Au Pair Process

Au Pair Foundation

A child of "Face the World Foundation"

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AP applies

If Accepted

Rejected
- Do not qualify
- Missing docs.

AP Get Published

- AP Receives
  - Welcome letter
  - Instructions
  - Telephone Form

AP profile is solicited

- Host Family
  - AP Telephone number
  - AP application
  - Tel. Interview Form

AP is interviewed (1)

AP is accepted
- Profile becomes inactive

AP is rejected
- CR collects reason from HF

AP is interviewed (2)

AP is accepted
- Confirm with AP

Confirm Yes
- HQ is notified
- CR - Tel. interview Form retrieved

Confirm No
- Collect reason

AP is rejected
- CR collects reason from HF
- AP profile becomes active

AP gets matched

- AP take off the web list
- Collect First Installment from HF
- Collect Deposit from AP
- Process out DS2019 form
- Send welcome packet
- Reserve training
- Confirm OP-Pre Departure Orientation

AP starts visa process

YES
- APF books the airplane ticke
- Confirm AP-Pre Departure Project
- AP sets interview with US Embassy

AP get visa

- Pay AP ticket
- Buy Insurance
- Confirm Training
- Book the Hotel
- Send Itinerary to CR
- AP invoice arrival fee sent to H.F.
- CR gives pre arrival orientation to HF
- HF books ticket from training to home

AP arrives

- APF Pick up at the airport
- Drop off at Hotel
- Contact HF and CR to provide AP confirmation of arrival

AP training

- Confirm with CR
  - who picks up the AP
  - when 1st contact
- AP attends 34 hours of training

HF picks up AP

- Arrival fee due.

CR makes contact with AP&HF

- CR Makes appointment for 1st meeting
- CR completes 24hr. Supervision Report

AP/HF orientation &agreement

- CR provides orientation
  - CR mediate the AP/HF Contract
  - CR Provides copy to HQ
  - Facilitate Understanding Cultural Differences Exercise

1st Month Supervision

- CR Check and visits the HF/AP
- CR Supervision Report

2nd Month CLR
3th Month CLR
4th Month CLR

5th Month Supervision Report

- CR issue report

6th Month CLR
7th Month CLR
8th Month CLR

9th Month Supervision Report

- AP Fills out the Return Fly Itinerary Form
- CR issue report
- Confirm return date with AP

10th Month CLR
11th Month CLR

- Program Evaluation by AP, CR and HF

12th Month CLR

- AP receives ticket and refund

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