice on teaching and living in another country, along with many other things. Contact information can be obtained from the Educator Exchange Program.

**If you have any questions, the Educator Exchange Program is always here to help.**

**Please contact us at:  
Educator Exchange Program, Alberta Education  
9<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton AB T5J 4L5**

**Phone (780) 422-5047**  
**Toll free 310-0000, Ext. 780-422-5047**  
**Fax (780) 422-3014**  
**Email: [sara.coumantarakis@gov.ab.ca](mailto:sara.coumantarakis@gov.ab.ca)**

**Thanks for your interest in teaching exchanges!**



# **Policies and Guidelines For Educator Exchange**

*Educator Exchange Program*  
Alberta Education  
9<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton AB T5J 4L5

Phone (780) 422-5047  
Toll-free 310-0000, 780 422-5047  
Fax (780) 422-3014

# EDUCATOR EXCHANGE: Policies and Guidelines

## 1.0 PROGRAMS OFFERED

### 1.1 Full Year Reciprocal Exchanges for Educators

#### 1.1.1 School Year Exchanges

With the United Kingdom (UK), United States of America (USA), the Federal Republic of Germany (FRG), Spain, Germany, Denmark or other provinces in Canada

#### i. Calendar Year Exchanges

With the Australian states and territories: Queensland, New South Wales, Victoria, Tasmania, South Australia, Western Australia, Northern Territory, and Australian Capital Territory; and with New Zealand

#### 1.2 Administrator /Short-Term Exchanges or Study Tours

**Short-term administrator and teacher exchanges are available with the United States of America, the United Kingdom and Australian states. Often ad hoc opportunities exist with some of our other exchange partners.**

## 2.0 EXCHANGE TIMELINES

### 2.1 One Year Reciprocal Exchanges

#### 2.1.1 Calendar Year Exchanges to Australia

Calendar Year Exchanges to Australia run from January 1 to December 31 inclusive.

#### i. School Year Exchanges

School Year Exchanges to all other destinations run from August 1 to July 31 inclusive.

#### 2.1.2 Mid-year Exchanges to Australia

Some rare opportunities for mid-year exchanges to Australia exist. These exchanges are from July 1- June 30 inclusive.

#### b. Short-term administrator or teacher exchanges and study tour/visitation programs

**May occur in either the school or calendar year.**

## 3.0 APPLICATION REQUIREMENTS

### 3.1 A permanent Professional Alberta Teaching Certificate

### 3.2 A permanent teaching position.

### **3.3 Approval of the principal and superintendent (or designate)**

**Educators approved for an exchange program are expected to have fully satisfactory or superior performance with their current employer and to be recommended accordingly. Concurrence by principal and superintendent (or designate) should be based on professional development considerations. Both the exchange partner and the Alberta teacher will require the support of the school administration before, during and after the exchange year. The value of this experience must be recognized at the local level.**

**If there is a new principal coming to the school, it is the responsibility of the school jurisdiction and the current principal to ensure that the incoming principal is supportive of the exchange and approves the proposed exchange partner.**

### **3.4 Commitment to the exchange**

**Withdrawing from the program after submission of an application can cause difficulties in the host country or province considering the Alberta applicant.**

**Applicants should not be considering opportunities for transfer, promotion, other exchange programs, or relocation while applying for, or during the year of, the exchange.**

### **3.5 Personal characteristics**

Other personal characteristics may be taken into consideration such as flexibility, personal and financial stability, communication skills, health, and other characteristics as deemed appropriate.

## **4.0 INFORMATION/INTERVIEW SESSION**

**Each exchange applicant and spouse must attend an information/interview session as part of the application process.**

## **5.0 EMPLOYMENT ISSUES**

### **5.1 Salary**

**Participants will remain in the employment of their own school jurisdiction and will continue to have their salaries remitted to them while on exchange. They will, therefore, continue to be subject to the normal taxation, superannuation and social service contributions, and will retain their rights and privileges as employees of their own educational authorities.**

### **5.2 Alberta School Employee Benefit Plan**

Participants who are enrolled in the Alberta School Employee Benefit Plan (ASEBP) may continue to receive coverage depending on ASEBP regulations.

