

# Educator Exchange Programs

An Alberta Education program administered by the Alberta Teachers' Association

**PLEASE READ ALL INSTRUCTION PAGES BEFORE FILLING OUT APPLICATION**

**IMPORTANT NOTICE: Short-term exchange applications continue to be accepted. Participants must accept that a match may be cancelled at the last minute due to unforeseen circumstances. In the event of cancellation, EEP cannot guarantee another exchange placement. Educator Exchange Programs continue to follow the guidance of our federal and provincial governments in conjunction with relevant authorities and our partner organizations.**

## Short-Term E-Exchange Application for Alberta Accredited International School Applicants

### Eligibility Criteria

1. All applicants must
  - hold a valid teacher's certificate;
  - have completed a minimum of two years of teaching;
  - have a teaching contract;
  - be in excellent mental and physical health;
  - show evidence of flexibility, mature judgment and a strong willingness to undertake challenges.

### How does it work

- The exchange is a reciprocal arrangement. An AAIS teacher or school leader is matched with another teacher or school leader in a similar field/interest area.
- Matching would focus on the particular topic or project of interest.
- The length of match can vary between 3–8 weeks, depending on the scope and proposal of the project.

### Placement Opportunities

- E-exchanges can be arranged within Alberta Accredited International Schools.
- Please contact the EEP exchange coordinator to complete an expression of interest.



## Recommended Time Frames for Applications for a Short-term Exchange

**Before you apply**— approach your school leader to see if they will support your application for an exchange. The application will take a few days to complete in a thorough manner. Remember that this application will create a lasting impression with your potential exchange teacher, host school and host district.

**Before you apply**—talk with your partner, family and friends about undertaking an exchange. Read some teacher exchange blogs or watch the ATA YouTube videos posted on the ATA website and other resources.

**Gather information**—an exchange is a serious commitment that should not be taken lightly.

Fill in your application, providing as much detail as possible. Remember, this is your first impression for the overseas district considering your application. Your letter of introduction is your chance to showcase your school and area. Gather the necessary signature pages from your school leader.

### Application Deadlines

Because our short-term exchanges take place during various times of the year, there is no formal deadline for submitting applications. Bear in mind that because school systems are not the same in each area, we will focus on different areas at various times of the year.

### Selection and Matching

Once an applicant's entire application has been received by the EEP office, the teacher exchange coordinator will hold a telephone interview to review the candidate's file and determine suitability. Once the applicant is admitted to the EEP program, the coordinator will propose matches. Matches are based first upon similar teaching and/or school leader assignments. This process takes place over a period of months.

\*Please note: If you wish to be matched with another AAIS teacher/school leader, we will try to match you as a trio. The trio will be comprised of two AAIS participants and one Alberta participant, all focusing on the same theme. If, as an AAIS teacher you want to be solely matched with an Alberta teacher, then it will be a pairing.

### Approval in Alberta

If you are a teacher, the visitor application is forwarded to the Alberta teacher applicant for consideration and must have school leader approval.

If you are a school leader, the visitor application is forwarded to the Alberta school leader applicant for consideration.

### Approval Abroad

The same opportunity is given to the school leader and proposed exchange partner. **Therefore, an exchange is not considered to be final until all parties have agreed to the match.** Applicants will be notified when their exchange has been finalized on all sides. This process can take approximately one month or longer. Shortly thereafter, participants will receive materials outlining the next steps in preparing for the exchange.

### Virtual Orientation Meeting

Once you are matched with your exchange partner, you will receive an invitation via e-mail detailing the **mandatory** orientation. This session will provide information related to cultural adaptation, intercultural competencies and the education system in the host country.

## Application Costs

As this program is a provincially managed government program, there are currently no application fees.

## Commitment

1. The commitment to the Educator Exchange Programs (EEP) is considerable. By applying, you are committed to follow through with your application. Withdrawals that occur in the middle of the exchange application process inconvenience many levels of cooperation between countries, host organizations, schools and individual participants. It may not be the best time to apply if you are contemplating a career move or experiencing health issues, marital issues, family illness, etc.
2. Applicants must accept that a match may be cancelled at the last minute due to unforeseen circumstances. In the event of cancellation, EEP cannot guarantee another exchange placement.

## Application Format

The application is divided into the following sections:

- Section A: Personal and School Details
- Section B: Exchange Information
- Section C: Summary Sheet
- Section D: Consent to Share Information
- Section E: Release of Legal Action
- Section F: Applicant Signature
- Section G: Approval

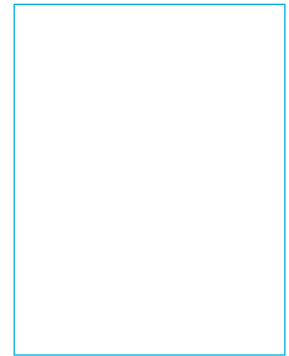
These sections contain information of a general nature and are related to academic background and professional experience, and will be sent to the host organization overseas. **Please note that the information you provide will assist with the matching process and will be shared with international counterparts and authorities, and should give the overseas school a professional and accurate impression of your abilities and qualities.**

**Please DO NOT scan pages “i to iii” when sending your application.  
(First three pages.)**



## Short-Term Teacher and School Leader Alberta Accredited International School E-Exchange Application Form

The personal information collected in this application is collected pursuant to the provisions of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, cF-25 and will be used for the purposes of administering Alberta's educator exchange programs with the view to effect an appropriate and compatible match for the applicant. This information will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding this activity, please contact



headshot of yourself

Margaret Shane, Privacy Officer and Archivist  
Alberta Teachers' Association  
11010 142 Street NW  
Edmonton AB T5N 2R1  
Phone: 780-447-9400  
Toll Free: 1-800-232-7208

