



Area Representative Training Modules for DOS Certification Test

Instructions: read through and memorize the following US Department of State (DOS) regulations that are required of all cultural exchange organizations and their representatives. The regulations are broken into specific topics. *For example:* **General Topic**

This is where the actual DOS regulation ruling is listed verbatim: (f) *Student enrollment*. (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school.....

“In other words”= a condensed “layman’s” term of the regulation

MODULE 1: Regulations Governing High School Enrollment

1. Enrollment form – date

(f) *Student enrollment*. (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must: (I) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

In other words: The high school enrollment form must be signed by the principal or other authorized school official and received prior to student’s departure from their home country. A student cannot fly to the U.S. without the signed school enrollment form.

2. No more than 5 students without approval

(f) *Student enrollment*. (6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

In other words: A school must request (in writing) to receive more than 5 exchange students from Pan Atlantic Foundation prior to accepting 6th student. (Pan Atlantic Foundation has a template for AR’s to give to the school to use.)

3. School staff member as Area Representative

(d) *Program administration*. Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf: (10) Refrain, without exception, from acting as: (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student’s teacher or principal. This requirement is not applicable to a boarding school placement.

In other words: *Area Representatives* who are teachers cannot teach their exchange students in their classroom, but students can attend the school. AR’s who are principals cannot place Pan Atlantic Foundation exchange students in their school.

4. Guaranteed participation in school sports

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is: (1) Authorized by the local school district in which the student is enrolled; and (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable.

In other words: Students may participate in school sanctioned sports and extra-curricular activities if authorized by the state and local authority authorized to determine eligibility. Playing sports at school is not guaranteed.

5. School must be accredited

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must: (1) Require all exchange students to be enrolled and participating in a full course of study at an **accredited academic institution**;

In other words: The school must be accredited to host an exchange student. You should ask when you begin working with a school.

6. Full course of study

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must: (1) Require all exchange students to be **enrolled and participating in a full course of study** at an accredited academic institution;

In other words: Students must pursue a full course of study for 1 or 2 semesters in the same academic year.

7. Program length- not less than one semester, not more than two

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must: (2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration;

In other words: *Pan Atlantic Foundation* cannot offer a program that is less than one semester and no more than two semesters.

8. Exceptions to US academic year calendar

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must: (3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

In other words: A student can start in January and finish the second semester in the fall, only if their home country school schedule is on a calendar year, unlike the US school schedule.

9. Contact information of AR to school

(d) *Program administration.* Sponsors must ensure: (14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

In other words: Your schools must have your contact information including name, phone, email and address.

10. Contact information (national office) to school

(d) *Program administration.* Sponsors must ensure: (14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), **the program sponsor, and the Department's Office of Designation;** and

In other words: You must provide your schools with the Pan Atlantic Foundation Office contact information.

11. Graduated status

(f) *Student enrollment.* (5) Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

In other words: You must tell the school what grade the student has last completed and if the student has graduated.

12. Provide translated English language summary of transcript

(e) *Student selection.* (5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

In other words: Schools must receive documentation of the student's previous coursework, translated in English, prior to the student's departure from their home country.

13. Athletic recruiting

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is: (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

In other words: You cannot place a student based on athletic recruiting, regardless of who initiated the placement.

14. School information provided in advance to student

(g) *Student orientation.* All sponsors must provide exchange students, prior to their departure from their home countries, with the following information: (5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition;

In other words: Before the student leaves their home country, they must be given a full profile of their future high school, including tuition requirements if applicable.

MODULE 2: Regulations Governing Host Family Screening, Selection, and Orientation

1. Placing distance

(d) *Program administration.* Sponsors must ensure that (5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

In other words: Placements can be made within a 120-mile radius of the AR's home (determined by MapQuest, final determination by Pan Atlantic Foundation).

2. Confirm welcome or permanent family prior to what date

(1) *Host family placement.* (2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

In other words: Before leaving their home country, the student must be told about their host family and whether it is a temporary welcome family or permanent.

3. Timing for submission of host family application

Section (j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (2) Utilize a standard application form developed by the sponsor. Such application form must be signed and dated at the time of application by all potential host family applicants.

In other words: Host families must be secured and screened and have fully completed their application prior to student's departure from their home country.

4. Reference checks - # required, not family members

(j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers), attesting to the host family's good reputation and character;

In other words: Host Families must be screened by two personal references that are not family members or Pan Atlantic Foundation field staff, but are from the host family's community.

5. Criminal Background Check – who must participate

Section (j.) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has

undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

In other words: Host Families must be screened by background checks for everyone 18 and older during the time the student will be in the home. (Pan Atlantic Foundation requires family members, who will be turning 18 during the student's stay, complete a background check at the time of application.)

6. Promotion- sharing student's personal information and photos

(m) *Advertising and Marketing for the recruitment of host families.* Sponsors must (4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

In other words: Students' photos can only be shared with someone who is fully vetted.

7. Interview all family members in person

Section (j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (3) Conduct an in-person interview with all family members residing in the home where the student will be living;

In other words: Every member of the family, who lives in the house, must be present for the interview.

8. Determine "adequate financial resources"

Section (j.) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

In other words: A family who is not financially secure or receiving needs-based government aid cannot host.