### **5.3 Professionalism**

**Educator exchange is a professional obligation. Service in the exchange school/jurisdiction must be undertaken with the same commitment as service in an Alberta/home country school. Any breach of this professional obligation has serious consequences.**

### **5.4 Casual Sick Leave**

The host school board covers costs for substitute teachers for the first 20 days of approved leave for personal illness of the exchange educator, and for similar approved and excusable absences. The sponsoring school authority is liable for the substitute teacher costs for:

- all additional days of illness of their exchange teacher in excess of 20 days; and
- all days of unexcused or unapproved absences of their own teacher.

### **5.5 Professional Leave**

At least five days leave (with the host board covering the cost of substitute teachers) should be allocated for professional development experience of the exchange teacher, in addition to participation in all regularly provided professional development activities by the host school system. On the Alberta side, one day of this allotment is designated to release the incoming exchange teacher to attend the Orientation Conference in Edmonton (in September or January).

### **5.6 Personal Leave**

Where personal leave is approved by the host system, the actual cost of substitute teachers may be recovered from the sponsoring board, which, in turn, may recover costs from the salary of the teacher under the conditions of its collective agreement.

#### **a. Strikes**

Exchange teachers shall not get involved in any strike action.

#### **5.7.1 Alberta Exchange Teachers**

In the case of a strike in the host jurisdiction, the exchange teacher will continue to be paid by the home jurisdiction and thus is required to continue employment with the host jurisdiction.

In the case of a strike in the home jurisdiction, the exchange teacher is deemed as not being directly involved in the strike. He/she will continue to receive a regular salary and shall continue employment with the host jurisdiction.

## 5.7.2 Incoming Exchange Teachers

In the case of a strike in the Alberta jurisdiction, the exchange teacher will continue to be paid by the home jurisdiction and thus is required to continue employment with the Alberta jurisdiction. The Alberta jurisdiction shall assign the exchange teacher duties as deemed appropriate. These duties shall not jeopardize the exchange teacher's position in the school.

If a strike is imminent, the exchange teacher shall notify the Educator Exchange Program of Alberta Education immediately.

**The exchange teacher shall report to his or her Alberta superintendent for advice on how to proceed.**

### i. Recovery of Costs

**Any invoicing for the cost of replacement teachers in host jurisdictions must be channeled through participating Ministries of Education (i.e. board/authority). In Alberta, all such issues should be discussed with the Educator Exchange Program of Alberta Education.**

## 6. PREPARING FOR THE EXCHANGE

### 6.1 Teaching assignments

**Written job descriptions are to be provided at the time of application. Subsequent changes which may be to the disadvantage of the incoming exchange teacher should be avoided.**

### 6.2 Teaching "buddy"

A "buddy" should be assigned to orient the incoming exchange teacher to insure smooth integrating into the Alberta school.

### 6.3 Administrator "buddy"

**An administrator should be appointed to assist the incoming educator.**

### 6.4 Arrival at host school

**Exchange teachers should arrive at their host school at least five days prior to the school opening to become familiar with the school and planning provisions (for full-year exchanges).**

## 7.0 EXPENSES

**Participants will cover all expenses for themselves and their families, including travel to and from the host community. There is no financial assistance from Alberta Education.**

## 8.0 ACCOMMODATION

Teachers are obliged to provide adequate housing for their exchange partner. Participants often provide their own homes, but this is optional, as other arrangements can be made. If accommodation is exchanged, the responsibility for purchase installments or rent in Alberta and the cost of insurance for the house and its contents must continue to be borne by the Alberta participants.

Exchanged accommodation must be complete with furnishings, bedding, appliances and facilities ready for immediate use by the visiting exchange teachers/families.

Exchange teachers are expected to maintain the house in good order and condition, and make good any damage incurred during their stay.

**Accommodation exchanges are personal matters between exchange teachers. Alberta Education will take no responsibility for any disputes between the parties. Written agreements are strongly recommended.**

## 9.0 VEHICLES / TRANSPORTATION

Vehicles exchanges are not recommended, but may be negotiated privately. It is important, however, that the visiting teacher be able to travel easily to and from school/home. Transportation options and costs must be determined and clearly outlined.

