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

Eligibility Criteria

1. All applicants must
   - hold a valid Alberta teacher's certificate;
   - be a member in good standing of the Alberta Teachers' Association;
   - be a Canadian citizen;
   - 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; and
   - provide complete and accurate information as requested. Omissions, misstatements or failure to disclose relevant facts shall be considered misrepresentation and may result in denial of the application, removal from consideration or other corrective actions deemed appropriate by the organization.

How does it work

- The exchange is a reciprocal arrangement. An Alberta 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.
- Official school twinning will be offered with Alberta Education and the host school.
- You and your exchange partner engage in discussions and video chats outside of class hours, much like a virtual pen pal, around educational topics. The frequency you connect is up to you. We recommend at minimum a couple of times per week during the exchange period.

Placement Opportunities

- E-exchanges can be arranged with the province, within Canada, and with our international partners.
- Please contact the EEP exchange coordinator to complete an expression of interest.

Virtual

Country/Region	Virtual Start	Virtual End
Castille y Leon, Spain	Flexible on demand	Flexible on demand
Catalunia, Spain	Flexible on demand	Flexible on demand
Hessen, Germany	Flexible on demand	Flexible on demand
QLD, NSW Australia, USA	Flexible on demand	Flexible on demand
Jalisco, Mexico	Flexible on demand	Flexible on demand
Alberta Accredited International Schools	Flexible on demand	Flexible on demand

Please note that it may be possible to arrange alternate exchange dates, depending on the applicants' breaks.

Details to Consider for a Short-term Exchange

Before you apply—approach your school leader and school division 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 school division.

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. 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 for the overseas 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.

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.

If you are a **teacher**, all applications must have your school leader and school division approval. If you are a **school leader**, all applications must have school division approval. It is the responsibility of the **applicant** to EMAIL the application to exchanges@ata.ab.ca.

Selection and Matching

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

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 and must have school division approval.

Approval Abroad

The same opportunity is given to the school division, 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, Alberta teachers/school leaders 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 health care, cultural adaptation, intercultural competencies and the education system in the host country. **Please have your orientation materials that were e-mailed to you at this meeting.**

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, 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, 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, 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: Applicant Signature
Section G: School leader and School Division 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 iv" when sending your application.
(First four pages.)

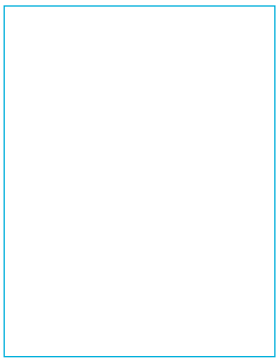
The Alberta Teachers' Association

Alberta

Short-Term Teacher and School Leader 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

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

____ Spain ____ Mexico ____ Germany ____ Iceland

____ Australia ____ Alberta Accredited International School

SECTION A: Personal, School and School 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: _____

School Details

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

School Division: _____

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

Aspects of education to investigate: What aspects of another education system do you wish to investigate? (Sample topics might include: **inclusion, leadership development, STEM, second language learning, immigration, rural and remote schools, literacy and numeracy, FNMI education, women in leadership, instructional leadership, tecÝology and innovation in the classroom, inclusion, wellness, school culture.) (Up to 300 words)**

Current / future professional career interests / goals (up to 300 words)

What are your personal hobbies and interests?

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: _____

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 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

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 Teacher Leaders.

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

SECTION F: School Leader and School Division Approval

Approval for Teacher Applicant (ONLY)

1. I endorse the application of _____

(teacher) to participate in the short-term teacher e-exchange with the region or country and attest to the suitability of this candidate for this study e-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 Signature: _____

Print name: _____ Position: _____

Date: _____

School Division Signature: _____

Print name: _____ Position: _____

Date: _____

Approval for School Leader 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 Division Signature: _____

Print name: _____

Position: _____

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 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: _____

The APPLICANT is responsible for submitting the completed and authorized signatures of the application to exchanges@ata.ab.ca.

Direct inquiries to
Oksana Duchak, 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: oksana.duchak@ata.ab.ca

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