

FRENCH TEACHING INTERN PROGRAM IN THE UNITED STATES

K-12 HOST SCHOOL ELIGIBILITY AND REQUIREMENTS

- The Host schools must be accredited and offer education at their respective K-12 level. Pre-K programs are not eligible to participate.
- The J-1 visa sponsor organization requires a staff-to-participant ratio of 10:1 in most cases. Example: A school wishing to host 5 French teaching assistants must have at least 50 employees.
- Each teaching assistant must be in a separate classroom with his or her designated mentor teacher with whom he/she will train over the course of the program.
- The host school must be an established, accredited institution in operation for at least 1 year and must provide its Federal Employment Identification Number (EIN).
- The visa sponsor considers information that may include but not be limited to the number of staff, incorporation date, history, curriculum, current business activities, and financials in determining whether the school meets the requirements to host a teaching intern.
- The school must have proof of a valid workers compensation insurance policy. If exempted by law from having insurance, proof of exemption must be submitted to the visa sponsor.
- The host school must offer a minimum of 32 hours of internship activities per week to the teaching assistant, at least half of which should occur in French language classes.
- The school must not use the program for ordinary employment or staffing and must not displace American workers with any French teaching intern.
- The school must not intend to assist the teaching assistant to remain in the United States beyond the authorized program dates.
- All teaching assistant candidates should be interviewed by the host school as soon as schools receive their candidate's contact information. For the purposes of the J-1 visa, such interviews must be documented and be performed via web cam, videoconference, phone, or in person. Hosts will confirm these details with the J-1 sponsor organization during the program application process.
- The school must provide continuous on-site supervision of teaching interns and their program activities by means of a designated mentor teacher, and provide feedback to facilitate the intern's development.
- The host school is expected to provide the intern with opportunities for "real life" training and cultural experiences in classroom and general school settings. Examples of exposure to various key aspects of the teaching profession include classroom management techniques, individual students learning styles, methodologies, clubs, sports, extracurricular activities, etc. Activities should be designed with the teaching intern's career level and interest in mind. Programs should be clearly defined. Expectations, requirements, and activities specified in the training plan should not be changed without approval from the intern, school, and visa sponsor organization.
- The host school must abide by any applicable federal, state, and local labor, wage, and tax laws. J-1 Interns or Trainees do not pay FICA (Social Security/Medicare) and FUTA (Unemployment). Teaching interns are required to obtain a Social Security Number in order to be paid.
- Participants should not, under any circumstances, be considered independent contractors.
- The school should encourage their French teaching intern(s) to seek out maximum interaction with Americans both professionally and socially, and to observe and train in subjects other than French.

- The school must ensure that teaching interns notify their visa sponsor organization upon arrival, and complete all monthly evaluations.
- The school should provide orientation upon arrival at school to ensure the teaching intern is additionally prepared for participation in the program. Orientation should include school rules and policies, culture and potential opportunities, and review of the training plan.
- If payments are to be made by third parties instead of by the host school or its district, the funding organization must be clearly identified during the application process. The visa sponsor organization will determine the suitability of such payments.