**Vehicle exchanges are personal matters between exchange teachers. Alberta Education will take no responsibility for any disputes between the parties. Written agreements are strongly recommended.**

## 10.0 HEALTH CARE

Participants are responsible for life and health care insurance for the duration of the exchange. Alberta Health Care will cover Alberta participants for 364 days. Additional coverage may be required, but Alberta Education suggests that participants first look into the benefits provided by their extended health care policy.

## 11.0 GUIDELINES IN THE EVENT OF EDUCATOR EXCHANGE BREAKDOWNS

**11.1** If any exchange breaks down after commencement of the exchange term, the assignment of the exchange partner will be protected for the full exchange period, either by continuation of the original assignment or, if the exchange partner agrees, by relocation to another assignment in the host jurisdiction.

**11.2** When an exchange educator, with prior approval and for reasons acceptable to the authorities involved (local and government) returns prematurely, he/she should receive full benefits of regular employment.

**11.3** When an exchange participant returns on the basis of personal reasons without prior approval of the authorities involved, the employer and the authorities have no obligation to continue employment or benefits.

**11.4** In cases 11.2 and 11.3, the sending authority should cover full or equivalent costs of a replacement teacher for the remainder of the exchange term.

- 11.5** An educator whose exchange assignment is prematurely terminated as a consequence of external factors should have priority for a new exchange in the next program year.
- 11.6** All educators must sign a legally binding agreement of service during the exchange period.
- 11.7** In the event of an exchange breakdown, the Alberta teacher is strongly advised to consult with his/her employers in Alberta and the Educator Exchange Program of Alberta Education. Termination of an exchange without proper approvals can jeopardize continued employment.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

**Information collected as part of the Educator Exchange Programs will be treated with due attention to the Freedom of Information and Protection of Privacy (FOIP) legislation. The information provides the basis upon which the best possible match may be secured for participants. This information will be treated with respect for confidentiality and shared only with the exchange officials in the destinations indicated in the application, and with the prospective jurisdiction, school principal, and partner, when an exchange is proposed.**

# INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR EDUCATOR EXCHANGE PROGRAMS

## **Be sure to follow your jurisdiction’s protocol and meet the deadline.**

Your jurisdiction may have their own protocol (including deadlines) for sending the application to the Educator Exchange Program — contact your central office for more information. If your jurisdiction has no specific protocol you may send your completed application directly to the Educator Exchange Program. The deadline is December 31. Late applications will be considered only if placements are available.

## **All applications should be typed or neatly printed.**

Please print legibly, preferably in black ink (block printing). If you wish to fill out the application on the computer, an electronic copy of the application can be obtained from the Educator Exchange Program. Please consult with your principal and superintendent to gain their support and to ensure that they fully understand their commitments and each retain a copy of the application form. If you need to provide more information than will fit into the space provided, additional pages may be attached. The Educator Exchange Program must receive **three** completed copies in total. Be sure to include the copy with all original signatures including original reference forms and the medical certificate.

This application is the “first impression” school officials in the exchange destination will receive of you — be clear, concise and complete when providing information. Try to avoid any jargon that may not be common in other educational systems; for example, write out the names of organisations instead of using acronyms.

## **Photographs**

Three passport size photographs of yourself, with your name on the reverse side, should be attached firmly to each copy of the application. Extras will be useful when you apply for a visa/work authorization, etc.

Include photographs of the accommodation you are exchanging/providing for an exchange partner. These should portray both exterior and interior views. Photographs of the school/classroom will also enhance the application. Keep the photo negatives with your file copy of the application to use for re-application if necessary.

## **References**

Applicants must obtain a professional reference from their school principal, and/or their direct supervisor(s). Two references are required as part of the application; the second could be from a colleague. Further references may be included if desired. If you have been recently appointed to your current position, you may also wish to include a reference from your previous principal/supervisor.

## **Duties Involved In Exchange**

The duty statement should be specific but brief. The duties of the incoming educator are a crucial part of the application—**this is the main criterion in the matching process. Be sure to detail any ways in which your school can be flexible.**

## **FOIPP**

Information collected as part of this application process will be collected, giving due attention to the Freedom of Information and Protection of Privacy (FOIPP) legislation.

Your personal information provides the basis upon which the best possible match may be secured. The information will be treated with respect for confidentiality and shared only with the exchange officials in the destination you indicate, and with the prospective jurisdiction, school principal and partner, when an exchange is proposed.

