

Table of Contents

Section Number

1	Teacher Exchange Program Application	1
	Requirements for Exchange	1.1
	Steps for Submitting Application	1.2
	Hints for Completion.....	1.3
2	Selection Criteria for Exchange Teachers	2
	Professional Aspect: Performance as an Educator	2.1
	Personal Aspect: Professionally Related Personal Qualities	2.2
	General Suitability for Exchange	2.3
	Questions to Consider Before Preparing Your Application	2.4
3	Application Checklist.....	3
4	Location Preferences	4
5	Application Details.....	5
	Personal Details (Yourself, your family, and where you live)	5.1
	Personal Profile	5.2
	Your International History	5.3
	Your School/Educational Institution	5.4
	Description of Your School.....	5.5
	Professional Qualifications and Experience	5.6
	A Summary of Your Education Service	5.7
	Your Current Position	5.8
	Educational Employment Record.....	5.9
	Other Employment Related Factors	5.10
	Special Interests.....	5.11
	Work History.....	5.12
	Double Exchange Applications	5.13
	School Calendar	5.14
	Expectations for an Exchange	5.15
	Language Competency	5.16
	Accommodation Details	5.17
	Attachment of Visuals	5.18
	Home Location.....	5.19
	Vehicle Exchange.....	5.20
	Selection and Matching Process.....	5.21
6	Agreement and Superintendent’s Endorsement.....	6
	Terms and Conditions of the Educator Exchange to Canada Program.....	6.1
	Agreement	6.2
	Privacy Notice	6.3
	Obligations of Parties Involved in Exchange	6.4
	School District/Exchange Applicant Agreement.....	6.5
7	Principal’s Recommendation and Agreement.....	7

The Educator Exchange program to Canada is one of the exchange programs directly facilitated by the Colorado International Teachers' Exchange League (CITEL). If you have questions about the program or this application, please contact the CITEL Exchange Officer, Judy Hansen at 303-972-1095 or judyhansen5@gmail.com or contact CITEL's Executive Director, Marilyn Turner at 719-599-9591 or marturner@juno.com.

1 2016-2017 Educator Exchange Program Application to Canada

The Educator Exchange matching process for the year 2016-2017 will take place from January to June, 2016. A tentative interview date is set for January 16, 2016. For application forms to be considered they must be postmarked by January 8, 2016. You must complete all Sections of this form. It may seem unnecessarily comprehensive, but remember that the application relates to a total exchange of teaching position and accommodation, and both foreign teachers and employers need adequate, accurate information to assist in such major decision-making.

1.1 Requirements for Exchange

The exchange educator must be a non-probationary, full-time employee of the current school district. By June of 2016, five full years of classroom teaching and/or professional experience are required, with at least three consecutive years in your present district or school. There should be a lapse of three years between exchanges. You must hold a state teaching license. You must be a US citizen.

1.2 Steps for Submitting Application

1.2.1 Include the following:

- A signed check in the amount of \$75 (\$35 for reapplication) made payable to CITEL. (There will be an additional charge of a **minimum** of \$800 if you are matched.)
- Signed letters of recommendation from: 1) someone in your school district (not your principal), and 2) someone from outside the school. (Don't submit additional letters of recommendation.)
- A typed narrative about your school (Section 5.5).
- Attach a **copy** of your educator license (Section 5.6). Retain your original. Be sure to scan this into the application on your CD.

1.2.2 Do **not** return Section 7. Give it to your principal/supervisor who will send it to the CITEL Exchange Officer.

1.2.3 Assemble the application:

- Applications must be typed, not hand written
- Do **not** submit your application in a binder. Fasten with a binder clip. Do not use staples. You need **not** include Sections 1-3.
- Submit **one** original and one copy of the application. Please note that passport (or passport-like) photos and photo montages should be included in the copy as well as the original. Please do not copy front to back. Everything must be on 8.5" x 11" pages.
- Submit a PC-compatible Master CD of your application (no Mac disc please). Your final application must be 10MB or less in size. This will make it possible to email your application to Canada and will speed up the matching process. The CD needs to include the cover, Sections 4-5, and scanned copies of your educator license, your letters of recommendation, all your photos and house plan, and Section 6 (signed) in one document. Do your work in Word. When completely finished, save the entire file as a pdf file (including photos which should NOT be jpg.) You do **not** need to include Sections 1-3 or 7. Section 7 goes directly from your principal to the Exchange Officer. We suggest you verify that your CD can be read on other computers.

1.2.4 You are encouraged to join CITEL for the year prior to your going. Membership forms are available at www.coloradoteacherexchange.us.

1.3 Hints for Completion

- 1.3.1 In preparing your photo montages, (Section 5.16), take suitable photographs** of the inside and the outside of your house* (about 8), and your workplace (about 4). Label each picture. In a Word document, use two pages: one for your home and one for your workplace. Copy and paste your photos onto the correct page. DO NOT save these a jpg. When you finish your application, save the entire file as pdf. You will also need an 8½” x 11” floor plan of your home. **Take at least one picture of each room in your house, including the bathroom(s).* **Please do not submit large image files in your application. Images should be no larger than 100KB each or 600x480 pixels, in order to be emailed to Canada.
- 1.3.2 Please mark your destination preferences in numerical order, with 1 being your first preference, and so on. Even if you don't have a strong preference, please use numbers. If you are specifically interested in only one destination, do not mark any others. Be aware, however, that indicating a range of preferences increases the possibility of locating an exchange placement. All the destinations you mark will receive information about you.
- 1.3.3 **Required Signatures in Section 6: Your application must be signed and dated by you, your principal/supervisor, your district superintendent, and the district human resources officer. Unsigned applications will not be considered. We suggest you make these signatures your first priority, as it often takes some time to get all of them.**
- 1.3.4 **Give your principal Section 7 with a pre-addressed, stamped envelope to be sent to the Exchange Officer. The principal should receive the form from you in late October. Check with him/her in early December to be sure it has been mailed.**
- 1.3.5 If you fail to include your principal's home email and home phone number, your application may not be matched. When matches are suggested during the summer, principals must be contacted.
- 1.3.6 If there is a change in principal or superintendent, you must notify the Exchange Officer immediately.
- 1.3.7 Please use the checklist (Section 3) to ensure your application is complete.
- 1.3.8 Remember to include the Master CD. It must include the cover, Sections 4-5, and scanned copies of your educator license, your letters of recommendation, all your photos and house plan, and Section 6 (signed) in one file.

