



<b>Applying for recognition of foreign professional qualifications as an youth/child care worker</b> .....	2
<b>Prerequisites</b> .....	2
<b>Documents required</b> .....	3
<b>Forms</b> .....	4
<b>Fees</b> .....	4
<b>Legal basis</b> .....	4
<b>More information</b> .....	4
<b>Average time to process request</b> .....	4
<b>Notes on responsibility</b> .....	5

# Applying for recognition of foreign professional qualifications as an youth/child care worker

As an educator, you can work in a daycare centre in Berlin. However, you will also be needed as a specialist in primary schools, youth centres or in the residential care of children and young people. With a qualification as a 'state-recognised educator', you have the choice of which age groups you would like to provide educational support for.

The socio-educational professions are regulated in Berlin and Germany. This means that you need state recognition to practise the profession. You can obtain this if you submit an application for an equivalence assessment of your qualification. We follow the regulations of the Social Professions Recognition Act (SozBAG) for the equivalence assessment.

Procedure:

1. if you would like to work as an educator with training from another country, you must first have your qualification recognised. You can submit the application by post or online. Please complete the application and send all the necessary documents with it.
- 2 The competent authority will check your details and ask if anything is still missing. You will receive instructions on the further procedure and will be informed of the status of your application by e-mail.
3. if all conditions are met and all documents have been submitted, you will receive a notification and, if applicable, a fee invoice by post. If not all conditions or documents have been met, your application will be rejected. In this case, you can also read the reason for the rejection in the notification from the competent authority.

## Prerequisites

- **Foreign professional qualification**  
You have acquired a comparable professional qualification as a youth/child care worker in another country.
- **Application for determination of equivalence**  
You have not applied for recognition in another federal state to date.
- **Personal suitability**  
(<https://service.berlin.de/dienstleistung/120926/>)  
According to § 5 of the law regarding the recognition of qualifications in caring professions (SozBAG), state recognition cannot be granted if you have been found guilty of any serious offences that are associated with untrustworthiness to practise the profession. To verify this, we require an extended certificate of good conduct for presentation to an authority pursuant to § 30 a of the Central Federal Register Law (BZRG). Any previous convictions are listed on the certificate of good conduct. State recognition can be granted if the certificate of good conduct has no entries.
- **German language skills**  
(<https://www.europaeischer-referenzrahmen.de/sprachniveau.php>)

To receive state recognition, your German skills must be at least at level C1 of the common European framework of reference for languages.

- **For online applications: registration/login via BundID**

(<https://service.berlin.de/nutzerkonten/bundid/>)

To submit your application online, log in with your BundID account. If you do not yet have a BundID account, please register with BundID. The basic registration with a user name and password is sufficient for this.

## Documents required

- **Application for determination of equivalence of a foreign professional qualification to the state recognised youth/child care worker qualification (Erzieher(in))**

You can submit your application either online or using the form.

The social education profession of nursery school teacher is regulated by state recognition. The equivalence of your professional qualification with the aforementioned profession will be assessed upon application.

- **Curriculum vitae**

An up to date curriculum vitae in tabular form in German (listing your education, training and work experience).

- **Identity document**

Copy of your identity card or other official identification document containing a photograph

Your residence permit if already present, and provided that you are not a citizen of an EU state.

- **Evidence of the intention to perform gainful activities in the State of Berlin**

- A copy of your police registration in the state of Berlin (registration with the registration office) if you already live in Berlin (see 'Further Information').
- If you are not yet a resident of Berlin, you will need evidence of your intention to work in Berlin. This could be a copy of an employment contract or evidence of contact with an employer in Berlin. At the very least, we will require a statement that you intend to work in Berlin.

- **Evidence of your foreign professional qualification**

- A copy of your original general school-leaving qualification or university entrance examination
- A copy of your certificate of your professional qualification in the original language, including a detailed overview of teaching subjects and hours (diploma supplement/study book) in theory and practice.

Please enclose a German translation of these documents.

- **Marriage certificate**

You are only required to submit a copy of your marriage certificate if it is associated with a change of name. Please enclose a German translation of these documents.

- **Evidence of relevant work experience and other evidence of competence**

e.g. references from employers, professional training measures, courses or other seminars.

Please enclose a German translation of these documents.

- **Evidence from the country of origin**

Evidence of your qualification to practise the profession in the country you have trained in, provided that the profession is regulated in this country. Please enclose a German translation of these documents.

- **Documents in German**

(<https://www.justiz-dolmetscher.de/>)

- You must present your documents in German. Translations must be prepared by publicly appointed or authorised translators.
- Translations of foreign documents that are not written in the Latin alphabet must also include a transliteration of the professional title pursuant to the ISO standard.
- No German translation is necessary for any documents that were originally issued in English.

## Forms

- **Application for determination of equivalence of a foreign professional qualification to the state recognised youth/child care worker qualification (Erzieher(in))**

([https://www.berlin.de/sen/jugend/fachkraefte/anererkennung-sozialberufe/anererkennung\\_ausland\\_fs\\_antrag.pdf](https://www.berlin.de/sen/jugend/fachkraefte/anererkennung-sozialberufe/anererkennung_ausland_fs_antrag.pdf))

## Fees

145,00 Euro

## Legal basis

- **"Law on determination of equivalence of foreign professional qualifications in the State of Berlin (Berufsqualifikationsfeststellungsgesetz Berlin - BQFG Bln)"**  
([https://gesetze.berlin.de/perma?j=BQFG\\_BE](https://gesetze.berlin.de/perma?j=BQFG_BE))
- **"Law on state recognition in social-educational and care professions in the State of Berlin (Sozialberufe-Anerkennungsgesetz - SozBAG)"**  
(<https://gesetze.berlin.de/bsbe/document/jlr-SozBerAnerkGBErahmen>)

## More information

- **Information on the recognition of foreign socio-educational qualifications (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/anererkennung/sozialpaedagogische-berufe/recognition-of-social-educational-qualifications/>)
- **Publicly appointed or authorised translators in Germany (Justice portal)**  
(<https://www.justiz-dolmetscher.de/>)
- **Registration in the state of Berlin / Registration of a flat (service)**  
([https://service.berlin.de/dienstleistung/120686/de\\_plain/](https://service.berlin.de/dienstleistung/120686/de_plain/))

## Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/Berlin/Berufsanerkennung/index?AnliegenID=329574>

## **Notes on responsibility**

You can only submit your request for determination of equivalence in Berlin, if you intend to work in this regulated profession in Berlin in the future.