## CHECKLIST FOR EDUCATOR EXCHANGE PROGRAM APPLICATIONS

- ❑ Have you carefully considered and decided which program you will apply/qualify for?
- ❑ Have you read and completely understood Alberta Education's *Educator Exchange: Policies and Guidelines*?
- ❑ After discussion of the exchange possibility, has your principal completed the School Description and Exchange Assignment, and signed your application?
- ❑ Have the requirements of your Alberta school jurisdiction been met? Has the endorsement of the superintendent or designate been obtained? It is the applicant's responsibility to meet the jurisdiction's deadline.
- ❑ Are the originals of the following enclosed with the original application package:
  - letter(s) of reference from your principal and/or direct supervisor? (and two copies)
  - the medical certificate completed by your doctor? (*original only*)
- ❑ If exchanging/providing accommodation, have photographs of the exterior and interior of the accommodation been provided in the application? (One set of photographs for each copy)
- ❑ Has the Self Portrait/Letter of Introduction been completed and the original attached to the original application? (and two copies)
- ❑ Has the application form been typewritten/neatly printed with clear and concise information?
- ❑ Have you submitted three copies, including the original, complete with photos, letters of introduction, etc., attached to each copy?
- ❑ Have you kept one complete application (including photo negatives) for your files, as well as provided one each to your district and your school, in addition to the required copies for Alberta Education?
- ❑ Have you completed the Summary Details form (yellow) and enclosed *only the original* with the original application package?

ALBERTA EDUCATION  
EDUCATOR EXCHANGE PROGRAM

APPLICATION FORM  
\_\_\_\_\_ YEAR

Attach a recent passport-size photo of yourself to each copy of the application.
--

**PLEASE NOTE: Original and two (2) extra copies of the application and photographs MUST be submitted - each copy is to be clipped simply, with no extra covers or folders**



7.3 Calendar Year Program with:  New Zealand

7.4 Would you consider another program if no match is found in your first choice destination?

Yes

No

8. Preferred teaching assignment (indicate preference by rank order - 1, 2, 3)

Location	Type of School	Teaching Position
Metropolitan area _____	Primary/Elementary _____	Classroom Teacher _____
Provincial City _____	Secondary _____	Other (explain) _____
Town _____	Special _____	_____

9. Exchange Experience

9.1 Have you been on exchange previously? Yes  No

Location \_\_\_\_\_ Year \_\_\_\_\_

9.2 Have you previously applied for exchange? Yes  No

Year \_\_\_\_\_ Program \_\_\_\_\_

Year \_\_\_\_\_ Program \_\_\_\_\_

10. Husband/wife application to be considered? Yes  No

If yes, both must be matched  or either may be matched

11. Professional Background

11.1 List academic background and qualifications that should be considered in your application.

Degree(s) Obtained Institution	Institution	Year of Completion	Major and Minor Studies

Teacher Training (If not included above)	Institution	Year of Completion	Methods, Courses or Special Training

11.2 Type of teaching credential(s) \_\_\_\_\_

Year obtained \_\_\_\_\_ Certificate Number \_\_\_\_\_

11.3 Membership(s) in professional associations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Experience

12.1 How many completed years of teaching experience will you have as of the beginning of the exchange year in January?

\_\_\_\_\_

12.2 Details of teaching experience: include current position and list most recent experience first.

School/Institution	Teaching Assignment (subjects if appropriate)	Grade Levels	Number of Years

12.3 Activities/experience related to your role as teacher:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Duties

	Subjects	Grade Level	Pupil Ages	Average Class Size	Teaching Hours Per Week
13.1 Current teaching assignment:					
13.2 Also qualified/ willing to teach:					
13.3 Assignment/teaching duties for incoming teacher:					

13.4 Alternatives:					
--------------------	--	--	--	--	--

13.5 Are there other duties, non-teaching responsibilities or staff involvement, which would be expected of the incoming teacher?