Mail your application to: Judy Hansen, CITELE Exchange Officer
12202 W Prentice Place
Littleton, CO 80127
303-972-1095
Email: judyhansen5@gmail.com

2 2016-2017 Selection Criteria for Exchange Educators

In assessing each applicant's suitability for exchange, the following qualities/criteria are considered:

2.1 Professional Aspect: Performance as an Educator

- 2.1.1 Evidence of effective teaching ability and experience
- 2.1.2 Evidence of involvement in professional activities within and outside of school
- 2.1.3 Ability to work with children/students and gain their respect
- 2.1.4 Planning and organization skills
- 2.1.5 Classroom management skills
- 2.1.6 Evidence of current knowledge concerning curriculum, educational philosophy, and school and district operations/practice
- 2.1.7 Use of innovative techniques and technology in the education process
- 2.1.8 Evidence of ability to prepare students for academic assessment

2.2 Personal Aspect: Professionally Related Personal Qualities

- 2.2.1 A sense of adventure
- 2.2.2 Respect for diverse points of view
- 2.2.3 Ability to earn the respect of colleagues
- 2.2.4 Pleasing bearing, dress, and social conduct
- 2.2.5 Communication skills
- 2.2.6 Resourcefulness and initiative
- 2.2.7 Community involvement

2.3 General Suitability for Exchange

- 2.3.1 Flexibility and adaptability
- 2.3.2 General physical and emotional fitness for the position
- 2.3.3 Ability to work under pressure
- 2.3.4 Capacity to represent your state and its educational practices

2.4 Questions to Consider Before Preparing Your Application

- 2.4.1 What are your personal and professional reasons for applying for an exchange?
- 2.4.2 Can you live in someone else's life style for a year?
- 2.4.3 Have you consulted with your principal/director/district superintendent and colleagues? Are they supportive?
- 2.4.4 Have you consulted with family and extended family members about an exchange? What is your family's attitude?
- 2.4.5 Can you leave your pets with someone else for the year or take them with you?
- 2.4.6 Is there any likelihood that you might have to withdraw from the exchange at any time, thus affecting your foreign exchange partner? Reasons might include: elderly or infirm relatives, change in marital status, pregnancy, emotional or medical problems, custody of children, or pursuing other career options.
- 2.4.7 Can you afford it? You pay your own air fare(s) if you fly. Check the current cost of airfare per person for a year-long stay. Spouses will probably be able to work, but there is no guarantee. Unless you drive your own, you probably will have to buy an automobile.

3 2016-2017 Application Checklist for Canada

Please check all Sections to ensure completion.

- | <u>SECTION</u> | <u>ACTION</u> |
|----------------|--|
| 1 & 2 _____ | The Exchange Program & Criteria for Teachers: Read carefully and understand. |
| 1.2.1 _____ | Applicants must submit two (2) letters of recommendation with their application.
1) One from within the school district (not the current principal)
2) One character reference from outside the school
3) A \$75 non-refundable application fee must accompany the application (payable to CITEL).
Applicants must submit the original and one clear copy of the application and all attachments with color photos attached to the original. (The copy may be in black and white.) Fasten each copy with a binder clip. Submit a PC-compatible Master CD of all required sections of your application. |
| 1.2.3 _____ | The CD should have only one file that must include letters of reference and scanned copies of Section 6 with signatures. |
| 4 _____ | Location Preferences: Indicate preferences clearly (by number) |
| 5 _____ | Application Details: Complete carefully, neatly, and accurately |
| 5.1.3 _____ | In cases of child custody, the non-accompanying parent must grant consent for the child/children to leave the country. Please attach a letter from non-accompanying parent granting permission. |
| 5.6 _____ | Attach a copy of your educator license. |
| 5.14 _____ | Attach school calendar(s). |
| 5.18 _____ | Attach visuals.
1) An 8 ½” x 11” floor plan of your home (to scale)
2) <u>One</u> 8 ½” x 11” page of color photos of your home/accommodation
3) <u>One</u> 8 ½” x 11” page of color photos of your work environment |
| 6.2 _____ | |
| and 6.4 _____ | Include signature of applicant. |
| 6.4 _____ | |
| and 6.5 _____ | Include signature from the Principal. |
| 6.5 _____ | Include signatures from the Superintendent and Human Resources Director. |
| 7 _____ | The principal/supervisor will submit his/her letter of recommendation and recommendation checklist in a separate envelope to the CITEL exchange officer postmarked by January 8, 2016. |

Submit cover page and Sections 4-6 with attachments and your CD by January 8, 2016.

