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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.berlin.de

Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided

Recognising foreign professional qualifications - professional recognition

You have acquired your professional qualifications abroad and you want to work **in Berlin** in your profession? Depending on your profession, you can or will have to recognize your foreign qualification.

Prerequisites

- **Professional qualification acquired abroad**
- **Original documents or a certified copy**
- **Documents in German language (translation)**

If the documents are written in another language, you may also need a translation by a publicly appointed translator. Please contact the responsible office.

Documents required

- **The training courses you have completed and the jobs you have done**
tabular listing
- **Information about your current place of residence**
- **Proof of identity**
- **Training certificates acquired abroad**
- **Evidence of relevant professional experience or other qualifications**
If they are required for the determination of equivalence
- **Declaration as to whether and to which office you have already applied for a determination of equivalence**
- **If necessary, notification of determination of equivalence**
- **If necessary, further documents**

Depending on the profession, additional documents may be required. Please contact the responsible office.

Forms

- **Applications and forms can be found on the website of the responsible office or you can use the online portal of the Point of Single Contact Berlin**
(<https://www.berlin.de/ea/en/information/getting-a-profession-recognised/artikel.817144.en.php>)

Fees

- None: online portal and service of the Point of Single Contact Berlin
- Different: depending on the effort and legal regulations for your profession
- Additional costs: e.g. for translations, certifications, compensatory measures

Legal basis

- **The relevant federal or state law for performing the respective**

profession shall apply. You will find further information about this in the "Recognition in Germany" portal. Further laws may apply depending on the profession in question. Please contact the relevant office.

- **Directive 2005/36/EG - Professional Qualification Recognition Directive**
(https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=uriserv:OJ.L_.2005.255.01.0022.01.DEU)
- **Professional Qualification Assessment Law Berlin (BQFG Bln)**
(<https://gesetze.berlin.de/bsbe/document/jlr-BQFGBErahmen>)
- **Law on the Point of Single Contact for the State of Berlin (EAG Bln)**
(<https://gesetze.berlin.de/bsbe/document/jlr-EAnsprPGBE2009rahmen>)

Average time to process request

A decision is made within 3 months, provided that all required documents are submitted to the relevant office.

More information

- **Recognition in Germany - Recognition Finder**
(<https://www.anerkennung-in-deutschland.de/de/interest/finder/profession#>)
- **Go to "Recognition in Germany" portal**
(<https://www.anerkennung-in-deutschland.de/html/en/index.php>)
- **User Guide to the Professional Recognition Directive**
(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/benutzerleitfaden-zur-berufsqualifikation.pdf>)
- **Working and Living in Germany Hotline**
(<https://www.make-it-in-germany.com/de/service/kontakt/e-mail>)
- **Berlin Advice Hotline for the Recognition of Foreign Professional Qualifications**
(<https://www.berlin.de/lb/intmig/themen/ausbildung-und-arbeit/mehrsprachig-e-beratungshotline-fachkraefte/>)
- **Point of Single Contact Berlin**
(<https://www.berlin.de/ea/en/information/getting-a-profession-recognised/artikel.817144.en.php>)

Average time to process request

<https://www.berlin.de/ea/en/application/login-service-account-berlin/>

Hinweise zur Zuständigkeit

"Recognition Finder"

- Find the office responsible for recognising your professional qualification.
(see "More information")

Berlin Advice Hotline for the Recognition of Foreign Professional Qualifications

- The Berlin Advice Hotline is available to international professionals who work or would like to work in Berlin. (see "More information")

Single Point of Contact Berlin

- The Single Point of Contact Berlin is mainly available to professionals with professional qualifications from other EU countries. Many applications can be submitted online via the EA. The EA is also available to national and international professionals with general information and supports you in finding the competent recognition authority.