



## APLICATTION

### ANNOUNCEMENT TO PARTICIPATE

#### "2019 MEXICO/UNITED STATES TEACHER EXCHANGE PROGRAM"

The Federal Government of the United States of Mexico, through the Department of Education and the Department of Foreign Affairs, in coordination with the Binational Migrant Education Program Mexico-United States (PROBEM), based on Addendum X of the Memorandum of Understanding on Education between the governments of the United Mexican States and the United States of America; invites state educational authorities of Mexico and Local/State Educational Agencies and departments, and community-based organizations in the United States to submit nominations for teachers to participate in the "2019 Binational Teachers Exchange Program", PROBEM, referenced now as the "PROGRAM".

Mexican teachers will travel to participating locations in the United States to partake in an education experience lasting from three to eight weeks during the summer school calendar. Under a reciprocity agreement, US teachers will visit schools during one or two weeks to assigned locations within the states who participated in the exchange program.

**Purpose:** Promote a better understanding between México and USA, to strengthen educational processes of the students of both countries, through the participation of trained teachers for the attention of multicultural contexts.

### Objectives

- To contribute and enhance knowledge of history, culture, values and national traditions in students of Mexican origin living in the United States, and to strengthen their national identity while improving the quality of education.
- To foster a better communication between teachers in the US and Mexico's teachers in order to share experiences in the educational setting in order to increase knowledge of teaching and instruction within basic and middle education.

*"Este programa es público ajeno a cualquier partido político. Queda prohibido el uso para fines distintos a los establecidos en el programa".  
Quien haga uso indebido de los recursos de este programa deberá ser denunciado y sancionado de acuerdo con la ley aplicable y ante la autoridad competente.*

- Contribute to the improvement of educational services provided to Mexican and/or students of Mexican origin living in both countries through our collaborations with administrators, teachers, parents and students during the implementation of the program.
- Assist in teaching math, reading and writing, the sciences, history, Mexican culture and provide support in other subjects that contribute to higher educational attainment.

## PROGRAM REQUIREMENTS

### 1. Requirements for Candidates:

#### 1.1 Mexican Candidates

- Must be a Mexican citizen; have a valid passport by December 31, 2019 and no criminal record in Mexico or in the United States.
- Have bachelor's degree in education with specialization in preschool, elementary, middle, upper middle, indigenous, special pedagogical area or a Normal School, Normal School Superior, National Pedagogical University or equivalent education in another institution of higher education in the national education system.
- Must be a teacher in education: preschool, elementary, middle, upper middle, indigenous, special or teachers of the "National Basic English Education Program".
- Have a permanent teaching position.
- Provide evidence of a minimum B1 level English Proficiency in all four-communication domains, or a level 12 in a CENNI certificate. Teachers of indigenous languages may waive the requirement for English proficiency just in case that they will provide an educational service in indigenous languages.
- **Minimum experience of three years** as a lead teacher and experience in the areas of design and implementation of educational projects and teacher made materials.
- Availability to leave the country from three to eight weeks during the summer months or during the school year 2018-2019.

#### 1.2 US Candidates

- Be a US citizen or Mexican resident, have a valid passport and no criminal record in Mexico or the United States.
- Have experience in basic education in the United States.
- Have a basic knowledge of the Spanish language in the 4 communication domains.
- **Minimum of three years' experience** as a lead teacher in a classroom setting as well as experience designing projects and educational materials.

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- Availability to leave the country for at least one week during the school year or in the summer time.

## Restrictions to both, Mexican participants and US

- Mexican and US Teachers will travel alone; under no circumstances, a third person unrelated to the program can travel with the participant during the activities planned.

