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# Senatsverwaltung für Bildung, Jugend und Familie

Senatsverwaltung für Bildung, Jugend und Familie

## Address

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## Contact

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## 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, S75, 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, N2, N40  
0.3km [Mollstr./Otto-Braun-Str.](#)  
142, 200, M5

### Tram

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

M4, M5, M6, M8, M1

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

M4, M5, M6

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

M8, M1, M2

# Apply for recognition of foreign educational qualifications at vocational college and technical college level for non-regulated professions

In principle, if you hold a professional qualification obtained abroad that corresponds to a non-regulated profession, you can start working in Germany straight away. To help potential employers better assess your professional skills, you have the option of having the equivalence of your foreign professional qualification recognised as equivalent to a non-regulated school-based vocational qualification governed by state law.

This equivalence certificate can then make it easier for you to access the German labour market. The certificate confirms that your vocational qualification is fully or partially equivalent to a German vocational qualification (the so-called reference occupation).

## **What are non-regulated professions?**

In the case of non-regulated professions, entry into the profession or the practice of the profession is not subject to state regulations. This applies in particular to apprenticeships within the dual system, but also to most school-based vocational training and further training programmes regulated by state law. If the profession is not regulated by the state in Germany, you can apply for jobs on the German labour market directly with a foreign professional qualification or set up your own business.

## **Procedure:**

### 1. Seek advice

Make use of the support offered by experienced advisory services. In the Further Information section, you will find links to the advisory services “Anerkennung beruflicher Abschlüsse Plus”, “Beratungs- und Informationsstelle berufliche Anerkennung (BibA)” and “La Red Anerkennungsberatung Plus”.

### 2. Check the reference occupation

The reference occupation is the German occupation against which your foreign vocational qualification is to be compared. This reference occupation must be a training occupation in Berlin. You will find the following lists for comparison in the ‘Further information’ section.

Initial training:

- List of vocational qualifications regulated by state law at vocational schools for the purpose of determining the equivalence of initial training
- Comparison of dual vocational training qualifications and those regulated by state law (reference list of occupations)

Further and continuing education:

- List of vocational qualifications regulated by state law at technical colleges for the purpose of determining the equivalence of further and continuing

education

- Compilation of further education qualifications regulated by federal law and continuing education qualifications regulated by state law (reference list of occupations)

### 3. Submit your application

Send the completed application form, together with the required documents, to the Senate Administration either online, by email or by post (copies only).

### 4. Confirmation and review

Once your application has been received, you will receive confirmation of receipt within one month. If any documents are missing, you will be notified and can submit them at a later date.

### 5. Decision

Processing takes a maximum of three months once all the necessary documents have been submitted. You will then receive a decision confirming full, partial or no equivalence.

## Prerequisites

- **Intention to purchase in Berlin**
- **Training certificates obtained in a foreign country**
- **Reference occupation is trained in Berlin according to the school law**
- **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 for a non-regulated state-regulated school-based vocational and further education qualification**

Please send the completed and signed application, together with the required documents, to the Senate Administration either online, by email or by post (copies only).

- **Proof of identity**

- Copy of identity card or passport
- Copy of proof of name change, if applicable

- **Curriculum vitae in tabular form**

a tabular list of the training programmes completed and the gainful employment pursued in German

- **Foreign educational certificates (final certificates) with overview of subjects (copy)**

German translations must also be submitted for all documents that were not issued in German. For all certificates and documents or other official proof of school, university or professional qualifications, the translations must be provided by a sworn interpreter or translator.

- **Proof of relevant professional experience or other certificates of competence, if these are required to establish equivalence (copies)**

German translations must also be submitted for all documents that were not issued in German. For all certificates and documents or other official proof of school, university or professional qualifications, the translations must be provided by a sworn interpreter or translator.

