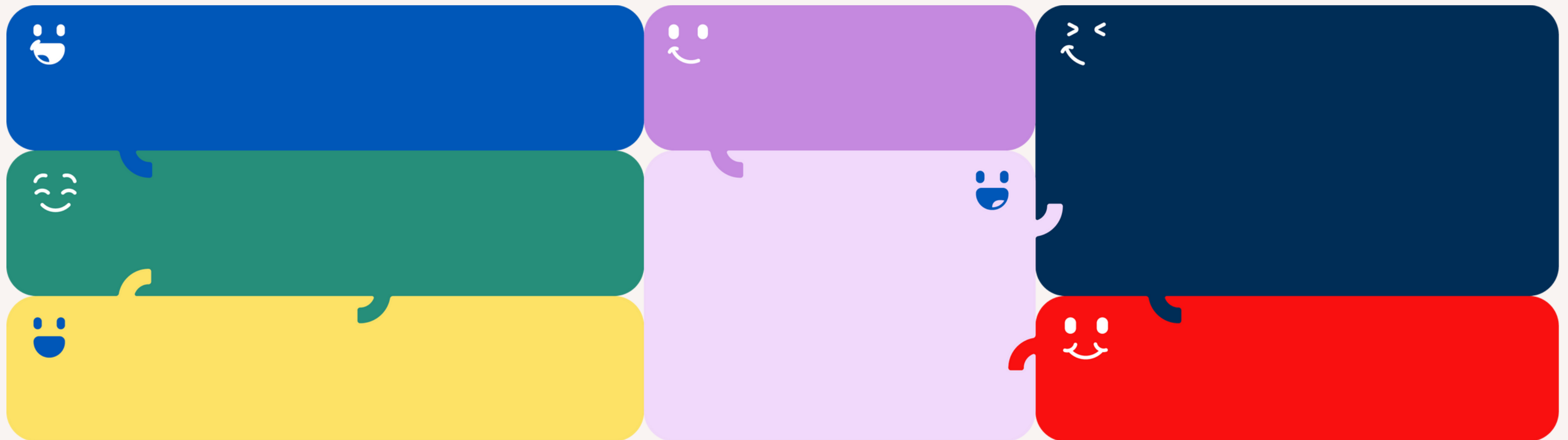
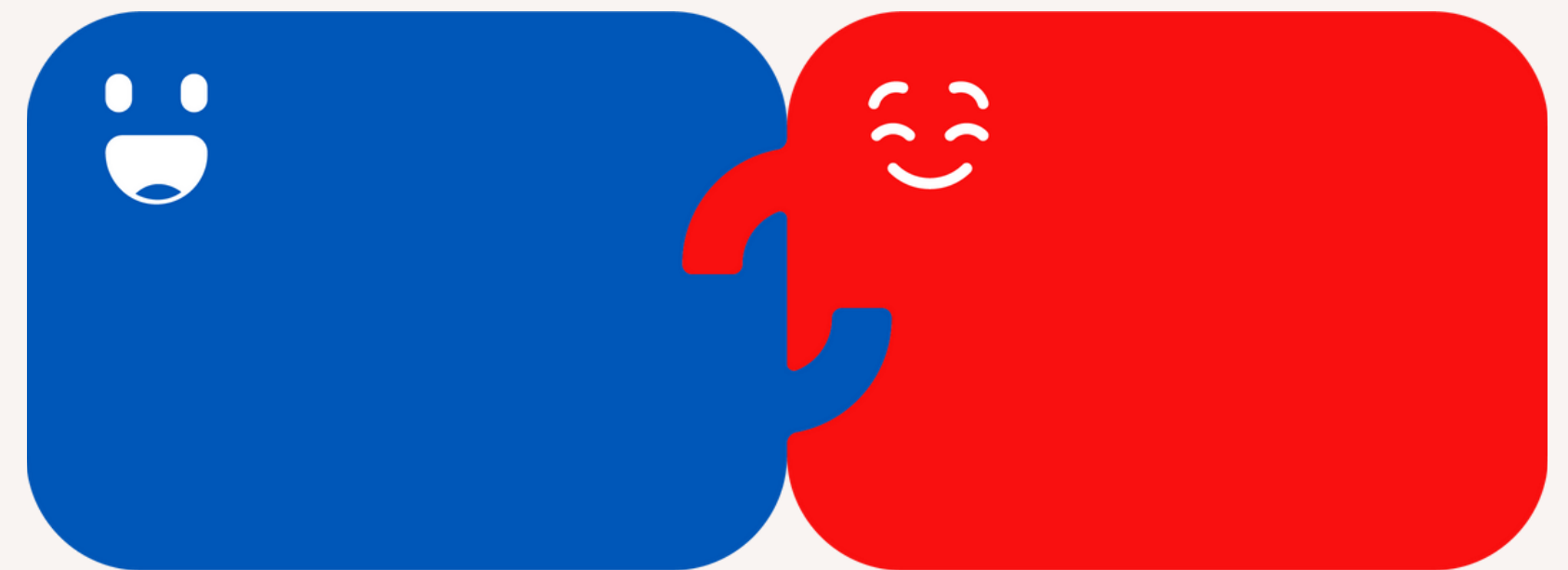


HOST SCHOOL ORIENTATION



TEACHER LOUNGE

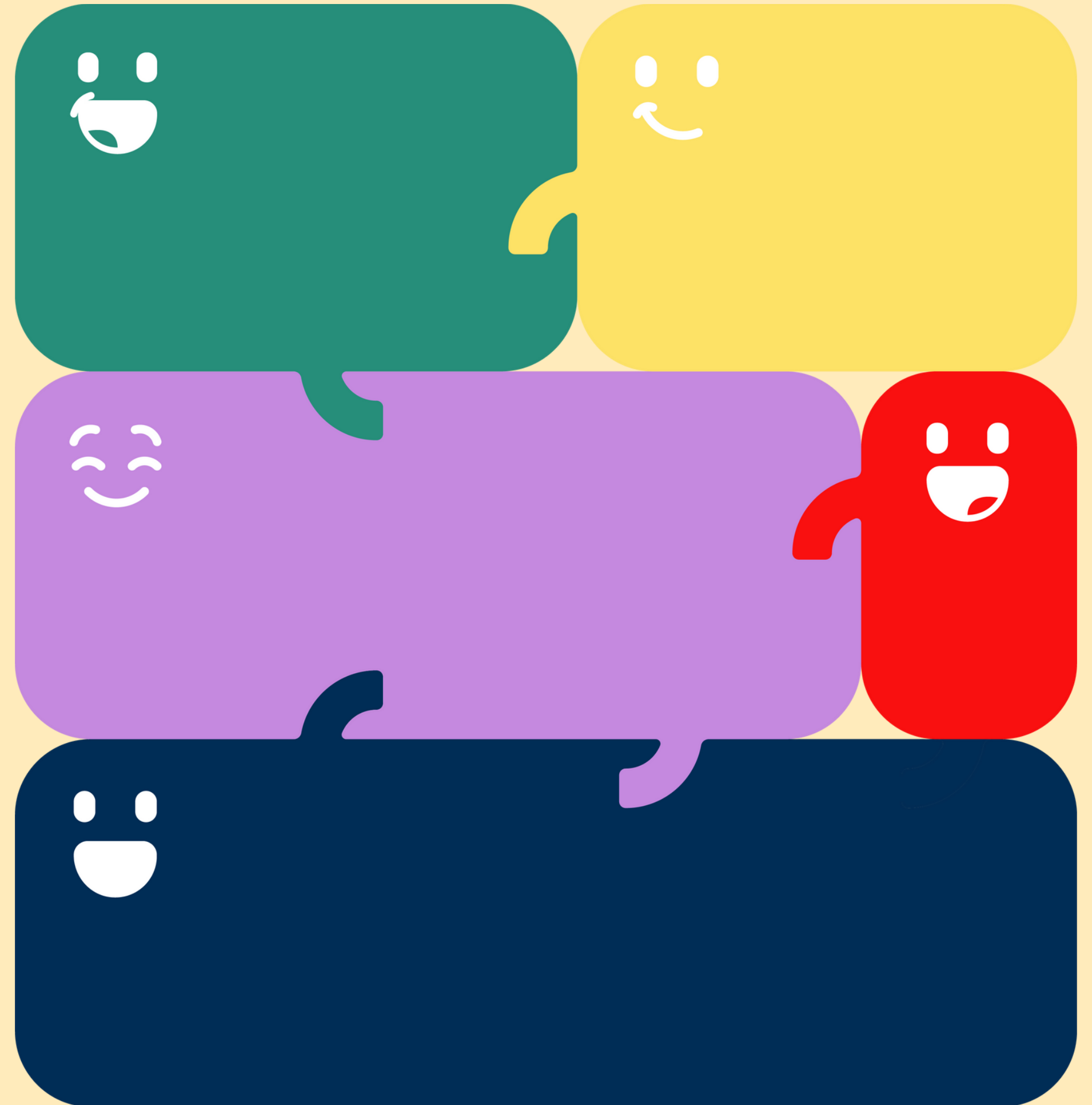
- Teacher Lounge brings together the strengths of GeoVisions, Alliance Abroad, and FCEC in the Philippines into one unified organization.
- Our Mission: to bring passionate international educators into classrooms worldwide, while providing the schools and teachers we serve with stronger resources and support.
- U.S. Department of State designated sponsor for J-1 visa programs
- HQ located in Austin, TX



PROGRAM PURPOSE

The purpose of these programs are to provide participants:

- Opportunities to enhance skill and expertise in their academic or occupational fields through work-based training, internship, or teaching positions
- Improve participants' knowledge of American techniques, methodologies, and technology
- Increase participants' understanding of American culture, society, and work practices
- Enhance Americans' knowledge of foreign cultures and skill through an open interchange of ideas



