

Senatsverwaltung für Bildung, Jugend und Familie	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Transportation links	2
Anerkennung ausländischer Berufsqualifikationen - Beamte - Laufbahnfachrichtung	
Bildung	4
Prerequisites	5
Documents required	5
Fees	6
Legal basis	6
Average time to process request	7
More information	7
Average time to process request	7

Senatsverwaltung für Bildung, Jugend und Familie

Senatsverwaltung für Bildung, Jugend und Familie

Address

Bernhard-Weiß-Straße 6
10178 Berlin

Contact

Telephone: (030) 90227-5050

Fax: (030)

Internet: <https://www.berlin.de/sen/bjf/>

E-mail: post@senbjf.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

Transportation links

S-Bahn

0.5km [S+U Alexanderplatz Bhf](#)
S3, S5, S7, S9

U-Bahn

0.3km [S+U Alexanderplatz Bhf](#)
U2, U5, U8

0.4km [U Schillingstr.](#)
U5

0.6km [U Rosa-Luxemburg-Platz](#)
U2

Bus

0.2km [U Alexanderplatz \[Tram\]](#)
N5, N60, N65

0.3km [Mollstr./Prenzlauer Allee](#)
142, 200, N40

0.3km [Mollstr./Otto-Braun-Str.](#)
142, 200

Tram

0.2km [Mollstr./Otto-Braun-Str.](#)

M4, M5, M6, M8

0.2km [U Alexanderplatz \[Tram\]](#)

M4, M5, M6

0.3km [Mollstr./Prenzlauer Allee](#)

M8

 **Train**

0.5km [S+U Alexanderplatz Bhf](#)

RE1, RB23, RE2, FEX, RE7

Anerkennung ausländischer Berufsqualifikationen - Beamte - Laufbahnfachrichtung Bildung

Teachers in Berlin can apply to have their professional qualifications recognised as equivalent to a teaching qualification in Berlin in accordance with the Teacher Qualification Assessment Act (see 'Further information'). Equivalence with a teaching qualification is also one of the requirements for working as a school inspector.

In Germany, the exercise of sovereign powers and the fulfilment of state tasks are predominantly carried out by persons who are employed as civil servants in a special public-law employment and loyalty relationship.

It is possible to have your qualification for a career path in education recognised if your professional qualification is determined to be equivalent to a career path qualification in the state of Berlin. (see 'Further information')

Recognition can be applied for directly for the following career paths:

- Councillor of Studies at a specialised school and Councillor of Studies at a specialised school
- School psychologist and school psychologist councillor
- Adult education counsellor and adult education counsellor.

An application for recognition of a professional qualification as a career qualification can be submitted for these career paths.

Procedure:

1. You submit an application for recognition of the professional qualification as a career qualification for the career specialisation - education; to the Senate Department responsible for the school system as the competent authority. You can submit the application by post or online. Please complete the application and send all the necessary documents with it. You will receive a confirmation of receipt.
2. The competent authority will determine whether your qualification can be assigned to the career specialisation and a career segment of the career paths of the state of Berlin.
3. If the qualification can be assigned, the competent authority compares the preliminary and training requirements for the career qualification with your qualification certificates. If the authority identifies a qualification deficit, it must be checked whether this can be compensated for. It must be checked whether the knowledge, skills and competences acquired following the acquisition of the qualification as part of your previous professional practice or through lifelong learning, which have been formally recognised as valid by a relevant body, can fully or partially compensate for the deficit.

4. If there is a qualification deficit that cannot be compensated for, recognition is dependent on passing an aptitude test or successfully completing an adaptation period or preparatory service.
5. The decision on the application is made in writing. Upon successful completion of the recognition procedure, the qualification for the career branch and the respective career segment is acquired. It is possible for the career qualification to be recognised only for certain tasks or offices (partial access).
6. If the requirements for recognition of the qualification are not met, you will receive a decision against which you have the right to appeal in accordance with the Administrative Court Code (objection procedure, legal action if necessary).
7. Recognition for a career path in the Berlin civil service does not mean that you will be offered a position; you can apply for advertised positions.

You can obtain further information from the relevant authority.

Prerequisites

- **Age**

You must not have reached the age of 45 at the time of recruitment or transfer. This age limit is postponed for periods of actual childcare for up to one year for each child under the age of 18 and for periods of actual care for close relatives in need of care (parents, parents-in-law, spouses, registered partners, siblings or children) for up to one year for each close relative according to a medical opinion. Up to a maximum of three years in total.

