



Recognition procedure for foreign healthcare professions

Information sheet regarding the application for the assessment of equivalence of paramedical professions and permission for using the professional title

1. Consultation services

We recommend that you seek comprehensive advice from other organisations **before** applying. You can make use of the following consultation services and should also enquire there about funding options, as we are unable to grant financial support:

- Federal Government information portal (Informationsportal der Bundesregierung): <https://www.anerkennung-in-deutschland.de/html/de/index.php>
- Recognition grant (Anerkennungszuspruch): www.anerkennungszuspruch.de
- IQ Network Lower Saxony (IQ-Netzwerk Niedersachsen): www.migrationsportal.de/angebote/migrantinnen-migranten.html
- Federal Employment Agency (Bundesagentur für Arbeit): www.arbeitsagentur.de/fuer-menschen-aus-dem-ausland
- German Agency for Skilled Workers in Health and Care Professions (Deutsche Fachkräfteagentur für Gesundheits- und Pflegeberufe DeFa): www.defa-agentur.de
- Central Service Point for Professional Recognition (Zentrale Servicestelle Berufsanerkennung ZSBA): <https://www.anerkennung-in-deutschland.de/html/de/pro/zsba.php#>

2. Documents required for the equivalence assessment

In order for an assessment to take place, you must first submit the following documents:

a) If this is your first application

- Application form, fully filled in and signed
 - Curriculum vitae in tabular form in German
 - Proof of identity (identity card / passport)
 - Marriage certificate if your name has changed
 - If applicable: confirmation of registration / proof of employment
 - Diploma / certificate / other certificates of completed training / studies
 - Final examination certificate
- Note: If you are a qualified nurse or midwife within a Member State of the European Union, another contracting state of the Agreement on the European Economic Area, or Switzerland, it is sufficient to submit your diploma or qualification in your native language for the time being.
- If applicable: licence to practising a profession / professional licence / registration / certificate of professional examination

- If applicable: power of attorney
If the application procedure is not to be handled by you personally, but via a recruiting agency or a trusted person, this must be stated on the application form and confirmed by both you and the authorized person. If the costs of the recognition procedure are to be covered by the authorized person, this must also be confirmed by the authorized person's signature on the application form.

For a detailed comparison of qualifications, the following additional documents are required:

Note: In the case of a qualification as a nurse or midwife obtained after EU accession within a Member State of the European Union or another contracting state of the Agreement on the European Economic Area or Switzerland, the following documents are not required at this stage.

- **Curriculum** or detailed syllabus providing a comprehensive overview of the individual content and taught skills during your training or studies.
- Detailed overviews of the content and extent of the **theoretical and practical subjects**.
- Detailed overviews of the content and extent of the **practical work placements** completed during your training/studies (including details of the line of action).

If the documents mentioned above cannot be provided, a detailed comparison of professional qualifications is impossible. The decision will then be made on the basis of a desk-review approach.

b) If an application has already been submitted in another federal state:

- Completely filled in and signed application form
- Certificate of registration / offer of employment in Lower Saxony
If planning to work as a self-employed worker: Specific details substantiating this intention (e.g. registration with health services, labour inspectorates, health insurance agency). General information regarding a future employer or planned self-employment is insufficient in the event of a change in jurisdiction.
- **Copy of the determination notice** from the issuing authority (if already available)
- **Certificate(s) regarding adjustment measure(s)** (if already available)

If no determination notice has been issued yet, all documents listed under a) must be submitted.

3. Format of the documents to be submitted

All documents must be submitted as **simple copies**.

If justified doubts exist regarding the authenticity or accuracy of the content of the submitted documents, we may request certified copies or other suitable documents.

All documents in the language of origin must always be submitted as a **copy of the original document** and as a **German translation**. English documents are also accepted.

Only translations produced in Germany or abroad by a publicly appointed or sworn translator will be accepted. Translations produced abroad must originate from an institution authorised in that country to provide certified translations (or an equivalent). If there are doubts regarding the accuracy of a document's translation, the 'completeness and accuracy' of the translations must be confirmed by a publicly appointed or sworn translator in Germany.

Please **do not send original documents**, as all submitted documents are disposed of immediately upon registration and therefore cannot be returned. Simple copies are sufficient!

Please do not send us documents that are stapled, clipped, or packed in folders, sleeves or other packaging materials.

4. Waiver in the field of nursing (only for third states)

For shortening the procedure, applicants in Lower Saxony have the option of submitting a waiver. By doing so, you waive the right to a detailed comparison of your qualification with the German qualification. Please use the corresponding form according to your profession provided on our website, for the waiver.

If a valid waiver is submitted, the opportunity for immediate recognition based on proof of qualifications is no longer possible. Professional experience and vocational training/further education will also not be taken into account. Furthermore, submitting a waiver means that the option of an adaptation course is no longer available.

Your **Benefits** of submitting this waiver:

- Processing time and management fees are reduced
- External expert reports do not need to be requested
- Detailed documentation of professional qualifications, such as translated curricula or translated subject timetables/study regulations, do not need to be submitted
- Certificates of professional experience and further vocational training are not required

Your **disadvantages** if you submit this waiver:

- Direct recognition is not possible
- Professional experience and further training are not taken into account
- The knowledge test and adaptation period will be more extensive than what might be necessary with a detailed comparison taking into account your professional experience and further training

This regulation applies explicitly only to third states, excluding midwives.