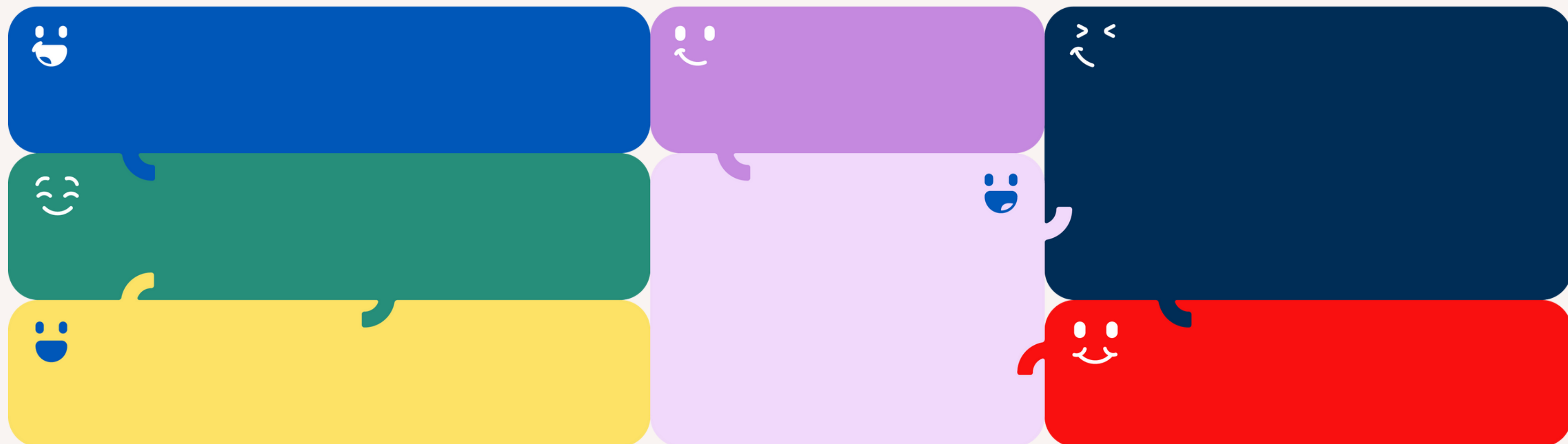


REQUIRED DOCUMENTATION FOR HOST ENTITIES

- Host Partner Agreement for Current Year/Program
- Employer Identification Number (EIN)
- Job Order Form
- Completed Regulations training
- Proof of Accreditation of Accountability
- ITP Only
 - Worker's Compensation
 - Training Plan (TIPP)
 - # of Full Time Employees
 - Annual Revenue Range



TEACHER EXCHANGE PROGRAM



TEACHER ELIGIBILITY REGULATIONS

To qualify, teachers must:

- Be working as a full-time teacher of record
- Two years of full-time teaching experience
- Bachelor's degree in education or subject field in which he/she intends to teach
- Satisfy teaching eligibility standards of the U.S.A. -criminal background or other checks
- Good reputation and character

OR, if not currently working as a teacher at the time of application:

- Within 12 months of application will have completed a degree beyond a U.S. bachelor's degree –education or related to his/her teaching subject field
- Meet the qualifications for teaching in schools in his/her home country
- At least two years of full-time teaching experience within the past eight years

NOTE: Teacher Lounge does not sponsor participants who have previously worked in the US on an H visa.



TEACHING REQUIREMENTS

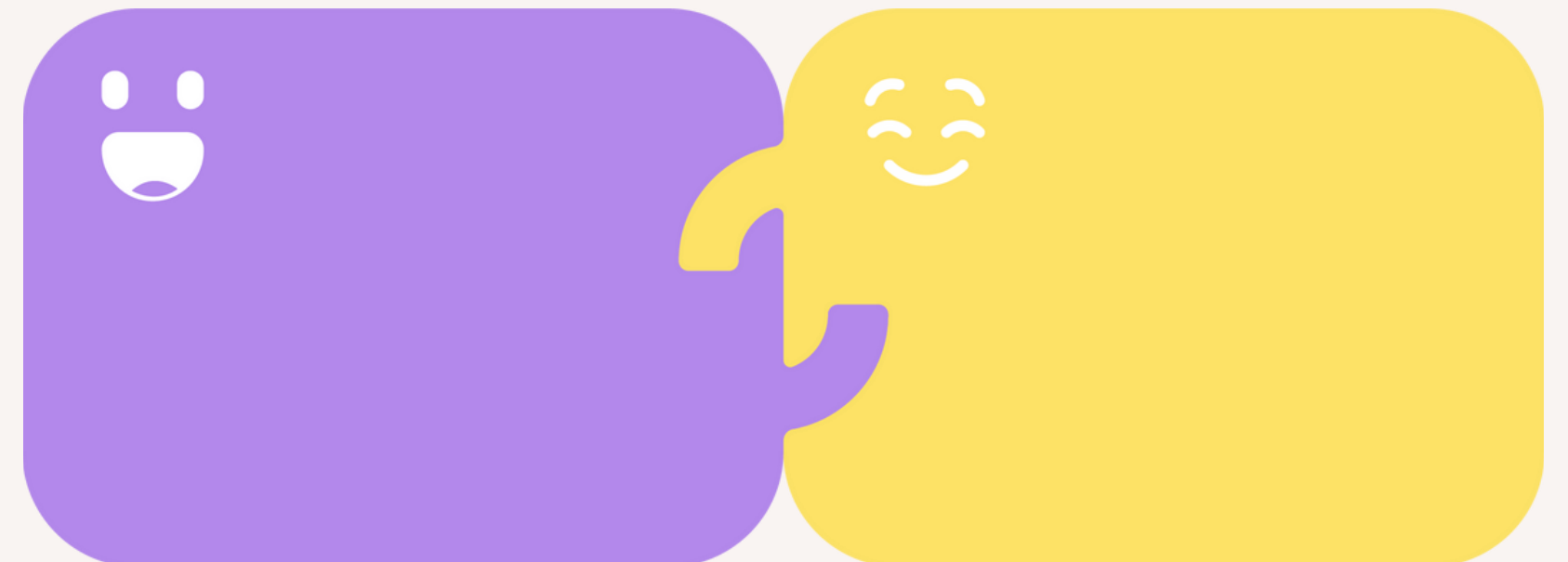
○ Positions:

- Must be full-time teacher of record placed in a K-12 classrooms only. (pre-k and adult education are not allowed as part of the program)
- Duties, responsibilities, hours of employment, and compensation must be commensurate with those of similarly-situated U.S. teachers in the school district or host school.
- Exchange Teachers:
 - Cannot be employed as substitutes, aides, teaching assistants, or receptionists.
 - Must meet the state's teaching eligibility standards.
 - Cannot be paraprofessionals. Must be teacher of record.
 - Must be temporary, even if the teaching positions are permanent, and may not lead to tenure.



PLACEMENT REQUIREMENTS

- Pre-kindergarten teachers can only teach in “language immersion” programs if offered as regular courses of study by accredited primary schools. (Bilingual classes do not qualify as language immersion)
- Despite Special Education serving students from birth through 22 years of age, J1 teachers can only work in K-12 SPED classes.
- Teachers can only teach full-time at one accredited host school (one single campus) unless they have prior written permission from the Department of State.
- Per J-1 regulations, teachers cannot work with post-secondary students or in post-secondary classrooms.
- If an exchange teacher is placed in a private school that is not part of a host district, they must teach full-time (at least 32 hours per week) at a school(s) located within 25 miles of the organization’s main campus, with access to reasonable and reliable transportation.



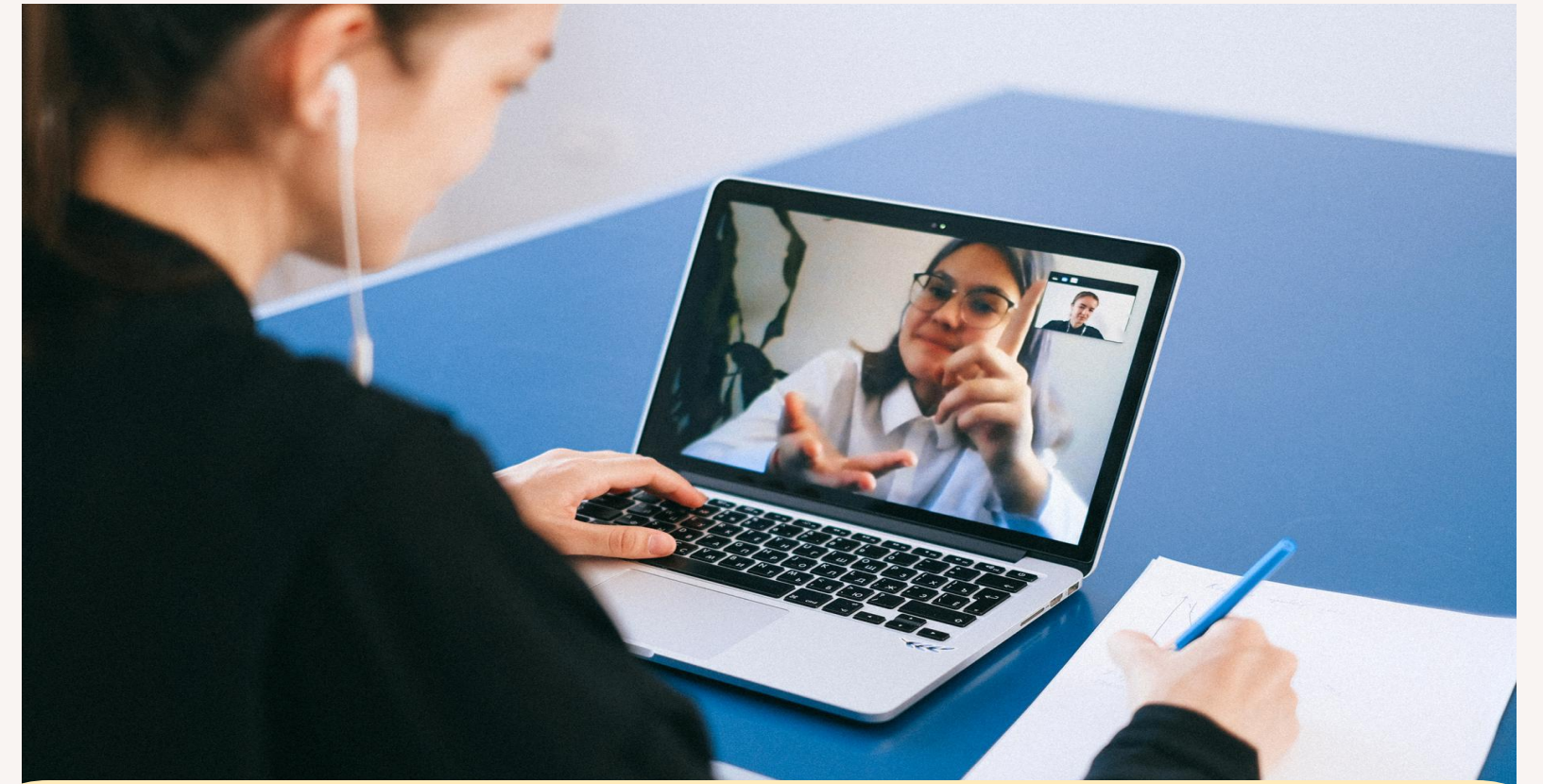
PROGRAM DURATION

- **Program Duration:**

- **Initial appointment:** Three years
- **Extension:** one or two additional years based on school recommendation and teacher performance and with approval of the Department of State

- **Program Dates:**

- Program dates must coincide with the academic year of their hired district
- Teachers need to be available to arrive as early as July
- All teacher programs will end on June 30th of the final year.