Applications should be directed to the CITEL Exchange Officer:
Judy Hansen, CITEL Exchange Officer
12202 W Prentice Pl
Littleton, CO 80127
303-972-1095
Email: judyhansen5@gmail.com

4 2016-2017 Location Preferences for Canada

APPLICANT'S NAME:	
APPLICANT'S SCHOOL:	
APPLICANT'S SCHOOL DISTRICT:	
SUBJECT/ GRADE LEVEL TAUGHT	

Please indicate your exchange location preferences in the first column (1 being your first choice). Then, rank city/town preferences in the same way (1 being your first choice).

Province Preference

<input type="checkbox"/>	Alberta
<input type="checkbox"/>	British Columbia
<input type="checkbox"/>	Manitoba
<input type="checkbox"/>	New Brunswick
<input type="checkbox"/>	Nova Scotia

City/Town Size Preference

<input type="checkbox"/>	City Center (e.g. Denver)
<input type="checkbox"/>	Suburb (e.g. Littleton)
<input type="checkbox"/>	Country town (e.g. Ft. Collins)
<input type="checkbox"/>	Rural (e.g. Alamosa)
<input type="checkbox"/>	Remote (e.g. Kiowa)

- There is a possibility of a match to an independent school. An independent school in Canada is like a private school in the US. The school may have a religious affiliation. You might be expected to teach a religious subject.
- Please indicate here if you are interested in an independent school. _____
- Please note your religious affiliation if you are interested in a religious school.

Remember: Restricting your location preferences reduces the probability of arranging an exchange placement. But, do not rank locations to which you will not consider an exchange placement offer.

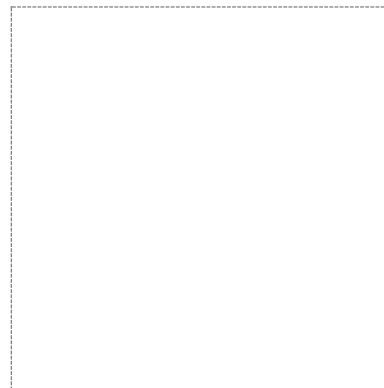
CITEL also coordinates exchanges to Australia. If you are interested in an exchange to Australia for Calendar Year 2017, please contact Judy Hansen at judyhansen5@gmail.com or 303-972-1095.

5 2016-2017 Application Details for Canada

5.1 Personal Details

5.1.1 Passport Photograph

Please attach a color passport or passport-type photograph here.



5.1.2 Personal Data

All of the following: Your Title (Mr./Ms./Dr.) Your First, Middle, and Last Name

Name you use or nickname (if applicable):

All of the following: Street Address and/or PO Box, City, State, Zip

All of the following:

Home Phone Number:
Cell Phone Number:
School Phone Number:
Home Email Address:
School Email Address:

All of the following: Date of Birth Country of Birth Town/City of Birth Citizenship

One of the following: Marital Status: Married Single Separated Divorced Widowed Partner

5.1.3 Family Members/Partner who will accompany you on exchange

Family Name	Given Name	Relationship	Date of Birth	Place of Birth (city, state, country)	Citizenship

Note: In cases of child custody, the non-accompanying parent must grant consent for the child/children to leave the country. (Required for Visa). Attach a letter from the non-accompanying parent granting consent.

Are there any immediate family members who will **not** accompany you on exchange? Please list.

5.1.4 Special Medical Requirements

Note any special medical treatments, health disabilities or special requirements for yourself or any accompanying person that would require special accommodation. Please include details below.

5.2 Personal Profile

Give some details to help potential exchange partners and schools form a picture of the sort of person/family you are. Include interests and any cultural affinities which may enhance the exchange year. Include in this section any other information you believe to be relevant to your application.

5.2.1 In Your Professional Life Please note: Box will expand as you type in it.

5.2.2 In your Personal and/or Family Life Please note: Box will expand as you type in it.

5.3 Your International History

5.3.1 Previous Exchanges

If you have been on one or more previous exchanges, please detail: (1) Location, (2) Duration of Exchange, (3) Year of Exchange.

Did both you and your exchange partner complete the exchange successfully?

Have you ever applied for an exchange before but did not receive a match? Where? When?

5.3.2 Overseas Experiences

If you have lived, worked, or trained in other countries, please detail (include dates).

List any other overseas travel which may be relevant (include dates). **Box will expand.**

5.4 Your School/Educational Institution

Please complete the following school details:

School Name:			
Pre-School / Elementary / Middle / Jr. High / High/ Alternative / Outdoor Ed/ Community College (choose one):			
School Address (street, city, zip):			
Mailing Address (if different-include city & zip):			
School Telephone Number:		School Fax Number:	
School Web Site:			
Number of Students:		Number of Staff:	
Principal's Name and Title (Mr./Ms./Dr.):			
Principal's School Email Address:			
Principal's Home Phone Number (for summer contact):			
Principal's Home Email (for summer contact):			
School Secretary's Email Address:			

Please complete the following district details

District Name:			
Address (street, city, zip):			
Mailing Address (if different-include city & zip):			
District Telephone Number:		District Fax Number:	
Superintendent's Name and Title (Mr./Ms./Dr.):			
Phone and Email address:			
Human Resource Director and Title (Mr./Ms./Dr.):			
Phone and Email address:			
Risk Manager (the person who manages your Workers' Comp Insurance)			
Name and Title (Mr./Ms./Dr.)			
Phone and Email Address:			
School District Web Address			

5.5 Description of Your School

Please describe your school. Please ensure your description covers at least some brief details of all the following points: (1) Philosophy, (2) Organizational Structure, (3) Socioeconomic/Ethnicity Profile, (4) Curriculum, (5) School Facilities, (6) General Community Profile (7) Standardized Test Scores, (8) Age Range, (9) Other things you consider to be important. Please do not include a brochure, magazine, prospectus, or similar document. These should be supplied to your exchange partner after confirmation of any exchange. You may refer to your school web site to cover some details of the description. *Note: Box will expand as you type.*

5.6 Professional Qualifications and Experience

Please list your academic and professional qualifications, including teaching certificates and diplomas, beginning with the most recent.

