



**Teach in the
USA with IAG**

Documentation and Processes for Hiring:

From Application Received
to Ready to be Hired



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START YOUR APPLICATION APPLY ON SCHOOLSPRING INTERFACE

Application link: <https://iagusa.schoolspring.com/>

How to Apply:

- **Sign in to SchoolSpring (application portal)**
 - If you don't already have an account, click **"Sign Up"** to register.
 - **If you're already registered**, enter your email address and password to log in.
 - If prompted, complete your information in **"My Profile."**
- **Getting Started:**
 - Close the New Candidate Experience pop-up window *(if applicable)*.
 - Navigate to the **"Find a Job"** tab.
 - Select the job that best matches your teaching preparation and click the blue "Apply for this job!" button.
 - Complete all 10 application sections; don't forget to click **"Save and submit"** at the end.
 - You can review what information will be needed here: [IAG Teacher Application Guide](#)
- Select your **preferred Visa program** (J-1, H-1B, or "either") based on your personal and professional goals. You can review program distinctives here: [IAG Teacher Visa Programs - J-1 and H-1B](#)
- **Provide Your Information:**
 - Fill in your personal details, including your professional and educational history.
 - Answer all screening questions thoroughly and thoughtfully.
- Upload required documents as **attachments in the final section** or under **"Submissions" > "Documents"**
 - Ensure you upload clear and complete copies of any necessary documentation.
- **Stay Informed:**
 - Check your email regularly for updates or any requests for additional information.

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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 as an attachment to your application or under “**Submissions**” > “**Documents**” in the file for **Resume or CV**.

Please review provided examples at the following links:

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

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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 as an attachment to your application or under **"Submissions"** > **"Documents"** in the file for **"Passport"**

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Approved English Assessment Results

Candidates must provide English assessment 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 free exam online:

- EFSET (90 minutes) [Take FREE 90 Minute EFSET Here](#)

Completing the full, 90 minute test is required (not the 50 minute or 15 minute “Quick Test”).

English Proficiency test results must show your name, date, level, and scores for all four areas: reading, writing, listening, and speaking.

 [Example of EFSET Certificate](#)

How to submit:

Upload results with your application attachments or in “Submissions” > “Documents” in the file:
“Approved English Assessment Results”

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LETTER VERIFYING FULL-TIME TEACHER

*This requirement is for J-1 applicants only

J-1 applicants must provide a letter (or attestation document of service) confirming current teaching 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 as an attachment to your application or under “**Submissions**” > “**Documents**” in the file “**Letter Verifying full-time Teacher.**”

You can find an example at the following link:

[🔗 Example of Letter Verifying full-time Teacher](#)

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PROFESSIONAL LICENSE OR LETTER OF GOOD STANDING

*This requirement is for J-1 applicants only

J-1 Applicants must provide one of the following documents to verify teaching qualification in the home country. This document varies by county.

Option 1: Professional License/Teaching Certification

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

Option 2: "University Letter"/ Alternate Document

A teacher from a country that does not certify teachers, can provide one of the following:

- A "Letter of Good Standing" from an education official confirming that the candidate meets the requirements to teach in the home country
- Screenshots from the education department website that supports the claim that no certification is required.

A translation with the translator's contact information must be attached if the document provided is not issued in English.

NOTE: U.S. teaching certificates do not meet this requirement and should not be submitted. If hired, our certification team will assist with any required U.S. teaching certificates.

How to submit:

You can upload the letter as an attachment to your application or under "**Submissions**" > "**Documents**" in the file "**Professional License or Letter of Good Standing**"

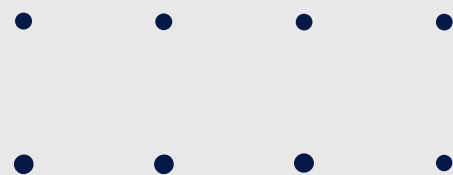
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**AFTER SUBMITTING
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ONE-WAY INTERVIEW

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.*

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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. You can also find the link in your profile under "Submissions" > "Screening."

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.

- [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).
- Transcripts will NOT be accepted unless the coursework was completed at a U.S. university.

How to submit:

Upload your verified FCE as an attachment to your application or under **"Submissions"** > **"Documents"** in the file **"FCE (Foreign Credential Evaluation ONLY)."**

More information and recommended FCE companies:

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

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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 degree-granting 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. **If the letter is issued in Spanish, an official translation must be attached.**

How to submit:

Option 1: Upload in along with the FCE under “**Submissions**” > “**Documents**” in the file “**FCE (Foreign Credential Evaluation ONLY)**”

Option 2: Email the university letter separately to certification@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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LETTERS OF REFERENCE

J-1 Visa program 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 "**Submissions**" section in your account under "**References.**"

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TEACHING VIDEO

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.

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Viewing your Status and Updating Documents

To view your status or update a submitted document in School Spring:

- Navigate to the "Submissions" section from the landing page.
 - Select "Application Status" to view the status on your submitted application(s).
 - Select "Documents" to see all your submitted documents.
 - You may upload new documents or click the **paperclip** icon next to any document you wish to update.
- The updated document will be reflected with the submitted application under the "Submissions" > "Documents" section.

Please refer to the following guide for more details:



[How to View or Update Application Documents](#)