## 2. Documentation

### 2.11. Initial Phase for Participation in Exchange

- Applications for teachers are to be sent to the Mexican Board of PROBEM, through the consular network, Directors of Migrant Education, School District Coordinators, and/or Community Organizations in the United States, with electronic copy to: [ime@sre.gob.mx](mailto:ime@sre.gob.mx) and [anmex@nube.sep.gob.mx](mailto:anmex@nube.sep.gob.mx) and to the coordinating state [probem.michoacan@michoacan.gob.mx](mailto:probem.michoacan@michoacan.gob.mx). After initial receipt, IME will forward all applications to the General Direction of International Relations (DGRI-SEP) in an official manner; and to the coordination of the thematic area for the “Exchange Teachers” to [probem.michoacan@michoacan.gob.mx](mailto:probem.michoacan@michoacan.gob.mx).
- The confirmation of the number of candidates to sponsor by participating local/state education agencies will be sent to the Mexican Council of PROBEM through the General Direction of International Relations of the Secretary of Public Education (SEP) with electronic copy to: [anmex@sep.gob.mx](mailto:anmex@sep.gob.mx) with copy to [anmex@nube.sep.gob.mx](mailto:anmex@nube.sep.gob.mx) and [probem.michoacan@michoacan.gob.mx](mailto:probem.michoacan@michoacan.gob.mx).
- No individual applications will be received. School Districts, State Directors of Migrant Education, Local Educational Agencies, Community Organizations and Mexican consulates in the United States and the Institute of Mexicans Abroad, must submit all applications in the case of Mexican teachers through their perspective education agency, through their State Coordination of PROBEM, and in the case of US participants.

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### 3. Procedure

#### 3.1 Initial Call for Applicants

- In the United States, through the Mexican consular network, the US Department of Education, Office of Migrant Education, State Directors of Migrant Education, School Districts and Community Organizations.
- In Mexico through the General Direction of International Relations (DGRI) of Secretary of Public Education (SEP), the State Departments of Education and Institutes of Education and State Coordination of PROBEM, National PROBEM Coordinating Committee, and the Coordination of Mexican PROBEM group.

#### 3.2 Phases

##### 3.2.1 Phase 1: Mexican Teachers Visiting the United States

- After receiving the initial application for participation in the exchange and the confirmation by the Mexican Federal Entities; Exchange Commission of the Mexican Council of PROBEM will assigns the available spaces considering the principle of equity in accordance established agreements within the framework of the Binational Meeting of PROBEM, except in the case of requests for speakers of indigenous languages or special education, which will be considered on a case by case, the debate of the Committee are conducted in close coordination with the hosting US education agencies and State institutions PROBEM Coordinators.
- Based on all requests received in the applications, state coordinators of PROBEM will create a shortlist of qualified teachers within their states. Representatives from school districts to which they were preassigned will interview shortlisted candidates in person or remotely. At this time, the revision of documents for pre-selected candidates will be conduct.
- Candidates who have been pre-approved to participate must assist at the National Training Seminar and sign the "Letter of Commitment for Compliance to the Special Assignment of the Exchange Program."

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- The General Direction of International Relations will receive the list of participating teachers validated by each entity, and it will send the final official list of participants to the State Coordinators and other members of the Mexican Council of PROBEM; and the United States, school districts, Local Educational Agencies, State Directors of Migrant Education and the consular network. Counterparts will coordinate the logistics of visa procedures, teaching assignments, transportation, lodging, meals, stipend and other activities necessary for the exchange program.
- The State Coordinators in Mexico PROBEM notify in a timely manner the participation of all the travel dates as well as flight itineraries of all participating teachers to the Technical and Executive Secretariats, as well as School Districts, State Directors and/or Community Organizations.
- At the end of the exchange program, we will convene a **National Evaluation Meeting for the 2019 Teacher Exchange Program**; PROBEM State Coordinators and Directors and/or Program Coordinators from the United States will be involved as well as participants from individual states as deemed appropriate by their state coordinators to show success stories, specific experiences and best practices.

### 3.2.2 Phase 2: US Educational Authorities Visiting Mexico

- The process of selection will be the responsibility of School Districts, Educational Institutions with Migrant Program or Bilingual Education, and Community-Based Organizations in the United States.
- In assigning will be determined jointly with the states that have sent teachers to the US to participate in the exchange, under a principle of reciprocity and timely informing the Mexican Council of PROBEM

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## 4. Timeline.