Degree/ Endorsement	Institution	Major Subject(s)	Minor Subject(s)	Date Finished

- **Please scan a copy of your State Educator License here**

5.7 A Summary of Your Teaching Service

Please note that you must currently be in a position of permanent full-time employment.

Number of years of permanent teaching experience with current district:

Total number of years of service as an educator or educational administrator:

(Required by June of 2016: at least five years teaching/professional experience with the last three years in your present district.)

5.8 Your Current Position

5.8.1 Please Indicate Your Current Position

Teacher

Administrator

Other:

Is this the probable role for your exchange partner?

Yes

No

5.8.2 Probable Role the Exchange Educator Would Be Expected to Fulfill

Probable teaching responsibilities summarized:

Student Ages	Hours Per Day	Teaching Subject

5.8.3 Further Explanation of Probable Position

Please provide a short detailed explanation of the expected position to assist overseas educators to understand the possible role including non-classroom duties and extracurricular details. If your position is other than classroom teacher, please list all the specific teaching elements of your job.

Note: Box will expand as you type in it.

Is any special flexibility of assignment offered by your school? Please describe.

5.9 Educational Employment Record

Please list teaching/educational experience, beginning with the most recent.

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

Institution	Town/State/Country	Position Title
Teaching Level(s)	Teaching Subjects	Dates - From: To:

5.10 Other Employment-Related Factors--Other Subjects

1. List any subjects you are able to teach, by way of qualification or experience, in addition to those areas identified in Section 5.9.
2. List any subjects you are willing to teach, without qualification or experience, in addition to those areas identified in Section 5.9.
3. List your extracurricular activities at school.
4. List any professional association membership. For clarity, avoid abbreviations.
5. List your research projects and/or major publications.
6. List any other relevant work (paid or unpaid). *Note: Box will expand as you type in it.*

5.11 Special Interests

(1) Community, (2) Cultural, (3) Sporting/Recreational, (4) Other

5.12 Work history

How many days of work did you miss during the 2014-2015 school year? Please explain your absences.
(Please note that your signature to this application attests to the fact that none of these existing considerations are, to the best of your knowledge, likely to affect the successful completion of an exchange program.)

5.13 Double Exchange Applications for you and your spouse

Please note that double exchange placements are possible, but usually difficult to obtain. Specifying a double match as a condition will restrict the chance of success. If you desire a double exchange, please complete the information below. Your spouse/partner must file a separate application. Note that substitute teachers are very well paid in Canada.

Spouse/Partner Name:	
Spouse/Partner Subject Area:	
Spouse School:	

What matches will be considered?

- Double match only
- If no double match is available, a single match with me
- If no double match is available, a single match with my spouse/partner

5.14 Please attach a school calendar for 2016 – 2017.

*** If you are in year-round school, please indicate vacation dates.**

5.15 Expectations for an Exchange

Please describe your expectations for undertaking an exchange. Cover any special interests in this Section. How do you expect to benefit? What will you hope to learn? What will you hope to contribute?

5.16 Language Competency

Are you fluent in any language other than English? No Yes What language? _____

5.17 Accommodation Details

It is a condition of the exchange that you must agree either to exchange your own current accommodation or make suitable and appropriate fully-furnished and equipped housing arrangements for an exchange teacher and accompanying persons. **Sole occupancy is required.** Accommodations may not be shared. **Please update this information immediately should there be any change in circumstances regarding the offered accommodation.**

5.17.1 Arrangements

- I will exchange my current accommodation (**You must notify the CITEL Exchange Officer if you move.**)
- I will not exchange accommodation, but will secure and equip accommodation for my exchange partner. (If you choose this option, complete only 5.17.2 and 5.17.11 at this time.)

5.17.2 Accommodation Required

I would like an accommodation with a minimum of bedrooms and beds.

5.17.3 Type of Accommodation Offered

Flat/Apartment House Townhouse/Condo _____

With bedrooms and beds.

5.17.4 Ownership

Owned Rented Other _____

5.17.5 Insurance Details

(Note: Please check with your insurance agent before completing.)

Amount of insurance coverage on house and contents: _____

Will your house insurance be valid while your house is occupied by the exchange educator? _____

Will the insurance coverage on contents also cover the normal household effects belonging to the visiting educator? _____

5.17.6 Room Details

Any aspects which may be critical (e.g., suitability for children) should be noted under special conditions (Section 5.17.12). More complete details should be provided for your foreign partner after confirmation of exchange.

Room	Dimensions	Room	Dimensions
Living Room/Lounge	(ft. X ft.)	Bedroom 1	(ft. X ft.)
Family Room	(ft. X ft.)	Bedroom 2	(ft. X ft.)
Dining Room	(ft. X ft.)	Bedroom 3	(ft. X ft.)
Kitchen	(ft. X ft.)	Bedroom 4	(ft. X ft.)
Laundry	(ft. X ft.)	Number of single beds	_____
Number of and Size of Bathrooms	<div style="border: 1px solid black; width: 150px; height: 40px; display: flex; align-items: center; justify-content: center;"> </div>	Number of double/queen	_____
Garage	(ft. X ft.)	Number of king sized beds	_____

5.17.7 Appliances

List the working appliances, which will be made available to the exchange partner:

<input type="checkbox"/>	Stove/Cooker	<input type="checkbox"/>	Washing Machine	<input type="checkbox"/>	Printer
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Clothes Dryer	<input type="checkbox"/>	Internet Connection
<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Television	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Freezer	<input type="checkbox"/>	Stereo	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Lawn mower		
<input type="checkbox"/>	DVD player	<input type="checkbox"/>	Computer		

5.17.8 Climate Control

Describe heating fuel type and extent of heating and/or cooling.