### Please rank your choices

\_\_\_\_\_ Alberta Pairing Only

\_\_\_\_\_ Alberta Accredited International School Trio  
(A trio of two AAIS and one Alberta participant)

## SECTION A: Personal and School Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

School e-mail: \_\_\_\_\_ Personal e-mail: \_\_\_\_\_

Date of birth (day/month/year): \_\_\_\_\_

Languages spoken: \_\_\_\_\_

## School Details

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

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

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

School Leader e-mail: \_\_\_\_\_

School phone and extension: \_\_\_\_\_

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

Brief description of the school (grades, programs, population):

Approximate number of students: \_\_\_\_\_

Approximate number of staff: \_\_\_\_\_

Current teaching assignment:

Education (place, date, degrees):

Brief description of your community (population, location, points of interest):

## SECTION B: E-Exchange Information

What aspects of another education system do you wish to investigate? (Sample topics from past exchanges: inclusion, leadership development, STEM, second language learning, immigration, rural and remote schools, literacy and numeracy, indigenous education, women in leadership, ELL, instructional leadership, technology and innovation in the classroom).

**What are your personal hobbies and interests?**

### Eligibility

Have you ever been disciplined by a current or past employer?

Yes

No

If yes, please provide date and details

Have you ever been disciplined by a current or past teacher's association?

Yes

No

If yes, please provide date and details

Are you currently under investigation for alleged professional misconduct or professional practice?

Yes

No

If yes, please provide date and details

**Alberta Teaching Certificate Number:** \_\_\_\_\_

**Preferences: Please CLICK in the boxes for your responses**

Male

Female

No preference

## SECTION C: Summary Sheet

Please write a short biography for the coordinators to share with various schools to allow a targeted approach to finding a match. Describe your current assignment, your location and a few key details about yourself. Please use only your first name, but feel free to mention your school name so it can be Googled. Avoid acronyms and jargon that another teacher may be unfamiliar with, particularly pertaining to programming. This personalized approach will help solicit applicants interested in your situation.

## SECTION D: Consent to Share Information

### Consent for Sharing Personal Contact Information

By signing below I agree to share my personal contact information (name, address, phone numbers and e-mail addresses) with other past, present and future participants in the teacher exchange program.

Applicant (print name): \_\_\_\_\_

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

### Consent for Collection, Use and Disclosure of Photographic Images

I am \_\_\_\_\_ (exchange teacher), the applicant for the teacher exchange program.

I understand that representatives of the Educator Exchange Programs or the Alberta Teachers' Association will collect, use and disclose the exchange teacher's personal information in the form of video, photographic images and captions identifying the exchange teacher for the purposes of publishing same in the Alberta Teachers' Association's or Educator Exchange Program's internal and public publications both in print and online, and will share this information among the Teacher Exchange League, which operates as an informal association of teacher exchange alumnus on a listserve.

My signature below indicates that I consent to the above-described collection, use and disclosure of my photographic images and/or video for the stated purposes.

I understand that the Association's privacy officer is available to answer any questions I may have regarding the collection, use and disclosure of these videos and photographic images. The privacy officer can be reached at 780-447-9429.

Applicant (print name): \_\_\_\_\_

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

# SECTION E: Release of Legal Action

## Release

I waive my right to bring legal action against the Alberta Teachers' Association, Alberta Education, and any of their employees, or the government of the exchange country, for any loss incurred during the short-term teacher e-exchange.

I also agree to adhere to the Code of Professional Conduct for teachers and school leaders.

I certify that the above information is correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# SECTION F: Applicant Signature

It is the applicant's responsibility to ensure that all of the necessary documentation is complete and that all signature and reference pages are completed and enclosed. **PLEASE ENSURE THAT YOU ENTER YOUR FULL LEGAL NAME ON THIS APPLICATION. Incomplete applications will not be processed.**

Because the majority of communication between the Alberta Teachers' Association (ATA) and the exchange candidates will be conducted through e-mail, please ensure that you list reliable work and personal e-mail addresses.

Collection, use, and disclosure of the personal information on this application is authorized and governed by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, cF-25 (FOIP). The information will be used to operate Alberta Education's Teacher Exchange Program (the Program) as administered by the Alberta Teachers' Association (ATA). The information will be used to achieve a compatible match for the exchange teacher and endeavour to provide a successful exchange experience.

Applicant's Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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



# SECTION G: Approval

## Approval for Teacher Applicant (ONLY)

As school leader representative of \_\_\_\_\_ school, I endorse the application of \_\_\_\_\_ (teacher) to participate in the AAIS short-term teacher e-exchange with the overseas country and attest to the suitability of this candidate for this study exchange;

School Leader Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

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

District Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

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

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## Approval for School Leader Applicant (ONLY)

As a professional colleague of \_\_\_\_\_ I endorse the application of \_\_\_\_\_ (school leader) to participate in the short-term teacher e-exchange with the overseas country and attest to the suitability of this candidate for this study exchange;

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

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

**The APPLICANT is responsible for submitting the completed and authorized signatures of the application to [exchanges@ata.ab.ca](mailto:exchanges@ata.ab.ca).**

Carolyn Freed, Exchange Liaison  
Educator Exchange Programs  
Alberta Teachers' Association  
11010 142 Street NW  
Edmonton AB T5N 2R1  
Phone: 780-447-9404  
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E-mail: [carolyn.freed@ata.ab.ca](mailto:carolyn.freed@ata.ab.ca)

**SAVE**

**PRINT**

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