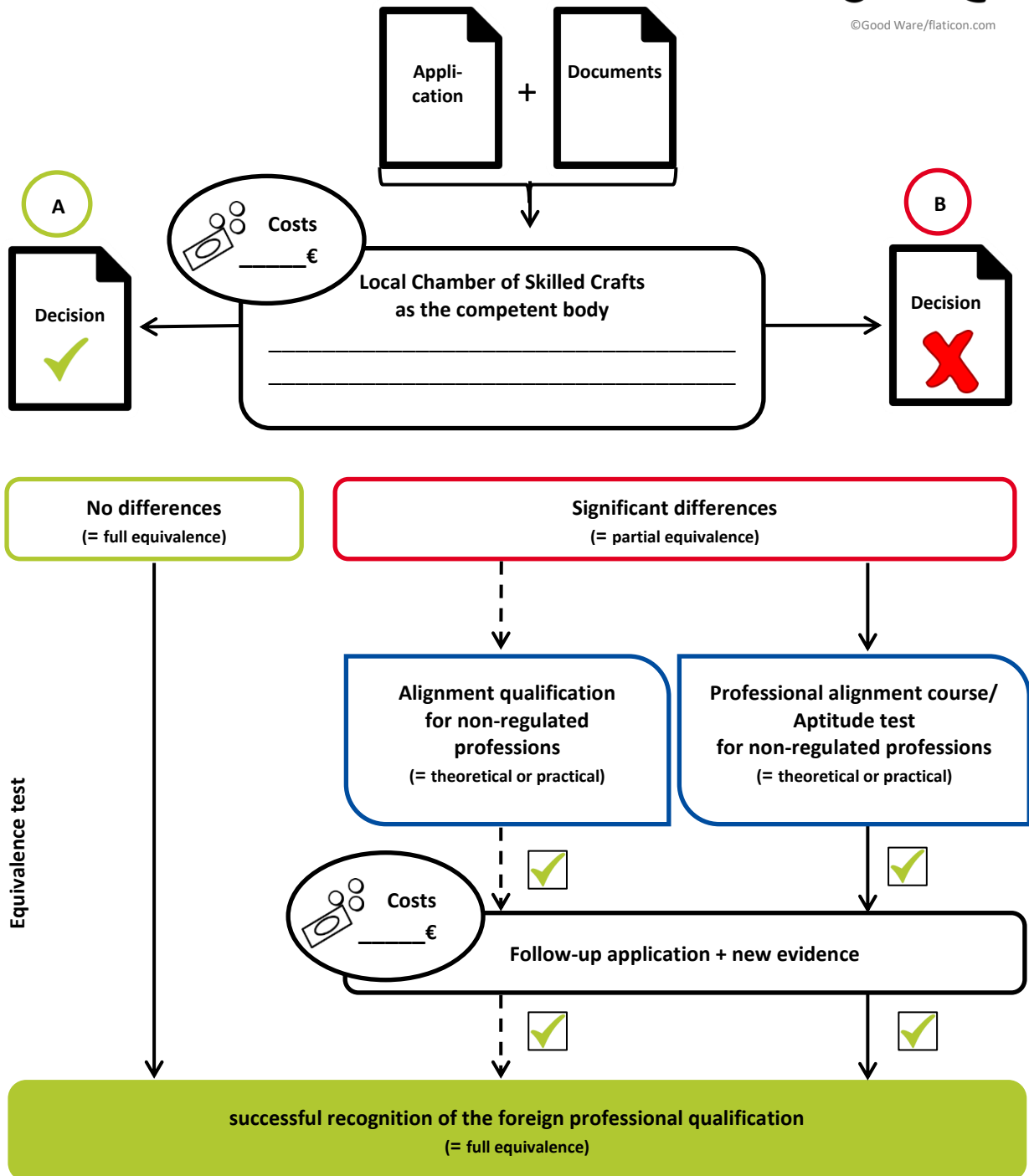


**Professions within the jurisdiction of the Chamber of Skilled Crafts (HWK):
The path to professional recognition**

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The professions from the area of the Chambers of Skilled Crafts (HWK) can be regulated or non-regulated. If you are qualified in a regulated profession, you need professional recognition to be allowed to work in your profession. This is also necessary if you are planning to become self-employed.

If you are qualified in a non-regulated profession, you do not need to go through professional recognition to be allowed to practise your profession. The advantages of recognition here include that employers can better assess your knowledge and skills, and that subsequent further training opportunities are open to you.

Your intended reference profession is: _____

This profession is regulated
 non-regulated

In order to get professional recognition, a check must be conducted as to whether your professional qualification from abroad is equivalent to a German professional qualification. To do this, you must submit an application to your local Chambers of Skilled Crafts (HWK). The HWK is the competent body for verifying equivalence. Processing the application costs money.

You must submit an officially certified copy of the following documents:

- | | |
|---|--|
| • Completed application form | • Proof of identity |
| • Curriculum vitae | • Vocational training certificates |
| • Proof of professional experience or other qualifications (e.g. of further training) | • if you still live abroad: Proof of intention to work in Germany (not for EU/EEA/Swiss nationals) |
| • | • |

(A) Decision on full equivalence

Once you have submitted the application, the competent body will check the documents submitted. In doing so, a comparison is made as to whether there are differences between your vocational training and the vocational training in Germany (in terms of content, time and formal examination). Proven professional experience will also be taken into account in the review. The competent body will send you the result in a decision by post. If there are no differences between your vocational training and the vocational training in Germany, then you will receive a decision on full equivalence.

(B) Decision on partial equivalence

However, it may also be that the competent body only accepts parts of your vocational training. Then there are differences between your vocational training and the vocational training in Germany. Your decision will then state that you *can* take a professional alignment qualification (non-regulated profession) or *have to* take a professional alignment course/aptitude test (regulated profession). The measures can be done in a company or at an educational service provider; it all depends on your key differences. Depending on the differences and the location, the measures can cost money, be free of charge or you can even earn some money in the process. If you have taken the measure, then you can submit a follow-up application. The follow-up application costs money. You will then receive a decision on full equivalence.