List the monthly heating and/or cooling fuel cost for the past year. Please be accurate.

Jan. _____ Feb. _____ Mar. _____ Apr. _____ May _____ June _____
 July _____ Aug. _____ Sept. _____ Oct. _____ Nov. _____ Dec. _____

5.17.9 Power of Attorney

In case of legal or any non-work related emergency, the person named below will be authorized to act on my behalf during the period of the exchange.

Name/Relationship	Address	Home Phone	Work Phone

5.17.10 Household Manager (may be the same as in 5.17.9)
(This person must be someone in your local area for help with immediate house problems.)

Name/Relationship	Address	Home Phone	Work Phone

5.17.11 Your Next of Kin

Name/Relationship	Address	Home Phone	Work Phone

5.17.12 Special Conditions

The Exchange Program **does not allow** the exchange of pets.

Please indicate other conditions to be considered, such as maintenance of garden. Detail any special conditions applicable. It is recommended that you hire and pay someone to care for your yard, garden, and indoor plants to leave your exchange partner free to travel.

5.17.13 Smokers

Would you be prepared to have smokers living in your house? _____

Are you a smoker? _____

Is anyone accompanying you a smoker? _____

5.18 Attachment of Visuals

- An 8½" x 11" floor plan of your home
- Two 8½" x 11" pages of color photos or a color photocopied montage showing the accommodation
- One or two 8½" x 11" pages of color photos or a color photocopied montage of your work environment

5.19 Home Location

Check the location best describing the area in which your accommodation is located.

- City Center Suburb Country Town Rural Remote

Describe your home location in relation to your work place. What is the distance? How long does it take to travel to school?

Describe your usual travel method to your work place.

Describe your home location in relation to schools likely to be attended by exchange teacher's family.

What is the population of your city/town?

How far is it to a large urban center? What urban center?

How far is it to an airport? Which airport?

What public transportation is available?

Describe nearby cultural facilities.

Describe nearby sports and/or recreation facilities.

What shopping areas are nearby?

5.20 *Vehicle Exchange*

The Exchange Program recommends **against** the exchange of cars. However, if you wish to offer your car in exchange, please indicate relevant details (subject to mutual agreements on conditions of car exchange.) If you are considering exchanging a vehicle, talk to your automobile insurance agent first.

Will not exchange vehicle

Will consider exchanging vehicle

Make: _____ Model: _____ Year: _____ Odometer Reading: _____ (miles)

5.21 *The Selection and Matching Process*

Personal interviews will be conducted in early January. A tentative date of January 16, 2016 has been set. **Matches are then proposed from Canada.** The selection and matching process occurs there from March through June. Applicants will be notified by CITELE when a possible exchange partner has been identified. Please wait to be contacted or you may email Judy Hansen or Marilyn Turner with questions.

Applicant Name: _____

School: _____

6 2016-2017 Recommendation and Agreement for Colorado Educators

6.1 Terms and Conditions of the Educator Exchange Program to Canada (The exchange agreement is the responsibility of the individual educator and the local school district.)

Note: If you work in a private school, this section applying to the school district may be difficult to complete. Please email Judy Hansen at judyhansen5@gmail.com to discuss the most appropriate way to complete this information.

- 6.1.1 Educators selected for exchange are expected to hold and maintain a valid Colorado teaching license. There must be assurance that the position of the Colorado educator will continue throughout the exchange period, and that the Colorado educator will return to this position at the end of the exchange period. Five years of classroom teaching/professional experience are also required by June, 2016, with the last three years in the present district. There must be a time lapse of three years between exchanges.
- 6.1.2 Educators of the highest caliber will be selected on the basis of their aptitude, experience, contributions to the profession, and professional recommendations. Educators selected for exchanges must be worthy representatives of their profession, their educational institutions, and their country. They should be prepared to conduct themselves in such a way as to bring honor and credit to the education profession, to their state, and to the United States of America.
- 6.1.3 Exchange educators will remain in the employment of their own school districts, and **will continue to have their own salaries remitted to them while in Canada**. They will, therefore, continue to be subject to US taxation and normal health and retirement contributions, and will retain their rights and privileges as employees of their own school districts.
- 6.1.4 The term of the exchange will be for one school year: August to the following July. Educators who terminate their exchange mid-program may not return to their US position until the end of the exchange period, and must provide housing for the exchange educator until the prior agreed upon exchange end date. (Emergency situations will be reviewed on an individual basis by the educators, the school district and the appropriate provincial education agency in Canada.)
- 6.1.5 Colorado educators who are absent or who terminate their exchange positions for non-emergency reasons must pay for a substitute teacher to take their place if the period of time lost exceeds their leave allotment. Should an exchange educator terminate the position mid-program, his/her school district has the right to use said educator's salary to pay for the replacement educator in Canada.
- 6.1.6 Exchange educators will be expected to meet the cost of transportation for themselves and their families to and from the exchange location.
- 6.1.7 Exchange educators will be expected to exchange accommodations with their counterparts, but the responsibility for mortgage payments or rent and the cost of insurance for the house and its contents must continue to be borne by the owner.
- 6.1.8 It is expected that the accommodations will be exchanged complete with furnishings, bedding, appliances, and kitchen equipment and ready for immediate use by the visiting family. It is further expected that the visitors will maintain the house in good order and condition and are responsible for any damage or end-of-year bills they incur during their stay.
- 6.1.9 The US exchange educator is responsible for life insurance and private health insurance to cover self and family. The US educator should be covered by district Workers' Compensation while out of the country. The educator needs to check with his/her district regarding this insurance. If not covered, it will be necessary for the educator to purchase coverage.