### 4.1 Phase 1

ACTIVITY	DATE	Authority
The General Direction of International Relations sends Notice of the 2019 Teacher Exchange Program Mexico-United States to local education authorities through the Institute of Mexicans Abroad via the consular network in USA	From October 22-30, 2018.	<b>DGRI - IME</b>
Dissemination of Announcement to Participate of the "2019 Teacher Exchange Program Mexico-United States" by Local Authorities.	From October 30 to December 31, 2018	<b>PROBEM</b>
Deadline for participating local state authorities to send confirmation of number of sponsored teachers (PROBEM) to DGIR.	January 21, 2019	<b>PROBEM Estatal</b>
Deadline for US School Districts/Local Educational Agencies to submit requests to the General Direction of International Relations through IME.	January 21, 2019	<b>CONSULATES OF MEXICO - IME</b>
The Commission (SRE-EMI SEP-DGRI, National Coordination PROBEM and Coordination Framework Theme II) pre-assigns spaces for participation and reviewing professional profiles as requested by US institutions.	February 20, 2019	<b>SRE-IME, SEP-DGRI, PROBEM</b>
Send notification to the Council (DGRI-EMI-THEME II) and Coordinators in the US, of required information and documentation according to professional profiles of teachers shortlisted by State Coordinators in Mexico PROBEM.	From March 4-8, 2019	<b>DGRI - IME</b>
Documentation review and preliminary interviews by USA Coordinators.	From March 8-15, 2019.	<b>MEP/USA Authorities</b>
Review proposals for States to host the XXII National Training Seminar and send formal communication with final decision to the Mexican group of PROBEM.	From September 24, 2018 to January 15, 2019	<b>PROBEM</b>

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XXIII National Training Seminar for the 2019 Binational Teacher Exchange Program	Del 04 al 07 de abril de 2019.	<b>PROBEM</b>
Process to Complete J-1 visas, accommodation, transportation, etc.	Beginning April 8, 2019	<b>MEP/ USA Authorities</b>
Participation of Mexican teachers in the summer exchange 2019.	From May to August.	<b>MEP/ USA Authorities</b>
National Evaluation PIM 2019 Meeting	September 5-6, 2019	<b>PROBEM/MEP</b>

## **5. Commitments and responsibilities of US and Mexican educational and community agencies participating in the Exchange Program:**

### **5.1. Phase 1: Mexican Teachers Visiting the United States**

#### **5.1.1. Mexican Authorities**

- Cover the cost of air transportation Mexico-USA-Mexico, life insurance and the cost of repatriation in case of death while participating in the program.
- Maintain a close communication with participating teachers and members of the Mexican Council of PROBEM with focus on the Teacher Exchange Program, through official channels previously established.
- Attend to the extent possible, specific requirements established by school districts/sponsoring organizations as described in their application, with emphasis on the request of teachers speaking an indigenous language, special education and English proficiency exclusively.
- Comply fully with deadlines established for participation in the exchange program.
- Conduct, if possible and feasible an evaluation visit to monitor the participating teachers during their stay in the United States, as long as budget resources allow.

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### 5.1.2 United States Authorities

- Cover the cost of the SEVIS and major medical insurance for each participant.
- Provide lodging, meals, local transportation, phone card (optional) and a stipend of at least \$150.00 a week for each Mexican teacher participating in the program.
- Comply fully with the dates established in this Announcement for Participation.
- Maintain close communication with participating teachers (and local coordinator) and members of the Mexican Council of PROBEM with focus on the Teacher Exchange Program through official communications channels previously established for this purpose.
- Approve an educational work plan with the coordinator of PROBEM in the host state.

### 5.2 Phase 2: American teachers visiting Mexico.

#### 5.2.2 Mexican Authorities Receiving Participants

- Provide lodging, meals, local transportation and a phone card (optional) for participating teachers.
- Comply fully with the dates established in this announcement for participation.
- Maintain a close communication with participants and members of the Mexican Council of PROBEM as related to the Teacher Exchange Program through official channels previously established for this purpose.

