

Information on the Recognition Procedure according to the Professional Qualifications Assessment Act (BQFG)

We are pleased to inform you about the possibility of having the equivalence of a professional qualification acquired abroad checked against a German qualification under the Professional Qualifications Assessment Act (BQFG).

Requirements

A prerequisite is that the professional qualification completed abroad is state-recognized and has a duration of at least **1 year and 1000 hours**. It is essential that the qualification, acquired through an organized educational pathway, leads to comprehensive professional competence, including the necessary vocational skills, knowledge, and abilities. Therefore, courses that only provide short-term instruction and do not impart comprehensive professional competence (for example, short courses preparing for a subject or specialist examination that do not require completed vocational training) are excluded.

Processing Time

The regular processing time is approximately **3 months** from the receipt of complete documents. This is a guideline.

Fees

A fee between €100.00 and €600.00 is charged for carrying out the procedure. This depends on the effort required to research your professional qualification. When submitting the application, you must pay a fee of **€600.00** in advance. If, after the completion of the equivalence assessment procedure, a difference in your favor exists, this amount will be refunded to the account from which the original payment was made.

Intention to Work and Jurisdiction

Furthermore, for an application from abroad, you must submit a **declaration of your intention to work in Germany** (e.g., application for an entry visa for employment, contact with potential employers, business plan for self-employment). The jurisdiction of the respective Chamber of Crafts is determined by the relevant (future) place of residence or work. Please note that Chambers of Crafts are only responsible for craft professions according to the Crafts Code (HwO).

Procedure

When checking the equivalence of your professional qualification acquired abroad with a German one, the responsible authority examines whether there are significant differences between your qualification and a German professional qualification. If there are no significant differences, you will receive an equivalence certificate at the end. A German qualification is not awarded.

If, during the process, equivalence cannot be determined based on the documents, the applicant will be offered the opportunity to have their skills, knowledge, and abilities assessed through a qualification analysis (practical test) to determine whether they meet the requirements of the German reference qualification. Additional costs will be incurred for the qualification analysis, which will be communicated to the applicant in advance.

If differences are found between your qualification acquired abroad and a German one, you have the opportunity, after the completion of the procedure, to compensate for the identified differences through appropriate adaptation qualification measures such as training, internships, etc., and to achieve full equivalence by submitting a new application.

Application for Equivalence Assessment

To carry out an equivalence assessment, we require the following documents for processing your application:

- **Application for Equivalence Assessment**
- **Copy of identity card** (ID card/passport, if applicable, proof of name change)
- **Curriculum vitae** (tabular listing of completed training and further education and employment)
- **Copies of training certificates acquired abroad** (final documents/diplomas/certificates)
- **Copies of evidence of individual years of training** (e.g., annual certificates, school confirmations, etc.)
- **Copies of evidence of relevant work experience** (e.g., job references, workbooks, reference letters)
- **Copies of other qualification certificates** (e.g., certificates of further training or retraining)
- **Declaration of intention to work in Germany** (e.g., application for an entry visa for employment, contact with potential employers, business plan for self-employment)
- **Specification of the German reference qualification** (German training occupation or craft) for comparison. This must be stated at the top of the application form.

Please note:

1. Please do **not send us originals** unless you are requested to do so.
2. All foreign documents must be submitted with a **German translation**. Please note that translations must be made by a translator who is publicly appointed or sworn in Germany or abroad. An overview of German translators can be found at:
www.justiz-dolmetscher.de.
3. To speed up processing, you can send your documents to us digitally by email. Please submit your documents exclusively as PDFs. Other file formats or links to external storage locations cannot be processed.
anerkennung@hwk-do.de
4. For the procedure, you must inform us of the German reference qualification (German training occupation or craft) with which your professional qualification acquired abroad is to be compared. We recommend that you inform yourself about German professional qualifications on the following website:
www.anerkennung-in-deutschland.de
5. Further information on various topics relating to recognition and immigration can be found at the following link:
www.make-it-in-germany.com
6. For further detailed advice, you can contact the IQ Network NRQ free of charge.
www.netzwerk-iq.de

Federal Funding Programs for Professional Recognition

Recognition Grant

Anyone who wishes to apply for recognition or an assessment of certificates and has a low income can receive financial support through the recognition grant. Qualification measures can also be funded. Costs for the recognition procedure or for an assessment of certificates can be reimbursed. In addition, the costs of qualification analyses can be funded up to €1,200. The costs for qualification measures that are intended to lead to full equivalence within the framework of recognition can also be funded.

Please note that the recognition grant must be applied for before the application for recognition.

Bundesagentur für Arbeit

You should also inquire early on whether financial support from the Federal Employment Agency is possible. The local Federal Employment Agency will be happy to answer your questions. We are also happy to advise you in a personal meeting.

We are also happy to advise you in a personal meeting:

Contact:

Telefon: 0231 5493-467

anerkennung@hwk-do.de

Please note that a personal meeting is not possible without a prior appointment.

A recognition procedure under the Professional Qualifications Assessment Act (BQFG) is not possible?

If your training cannot be recognized, but you meet the following requirements:

- Residence in Germany
- Age over 25 years
- Relevant professional experience of at least 1.5 times the regular training period

Please feel free to contact validierung@hwk-do.de for advice.