Applicant Name: _____

School: _____

- 6.1.10 The exchange of vehicles between exchange educators is not supported by sponsoring agencies. Arrangements regarding the exchange of vehicles will be made at the owner's risk. If in doubt, discuss vehicle exchange with your automobile insurance company and former exchanges.
- 6.1.11 The applicant's principal/supervisor must submit the recommendation checklist and letter of recommendation directly to Judy Hansen of CITEL before January 8, 2016.
- 6.1.12 The exchange applicant agrees to return to his/her current position at the end of the exchange year unless alternative arrangements have been made between the exchange applicant and his/her employer. Any such arrangements must be specified in writing and copied to Marilyn Turner.
- 6.1.14 The exchange applicant agrees to notify the school district and the CITEL Exchange Officer immediately of any material change in his /her circumstances which could affect this application (particularly if he/she is unable to proceed).

6.2 Agreement

I have read and noted all the Terms and Conditions of Exchange and agree to the following:

- The information supplied is accurate and I will inform CITEL Exchange Officer immediately of any relevant changes to this application;
- To the best of my knowledge there are no health or other considerations for myself or anyone accompanying me which are likely to affect the successful completion of an exchange;
- I will abide by all Terms and Conditions applicable to the program I am applying for;
- I will work for the full term of the exchange in the host country under the authority and conditions of the host organization/school; and
- I will make a firm, year-long, commitment to any exchange I accept.

Exchange Applicant: _____ Date: _____
Signature

6.3 Privacy notice

The information contained in this application is being obtained for the purpose of participation in the exchange program. It will be used by the exchange program for matching exchange counterparts and providing information to exchange counterparts. Other persons/agencies that may be provided with this information are Canadian exchange coordination bodies and possible exchange counterparts and their supervisors. For those successful in gaining exchange positions, contact details will be provided to other successful exchangees, and to coordinating bodies and organizations which assist in preparing exchangees for their experience, such as CITEL. Provision of this information is voluntary. It will be stored securely. You may correct any information provided by contacting Judy Hansen, the CITEL Exchange Officer.

Applicant Name: _____

School: _____

6.4 Obligations of Parties Involved in Exchange (Exchange Participants and Host/Employing Authorities)

6.4.1 OVERVIEW: The exchange involves the trading of professional work assignments for the duration of an agreed exchange period between two Exchange Participants who remain in the employment of, and continue to receive salaries from, their respective home Employing Authorities.

- a. The exchange period is from _____ to _____ (e.g., August 2016-July 2017).
- b. The Exchange Participant is required to complete the entire exchange period, after which they will return to their Employing Authority.
- c. The Exchange Participant is not entitled to return to their substantive Employing Authority position during the exchange period, unless the exchange counterpart agrees and both Employing Authorities permit.
- d. The Exchange Participant will undertake exchange duties in accordance with the requirements of the Host Authority, irrespective of his/her substantive position within the Employing Authority. The Host Authority will take the Exchange Participant's qualifications and experience into account when assigning duties.
- e. During the exchange period, the Exchange Participant will work under the direction and abide by the requirements of the Host Authority in relation to the delivery of curriculum, teaching and disciplinary methods and practices, or other professional duties as appropriate.
- f. The Exchange Participant will not seek, nor the Host Authority offer, a position of permanent service during the exchange and for two years following. (This is a requirement of the visa program.)
- g. The Exchange Participant will not apply for, nor the Employing Authority facilitate, any promotion position or transfer to a position that must be taken up during the exchange period.
- h. The Exchange Participant is not entitled to participate in any scholarship or fellowship program while on exchange which will impinge on the exchange.

6.4.2 ORIENTATION: In-school orientation will be provided by the Host Authority to the visiting Exchange Participant, including:

- a. Day one or prior-to-school orientation;
- b. Appointment of a school support sponsor to help ensure the provision of prepared programs, plans and resources, and to assist in the establishment of the classroom;
- c. Regular feedback to the Exchange Participant as to performance.

6.4.3 EXCEPTIONAL CIRCUMSTANCE LEAVE: Approval must be obtained from both the Host and Employing Authorities where leave for exceptional circumstances is requested by an Exchange Participant.

Applicant Name: _____

School: _____

6.4.4 EARLY TERMINATION BY EXCHANGE PARTICIPANT: Exchange is a serious commitment, particularly in view of student rights to uninterrupted education for the agreed exchange period. Therefore, it is acknowledged that early termination will cause inconvenience, have serious financial implications, and may compromise the future career of the Exchange Participant seeking termination. After discussion with the Exchange Coordinators and district administrators, if the visiting Exchange Participant terminates the exchange early

- a. The exchange counterpart will continue in the Host Authority exchange position for the remainder of the pre-determined exchange period (unless the Host Authority, Employing Authority, the Exchange Counterpart and Exchange Participant agree to terminate the exchange from some earlier date – in which case until the agreed upon date).
- b. The Exchange Participant shall be deemed to be on leave without pay from the date of any early return or early withdrawal until the date the exchange was due to conclude (or other date as agreed.) This would be adjusted if the participant applies for, and would in usual circumstances be entitled to receive, paid sick leave, or the participant has accrued entitlement to extended leave and applies for such extended leave, in which circumstance the Exchange Participant shall be granted such leave.