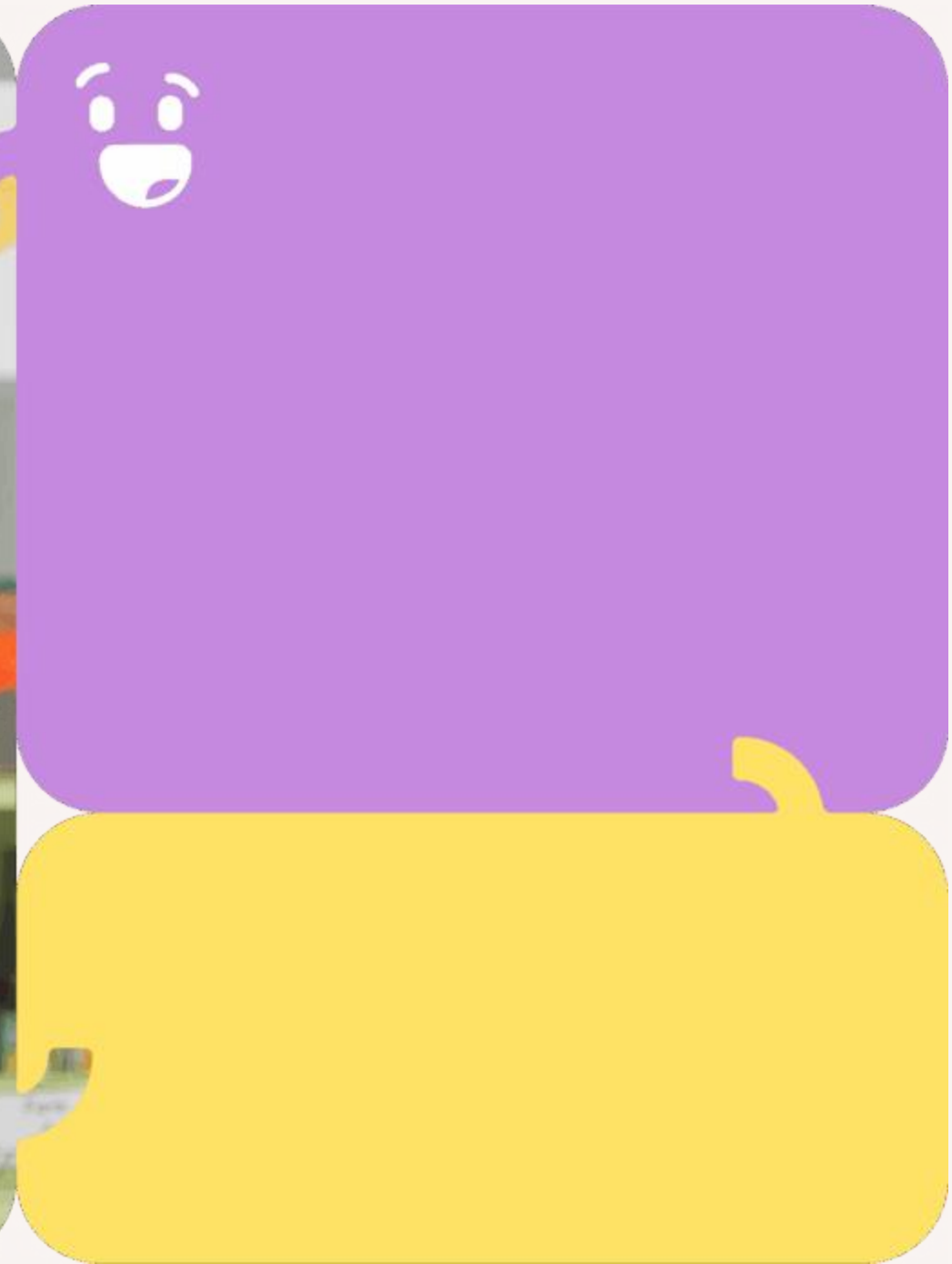


***Extension Application:** Participants must submit extension application to Teacher Lounge four months prior to current program end date. A letter of reference from the Host School supervisor is required.



PROGRAM DURATION

- It is **not permitted** for the participant to change visa categories or stay in the United States beyond program end date.
- Repeat participation: an exchange teacher is eligible for repeat participation once he/she has resided outside the United States for at least two years and meets eligibility requirements
- Host Schools are required to promptly notify Teacher Lounge if teachers placed in their school apply for a Change of Status to ANY other visa type.
- Schools who assist with a change of status to an H1B visa may result in Teacher Lounge ending our partnership.



RENEWALS

Every year that teachers choose to be in the program, Teacher Lounge will require them to go through a renewal process, which entails the submission of the following:

1. Updated Offer letter/ Contract from their host school
2. Cross-cultural activity report
3. Updated Terms & conditions
4. Insurance acknowledgement form
5. Proof of insurance (for themselves and J-2 if applicable)
6. Address confirmation in the USA
7. State certification
8. Teacher Lounge Renewal fee of \$1500

Teacher Lounge will send renewal instructions around December of each year with full details on how to successfully apply for the teacher's renewal.



EXTENSIONS

The Department of State (DOS), at its discretion, may authorize a sponsor to extend an exchange teacher's participation for either one or two additional years beyond the initial three-year exchange period.

In order for an extension to be considered, teachers are responsible to submit the following to Teacher Lounge:

1. A letter of reference written by the host school supervisor that describes the exchange teacher's performance during the previous three years and how the host school has benefited from the exchange teacher's presence. It also needs to describe how the exchange teacher over the previous three years has engaged his or her classroom, the wider host school or host school district, or community through the cross-cultural activity component.
2. Non-refundable extension fee of \$567
3. Program must be in good-standing and have no open balances with Teacher Lounge.
4. Teacher Lounge must submit any extension request and supporting documentation for the extension to the DOS no later than three months prior to the beginning of the desired extension period for the exchange teacher. Transfer of districts is not allowed during the extension period
5. Renewal requirements –see renewal slide

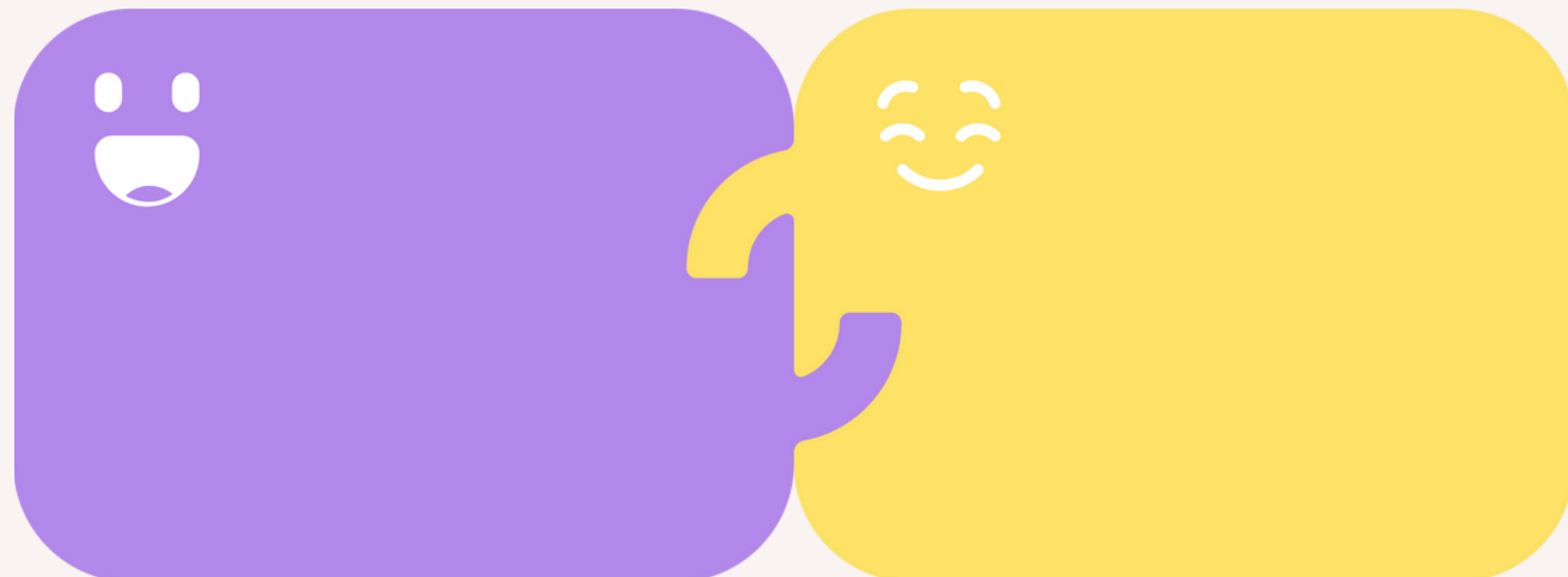
Teacher Lounge will send extension information out to districts and teachers in November.



CROSS-CULTURAL ACTIVITY REQUIREMENT



- Teachers must be allowed to use class time to complete the cross-cultural activity student-to-student component
- How can the Host School support cultural exchange for J-1 teachers?
 - Involve Exchange Teachers in Local Events such as:
 - Community events (parades, festivals, etc.)
 - Picnics
 - Potlucks
 - Sporting Events (attending or participating in)
 - Pizza parties
 - Camping Trips
 - Holiday Celebrations



Teacher Lounge is happy to assist you with ideas, and we appreciate your support of these important program initiatives!