- **Nationality**

You have the nationality

- of a member state of the European Union,
- of a state party to the Agreement on the European Economic Area,
- of a third country to which the Federal Republic of Germany and the European Union have granted a corresponding entitlement to recognition of professional qualifications by treaty.

- **Qualification**

You offer the guarantee of standing up at all times for the free democratic basic order within the meaning of the Basic Law of the Federal Republic of Germany. You are not unsuitable for public servant status due to professional misconduct, criminal offences or comparable weighty reasons.

Documents required

- **Application for recognition**

(under "Online processing")

The application must state which job you are seeking in the public sector.

- For the online application: Please have all required documents and evidence ready to upload in PDF, JPG, JPEG or PNG format. A single file may not be larger than 10 MB.

- **Curriculum vitae**

Curriculum vitae with a tabular presentation of your professional career

- **Proof of nationality**

Proof of nationality of the member state or of a contracting state

- **Proof of qualifications**

Proof of qualifications, e.g.

- Certificate of the higher education entrance qualification
- Certificates, diplomas and, if applicable, other necessary proof required abroad in order to obtain the professional qualification as a teacher or another professional qualification there
- Overviews of subjects and grades (Diploma Supplement, transcript, study book or similar)

German translations by a registered translator must also be submitted for all documents that were not issued in German.

- **Proof of good conduct**

Certificates or documents from the home country or country of qualification stating that no criminal offences, serious professional misconduct or other circumstances calling the suitability into question are known; the certificates or documents must not be older than three months at the time of their presentation.

- **Certificate of authorisation to practise the profession**

Certificate from the home country or country of qualification stating which professional practice the professional qualification entitles to there

- **Declaration on previous professional recognition procedures**

A declaration whether and with which authority within the Federal Republic of Germany recognition has already been applied for; if applicable, a decision issued in this context is to be enclosed.

- **Place of residence details**

For statistical purposes, the information on the place of residence is required.

- **If necessary, proof of exercised activities**

Certificates on the nature and duration of activities in the field of the qualification carried out in a member state after the acquisition of the qualification

- **If necessary, proof of competences acquired through lifelong learning**

Certificates issued by a relevant body on knowledge, skills and competences acquired through lifelong learning

- **More documents**

The competent authority may request you to submit further information on the content and duration of the completed training and on other professional qualifications in the form of study regulations, examination regulations, course books or in any other appropriate manner within a reasonable period of time, insofar as this is necessary to establish equivalence.

Fees

85,00 bis 340,00 Euro, je Aufwand

Legal basis

- **Career Act (Laufbahngesetz or LfbG) §§ 23, 23a**
(https://gesetze.berlin.de/perma?j=LbG_BE_!_23)

- **Professional Qualification Determination Act Berlin (Berufsqualifikationsfeststellungsgesetz Berlin or BQFG Bln) § 17**
(https://gesetze.berlin.de/perma?j=BQFG_BE_!_17)
- **Regulation on the recognition of professional qualifications from other countries of the European Union as career qualifications (Verordnung über die Anerkennung von Berufsqualifikationen anderer Länder der Europäischen Union als Laufbahnbefähigung or VO Laufbahnbefähigung EU) §§ 2 et seq.**
(<https://gesetze.berlin.de/perma?d=jlr-BerQAnerkEUVBEV1P2>)
- **Education Career Regulation (Bildungslaufbahnverordnung or BLVO)**
(https://gesetze.berlin.de/perma?j=BiLbV_BE_Inhaltsverzeichnis)
- **Professional Qualification Examination Fees Regulation (Berufsqualifikationsprüfungsgebührenverordnung or BQPGebVO) Attachment, tariff unite 100**
(<https://gesetze.berlin.de/bsbe/document/jlr-BQPGebVBEV1Anlage>)

Average time to process request

The competent authority will confirm the receipt of the documents within one month and, if applicable, inform you which documents are missing. The one-month period begins on the date on which the application is received by the competent authority. The decision on the application will be communicated in writing within four months of submission of the complete documents.

More information

- **Antragsverfahren zur Gleichstellung der Lehrbefähigung mit einem Lehramt in Berlin (Anerkennung ausländischer Berufsqualifikationen - Lehrer/-in)**
(<https://service.berlin.de/dienstleistung/329595/>)
- **Informationen zur Anerkennung von Abschlüssen als Lehrkraft (Senatsverwaltung für Bildung)**
(<https://www.berlin.de/sen/bjf/anerkennung/lehramtsabschluesse/#auslaendisch>)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/Berlin/Berufsanerkennung/index?AnliegenID=330025&s=1&z=1>