\_\_\_\_\_

\_\_\_\_\_

14. Language Fluency (to be completed if applying to a destination where you would work in the second/foreign language.)

14.1 Fluency to be self-rated by a numerical scale of 0 to 5 (5 means native-speaker fluency).

	Understanding	Speaking	Reading	Writing	Overall
French					
German					
Other (Specify)					

14.2 Is your language ability sufficiently well-developed to instruct courses in the second language? Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

15. School

15.1 Approximate population and geographic location of town: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15.2 Briefly describe your school, number of students and teachers, and its community: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: Please attach up to 4 photos of the school and classroom to each copy of the application (see Page 9)**

16. Details of **all family members (including applicant) traveling overseas**. This information will be used by immigration authorities for visa purposes.

Name	Relationship	Date of Birth (Age) D/M/Y	Place of Birth (Town/Province/Country)	Citizenship
	Applicant			
	Spouse			
	Child			

	Child			
	Child			
	Child			
	Child			

17. Marital Status: \_\_\_\_\_

18. Dependents (indicate only those who will accompany you)

18.1 Spouse's Name: \_\_\_\_\_

18.2 Spouse's Occupation: \_\_\_\_\_

18.3 What plans does your spouse have during the exchange year? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

19. Disabilities

Do you or members of your family have any medical or physical disability, e.g., asthma, poor hearing, etc?

Yes  No  Details: \_\_\_\_\_

20. Religion (You are not obliged to complete this section)

20.1 Religious denomination: \_\_\_\_\_

20.2 Are you an active member of your church? Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

21. Social or Service Clubs

Do you belong to any social/service clubs or organizations? Yes  No

Details: \_\_\_\_\_

22. Recreational Interests

Describe any special interest that you or members of your family may have in any recreational activities: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

23. Relatives and Friends

Do you have relatives or friends living in the country to which you seek exchange? Yes  No

Details: \_\_\_\_\_

\_\_\_\_\_

24. Restrictions

Are you aware of any medical or legal reason why the above information would fail to satisfy any immigration requirements?

Yes  No

If yes, provide details (e.g., citizenship complications, a conviction for a criminal offense, health issues, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

25. Notification in Case of Emergency

Name of person(s) and their relationship to you, to be notified in case of an emergency: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): Home \_\_\_\_\_ Work \_\_\_\_\_

26. If granted an exchange, you are responsible for assuring suitable living accommodation for your counterpart.

26.1 Will accommodation be exchanged  provided  or found through negotiation with partner  ?

26.2 Type of accommodation: house  apartment  or other  please explain \_\_\_\_\_

26.3 Will others be sharing facilities? Yes  No

If yes, explain \_\_\_\_\_

26.4 Is accommodation owned  being purchased  rented  or other ?

Specify: \_\_\_\_\_

\_\_\_\_\_

26.5 Summarize size and dimensions of rooms. (Please attach a floor plan and photographs – see pages 10-12)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

26.6 Indicate major appliances for use by the exchangee (“x” those available).

Washer  Refrigerator  Dishwasher  Microwave

Dryer  Freezer  Stove  Other(s)

26.7 Summarize furnishings you will provide: \_\_\_\_\_

\_\_\_\_\_

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26.8 What type of accommodation (home) insurance coverage do you have? \_\_\_\_\_

---

Will your home insurance be valid when your home is occupied by the visiting educator (and family)? Yes  No

If no, what steps will you take? \_\_\_\_\_

---

---

26.9 Special conditions? Will you accept smokers? Are you smokers? Pets? \_\_\_\_\_

---

27. Who would your exchangee contact in case of a household emergency?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s):

\_\_\_\_\_

Home: \_\_\_\_\_

\_\_\_\_\_

Work: \_\_\_\_\_

\_\_\_\_\_

28. Alternatives

28.1 If not willing to exchange accommodation, what provisions are you prepared to make for your exchangee?

---

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28.2 Do you want assured accommodation at the exchange location? Yes  No

If not, what type of arrangements are you considering? \_\_\_\_\_

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29. Transportation

29.1 Distance from home to school: \_\_\_\_\_ kilometres

Distance from home to nearest shopping center: \_\_\_\_\_ kilometres

29.2 What type of transportation will be required to travel from home to school?

---

29.3 Outline the types of transportation available to your counterpart and the costs: \_\_\_\_\_

---

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30. Letter of Introduction - Self/Family Profile:

As this will be the first opportunity you will have to communicate with your proposed exchange school, school authority and partner, please include a short letter of introduction of yourself and family which would provide a more complete professional and personal/family profile. This letter is to be included with your application (three copies are needed).

