

Assessment Process

Applicant

How Companies Can Assist

1. Counselling Session

Who to contact:

- Assessment authorities (e.g. Chambers of Crafts, Chambers of Commerce and Industry)
- IQ-Network advice centers all around Germany
- Federal Office for Migration and Refugees: a hotline (English/German)
- Recognition in Germany (Recognition Finder): find the assessment authority

- Contact the assessment authority's advice center
- Find out which documents are needed for the assessment process:
 - ➔ Diplomas (original diplomas and translations), detailed CV, identity card...
- **Important:** Only translations by accredited translators are accepted

2. Submission of Application

- Only individuals seeking assessment of their professional qualifications can submit an application

- Help your (potential) employee to gather the documents required for the equivalency review
- Contact an accredited translator (e.g. through the Federal Association of Interpreters and Translators)
- Write a letter detailing your employee's practical skills

3. Equivalency review

- The assessment authority reviews whether there are any substantial differences between the foreign professional qualification and the corresponding German qualification

- Offer to be a contact person for the assessment authorities in case further information is required

4. Notification

- A notification is issued, as a rule, within three months
- The notification lists the qualifications acquired and determines if there are any substantial differences to the corresponding German qualification
- More information on the assessment process is available at:
www.bq-portal.de/en

- Offer to be a contact person for the assessment authorities in case further information is required

a) No Equivalence

- Point out other options available to your (potential) employee, e.g. external examinations

b) Full Equivalence

- Your (potential) employee can be employed as a skilled worker
- Ensure that your (potential) employee stays with your company permanently, e.g. point out career opportunities in your company and professional development options

c) Partial Equivalence

- Your (potential) employee can be employed as a skilled worker in a field he or she is qualified for
- Offer a qualifying internship or complementary courses so that your (potential) employee has a chance to obtain full equivalence
- Enable participation in the adjustment qualification programs if required:
 - internal
 - external