HOST SCHOOL ROLE & RESPONSIBILITIES

The School/District agrees to:

- Inform the visa sponsor if a teacher is placed on administrative leave, is hospitalized, or is unable to perform their job duties
- Provide sufficient classroom space, equipment, and guidance to help ensure the participant's success.
- Ensure exchange teachers meet state's/school's teacher eligibility standards and remain on track with the required certification process throughout each school year. The district must assist with this process and the necessary requirements.
- Ensure teachers not be used as a substitute for ordinary employment or work purposes, nor may they be used to displace American workers.
- Not subject teachers to interviews or other requirements upon arrival in the U.S. in order to secure a specific teaching position.

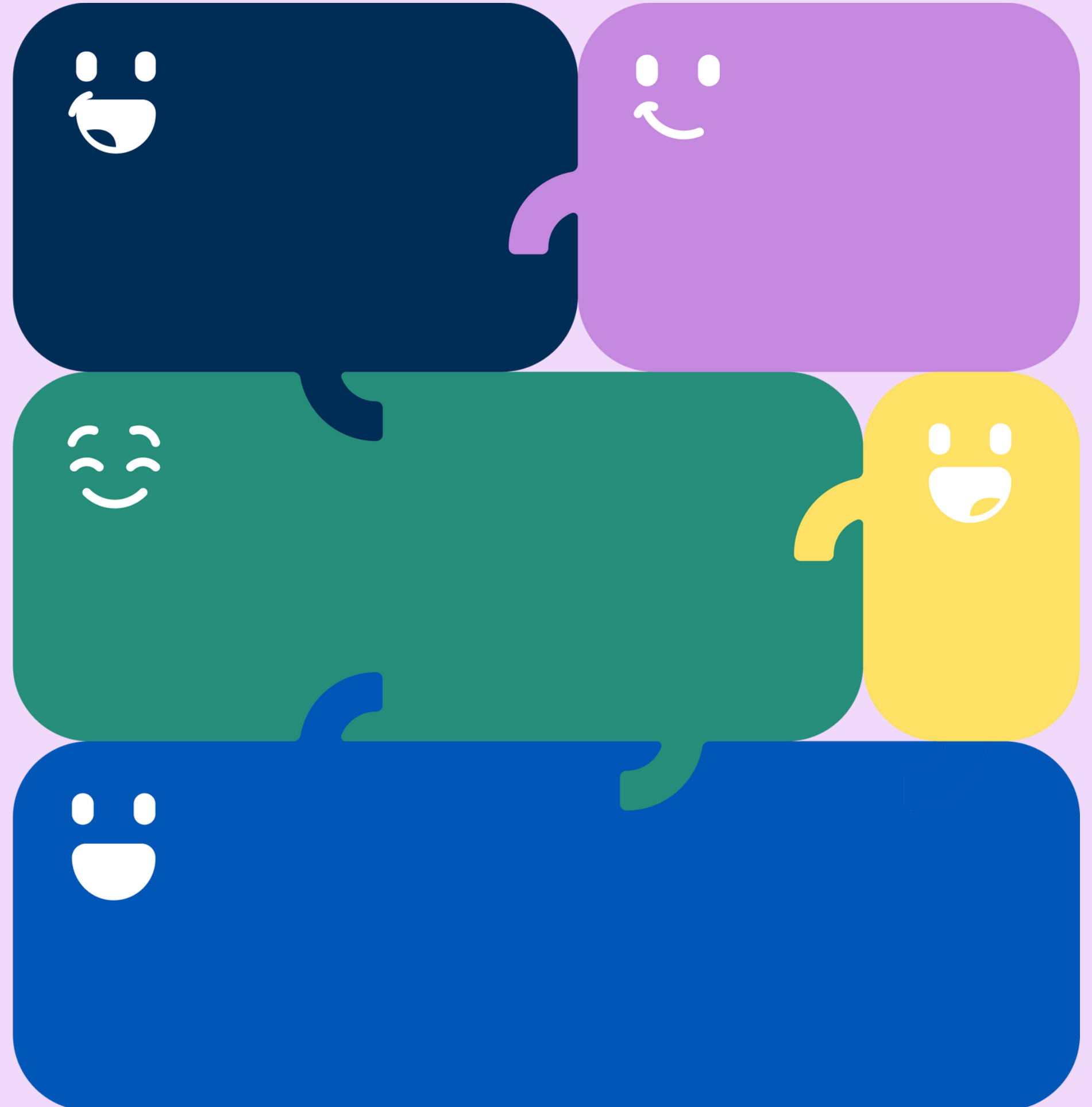


PROGRAM DISCLOSURE

Prior to receiving the DS-2019 form, the exchange teacher must receive the following information from the Sponsor.

- Name, location, and brief description of the host school
- The terms and conditions of compensation (with deductions from gross salary)
- Teaching requirements and related professional obligations
- Fees and costs for which the exchange teacher will be responsible
- Housing options & cost implications
- Local transportation options & transportation cost estimates
- Insurance costs
- Certification or licensure procedures & costs

We appreciate your assistance in providing this information to participants!

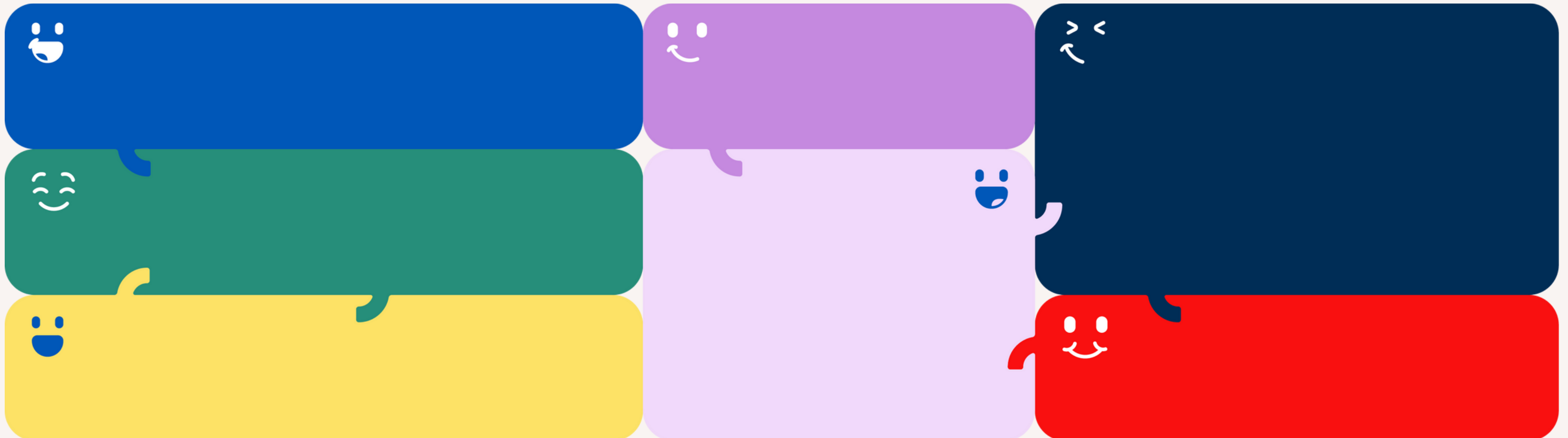


INSURANCE

- For teachers under the age of 55 years:
 - Teacher Lounge will provide mandatory health insurance coverage for exchange teachers during the first 90 days of his/her program.
 - This insurance is included in the Teacher Lounge program fee.
 - Since most policies do not include repatriation and medical evacuation, these two items will continue to be provided by Teacher Lounge to the participant.
- For teachers over the age of 55 years:
 - Exchange teachers will need to purchase their own insurance coverage
- At the end of the 90 days, all J-1 Exchange Visitors on the Teach program **are required to be enrolled in the Host School or an independent insurance plan** and provide proof of this insurance to Teacher Lounge; shall the Host School Insurance not meet the Department of State mandatory requirements (listed in the insurance acknowledgement form), teachers will need to enroll in a supplemental one such as DIANINS