31. Photographs and floor plan:

Please attach photographs of inside and outside views of accommodation, and a floor plan, to each copy of the application (pages 10-12)

**32. Please indicate on the map where in Alberta you live and teach:**



**Note:**

*If the space provided on page 2 and 3 of the application is not sufficient, you may wish to include your most recent teacher evaluation and curriculum vitae as part of the application package.*

**Photographs: School**

- **Please attach four colour photographs according to the guidelines.**
- **Feel free to make use of this entire page, but please do not exceed the 8.5 X 11 format.**
- **The completed sheet may be colour-copied or scanned to make up the number required for the application process (original and two copies).**

➤ an exterior view of your school

➤ an interior view of your school

➤ a picture of your classroom

➤ any other picture of your school



**Photographs: Home (A)**

- **Please attach four colour photographs according to the guidelines.**
- **Feel free to make use of this entire page, but please do not exceed the 8.5 X 11 format.**
- **The completed sheet may be colour-copied or scanned to make up the number required for the application process (original and two copies).**

➤ an exterior view of your home

➤ an interior view of your home  
e.g. living room

➤ an interior view of your home  
e.g. kitchen/dining area

➤ an interior view of your home  
e.g. master bedroom

**Photographs: Home (B)**

- **Please attach four colour photographs according to the guidelines.**
- **Feel free to make use of this entire page, but please do not exceed the 8.5 X 11 format.**
- **The completed sheet may be colour-copied or scanned to make up the number required for the application process (original and two copies).**

➤ a view of your home

➤ a view of your home

➤ a view of your home

➤ a view of your home

*Insert Floor Plan*

## AGREEMENT BY TEACHER APPLICANT

If granted an exchange, I \_\_\_\_\_ agree to:  
(name)

1. Teach in the exchange teaching position arranged for me for the complete exchange year (date) \_\_\_\_\_;
2. Return to my own or equivalent teaching position at the expiration of the exchange year (date) \_\_\_\_\_;
3. Abide by the *Educator Exchange: Policies and Guidelines*; and to
3. Notify immediately in writing the Education Exchange Program, Alberta Education, if:
  - a. any circumstances arise which would prevent me from accepting an exchange position; and/or
  - b. any change in assignment or accommodation arrangements for the exchange teacher should occur.

**I will not seek an alternate position during the exchange year above. I also realize that a withdrawal once the application has been submitted for consideration has serious implications for a potential exchange partner.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Position of Witness: \_\_\_\_\_

# APPROVAL OF PRINCIPAL

## School Description and Teaching Assignment

School Name: \_\_\_\_\_

Grade range: \_\_\_\_\_ Type: \_\_\_\_\_

Number of teachers: \_\_\_\_\_ Number of Pupils: \_\_\_\_\_

Class size range: \_\_\_\_\_ Extent of busing pupils \_\_\_\_\_

Program emphasis: \_\_\_\_\_

Testing and evaluation practice: \_\_\_\_\_

Term Dates	Current School Year	Exchange Year	Year After Exchange
School Commencement	_____	_____	_____
Christmas Holidays	_____	_____	_____
Easter/Spring Break	_____	_____	_____
Summer Holidays	_____	_____	_____

Describe as fully as possible the assignment: teaching task and any related duties. Also describe the amount of teaching time required for each subject. Attach timetables as appropriate.

\_\_\_\_\_  
\_\_\_\_\_

The incoming exchange teacher's "buddy" will be: \_\_\_\_\_

The administrator with special responsibility for exchange will be: \_\_\_\_\_  
Name Position

As principal of the \_\_\_\_\_ School, I:

1. Endorse the exchange application of \_\_\_\_\_ (teacher) and attest to the suitability of this candidate for teacher exchange;
2. Agree to accept on the school staff a suitable exchange teacher as a replacement for this applicant for the exchange year \_\_\_\_\_;
3. Agree to provide the exchange educators release time to attend the outgoing/incoming Orientation sessions in Edmonton (in June/September, for outgoing/incoming School Year Exchanges OR October/January for outgoing/incoming Calendar Year exchanges);
4. Agree to notify Educator Exchange Program, Alberta Education of any change to the exchange assignment for the incoming teacher;
5. Agree to abide by the *Educator Exchange: Policies and Guidelines*; and
6. Agree to provide such assistance as required by both the Alberta and exchange teachers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**APPROVAL OF SUPERINTENDENT**

