

# Educator Exchange Programs

An Alberta Education program administered by the Alberta Teachers' Association

**Please read all pages i to iv 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, another exchange placement cannot be guaranteed. Trip cancellation insurance is advisable. Educator Exchange Programs continue to follow the guidance of the federal and provincial governments in conjunction with relevant authorities and our partner organizations.**

## Short-Term In-Person Educator Exchange or School Leader Exchange Application Information

### Eligibility Criteria

Applicants must

- hold a valid Alberta teaching certificate;
- be a member in good standing of the Alberta Teachers' Association(ATA);
- be a Canadian citizen or a permanent resident of Canada;
- have completed a minimum of five years of teaching (this can vary—check with your school division for its specific requirements);
- have a continuing teaching contract;
- be in excellent mental and physical health;
- show evidence of flexibility, mature judgment and a strong willingness to undertake challenges;
- at the time of application, hold a Canadian passport valid for at least six months past the projected return date; and
- disclose any of the above information or risk termination of the application or exchange.

### In-Person Placement Opportunities

Country/region	Albertan travels	Albertan hosts
Castilla- León, Spain	Spring break	Spring
Catalonia, Spain	Spring break	Spring
Hessen, Germany	Spring break	October
Iceland	Spring break	October
Queensland, Australia (14 days)	July or August	January, April, or October
South Australia (14 days)	July or August	January, April, or October

Please note that alternative exchange dates could be arranged depending on the applicants' breaks.



The Alberta  
Teachers' Association



## Recommended Time Frames

**Before You Apply**—Ask your school leader and school division if they will support your application for an exchange. The application will take a few days to complete. Remember that this application will create a lasting impression on your potential exchange partner, host school and host school division.

Discuss the exchange with your partner, family and friends. Read some educator exchange blogs and other resources, or watch the ATA YouTube videos on the ATA website.

Talk to your extended benefits provider about coverage for your particular health context. You may wish to consider additional coverage. You are responsible for understanding your extended health care coverage and determining what best suits you. Plan for unforeseen events.

Research and stay up to date with changes to travel advisories (if you are travelling overseas) and requirements to enter the host country, as well as returning to Canada. Before you travel, check the rules of your destination country and the countries you will transit through.

Gather information. An exchange is a serious commitment. Your school division may be able to provide you with names of colleagues who have previously completed an exchange.

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

## References

If you are a teacher, a reference form will be sent to your school leader.

If you are a school leader, a reference form will be sent to a representative of the school division office.

## Application Deadlines

Because our short-term in-person exchanges take place during various times of the year, there is no application deadline. Because school calendars are not the same in each region, we focus on different countries at various times of the year.

If you are a **teacher**, applications must have your school leader and school division approval. If you are a **school leader**, applications must have school division approval. It is the responsibility of the **applicant** to send the application by e-mail complete with signatures.

## Approval for You as a Participant

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 and must have school division approval.

## Approval for Your Exchange Partner

The same opportunity is given to the partnering school division, school leader and proposed exchange partner. **Therefore, an exchange is not considered 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, Alberta teachers and school leaders will receive materials outlining the next steps in preparing for the exchange.

## Travel Arrangements

Travel arrangements should be discussed in conjunction with your exchange partner if your exchange is outside of Alberta. Travel insurance is strongly recommended in case of unforeseen events. Contingency plans should be made, especially given the uncertainties of travel.

## Virtual Orientation Meeting

Once you are matched with your exchange partner, you will receive an invitation by e-mail detailing the **mandatory** orientation. This session will provide information related to health care, cultural adaptation, intercultural competencies and the education system in the host region or country. **Please bring your orientation materials to this meeting.**

## While Abroad

There is considerable benefit to sharing teacher and school leadership exchange experiences both in the teachers' host school division and when you return home. Participants are encouraged to maintain a blog and to speak at meetings of their teachers' organization, community groups and school. Participants are also encouraged to write articles about their experiences and submit them for publication wherever possible.

## Costs

Travel and living expenses are covered by participants. As this program is a provincially managed government program, there are no application fees.

## Commitment

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, school divisions, 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 and so on.

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. Trip cancellation insurance is advisable.

## Application Format

The application is divided into the following sections:

Section A:	Personal, School and School Division Details
Section B:	Exchange Information
Section C:	Summary Sheet
Section D:	Consent to Share Information
Section E:	Release of Legal Action
Section F:	Entry Requirements
Section G:	Applicant Signature
Section H:	School Leader and School Division Approval
Section I:	Travel Requirements
Section J:	Health Care Coverage

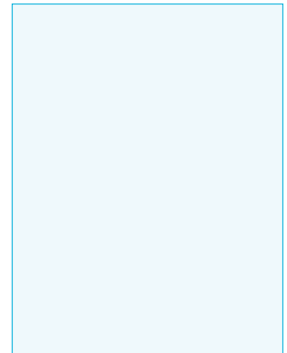
Please note that the information you provide will assist with the matching process, will be shared with international counterparts and authorities, and will give the overseas school a professional and accurate impression of your abilities and qualities (with the exception of the reference).

**Please DO NOT scan pages i to iv (first four pages) when sending your application.**

# Short-Term In-Person Educator Exchange or School Leader 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*, RSA. 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

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



Headshot of yourself

## Please rank your choices:

\_\_\_ Australia: 14 days

\_\_\_ Germany: 7-10 days

\_\_\_ Iceland: 7-10 days

(school leaders only)

\_\_\_ Spain: 7-10 days

## Section A: Personal, School and Division 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: \_\_\_\_\_

## Emergency Contact

Contact person (in case of emergency): \_\_\_\_\_

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

\*As they appear on your passport

## School Details

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

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

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

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

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

School leader e-mail: \_\_\_\_\_

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

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

Division spring break date: \_\_\_\_\_

Division superintendent or HR contact name: \_\_\_\_\_

Division superintendent or HR contact e-mail: \_\_\_\_\_

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: 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).