INTERN/TRAINEE PROGRAM

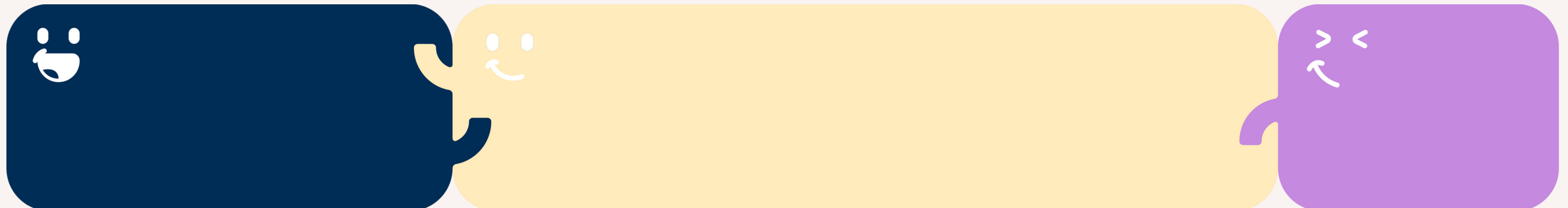


Intern Eligibility

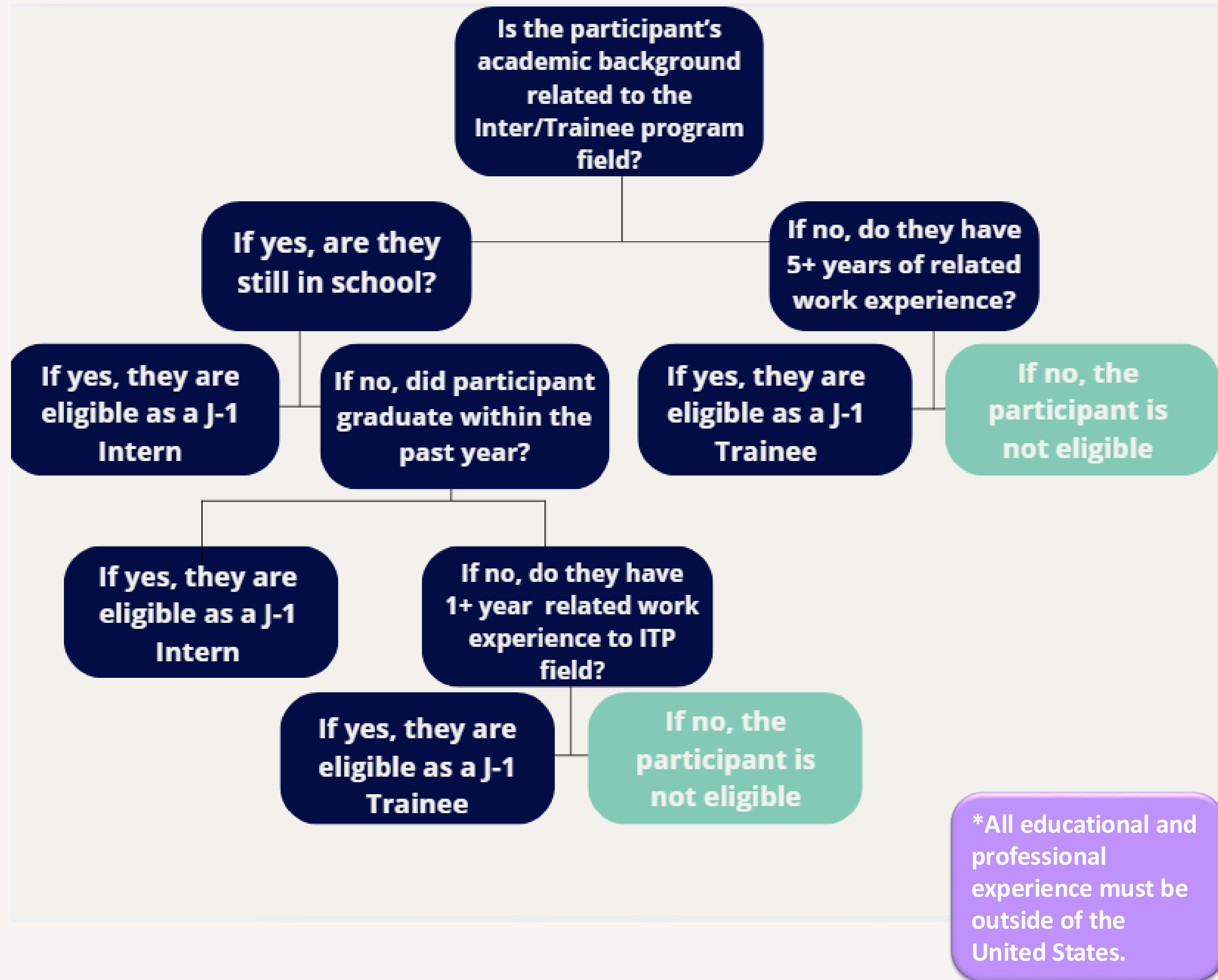
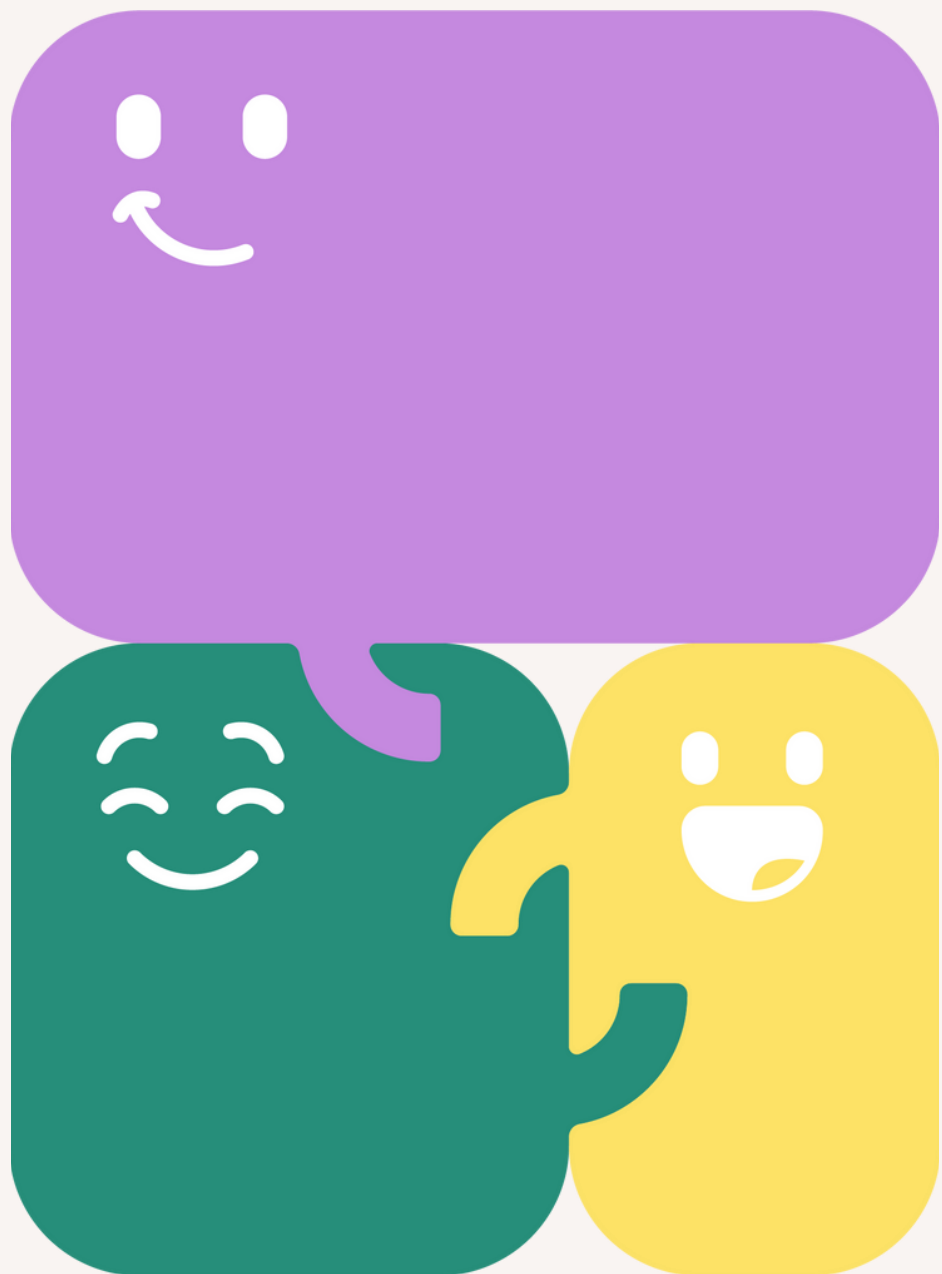
- Currently enrolled in a post-secondary degree or certificate program OR
- Graduated from a post-secondary degree or certificate program no more than 12 months prior to the program start date
- 12-month maximum duration

Trainee Eligibility

- Have a degree or professional certificate from a foreign post-secondary academic institution and at least one year of prior work experience outside the U.S. OR
- Have five years of work experience in the occupational field
- 18-month maximum duration



INTERN/TRAINEE ELIGIBILITY FLOW CHART



Placement Regulations

- Must provide opportunity for training and growth as outlined in the developed training plan
- Access to suitable, affordable housing, and reliable, affordable, and convenient transportation
- Provides opportunities for regular communication and interaction with U.S. citizens, and allow participants to experience U.S. culture
- Provide minimum of 32 hours a week of training
- Participants must return to home country after program completion and are not permitted to change visa type

Program Exclusions

- No unskilled or casual labor positions
- No cooperating, contracting, or being involved in any way with Staffing/Employment Agencies
- No more than 20% clerical tasks
- Second jobs are prohibited by the Department of State under J-1 program regulations
- Participants cannot fill substitute teacher roles or serve as the sole responsible adult in a classroom

Training Requirements (DS-7002/Training and Internship Placement Plan

- Define role and tasks
- No duplication of prior work experience or training
- Expose to American techniques, methodologies, and technology
- Expand upon the participants' existing knowledge and skills
- Details “training”, not “work”
- Continuous on-site supervision
- 32 hour minimum per week (not average)
- Intern and hospitality training plans have a 12-month maximum duration

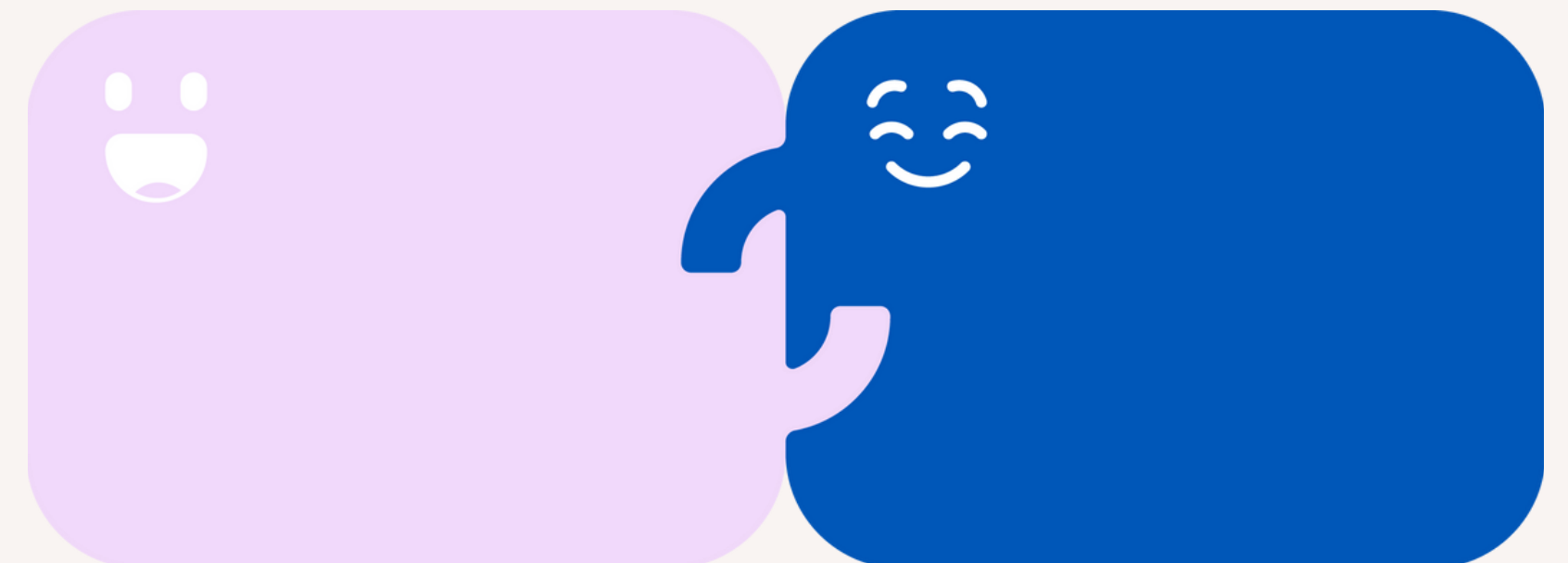
More Intern/Trainee Reminders

Repeat participation:

J1 Intern to Intern = Must return home & must be enrolled in the next level of higher education

J1 Intern to Trainee = 2 year wait period
J1 Trainee to Trainee = 2 year wait period

*For repeat participants, training plan must show advancement from previous placement



212e Rule

- EVs subject to the 212e rule (noted on the visa) requires they must remain in the home country for a period of 2-years after program completion before participating in another program
- If an Exchange Visitor is not subject to the 212e rule, they are still required to return home after program completion as required in the regulations
- If you or participants have further questions about this rule, please reach out to your embassy.