## 6. Activities for Teachers Participating in Exchange:

### 6.1.1 Mexican Teachers

- Teachers selected to participate in the exchange program will share their pedagogical knowledge and experience in pre-school, elementary, secondary and/or high schools in their designated school districts/community organizations participating in the program.
- Visiting teachers will work in coordination with other teachers to deliver instruction to children and young Mexicans/Mexican-Americans, Hispanics and children of other nationalities, due to the cultural diversity of the United States.

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- Develop an educational work/lesson plan in collaboration with the School District/organization where they were assigned to participate.
- They must also:
  - Support the School District's efforts in identifying and incorporating families into the Migrant Education Program.
  - Collaborate and Assist in the promotion of parental involvement activities.
  - Participate in community or school activities organized by the Institute of Mexicans Abroad (IME), in collaboration with consulates, only when these activities do not interfere with the development and implementation of previously scheduled activities and objectives and the sponsoring organization is in complete agreement of such activities.
  - Collaborate and suggest the development and use of training materials to improve educational programs for children and young Mexicans in the United States.
- Provide their PROBEM Coordinator a report of the activities during the exchange, including suggestions and contributions they consider relevant (Evaluation Survey).
- Participating teachers, upon their return to Mexico will contribute to the dissemination and promotion of the exchange program, and contribute their experiences to improve the education of children returning to Mexico's school system from the US.

## 6.2 Phase 2: US Teachers Visiting Mexico

### 6.2.1 US Teachers

- Selected teachers participating in the exchange program will share information regarding both educational systems; in addition, they will also share educational and methodological best practices and experiences in public schools in preschool, elementary, secondary levels and/or high schools. Specifically experiences that enrich an understanding of student achievement in areas of high migration and/ or serving returning students from the US.
- Participate in activities proposed in the schedule of academic activities previously agreed by PROBEM coordinators.
- Develop and deliver a report of activities conducted during the exchange, including suggestions and feedback they deem appropriate to the PROBEM coordinator of the state where they visited.

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**FOR MORE INFORMATION ABOUT THIS PROGRAM, CONTACT:**

<b>In México:</b>	<b>In United States of America:</b>	<b>National PROBEM Coordination in Mexico</b>
<p>Secretary of Public Education, SEP. General Direction of International Relations, <b>DGRI</b></p> <p>Cooperation Department with America</p> <p>Donceles 100, 1er. Piso, Oficina 204, Col. Centro, 06020, México City.</p> <p>Telephone: 01 (55)3601 6956  <a href="mailto:anmex@nube.sep.gob.mx">anmex@nube.sep.gob.mx</a>  <a href="http://www.dgri.sep.gob.mx">www.dgri.sep.gob.mx</a></p>	<p>Nearest Mexican Consulate and/or The Institute of Mexicans Abroad</p> <p>Plaza Juárez No.20, Piso 17 Av. Juárez, Col. Centro, 06010, Mexico City.</p> <p>Telephone: 01 (55) 3686 5845 01 (55) 3686 5100 ext. 7518  <a href="mailto:ime@sre.gob.mx">ime@sre.gob.mx</a>  <a href="http://www.ime.gob.mx">www.ime.gob.mx</a></p>	<p>Tamaulipas Secretary of Education.</p> <p>15 Boulevard Praxedis Balboa y Rosales 770, Zona Centro C.P. 87000, Cd. Victoria, Tamaulipas.  <a href="mailto:probem.tam@hotmail.com">probem.tam@hotmail.com</a>  <a href="mailto:probem.tam@edutam.gob.mx">probem.tam@edutam.gob.mx</a></p> <p><b>National Coordination for the Exchange Framework</b></p> <p>Michoacán Secretary of Education.</p> <p>Av. Madero Pte. 4830, Col. La Quemada, C.P. 5814, Morelia, Michoacán.</p> <p>Telephone: 01 443 334 70 20  <a href="mailto:probem.michoacan@michoacan.gob.mx">probem.michoacan@michoacan.gob.mx</a>  <a href="mailto:probem_michoacan@yahoo.com">probem_michoacan@yahoo.com</a></p>

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