Please state briefly what you want to accomplish through the exchange. What are your main objectives for participating in this exchange program?

What are your personal hobbies and interests?

Do you have pets? \_\_\_\_\_ Number and type: \_\_\_\_\_

Do you mind if your exchange partner has pets? \_\_\_\_\_

### Accommodation Details for Hosting

I understand that a bedroom and bathroom must be available for hosting my exchange partner.

Type of housing: \_\_\_\_\_

Number of rooms: \_\_\_\_\_ Number of bedrooms: \_\_\_\_\_

### Eligibility

Have you ever been disciplined by a current or past employer, the Alberta Teachers' Association, the

Registrar or the Alberta Teaching Profession Commission?

Yes

No

If yes, please provide date and details.

Have you ever been disciplined by a current or past regulatory body?

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: \_\_\_\_\_

**Additional Information**

**Special needs** (allergies, dietary requirements, boarding assistance, limited mobility):

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

Male

Female

No preference

Nonsmoker

Smoker

No preference

Has pets

No pets

No preference

I understand that this is a professional study project. While family members residing in your home may benefit from hosting the visiting exchange teacher or administrator, it is not intended for family members to accompany you while you are away on exchange. This allows for you and your exchange partner to maximize immersion and collaboration.

The following people reside in my home:

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

Age: \_\_\_\_\_ Age: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Age: \_\_\_\_\_ Age: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Distance of home from school: \_\_\_\_\_

Will you transport your exchange partner to and from school?

Yes

No

If no, please explain \_\_\_\_\_



# Section C: Summary Sheet

Please write a short 500-word biography for the coordinators to share with various school divisions to allow a targeted approach to finding a match. Describe your current assignment, your location in Alberta 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 an overseas 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

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 educator exchange program.

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

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

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

I am  (exchange teacher), the applicant for the educator 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 Educator Exchange League, which operates as an informal association of educator 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 780-447-9400.

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

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

## Section E: Release of Legal Action

I understand that there are risks of loss in travel, in staying in someone's home and in hosting someone in my home. 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 region or country, for any loss incurred during the short-term educator exchange to the exchange region or country in 20\_\_\_\_\_.

I also agree to adhere to the Code of Professional Conduct for Teachers and Teacher Leaders.

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

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Section F: Entry Requirements

- Participants are responsible for ensuring that they take the appropriate immunization precautions for their exchange destination and for international travel to and from Canada in order to participate.
- I understand vaccination or other requirements to travel or participate in the program may be subject to change. These changes could affect the participant's eligibility to participate in the program or to host.
- I understand the Educator Exchange Programs may require additional information to verify participant eligibility in the event of a change of vaccination, travel or other program requirements.
- I understand that extra costs may be incurred due to sudden change of plans and other events, and that this is the responsibility of the participants.

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

Applicant's signature: \_\_\_\_\_

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

## Section G: 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 NAME AS IT APPEARS ON YOUR PASSPORT. 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*, RSA. 2000, cF-25 (FOIP). The information will be used to operate Alberta Education's Educator Exchange Programs (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 H: School Leader and Division Approval

## Approval for Teacher Applicant (ONLY)

1. I endorse the application of   
(teacher) to participate in the short-term educator exchange with the region or country and attest to the suitability of this candidate for this study exchange,
2. I agree to accept the visiting teacher from the exchange country in 20 \_\_\_\_ to job shadow at our school.  
The exchange dates have been approved.

Has the superintendent checked the candidate's criminal record/vulnerable sector check?

Yes

No

If no, please provide a rationale.

Are you aware of any allegations, complaints, investigations or findings of guilt related to unprofessional conduct or professional incompetence?

Yes

No

If yes, please provide details.

School leader's signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

School Division representative signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

## Approval for School Leader Applicant (ONLY)

1. I endorse the application of

(school leader) to participate in the short-term educator exchange with the region or country and attest to the suitability of this candidate for this study exchange,

2. I agree to accept the visiting school leader from the exchange region or country in 20 \_\_\_\_ to job shadow at the applicant's school.

The exchange dates have been approved.

Has the superintendent checked the candidate's criminal record/vulnerable sector check?

Yes

No

If no, please provide a rationale.

Are you aware of any allegations, complaints, investigations or findings of guilt related to unprofessional conduct or professional incompetence?

Yes

No

If yes, please provide details.

School Division Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

## Section I: Travel Requirements

Travel requirements to enter the destination country as well as re-entry to Canada are subject to change on short notice, as well as any other destinations you may be transiting through. By signing, I understand that I am responsible to stay up to date on any new entry requirements and have made appropriate plans for changing circumstances.

Applicant name:

Applicant signature: \_\_\_\_\_

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

## Section J: Health Care Coverage

By signing this I have informed myself about coverage from Alberta Health Care and my extended benefits provider (eg, Sunlife, ASEBP) for my particular health context for the duration of the exchange and in the event of possible travel advisories being issued. Additional travel/travel interruption coverage is strongly recommended before booking your flights, in case of unforeseen events.

Applicant name:

Applicant signature: \_\_\_\_\_

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

### E-mail the approved application to [exchanges@ata.ab.ca](mailto:exchanges@ata.ab.ca)

Direct inquiries to

Carolyn Freed, Exchange Liaison  
Educator Exchange Programs  
Alberta Teachers' Association  
11010 142 Street NW  
Edmonton AB T5N 2R1  
Phone: 780-447-9404  
Toll-Free: 1-800-232-7208  
E-mail: [carolyn.freed@ata.ab.ca](mailto:carolyn.freed@ata.ab.ca)

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