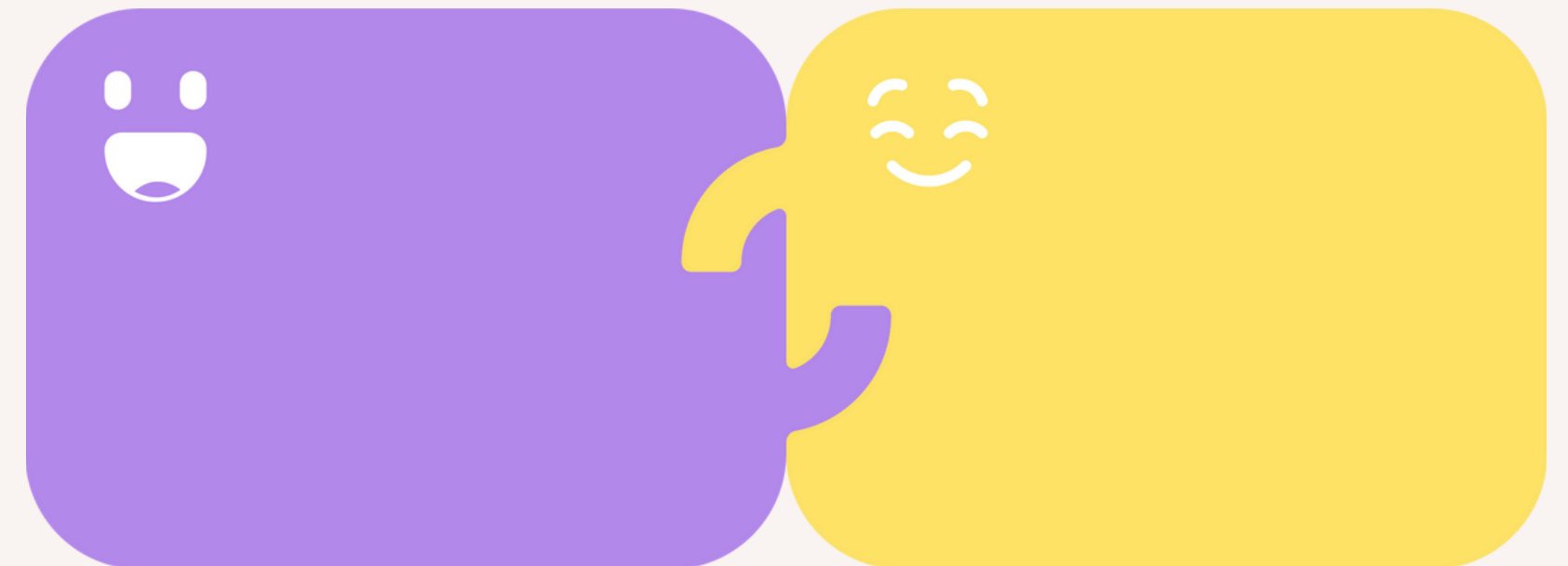
More Intern/Trainee Reminders

Repeat participation:

J1 Intern to Intern = Must return home & must be enrolled in the next level of higher education

J1 Intern to Trainee = 2 year wait period
J1 Trainee to Trainee = 2 year wait period

*For repeat participants, training plan must show advancement from previous placement



TRAINEE TO TEACHER PROGRAM



Trainees must successfully complete their J-1 Trainee program with the district



After completion, they return to their home country and gain full-time teaching experience (minimum 2 years) to meet J-1 Teacher eligibility



Trainees who express interest in returning as a Teacher with Teacher Lounge will have their eligibility reviewed and may return to the same district, this time as the Teacher of Record

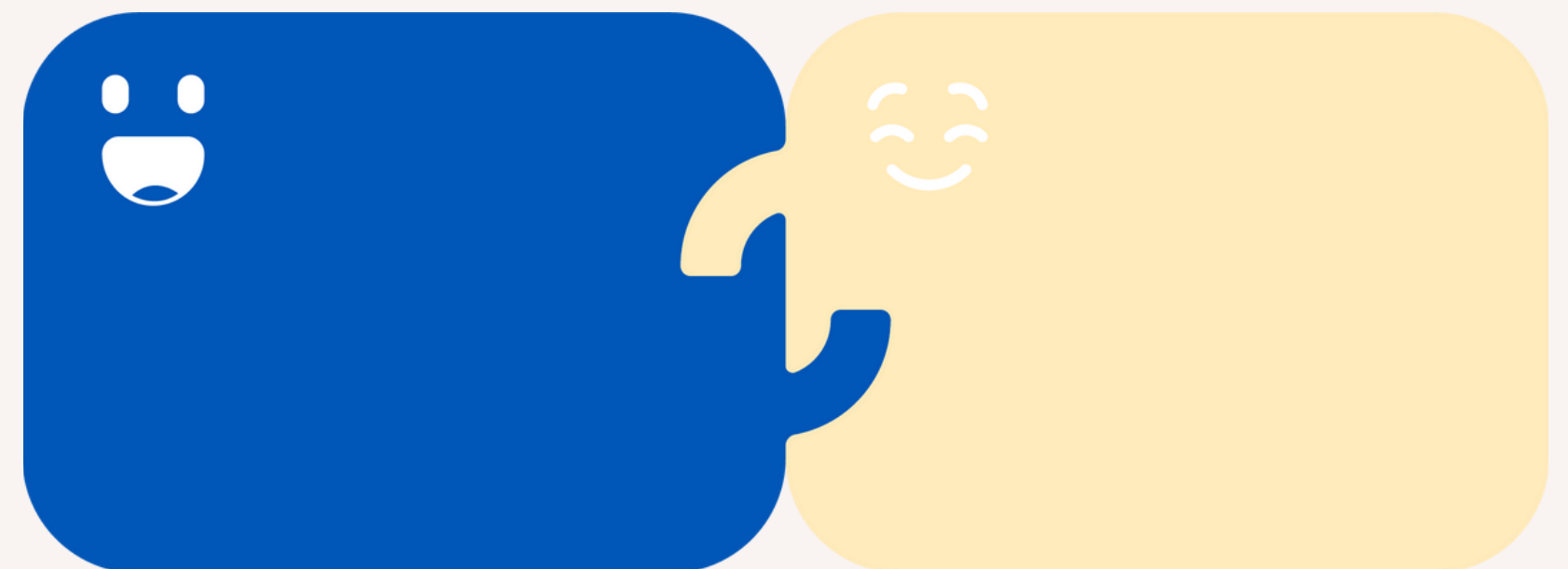


There is a potential wait period of 1-2 years to ensure eligibility and programmatic requirements or 212e obligations



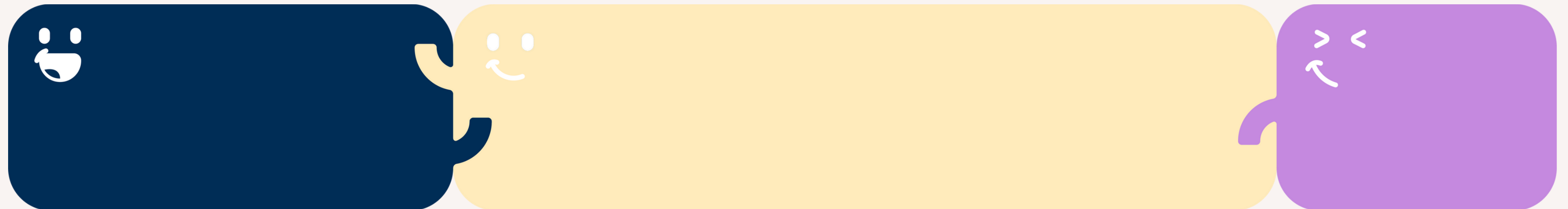
INSURANCE REMINDERS

- Teacher Lounge provides limited health insurance required by J-1 program regulations to each intern/trainee as part of our program fee. **We are not the insurance provider*
- Insurance covers the duration of each program, in accordance with the dates listed on each participant's DS-2019 form.
- Participants will receive their personalized insurance card via email from the insurance company. They should save the card/email, so they can easily access it.
- It is always advised to call the insurance provider before and after seeking medical attention. Please review important insurance details with all participants prior to departure for the U.S.