9. Single person as host – requirements

Section (j.) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must: (9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

In other words: Additional screening is required for single person placements and the exchange student and natural parents must approve in writing. (Pan Atlantic Foundation requires a 3rd reference to be conducted by someone other than the AR [staff in the Portland Office])

10. Paying a host family

Section (j.) *Host family application and selection*. Sponsors must adequately screen and select all potential host families and at a minimum must: (6) Make no monetary payments or other incentives to host families;

In other words: Host families cannot be paid or reimbursed by money or gifts.

11. Sharing bedroom with sibling

Section (j.) *Host family application and selection*. (4) An exchange student may share a bedroom, but with no more than one other individual of the same sex.

In other words: An exchange student can share a room with only one other person of the same gender.

12. Own bed

Section (j.) *Host family application and selection*. Sponsors must adequately screen and select all potential host families and at a minimum must: (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature;

In other words: Students must have a real, standard bed. It cannot be inflatable or convertible.

13. Photographs of home

Section (j.) *Host family application and selection*. (2) The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment.

In other words: Host Families must be screened by photos of the home: 1) the exterior, 2) grounds, 3) kitchen, 4) student's bedroom, 5) bathroom, and 6) family or living room.

14. Place to study

Section (j.) *Host family application and selection*. (4) that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency.

In other words: Host families must provide a quiet place to study and place to store their things.

15. Double placement – family provides written agreement

(l) *Host family placement*. (1) Sponsors may not: (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer.

In other words: Placing two students in one home can be done only by obtaining written permission from 1) both students, 2) both students' natural parents and 3) the host family.

16. Double placement – not same country or native language

(l) *Host family placement.* (1)(ii) Sponsors may not place students from the same countries or with the same native languages in a single home.

In other words: Placing two students in one home can be done only if students are not from the same country (or speak the same language).

17. Coordinator as host family

(d) *Program administration.* Sponsors must ensure that (10) Area Representatives must refrain, without exception, from acting as: (i) Both a host family and an area representative or area supervisor for an exchange student; (ii) A host family for one sponsor and an area representative for another sponsor;

In other words: No one can be the AR and host for same student. No one can be an AR for one organization and a host family for another organization.

18. Notifying if welcome or permanent host family

(g) *Student orientation.* All sponsors must provide exchange students, prior to their departure from their home countries, with the following information: (4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary arrival family;

In other words: At the time of a confirmed placement, while the student is still in their home country, the student must be told if it is a temporary welcome placement or a permanent placement.

19. Residing with exchange student relatives

(j.) *Host family application and selection.* (2) Exchange students are not permitted to reside with their relatives.

In other words: Exchange students cannot live with any close or extended relatives

20. Host family orientation – provide DOS regs

(k) *Host family orientation.* Sponsors must: (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community; (2) Provide all selected host families with a copy of the Department's letter of appreciation to host families; (3) Provide all selected host families with a copy of Department of State promulgated Exchange Visitor Program regulations;

In other words: Host families must receive a copy of US Department of State regulations.

21. Host family orientation – timing

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf: (9) Conduct the host family orientation after the host family has been fully vetted and accepted.

In other words: After a HF has been fully screened, interviewed and approved, AR's must conduct the HF orientation, on a day other than the interview, and before the student arrives.

22. Host family orientation – required

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf: (9) Conduct the host family orientation after the host family has been fully vetted and accepted.

In other words: All host families must receive orientation from their AR, each season they host.

23. Second home visit within 60 days of student arrival

(d) *Program administration.* Sponsors must ensure that (12) That a sponsor representative other than the area representative who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

In other words: Host family homes must be visited by someone other than their AR, within 60 days of the student's arrival. (within 30 days for a welcome placement)

24. Host family change – report in timely manner, provide reasons

(1) *Host family placement (3)* In the event of unforeseen circumstances that necessitate a change of host of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in the host family placement in the program's annual report.

In other words: If a student moves to another family, you need to document why because Pan Atlantic Foundation must report these moves to DOS annually.

MODULE 3: Regulations Governing Student Orientation and Support

1. Monthly contact with student

(d) *Program administration.* Sponsors must (11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the area representative and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

In other words: AR's must maintain 1 contact per month with the student, by email, phone or in person. The very first contact, upon student's arrival, must be in person.

2. Monthly contact with host family

(d) *Program administration.* Sponsors must (13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

In other words: LCs must maintain 1 contact per month with the host family by phone, email or in-person. LCs must also visit the host family in person once per semester.

3. Student arrival orientation

§62.10 (c) Sponsors shall offer appropriate orientation for all exchange visitors. Orientation shall include, but not be limited to, information concerning:

- 1) Life and customs in the United States;
- (2) Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
- (3) Available health care, emergency assistance, and insurance coverage;
- (4) A description of the program in which the exchange visitor is participating;
- (5) Rules that the exchange visitors are required to follow under the sponsor's program;
- (6) Address of the sponsor and the name and telephone number of the responsible officer; and
- (7) Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.

In other words: All students must have an orientation. (**Note:** Pan Atlantic Foundation preforms the orientations in New York and California upon students arrival to the U.S.)

4. Student employment

(i) *Student employment.* Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

In other words: Students cannot get a job, but can accept payment for sporadic side jobs.