6.4.5 EARLY TERMINATION BY HOST AUTHORITY: The Host Authority may terminate the services of the visiting Exchange Participant on the following grounds: for reasons of negligence, inefficiency in relation to his/her duties, improper conduct, or being charged with a criminal offence requiring suspension. In the case of such termination, the exchange counterpart will continue in the Host Authority position for the remainder of the pre-determined exchange period, unless the Host Authority, Employing Authority, exchange counterpart and Exchange Participant agree to terminate the exchange with effect from some earlier date.

Host Authority concerns regarding a visiting Exchange Participant's efficiency in the performance of his/her duties or any other issue should be raised at the earliest opportunity with the Exchange Participant, Employing Authority and Coordinating Bodies. All parties will cooperate to promptly resolve allegations or disputes.

Conditions of Termination:

- a. Termination for performance issues may be considered after the visiting Exchange Participant has had the opportunity to respond to, and address clearly, outlined teaching/professional expectations from the Host Authority.
- b. Termination arrangements should first be discussed with the Employing Authority. If, for performance issues, evidence indicates that all support options have been exhausted, or, for other grounds, that appropriate procedures have been followed, then the Employing Authority should support the Host Authority's early termination decision.
- c. The Exchange Participant whose assignment has been terminated will be subject to the applicable legislative and industrial processes of the Employing Authority upon his/her return which may be: disciplinary action, alternative placement, access to paid or unpaid leave, or eligibility for casual employment with their Employing Authority.

Applicant Name: _____

School: _____

6.4.6 WORKERS COMPENSATION / EMPLOYER LIABILITY INSURANCE: Exchange participants will continue to be covered by their Employing Authority for workers compensation for injuries sustained in the normal course of their duties for the Host Authority according to the scheme of the Employing Authority. Appropriate alternative insurance must be organized by the Exchange Participant where the Employing Authority's insurance does not cover him/her during exchange.

6.4.7 PERSONAL RESPONSIBILITIES OF EXCHANGE PARTICIPANTS: Exchange Participants are personally responsible for:

- a. Arranging to exchange accommodation or otherwise provide suitable accommodation for the exchange counterpart for the duration of the exchange, and if returning home before the completion of the exchange, to provide the original accommodation for their counterpart for the remainder of the exchange (or such alternative as desired by the Exchange Participants).
 - i. Terms of accommodation must be negotiated directly between the Exchange Participants and are wholly their responsibility.
 - ii. After acceptance of the exchange, any change in accommodation requires approval by the exchange counterpart and notification to exchange coordinators.
- b. Providing evidence of satisfactory health prior to the exchange, and funding all health and medical expenses and any insurance required for self and dependents while on exchange;
- c. Organizing and funding all exchange travel arrangements and associated costs for self and dependents;
- d. Complying with registration requirements of the Host Authority, and with normal immigration and entry requirements of the host country.

6.4.8 SIGNED:

Applicant: Name _____ Signature _____ Date _____

Authority: Host School Principal _____ Signature _____

Date _____ School/District: _____

Applicant Name: _____

School: _____

6.5 School District/Exchange Applicant agreement

The _____ School District agrees to the following:

This statement is for _____ who has applied for a one-year exchange with an educator from Canada for the period of August 2016 to July 2017. If selected to participate in the exchange, the US educator will retain his/her present position of employment throughout the exchange and, upon return, will be reinstated with no penalty for absence unless alternative arrangements have been made between the exchange applicant and his/her employer and specified in writing. **The district is responsible for notifying both exchange educators and Marilyn Turner, Executive Director of the Colorado International Teachers' Exchange League, (Marturner@juno.com) if there is a change in assignment.**

To insure a well-rounded professional experience, the US School District will provide the Canadian educator with the following leave days for August 2016 to July 2017: **(A minimum total of 12 days is required; please put appropriate number for each blank.)**

- _____ Sick days
- _____ Leave days
- _____ Professional days
- _____ Release days to conduct observations in area schools **(3 suggested)**
- _____ Other (specify)

*******If absences exceed this allotment, the exchange educator will be expected to pay \$ _____ per day for a substitute. (Normally this amount is the substitute pay per day for your district.) Failure to provide a monetary figure here may negate this provision.**

The School District will provide Worker's Compensation coverage to the US educator while he/she is working in Canada.

If currently covered under the district's health insurance plan, will the US educator and his/her family will be permitted to maintain that coverage while in Canada at the same cost to the educator as if he/she were working in one of the school district's schools from August 2016 to July 2017? **Yes** ___ **No** ___

We understand that the Colorado International Teachers' Exchange League (CITEL) and the Colorado Education Association (CEA) serve as sponsors, facilitators, and advisors only in the exchange process. CITEL and CEA assume no liability. All responsibility is assumed by the undersigned US School District, the Exchange Department of the said Canadian province, and the two individual educators.

The US School District names the following contact person to be the responsible contact for managing the exchange at the district level:

Contact Name: _____ Title: _____

Street Address: _____ City: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

We understand that all liability for successful completion of this program is assumed by the local US School District, the Exchange Department of the foreign province, and the two individual educators. Should one of the parties terminate this exchange before the conclusion of the exchange year, we, the undersigned, acknowledge that the terminating party is responsible for obtaining the funds to meet the cost of the replacement teacher for the

Applicant Name: _____

School: _____

remainder of the exchange year. Details and conditions of termination are the responsibility of the aforementioned parties. **The sponsoring agencies in Colorado accept no responsibility for any matter or disputes arising from such negotiations.**

To the extent authorized by law, the parties involved in the exchange shall indemnify, save, and hold harmless the sponsoring agencies and agents against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the parties pursuant to the terms of this agreement. The terms of this contract shall be construed according to Colorado law.

The undersigned parties have read the paper "Terms and Conditions" and the terms outlined are understood. The undersigned agree to abide by the conditions listed.