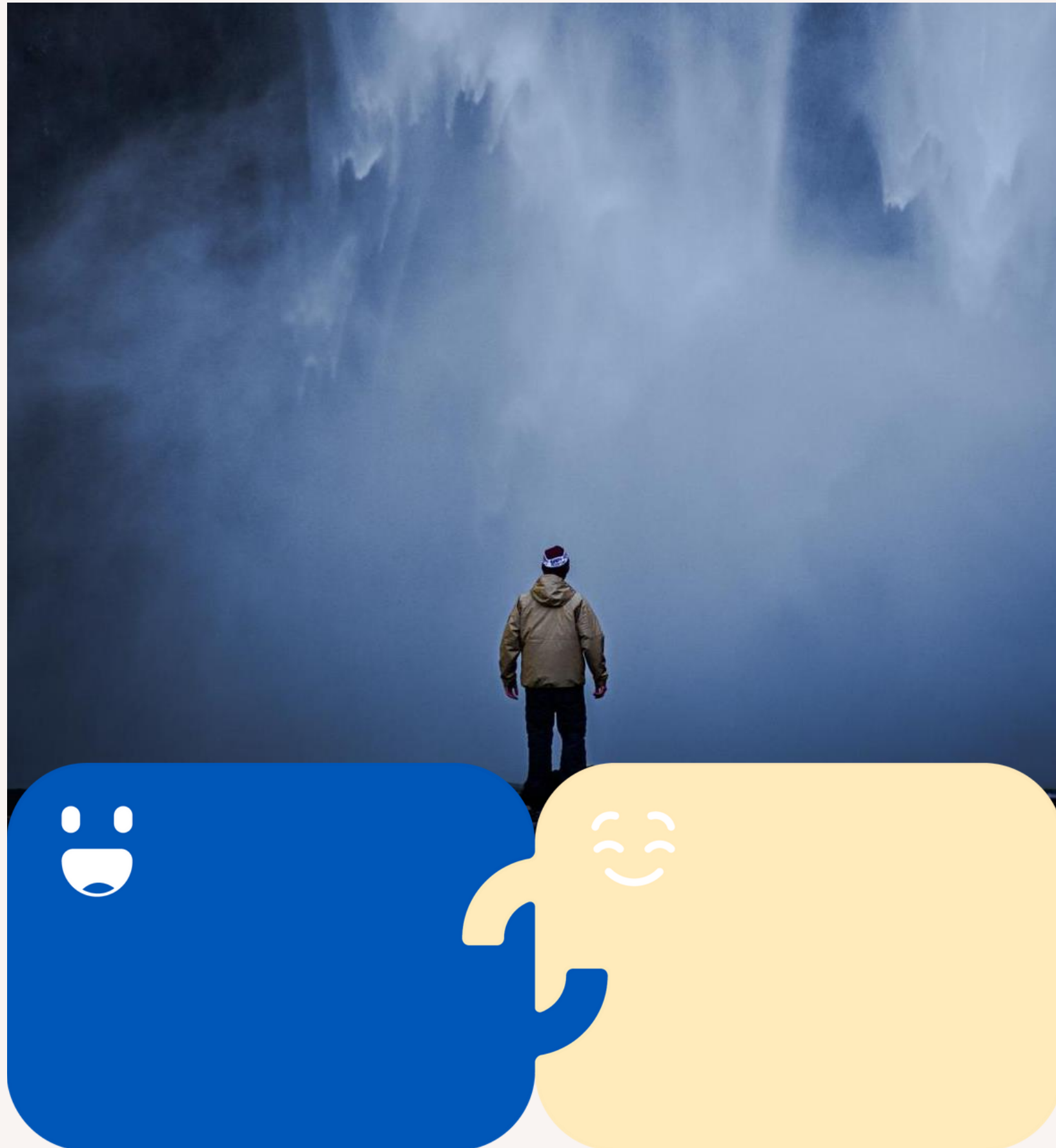
HOST PARTNER OBLIGATIONS AND RESPONSIBILITIES

- Annual completion of Regulations (this document)
- Have sufficient resources to provide specified training on the Training Plan; staff, equipment, etc.
- Provide continuous on-site supervision, with supervisors included on the Training Plan
- Ensure Training Plan is being followed
- Conduct periodic evaluations (programs longer than 6-months must complete a mid-point and final evaluation)
- No displacing of American workers
- Sign completed DS-7002 (Training Plan forms)
- Notify Teacher Lounge of any concerns/emergencies, changes in TIPP
- Abide by all federal, state, and local laws
- Submit required documentation for partnership with Teacher Lounge
- Supervisors must adhere to our policies in education programs



SUPERVISOR RESPONSIBILITY

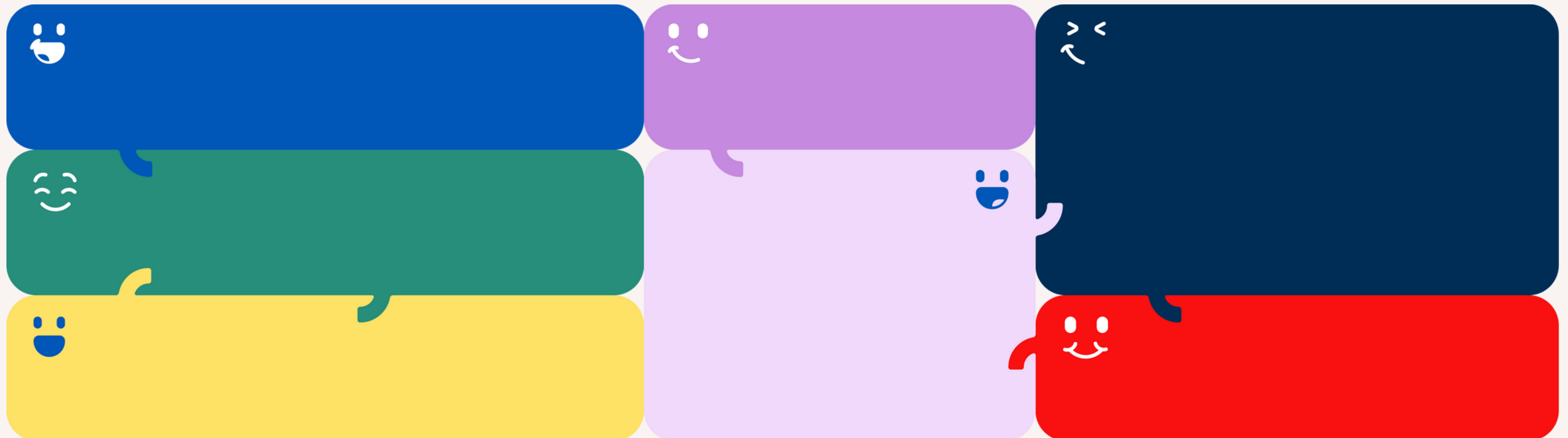
- Supervisors are listed on the Training Plan, as a main supervisor and one for each phase of training
- Supervisors are required to provide their Title, Name, Email, Phone number and a short bio on their qualifications to provide the listed training
- Supervisors are required to sign the training plans (for each participant) during the participant's Application process, these signatures allow the participants to receive a DS-2019 form, which is required for their visa appointments
- The training plan is sent via email and the signatures must be collected in a timely manner
- Supervisors are also required to complete Mid-Point (for programs over 6-months in duration) and Final evaluations with each participant
- Supervisors must ensure the Training Plan is being followed, in any changes or updates must be added, Teacher Lounge must be made aware
- Supervisors must adhere to our policies in education programs

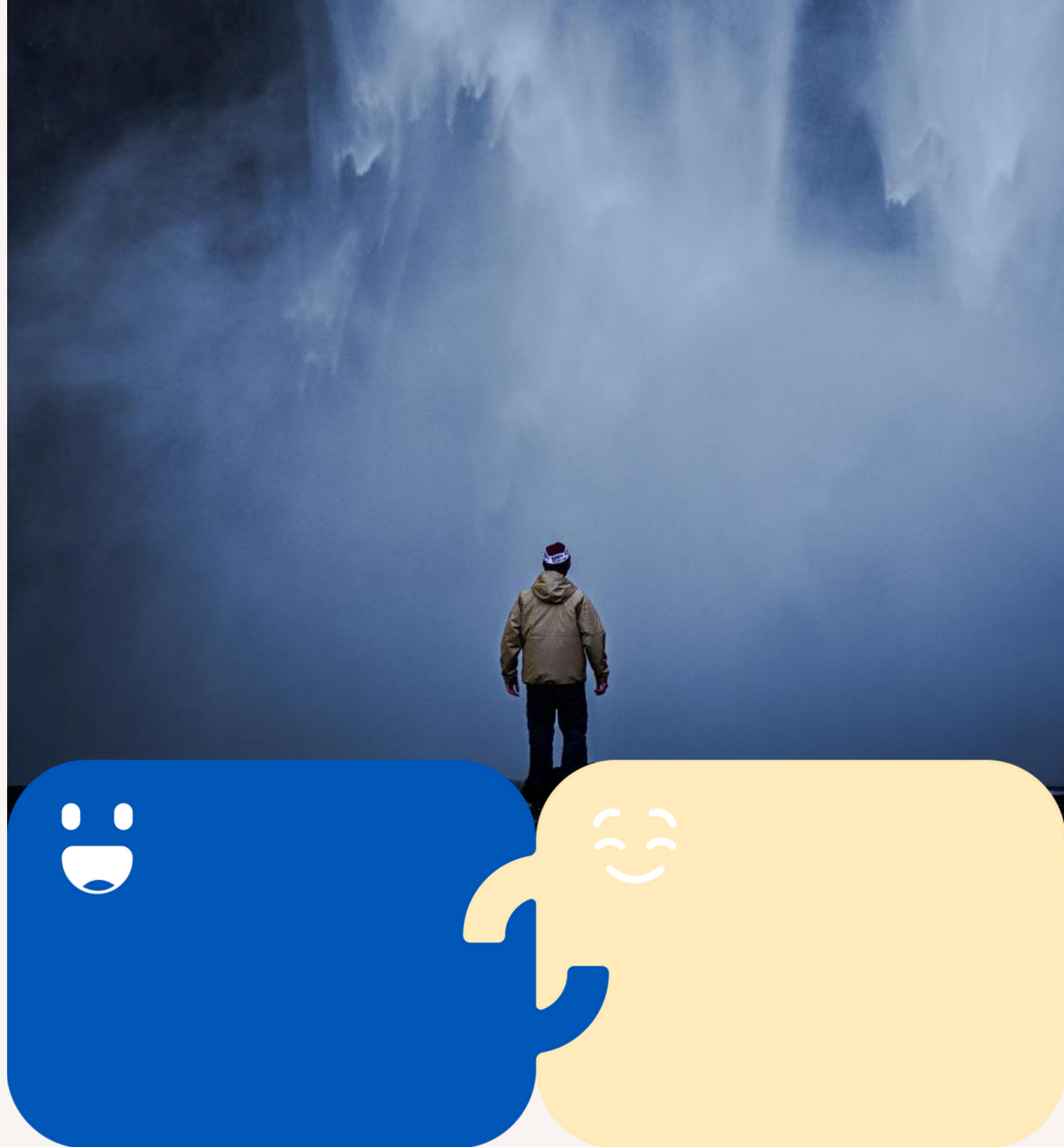


Policies in Education Programs

- Interns and Trainees are not Lead Teachers and cannot act as Lead Teachers in any capacity
- J1 Interns/Trainees should never be left in a classroom as the solely responsible adult
- Participants cannot be supervised by J1 teachers
- Teacher Lounge does not place J1 Interns/Trainees at educational institutions that focus primarily on language learning or any organization that is primarily a childcare facility
- Schools Teacher Lounge partners with must be accredited or have a good report card rating