- **Declaration as to whether an application for determination of equivalence has already been submitted and, if applicable, to which authority within the Federal Republic of Germany and with what result**
- **If applicable, notification issued by another federal state or another authority**

## Forms

- **Application for determination of equivalence for a non-regulated state-regulated school-based vocational and further education qualification**  
(<https://www.berlin.de/sen/bjf/anererkennung/ausbildungsabschluesse/antrag-gleichwertigkeitsbescheid.pdf?ts=1728023540>)

## Fees

EUR 485.00

## Legal basis

- **Berlin Professional Qualifications Assessment Act - Berufsqualifikationsfeststellungsgesetz Berlin (BQFG Bln)**  
(<https://gesetze.berlin.de/bsbe/document/jlr-BQFGBEV5IVZ>)
- **School law - Schulgesetz (SchulG) § 61**  
(<https://gesetze.berlin.de/bsbe/document/jlr-SchulGBEV74P61>)

## Average time to process request

3 months

## More information

- **Counselling centre 'Anerkennung beruflicher Abschlüsse Plus' (Club Dialog e.V.)**  
(<https://www.club-dialog.de/beruf-und-bildung/>)
- **Counselling and information centre for professional recognition (BibA)**  
(<https://www.netzwerk-iq.de/>)
- **Counselling centre 'La Red Anerkennungsberatung Plus' (La Red. e.V.)**  
(<https://la-red.eu/portfolio/lara-plus/>)
- **Network Integration through Qualification (IQ)**  
(<https://www.netzwerk-iq.de/foerderprogramm-iq/programmuebersicht/>)
- **List of state-regulated vocational qualifications at vocational schools to determine the equivalence of initial training (Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States)**

([https://www.kmk.org/fileadmin/Dateien/veroeffentlichungen\\_beschluesse/2025/2025\\_03\\_27-Doku-Berufsabschluesse-BFS.pdf](https://www.kmk.org/fileadmin/Dateien/veroeffentlichungen_beschluesse/2025/2025_03_27-Doku-Berufsabschluesse-BFS.pdf))

- **Comparison of dual and state-regulated vocational training qualifications (reference list of occupations) (Conference of Ministers of Education and Cultural Affairs)**  
([https://www.kmk.org/fileadmin/Dateien/pdf/ZAB/Berufliche\\_Anerkennung\\_Referenzberufe/BQFG\\_Gegenueberstellung\\_Berufsabschluesse\\_23-06-20.pdf](https://www.kmk.org/fileadmin/Dateien/pdf/ZAB/Berufliche_Anerkennung_Referenzberufe/BQFG_Gegenueberstellung_Berufsabschluesse_23-06-20.pdf))
- **List of vocational qualifications regulated by state law at technical colleges for determining the equivalence of further education and training (Conference of Ministers of Education and Cultural Affairs)**  
([https://www.kmk.org/fileadmin/Dateien/veroeffentlichungen\\_beschluesse/2025/2025\\_03\\_27-Doku-Berufsabschluesse-FS.pdf](https://www.kmk.org/fileadmin/Dateien/veroeffentlichungen_beschluesse/2025/2025_03_27-Doku-Berufsabschluesse-FS.pdf))
- **Compilation of advanced training qualifications regulated by federal law and advanced training qualifications regulated by state law (list of reference occupations) ( Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States)**  
([https://www.kmk.org/fileadmin/Dateien/pdf/ZAB/Berufliche\\_Anerkennung\\_Referenzberufe/BQFG\\_Zusammenstellung\\_Fortbildungsabschluesse\\_23-06-20.pdf](https://www.kmk.org/fileadmin/Dateien/pdf/ZAB/Berufliche_Anerkennung_Referenzberufe/BQFG_Zusammenstellung_Fortbildungsabschluesse_23-06-20.pdf))
- **Recognition of foreign educational certificates with school-based vocational qualifications (Senate Department for Education, Youth and Family)**  
(<https://www.berlin.de/sen/bjf/erkennung/ausbildungsabschluesse/>)

## Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/Berlin/Berufsanerkennung/index?AnliegenID=352722&hb=24&a=w>