



Recognition Procedure

The sometimes very divergent national rules on regulated professions and on the recognition of foreign qualifications are still major obstacles to cross-border business activities. The EU Directive on the recognition of professional qualifications reduces, or even removes, these obstacles within the Single European Market. However, depending on the specific profession, certain requirements may still have to be fulfilled.

If your occupation is one that is regulated in Germany, you will have to take the following steps to have your professional qualifications recognized (accredited) in Germany:

- First find the institution responsible for your particular trade and your region and contact it for details on the necessary forms and supporting documents for the accreditation process. The competent authority responsible for the recognition or certification procedure of a specific profession depends on the occupation and sometimes on the Federal State. In order to find out which institution is responsible for your profession, you should first address the professional association of your occupational group. These are the Chambers of Skilled Trades and Crafts, the professional associations of the liberal occupations and the Chambers of Industry and Commerce.
- Fill out and send in the application for recognizing your professional qualifications. The application will most likely have to be accompanied by a notarized copy of your personal ID, proof of residency, notarized copies and translations of your vocational training certificates, employment reference, and possibly a copy of your current curriculum vitae and letters of recommendation from previous employers.
- You should receive the results of the accreditation process within four weeks. If the results are positive, you should receive a certificate verifying your ability to work in the appropriate profession in Germany. However, you may also be informed that you will have to take an aptitude test or receive some additional training in order to acquire the equivalent German professional qualifications. If your application is completely rejected and you feel there are good reasons for recognizing your qualifications, you can appeal the decision and in some cases even take the issue to court. More information on this is available at legal proceedings.

Concise information on the necessary proceedings for the recognition of foreign qualifications and the competent authorities is available on the website „Berufliche Anerkennung“. Furthermore, the Central Office for Foreign Education (ZAB) provides data on the comparability of foreign qualifications and educational systems in the online-database „anabin“. However, the information is available in German only.

For service providers from EU Member States, individual assistance with the relevant administrative regulations and procedures will be provided by the points of single contact by the end of 2009.