5. Costs of the recognition and approval procedure for using a professional title

Following the examination and final processing of your application, you will receive a determination notice from us. The fee for this notice is always based on the effective cost of labour:

- In the event of automatic 'EU equivalence' being established in accordance with the provisions of the Nursing Professions Act or the Midwives Act: approximately **€60.00**
- In the case of a voluntary waiver: approximately **€100.00**
- For all other procedures: approximately **€200.00**

In order for your professional qualifications to be assessed in detail when you submit a complete set of documents, external expert opinions may be required. The Central Assessment Agency for Healthcare Professions (GfG) in Bonn currently charges a fee of **€515.00** per expert opinion. You must pay these costs in addition to the fees mentioned above.

If equivalence is established, you will be charged an additional **€53.00** for the issue of the licence.

Please note that processing fees may also apply if the application is rejected or withdrawn by you.

If you are resident outside Germany and we have not received a declaration of cost coverage from an authorised representative based in Germany, you are required to pay the estimated fees and expenses in advance. Your application will be processed only after we have received the payment.

Note: Costs for translations, adaptation measures, language courses, etc. are also to be covered by you, but cannot be specified by us in detail.

6. Adaptation measures

If you have been informed that the equivalence of your qualification to the German qualification cannot be determined at this stage, you have the option of demonstrating an equivalent level of knowledge. You generally have the choice between:

Aptitude test (EU) / knowledge test (third country):	An examination in which you demonstrate the required knowledge / skills / abilities. Preparation for the examination is recommended, but it is your own responsibility
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or

Adaptation period:	A programme designed to address the identified substantial differences, enabling you to acquire the necessary knowledge / skills / abilities. For citizens of third states, the adaptation period concludes with a final interview.
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The extent and content of the adaptation measure are set out in the determination notice.

The adaptation period must be completed at state-recognised schools / universities or at comparable state-recognised institutions in Germany. Please contact a suitable institution on your own initiative with your determination notice.

The costs for an adaptation period or an aptitude or knowledge test will be invoiced to you by the relevant institution and must be covered for by you.

Once you have completed an adaptation period or an aptitude or knowledge test, please submit the corresponding certificate to us.

Additional information on cross-state procedures:

Have you received a decision from Lower Saxony and wish to carry out the adaptation measure in another federal state?

- Please contact the authority in the federal state where you wish to carry out the adaptation measure. Clarify whether an adaptation measure can be organised in accordance with the Lower Saxony ruling.
- Please contact the institution where you wish to carry out the adaptation measure. Clarify whether the institution can offer an adaptation measure in accordance with the Lower Saxony ruling.
- The aptitude or knowledge test must be conducted by a state-recognised examination board. The certificate must be stamped with the seal of authority by the chair of the examination committee.
- If there are doubts as to whether an aptitude or knowledge test has been conducted properly, proof of an equivalent level of knowledge may be considered invalid. Please consult us in advance in case of doubt.

Do you have a ruling from another federal state and wish to undertake the adaptation measure in Lower Saxony?

- Please contact the authority that issued your determination notice. Clarify whether they accept an adaptation measure from Lower Saxony.
- Please contact the institution where you wish to carry out the adaptation measure. Clarify whether the institution can offer an adaptation measure in accordance with the decision.
- It is not necessary to submit an application in Lower Saxony provided that the procedure is continued with the authority previously responsible.

A change of jurisdiction is only justified if you can provide proof of residence or an employment contract in Lower Saxony. Please note that in this case, an application must be submitted in Lower Saxony.

7. Documents required for the granting of authorisation to use the professional title

Once the equivalence of your professional qualification or level of knowledge has been established, you must submit further documents before the requested certificate of authorisation can be issued. Please do not submit these documents together with your application, as they may be outdated by the time the certificate is issued and you will then have to submit them again.

You will need the following documents:

- A current medical certificate to prove your medical fitness
- A current certificate of good conduct to prove your reliability
- A language certificate to prove the required knowledge of the German language

Proof of **medical fitness** and **reliability** must be current and may therefore not be older than three months. We will provide you with the relevant forms in due course.

Proof of the required **knowledge of the German language** is achieved by successfully passing a language proficiency test. However, this does not apply to midwives.

Otherwise, you must provide a language certificate to prove that you have language skills at least at level **B2** – or **C2** for speech therapists – of the Common European Framework of Reference for Languages.

The language certificate must be issued by a member of the Association of Language Testers in Europe (www.alte.org), e.g. the Goethe-Institut, telc, TestDaF, ÖSD or an examination partner of these institutes.

In the field of nursing, proof is also valid if you have successfully passed a **specialist nursing language proficiency test** at a nursing school in Lower Saxony or a comparably recognised institution in accordance with the guidelines of the Lower Saxony Ministry of Social Affairs, and if this has been certified by the corresponding institution.

To ensure you have the required language skills in a timely manner and can provide proof of them, you should arrange for appropriate language courses well in advance.

8. Contact

You can contact us by post at the following address:

Niedersächsisches Landesamt für
Soziales,
Jugend und Familie
Team 4SL3
Auf der Hude 2
21339 Lüneburg

Telephone consultation hours:

Telephone: +49 (0)4131 15 – 0

Monday to Thursday 09:00 h – 12:00 h

Tuesdays 13:00 h – 15:30 h

(except on days preceding public holidays in Lower Saxony).

Email: team4SL3@ls.niedersachsen.de

If known, please always provide our full reference number!