



You have a foreign professional qualification for a skilled trade?

You are looking for work and would like to make your German employer understand your professional qualifications obtained abroad?

You would like to go into business for yourself in a trade requiring licensing with a foreign qualification?

In all cases, it is important for you to know to what extent your foreign training certificate is comparable to a German professional qualification.

You are entitled to an equivalency assessment of the professional qualifications that you obtained abroad with that of a German professional qualification through §§ 40 a and 50 b of the German Trades and Crafts Code in combination with the new professional qualification assessment law. In addition to your training certificates, the professional experiences you acquired either locally or abroad as well as other certificates of qualifications may be taken into consideration.

Please contact the Chamber of Trades and Crafts in your district, or in the district where you would like to work in the future. More information in regards to the chamber districts as well as contact information can be found under:

→ www.zdh.de/handwerksorganisationen/handwerkskammern.html

ASSESSMENT OF EQUIVALENCY BY THE CHAMBER OF TRADES AND CRAFTS

Please come to the Lübeck Chamber of Trades and Crafts!

- The chamber will advise you about the opportunity to have the equivalency of the professional qualifications that you obtained abroad compared to a German qualification, and will inform you about the process.
- The consultation is conducted in German.

For all trade professions, the Lübeck Chamber of Trades and Crafts is the competent authority for conducting the equivalency assessment:

- The Chamber of Trades and Crafts evaluates whether your foreign professional qualifications and your professional experiences are equivalent to a German professional trade qualification.
- The Chamber of Trades and Crafts will give you advice and support throughout the entire process.

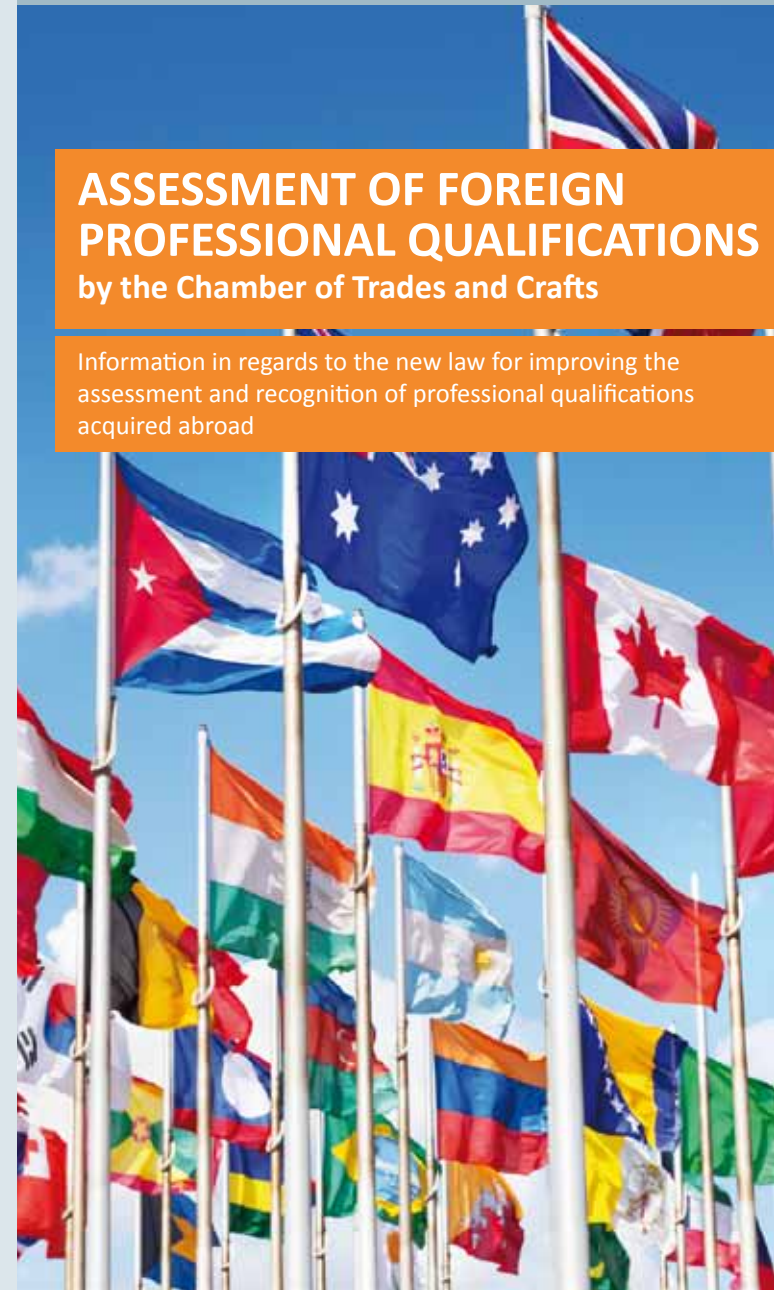
Handwerkskammer/ Chamber of Trades and Crafts Lübeck
Breite Straße 10/12
23552 Lübeck

