



Teach in the USA with IAG

Documentation and Processes for Hiring:

From Application Received to Ready to be Hired

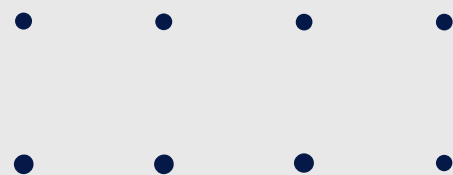


TABLE OF CONTENTS

Start Your Application	3
Resume & Cover Letter	4
Letter of Employment	5
English Proficiency	6
Professional License or Letter of Good Standing	7
Valid Passport	8
Reference Letters	9
Foreign Credential Evaluation	10
EPI Assessment	11
Teaching Practice Letter.....	12
One-Way Interview	13
Teaching Video	14

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- You can send us a message at: recruitment@iagusa.org



APPLY ON THE APPLICATION PORTAL

Link to apply:

 <https://iagusa.tedk12.com/hire/index.aspx>

How to apply:

- Choose a position.
 - Click the "Apply" button to view the position description.
- Apply for the position that aligns with your academic and professional background.
 - After reviewing the position details, click on "Apply for this Position."
- If you're a new applicant, click on "Create New Account and Apply."
- Provide your information.
 - Enter your details as well as your professional and educational history.
 - Answer all screening questions carefully and thoroughly.
 - Upload clear copies of any required documents.
- Stay informed.
 - Be attentive to your email for updates or requests for additional information.

 [Click here to see how to create an account in Power Schools](#)

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RESUME AND COVER LETTER

Applicants must submit a resume/CV that meets the following guidelines:

- Written in English
- Includes a cover letter
- Updated to current academic year
- Accurate dates and information (must match academic transcripts/application)
- Resume/CV should contain:
 - Name and contact information (email, WhatsApp number)
 - Objective statement
 - Education (university name, location, degree earned, graduation date)
 - Teaching experience
 - Professional certifications/endorsements/training
 - Proficient languages (indicate level of fluency)
 - International travel experience (if applicable)

How to submit:

Combine resume/CV and cover letter in one document and upload in the profile section under **Resume or CV**.

Please review provided examples at the following links:

- [Example of Resume](#)
- [Example of Cover Letter](#)

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LETTER VERIFYING FULL-TIME TEACHER

All candidates must provide a letter (or attestation document of service) confirming current employment. This is not a letter of reference/recommendation; it is to confirm your status as a **full-time classroom teacher in your home country**.

The employment letter must:

- be on school letterhead or show an official stamp
- have an official signature (not just typed)
- include the contact information of the school authority
- be written in English or accompanied by a simple translation within the same file (Include the contact information of the translator.)
- be dated during the current academic year.

How to submit:

Upload the letter in the profile section under **Attachments** with the file name: "Letter verifies full-time teacher."

You can find an example at the following link:

[Example of Letter of Employment](#)

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ENGLISH PROFICIENCY

Candidates must provide English proficiency test results from within the last two years.

Accepted tests include:

- CBEST Official
- ACTFL (*Intermediate High*)
- TOEFL iBT (*Reading (18), Listening (17), Speaking (20), Writing (17)*)
- Cambridge English Assessment (*scale test result of B2 or higher*)

Certifications such as TEFL or TESOL do not meet this English proficiency test requirement.

Applicants from English-speaking countries can submit a letter from the degree-granting university that specifically details the English requirements to attend successfully in place of the test scores.

If you do not have current test results, you can take the following exams online free of charge:

- EFSET (50 minutes) [Click to take the Test](#)
Completing the full, 50 minute test is required (not the 15 minute "Quick Test").
- IHWorld [Click to take the Test](#)
* Take a screenshot of your test results.

Both exams must be completed. Ensure that your name appears on the results. Copy and paste the complete score information from both test results into a single document that you will upload. [Click to see example of combined exams.](#)

How to submit:

Upload results in the profile section under Attachments in the file "TOEFL (or approved English assessment)"

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PROFESSIONAL LICENSE OR LETTER OF GOOD STANDING

Applicants must provide one of the following documents to verify teaching qualification.

Option 1: Professional License/Teaching Certification

If a license to be a teacher is issued in your country of residence, upload this license. (In Mexico it is the "Cédula Profesional.")

Option 2: "Letter of good standing"

If a professional license is not required to be a teacher in your country, you must provide screenshots from the education department validating this exemption and an alternate document. This can be in the form of a letter or document stating that you are qualified to be a teacher. In some countries, this is an official document issued specifically for teachers; in others, it may be a letter from the University or the relevant legal authority (such as statutes) confirming your qualification as a teacher.

*Please include a simple translation to English when submitting the document.

[Click to see example of Letter of Good Standing or University Letter](#)

How to submit:

Upload in the profile section under Attachments in the file "Professional License or Letter of Good Standing"

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VALID PASSPORT

Passport Requirements:

- Passports must be valid for at least 3 years or the maximum that your country allows.
- If you don't have your passport or if it is not valid for at least 3 years, you can upload the passport and a letter stating the status of your new passport or renewal process.
- Upload a clear and legible image of the front page of your passport. Ensure that all details, including your photograph and personal information, are visible.