To the best of the undersigned parties' knowledge, all the answers given and the information provided in this form are correct.

If the district consults with its lawyer to draw up an additional agreement with the exchange applicant, a copy of that agreement must be forwarded to CITEL.

Upon return, the US educator will be permitted to conduct at least one in-service session within the district. This session may explore contrast in teaching techniques, learning styles, classroom management, effective school policy procedures, cultural differences, and innovative or unusual ideas.

I endorse this applicant as a professional in the field of education and as an exemplary representative of our district, our state, and the United States of America. We have read the entire Recommendation and Agreement Section and agree to the above conditions.

Type or Print Name of Prin. /Supervisor	Signature of Principal/Supervisor	Date
---	-----------------------------------	------

Human Resources Director's Statement

This statement is for _____ who has applied for a one-year exchange with an educator from Canada for the period of August 2016 to July 2017.

The US Department of Education has issued a letter stating that "The Department of Education understands that participants in this program remain employees of, and are paid salaries by, their 'home school districts' and that they neither are formally hired by the US school districts in which they work, nor have an employment relationship with or through them." Therefore, International Teacher Exchange participants "are not subject to the requirements in Section 1119(a) of the ESEA, which provide that each school district ensure that all teachers...be highly qualified. The Canadian educator will be fully licensed in his/her province.

In reviewing the above named person's personnel file, I endorse this applicant as a professional in the field of education and as an exemplary representative of our district, our state, and the United States of America.

Type or Print Name of Human Resources Supervisor of School District	Signature of Human Resources Supervisor of School District	Date
---	--	------

Applicant Name: _____

School: _____

District Superintendent's Comments and Endorsement

Comments should directly address the applicant's and the school's suitability for an exchange. These comments are an important aspect of the selection process. A recommendation is essential before an exchange match can be offered to an applicant. Attach an additional sheet for comments if needed.

Comments:

Superintendent Recommendation

It is my recommendation that _____,
educator from _____ School District is endorsed for an Exchange Program
placement to Canada for the 2016-2017 school year. If an appropriate match is found, the district agrees to facilitate this
exchange.

District Superintendent: _____
Print or Type Name

District Superintendent: _____ Date: _____
Signature

Please return this signed Section to the applicant before November 24, 2015.

Educator should forward the completed application including signed Section 6 Agreements to:

Judy Hansen, CITEL Exchange Officer
12202 W Prentice Pl
Littleton, CO 80127
judyhansen5@gmail.com

Please submit your application as early as possible.

Deadline for submission of application: **January 8, 2016**

If you have questions about details of the exchange, contact Judy Hansen, CITEL Exchange Officer at judyhansen5@gmail.com or 303-972-1095.

Applicant:

Please give this form to your
Principal/Supervisor *with a pre-
addressed, stamped envelope.*

Applicant Name _____

School _____

Principal/Supervisor:

Please return this section directly to:

Judy Hansen, CITEL Exchange Officer

12202 W Prentice Pl

Littleton, CO 80127

303-972-1095

email: judyhansen5@gmail.com

THIS SECTION MUST BE POSTMARKED BY January 8, 2016.

7 2016-2017-Principal's Confidential Recommendation and Agreement for a Canadian Exchange

Principal's/Supervisor's Recommendation of Applicant for Exchange

All applications must have the Principal's endorsement in order to be complete (with the exception of Principal/Specialist applicants who must have a supervisor's endorsement).

<i>Performance as a Teacher/Educator in His or Her Field</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Average</i>	<i>Below Average</i>
Successful track record of effective teaching ability/experience				
Professionalism as an educator				
Involvement in professional activities in and outside the school				
Ability to manage students and gain their respect				
Planning and organizational skills				
Classroom management skills				
Keeping current with curriculum, educational philosophy				
Use of innovative techniques and technology in education process				
Demonstration of ability to prepare students for academic assessment				
Understanding of standards/standards-based education				

<i>Professionally Related Personal Qualities</i>				
Ability to earn the respect of colleagues				
Respect for divergent views				
General positive outlook and attitude				
Bearing, appropriate dress, and social conduct				
Proven communication skills				
Resourcefulness and initiative				
Community involvement				

<i>General Suitability for Exchange</i>				
Flexibility and adaptability				
General physical and emotional fitness for the position				
Ability to work under pressure				
Capacity to represent the state and its educational practices				

To your knowledge, would there be any concerns about the accommodation your teacher/educator is offering?
Relevant Comments:

Was this educator away from the job more than ten days during the 2014-2015 school year? If yes, please explain.

Please attach a letter of recommendation. *This letter will be confidential.* Comments should directly address the applicant's suitability for exchange. Provide as much detail as possible, as these comments are an important aspect of the selection process. Please give an honest evaluation of the applicant's potential to be an outstanding exchange representative. Provide comments and illustrations relating to issues such as:

1. Teaching ability
2. Strengths and weaknesses
3. Ability to develop and maintain positive professional relationships with a wide range of people
4. Capacity to contribute to school and/or staff development
5. Flexibility and adaptability to the needs of different groups and to diverse situations
6. Capacity to positively represent the educational policies and practices of your district

Principal/Supervisor: Mr./Ms./Dr. _____
Type or Print Name

Principal/Supervisor: _____
Signature

Questions may be addressed to Judy Hansen (judyhansen5@gmail.com) or Marilyn Turner (marturner@juno.com.)

Please mail the completed checklist and letter of recommendation directly to:

Judy Hansen, CITELE Exchange Officer
12202 W Prentice Pl
Littleton, CO 80127
303-972-1095

Or email them to judyhansen5@gmail.com

Due Date: January 8, 2016