Legal disclaimer

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ASSESSMENT OF FOREIGN PROFESSIONAL QUALIFICATIONS by the Chamber of Trades and Crafts

Information in regards to the new law for improving the assessment and recognition of professional qualifications acquired abroad



Assessment of equivalency by the Chamber of Trades and Crafts

WHAT MUST YOU DO FOR AN ASSESSMENT OF EQUIVALENCE?

1. Make a consultation appointment

We recommend making an appointment with the Chamber of Trades and Crafts, so that the procedure can be concluded quickly and smoothly.

Contact:

- Kai Kittendorf, Tel.: 0451 1506-212
E-Mail: anerkennungsgesetz@hwk-luebeck.de

2. Consultation at the Chamber of Trades and Crafts Lübeck

Please bring the following documents with you to the appointment:

- ID or passport
- Training certificates (final documents/ school certificates/ transcripts) from your country of origin
- German translations of your documents
- A list of your professional experiences, work experience and further education (= curriculum vitae in tabular form) in German

Please note that the translations must be made by a publicly appointed and sworn in interpreter or translator.

3. Submit the assessment of equivalence application

You may file the assessment of equivalence application following the consultation. For this, we have provided an application form

- www.hwk-luebeck.de

WHAT IS THE PROCEDURE FOR THE ASSESSMENT OF EQUIVALENCE?

- We check to see whether there are significant differences between your professional qualifications and German professional qualifications.
- If you are unable to provide us with sufficient information or cannot give us any proof required for the review, it may be possible that a qualification analysis of your professional competences will have to be conducted, for example a professional discussion or sample work.

WHAT DO YOU RECEIVE AT THE END OF THE PROCESS?

- You will receive a decree of equivalency if no significant differences were ascertained. Through this decree of equivalency, you will receive the same rights as someone who has taken German examinations. A German examination certificate, however, will not be awarded.
- If significant differences were established, you will receive a decree pertaining to partial equivalence. We will also outline your professional qualifications and describe the significant differences between your qualifications and the German qualifications. This document may also be used when applying for a job in Germany.
- You have the possibility of fulfilling one of the compensatory measures (qualification exam or adaptation course of studies) outlined by us in the decree, in order to achieve equivalency.

HOW LONG DOES THE PROCEDURE TAKE?

- We will begin with the assessment of equivalency immediately, if your documents are complete.
- This procedure should, as a rule, take no longer than 3 months.

WHAT DOES THE PROCEDURE COST?

- This process is subject to fees. The fees are set in the regulations of the Chamber of Trades and Crafts.
- The extent of the fees depends on the complexity of each individual case. You must bear the costs, insofar as they are not taken over by third parties.
- We would be happy to inform you about the costs to be expected.

WHERE CAN I OBTAIN MORE INFORMATION?

- Information can be found on the website:
 - www.hwk-luebeck.de
 - www.zdh.de
- General information concerning the law for improving the assessment and recognition of professional qualifications acquired abroad can be found on the website of the Federal Ministry of Education and Research.
 - www.bmbf.de/de/15644.php