On behalf of the Board of Education for \_\_\_\_\_, I:  
(name and number of school jurisdiction)

1. Endorse the exchange application for \_\_\_\_\_ (teacher) during the exchange year \_\_\_\_\_, and attest to the suitability of this candidate for teacher exchange;
2. Agree to accept an exchange teacher, subject to future ratification of his/her suitability, as a replacement for this applicant for the exchange year \_\_\_\_\_;
3. Agree not to change the incoming exchange teacher’s teaching assignment or school placement;
4. Agree to provide the exchange educators release time to attend the outgoing/incoming Orientation session in Edmonton (in June/September, for outgoing/incoming School Year Exchanges OR October/January for outgoing/incoming Calendar Year exchanges);
- 5. Agree to abide by the *Educator Exchange: Policies and Guidelines*; and**
6. Agree to provide this applicant with the same or an equivalent teaching position on his/her return.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**APPROVAL OF EDUCATOR EXCHANGE PROGRAM**

All information has been duly provided and examined. This candidate has been recommended to represent Alberta during the exchange year \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sara Coumantarakis  
\_\_\_\_\_  
Print Name

Coordinator, Educator Exchange Program  
\_\_\_\_\_  
Position

## MEDICAL CERTIFICATE

All applicants for an exchange appointment are required to obtain a medical certificate signed by a registered medical practitioner. Medical certificates for accompanying family members are not required for short-term or calendar year applicants; if applying for school year exchange, please provide health information for accompanying family members.

This information will remain on file with Educator Exchange Program, Alberta Education, and treated with confidentiality. Successful candidates to the program in the U.S.A. will require another, more extensive medical form.

**NOTE:** The doctor is asked to take into consideration the fact that the applicant expects to spend a year outside the province/country and will be working under new conditions in a different climate.

Date \_\_\_\_\_

Name of Doctor/Clinic \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I certify that (Teacher Applicant) \_\_\_\_\_  
whom I have know professionally for \_\_\_\_\_ year(s) has been examined by me and found to be in good health and free from any physical defect, organic or nervous ailment or after-effects thereof, in my opinion, to impair mental and physical activity as a teacher on exchange.\*

Accompanying Dependents \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Professional Qualifications \_\_\_\_\_

\* If you think it necessary to explain or qualify any of the statements in this certificate, please identify them below.

### REMARKS:

This Medical Certificate may be marked "confidential" and provided directly to the Educator Exchange Program at :

Educator Exchange Program  
Alberta Education  
9<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L5

*Any costs incurred in the completion of this Certificate are the responsibility of the Applicant*

**REFERENCE**

*This reference is to be completed by a professional colleague or supervisor—print or type.*

**The success of this program depends upon the selection of educators whose professional qualifications and personal traits give promise of outstanding success.**

To referee – If you require confidentiality, please forward completed reference, marked confidential, to: Educator Exchange Program, Alberta Education, 9<sup>th</sup> Floor Commerce Place, 10155 – 102 Street, Edmonton AB T5J 4L5. Otherwise, provide it to the applicant directly.

1. Name and address of applicant:
2. Please check the appropriate box regarding applicant’s professional qualifications and personal traits for each question below.

<b>PROFESSIONAL QUALIFICATIONS:</b>	<b>SUPERIOR</b>	<b>ABOVE AVERAGE</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>	<b>UNABLE TO COMMENT</b>
Knowledge of subject field					
Effectiveness with students of diverse levels of preparation					
Ability to work with colleagues, including those with divergent views					
Adherence to established administrative policies and procedures					

**PERSONAL TRAITS:**

Adaptability to change in living and working conditions					
Resourcefulness					
Self-reliance					
Initiative					
Diplomacy Skills					

3. Additional comments on the applicant’s professional competence, experience, accomplishments, and personal qualities. Indicate also any limitations, and how long you have known the applicant.