How to submit:

- Upload image in the profile section under Attachments in the file "Passport REQUIRED-no border crossing cards, etc"

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LETTERS OF REFERENCE

Applicants must provide at least **two letters of reference**, including one from a **supervisor** and one from a **colleague**.

Letters of reference must:

- specifically address the applicant's **teaching ability** and **character**
- be on letterhead (or have an official stamp)
- be signed (not just typed)
- be written in English or accompanied by a simple translation within the same file (Include the contact information of the translator.)
- be dated during the current academic year.

How to submit:

Upload in the profile section in your account under **References**.

- [All list of NACES Members](#)

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FOREIGN CREDENTIAL EVALUATION (FCE)

What is an FCE?

The Foreign Credential Evaluation (FCE) provides a U.S. equivalence of your academic coursework. Submitting your FCE is required to be an applicant with IAG. FCE's are valid for 5 years so it is worth this initial investment. The FCE company can translate transcripts for an additional cost.

Guidelines:

- All college-level degrees/coursework must be evaluated and documented on the FCE.
- FCE must include a course-by-course analysis (not just a summary).
- Transcripts must include teacher preparation practice/ K-12 student teaching; an FCE that shows a degree in the education field is required for U.S. teaching certification.
- The FCE must be certified by a member company of *NACES* (recommended companies are included in the link below).

How to submit:

Upload in profile section under Attachments in the file "FCE (Foreign Credential Evaluation ONLY)."

More information and recommended FCE companies:

[Foreign Credential Evaluation \(FCE\) Information](#)

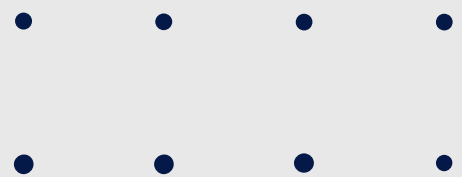
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AFTER SUBMITTING YOUR APPLICATION TO PORTAL

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EPI ASSESSMENT

What is the EPI?

The Educator's Professional Inventory (EPI) is an online evaluation tool used to assist employers and teachers with professional development. The assessment is designed to provide a measure of four success indicators: qualifications, teaching skills, attitudinal factors, and cognitive ability.

*The maximum time allowed for an EPI assessment is **90 minutes**. Candidates must respond to each item within its stipulated time limit and answer all of the items in one sitting.*

How to take the EPI:

Once you finish your application, a window will appear to begin the EPI OR you will receive an email to complete this evaluation.

Prepare for the Assessment:

- Find a quiet place with no distractions.
- Be sure you have a strong, stable internet connection.

Applicants are required to successfully complete the EPI to be considered for the teacher exchange program.

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TEACHING PRACTICE LETTER

Any applicant with an FCE that does not include documentation of K-12 teaching practice is required to submit a verification letter from the degree-granting institution. The letter will serve to verify the completion of school-based practice teaching during an accredited teacher preparation program designed to train educators for K-12 instruction.

Guidelines:

The letter must be on official letterhead; this typically features the name, logo, and contact details of the University. It should follow the provided template and contain an official signature. It must include the subject(s) for which you are trained and information about the school where your student teaching was completed.

How to submit:

Upload in the profile section under Attachments in the file "FCE (Foreign Credential Evaluation ONLY)" along with FCE OR email the letter to recruitment@iagusa.org and request that it be added to your file.

Use the template at the link below for the teaching practice letter.

[Teaching Practice Letter Template](#)

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ONE-WAY INTERVIEW

Candidates will be invited to complete a 6-question video interview that will be evaluated by IAG staff and partner school districts for professional knowledge and English proficiency.

What to expect?

- You will receive an email invitation to complete the interview through SparkHire. (Make sure it is the “Classroom Teacher One-Way Interview.”)
- In the interview, you will be prompted to record answers to six questions/prompts.
- Record your responses in a quiet atmosphere with a strong, reliable internet signal.
- You are encouraged to think about your responses in advance but responses should be conversational, not read.
- Be sure to speak English clearly and with sufficient volume to be heard.

Interview Questions:

1. What are your three most important reasons for becoming a teacher?
2. Why are you interested in teaching in the USA?
3. When you think about your students, in what ways do you most want to influence their lives?
4. What four key components do you believe must be included in a lesson plan?
5. Lecture and direct instruction are less favored strategies in classrooms in the USA and should not be over-used.
Describe two core teaching strategies you will use for more interactive and engaging teaching.
6. **Scenario:** A student is disruptive during class and interfering with your ability to teach the other students.
Describe 1-3 strategies you can use to effectively manage the disruptive student.



TEACHING VIDEO

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Video Requirements:

- Record a 5-minute video of yourself teaching (the lesson does not need to be taught to a live student audience).
- The video should be conducted in English.
- You have the option to upload your video on YouTube, Vimeo, or Google Drive. (Make sure your video is unrestricted.)
- Once you have created the video link, paste it into a Word document or PDF file.
- To assist you, we have included a link that explains [how to create a link for your video](#) and provides instructions on how to make the video unrestricted.
- Videos that do not follow the guidelines will not be accepted.

How to submit:

Email the document with the video link to: teachingvideo@iagusa.org

Recommendation:

Clearly outline the content you wish to present in your video. Your video should demonstrate your proficiency in the English language, knowledge of the subject matter, and effective teaching strategies.