GENERAL REGULATIONS AND REQUIREMENTS





Teacher Lounge OBLIGATIONS

- Comply with all U.S. Department of State J-1 (BridgeUSA) Program Regulations
- Train and provide personalized support to all program participants
- Monitor the safety, health, and welfare of each Teacher Lounge-sponsored participant
- Provide effective 24-hour support to all program participants: 1-888-830-9455

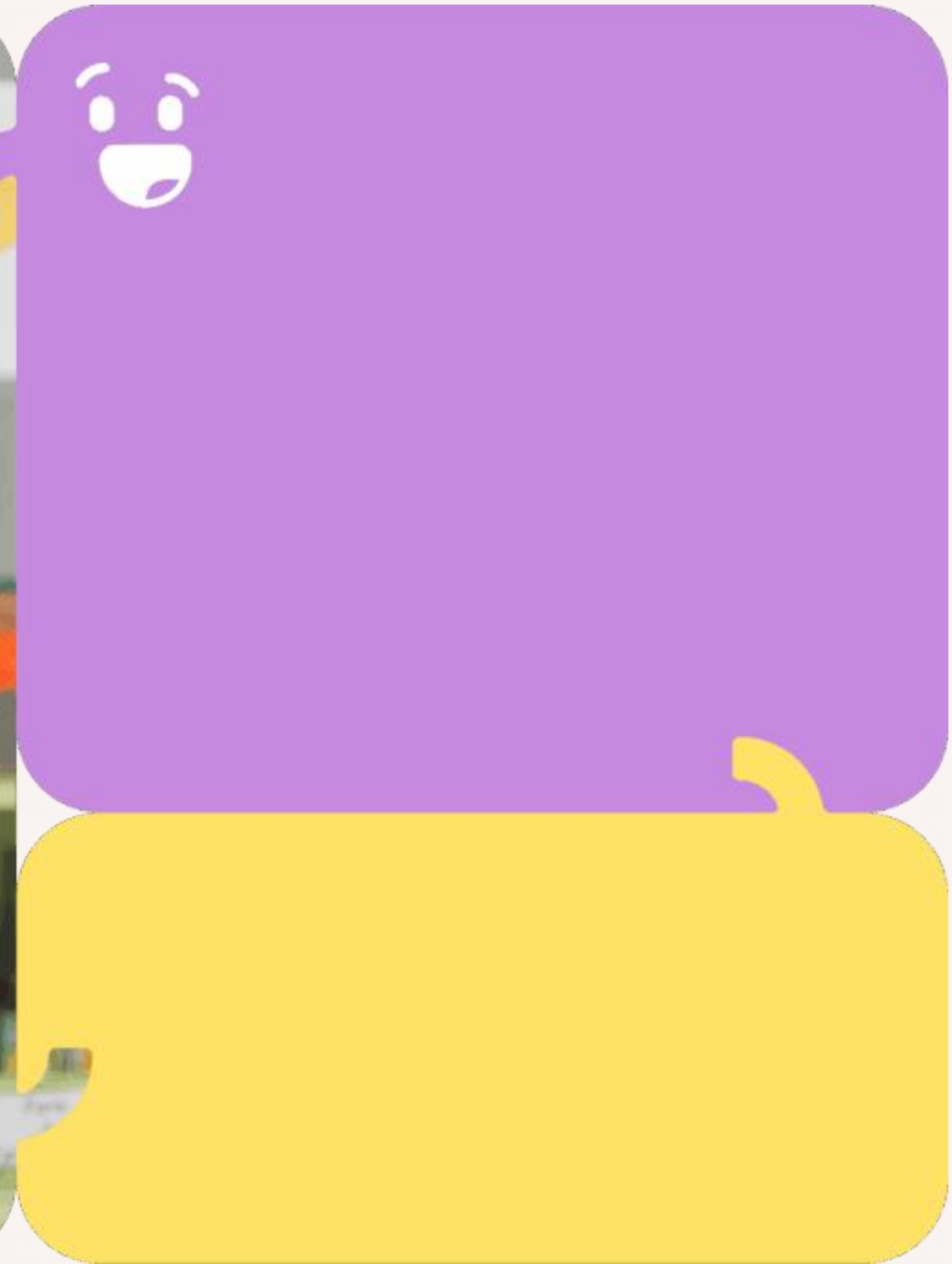
PARTICIPANT REQUIREMENTS IN COUNTRY



- SEVIS Check-In
 - Participants must register in the SEVIS system within 3 days of arrival
- Monthly Check-Ins
 - Monthly check-ins are a mandatory requirement of the U.S. Department of State
- Updates to Contact Information
 - Notification must be made to Teacher Lounge within 10 days of any changes to address, email, or phone number
- Mid-Term Evaluation (ITP Only)
 - For programs longer than 6 months, participants and supervisors must complete the online mid-term evaluation
- Cultural Activities
 - Celebrate a holiday
 - Volunteer
 - Try local foods or events
- Final Evaluation (ITP Only)
 - Participant and supervisors must complete the online final evaluation

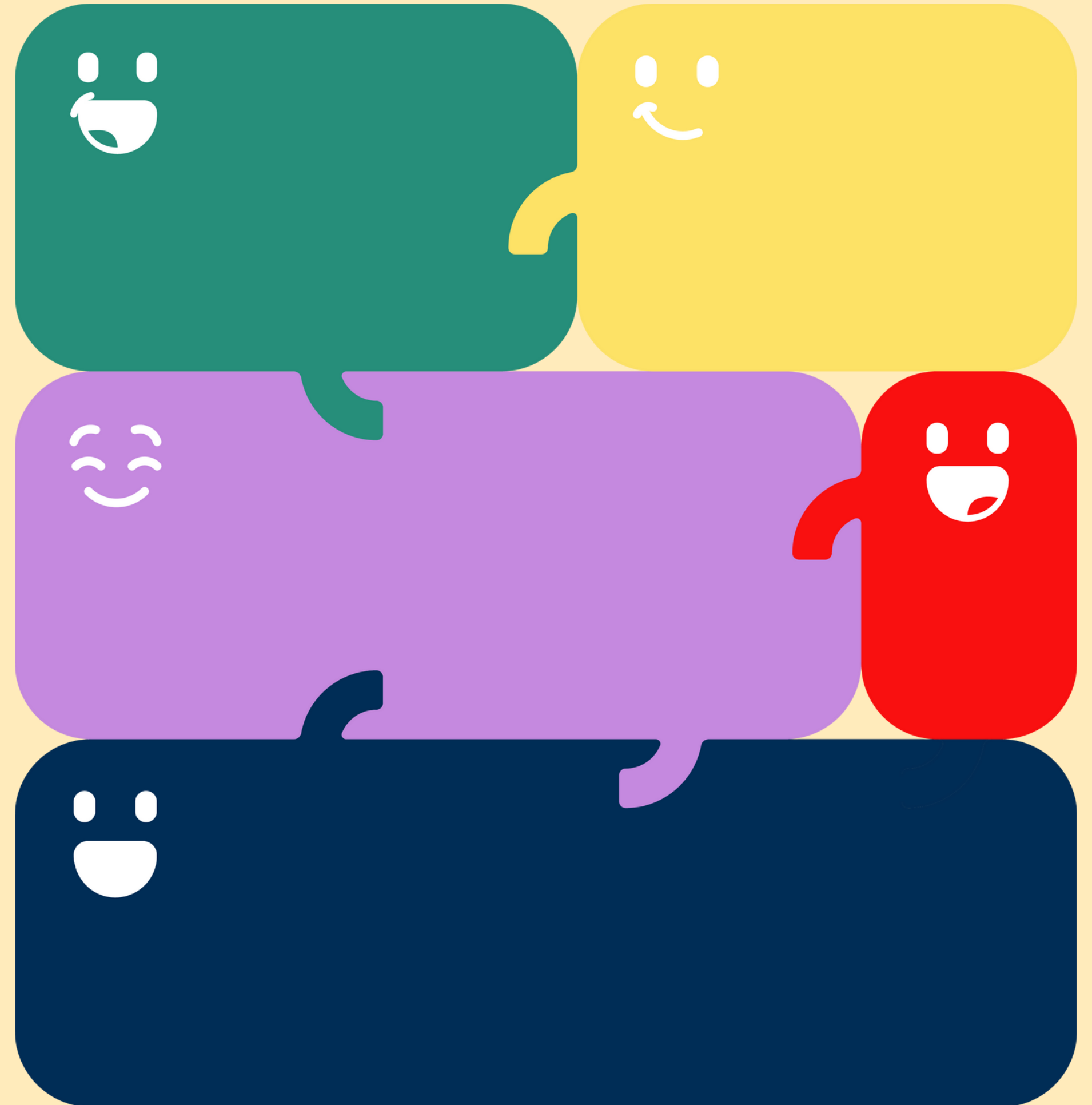
ACCOMMODATION/ARRIVAL ASSISTANCE

- Host Entities must provide safe and affordable housing leads in the area
- There must be safe and affordable transportation that is easily accessible to participants to get to/from Host Entity's site of activity
- Assisting participants in the Social Security appointments is strongly recommended



RETURNING HOME

- The purpose and intent of all J-1 programs is for participants to return to their home country after their program to share their experiences and increased knowledge of the United States
- Host Schools shall not encourage nor assist the exchange visitor to stay in the United States beyond their program end date. Host Schools shall not assist in any way to help a participant change visa categories. If they do, the partnership may not be renewed.
- These policies are outlined and agreed to in the Terms & Conditions.



TEACHER LOUNGE

DEPARTMENT OF STATE REGULATIONS AND TEACHER LOUNGE POLICIES AND PROCEDURES ACKNOWLEDGMENT FORM

I understand adding my signature below confirms that I have sufficiently read the information above and understand the program regulations for the Teach & Intern/Trainee programs. I also understand that these policies, procedures, and regulations are subject to change and I will need to comply with any updates. Teacher Lounge will inform me of any changes.

Agreed to:

Signed on _____ day of _____, 20____.

HOST SCHOOL: _____

Signature: _____

Print name: _____

Address: _____

Business Phone Number: _____

Email address: _____

TEACHER LOUNGE



Teacher Lounge Main Line

1-603-363-4187



Teacher Lounge Website

www.teacherlounge.org



Teacher Lounge 24 Hour Emergency Support Line

1-888-830-9455