\_\_\_\_\_  
Referee’s name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Date

**REFERENCE**

*This reference is to be completed by your principal - print or type.*

**The success of this program depends upon the selection of educators whose professional qualifications and personal traits give promise of outstanding success.**

To referee – If you require confidentiality, please forward completed reference, marked confidential, to: Educator Exchange Program, Alberta Education, 9<sup>th</sup> Floor Commerce Place, 10155 – 102 Street, Edmonton AB T5J 4L5. Otherwise, provide it to the applicant directly.

1. Name and address of applicant:
2. Please check the appropriate box regarding applicant’s professional qualifications and personal traits for each question below.

<b>PROFESSIONAL QUALIFICATIONS:</b>	<b>SUPERIOR</b>	<b>ABOVE AVERAGE</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>	<b>UNABLE TO COMMENT</b>
Knowledge of subject field					
Effectiveness with students of diverse levels of preparation					
Ability to work with colleagues, including those with divergent views					
Adherence to established administrative policies and procedures					
<b>PERSONAL TRAITS:</b>					
Adaptability to change in living and working conditions					
Resourcefulness					
Self-reliance					
Initiative					
Diplomacy Skills					

3. Additional comments on the applicant’s professional competence, experience, accomplishments, and personal qualities. Indicate also any limitations, and how long you have known the applicant.

\_\_\_\_\_  
Referee’s name and title

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EDUCATOR EXCHANGE PROGRAM**

**SUMMARY DETAILS**

**Submit  
ONLY THE ORIGINAL  
copy of this sheet with  
your application**

Name: (Mr.) (Miss) (Ms.) (Mrs.) \_\_\_\_\_  
Surname Given Name(s) Birthdate

Home Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Position in School: \_\_\_\_\_

Training: \_\_\_\_\_ years Teaching Experience: \_\_\_\_\_

Degrees / Diplomas: \_\_\_\_\_

Exchange Placements—Subjects and Grades Preferred:

\_\_\_\_\_

Probable Teaching / Administrative Assignment for incoming Exchange Teacher (type of project / learning for the Short Term Program):

\_\_\_\_\_

\_\_\_\_\_

**Exchange Preferences**

Metropolitan: \_\_\_\_\_ Provincial City: \_\_\_\_\_ Large Country Town: \_\_\_\_\_ Rural: \_\_\_\_\_ Other:

**Applicant's Accommodation Details**

Available  Not Available  Will provide

House, Apartment, Other: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_

Other details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Accommodation Requirements**

House, Apartment, Other: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

**Accompanying Family**

Spouse/Partner: \_\_\_\_\_

Name and age of children: \_\_\_\_\_

\_\_\_\_\_

Special Considerations / Limitations: Professional i.e. grade/subject levels, project or study content; Personal i.e. allergies etc:

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## PROGRAM DESTINATIONS AVAILABLE

Please number the following locations in order of preference, i.e. 1= your first choice, 2 = second choice etc.

This information will be used to locate a suitable match for you. *Please do not indicate any areas in which you would not accept an exchange placement.* Your application will be sent to your first choice destination, and then, if no placement is available, to other locations as indicated.

**School Year** Program with:  U.K.  U.S.A.  Federal Republic of Germany <sup>(1)</sup>  Spain <sup>(1)</sup>

China<sup>(1)</sup>  Denmark  Switzerland<sup>(1)</sup>

**OR** Other provinces in Canada:

Quebec  British Columbia  Ontario

Brunswick <sup>(2)</sup>  Saskatchewan  New

Manitoba  Nova Scotia

PEI <sup>(2)</sup>   
Newfoundland / Labrador

**OR** **Calendar Year** Program with Australia

No preference  Victoria  Western

Queensland  Tasmania  Northern

New South Wales  South Australia   
Australian Capital Territory

**OR** New Zealand \_\_\_\_\_

Please comment on your preferences for an exchange location. Are there any restrictions or special considerations?

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Due to withdrawals and other circumstances, some late rematches are possible. Would you consider such possibilities? Yes  No

Any limitations? \_\_\_\_\_

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- (1) Candidates must be fluent in German to instruct in a German milieu and in Spanish for Spain. Mandarin is preferred for exchange to China. Candidates for Switzerland require either French or German fluency.
- (2) Teachers of French (as a second language, immersion, or bilingual) may find placements here.