

Your recognition procedure as Early years teacher (m/f); Childhood educator (m/f) in Baek, Brandenburg

- The profession of Early years teacher (m/f); Childhood educator (m/f) is **regulated** in Brandenburg.
- Recognition of your professional qualification is necessary for you to be able to work in the profession in Germany.

Download: 01.07.2025

Quick-Info

Name of the procedure

There are two necessary procedures. The first procedure is called:

- **Assessment of equivalence** (in German: "Feststellung der Gleichwertigkeit")

Once equivalence has been successfully determined, you must apply for the second procedure. This procedure is called

- **state recognition** (in German: "staatliche Anerkennung")

Requirements for recognition

For the assessment of **equivalence** :

- Equivalence of your **professional qualification**

In most cases you are required to provide evidence of the following for state recognition:

- **Personal aptitude**
- **Medical fitness**
- Knowledge of German

Sometimes you are also required to demonstrate:

- Equal status of your qualification with a German higher education qualification
- Knowledge of education and learning plans
- Knowledge of the general conditions relating to childcare institutions
- Knowledge of the necessary German legal areas
- Knowledge of the administration
- Professional experience in Germany supervised by a state-recognized specialist

The **competent authority** will tell you which requirements you must demonstrate.

Knowledge of German

- You usually require knowledge of German at **level B1 or C1** of the **Common European Reference Framework** for languages.
- You may be required to provide a **language certificate** when applying. Sometimes you can provide evidence of knowledge of German at a later point in time.

Duration

- **One month** at the latest following receipt of your application by the **competent authority** : The competent authority will notify you of receipt of the documents. They will inform you if documents are missing. The procedure begins when the documents are complete.
- After **3 months** at the latest you will receive **notice** containing the result. In

specific cases the competent authority may extend the procedure.

Costs

- Recognition procedure: approx. **€55**
- There may be additional costs, e.g. for **certifications** or **compensation measures**

It may be possible for costs to be paid via financial support. You can apply for **financial support** if you live in Germany and before you submit your application.

Documents for my application

Required documents

- Application form from the **competent authority**
- If there is no application form, then apply without a standard application form
- Proof of identity (e.g. passport or personal identification)
- Marriage certificate (if your name has changed through marriage)
- Curriculum vitae
- Evidence of your professional qualification (e.g. certificates, certificate of entitlement)
- Evidence of the content and duration of your training (e.g. diploma supplement, transcript of records)
- Evidence of your professional experience in this profession (e.g. employment references)
- Evidence of your other qualifications (e.g. continuing vocational training, seminars)
- If available:
Statement of Comparability for Foreign Higher Education Qualifications from

the Central Office for Foreign Education (ZAB)

- **Intention to start work** : You may have to prove that you want to work in Germany.
- Information about an **application for recognition** already submitted. In this case state to which **authority** you applied.
- If the profession is regulated in your **country of training** : Certification that you are permitted to work in your occupation in your country of Training.
- Possibly: Evidence of your general education school-leaving certificate. Or your most recent end-of-year certificates.
- Maybe: Confirmation of registration of your place of residence in Germany

Maybe you also need to provide the following verifications. In most cases these documents are submitted later. The competent authority will inform you as to when you should submit the documents.

- Evidence of your **personal aptitude** : **Certificate of good conduct** from Germany or your country of origin (e.g. criminal record extract, **certificate of good standing**)
- Evidence of your **medical fitness** : doctor's certificate or written declaration
- Evidence of your knowledge of German: official **language certificate**

Translations and certifications

The competent authority will inform you as to which documents you must produce as originals or submit as copies. Some copies must be **officially certified** . We recommend that you do not send originals by post.

You must submit your documents **in German**. **Sworn or authorised** translators must prepare the translations. Contact the competent authority to find out whether they also accept translations from abroad.

My steps to recognition

I apply to the competent authority. How does this work?

- You can **submit** the application with the documents **to the competent authority**.
- You can also send the application **by post** to the competent authority. **Do not send originals.**
- You may be able to send the application **via email**. Ask your competent authority before you do. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents.
- You are sometimes able to apply **online**. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents. Use the federal state internet portal for the online application. You will then leave our information page: **To the internet portal of Brandenburg.**

The competent authority is processing my application. What does that mean?

The **competent authority** receives the application. After one month at the latest, it will confirm that the application has arrived. Once the competent authority has received all the documents from you, it processes your application.

The competent authority carries out an **equivalence assessment** : It compares your professional qualification with the German professional qualification as early years teacher. As part of this, the competent authority takes into account your professional experience, other **certificates** and other qualifications.

The competent authority then checks other requirements for the recognition. For example: Your **personal aptitude** and your **medical fitness** . You might need to submit other documents for this. The competent authority will inform you in this case.

The procedure takes a maximum of **3 months**. In specific cases the competent authority may extend the procedure. At the end, the competent authority sends you a **notice** containing the result.

The competent authority informs me of the result in a notice. What are the possible outcomes?

Outcome: Recognition

Your professional qualification and the German professional qualification are **equivalent**. You also meet all further requirements. Your professional qualification is **recognised**.

You are permitted to use the **professional title** “ **state-recognised** early years teacher”. Professionally you have **the same rights** as a person with the German professional qualification.

Outcome: No recognition because the professional qualification is not equivalent.

There are **substantial differences** between your professional qualification and the German professional qualification. You are not able to compensate for these differences with your professional experience and other knowledge of the profession. Your professional qualification is therefore **not equivalent** to the German professional qualification.

In most cases you are able to complete a **compensation measure**. This allows you to compensate for the substantial differences.

Outcome: No recognition because you do not meet all the requirements

Your professional qualification is equivalent. However, you do **not** meet all other requirements for the recognition. You may still need to provide evidence that you e.g. are **personally apt** or have knowledge of German. The **competent authority** will inform you of which evidence is missing.

You are able to take legal action against the decision of the competent authority. Details on this procedure can be found in the **legal redress advice** (German: “Rechtsbehelfsbelehrung”) at the end of your **notice**. We recommend that you speak to a counselling centre first before challenging the decision or taking legal action.

I receive no recognition. What can I do?

Compensation measures

If your professional qualification is not **equivalent** you can complete a **compensation measure**. A compensation measure allows you to compensate for **substantial differences**. Substantial differences are listed in your **notice**.

There are a range of compensation measures:

- **Adaptation period**
- **Aptitude test**

Often you can choose between an adaptation period or an aptitude test.

If you successfully complete the compensation measure, you receive a certificate. You submit this certificate to the competent authority. The competent authority checks the certificate and all other requirements (e.g. **personal aptitude** or knowledge of German). If you meet all requirements, your professional qualification is **recognised**. Professionally, you then have **the same rights** as a person with the German professional qualification.

Are you not yet living in Germany? You are permitted to enter Germany for a compensation measure. Please seek advice if you have questions, or find out more about entry e.g. via the hotline **Working and Living in Germany**.

Counselling

If you do **not meet all requirements**, you can find out from the competent authority about the options available to you. Were you not able e.g to provide evidence of your personal aptitude or your **medical fitness**? The competent authority can help you with this

My other options

Working without recognition

Work as an educational specialist

Do you already live in Germany and are you permitted to work in Germany? If so, you are sometimes able to work in the field of social education even without recognition. This is often with private providers or in private institutions. The employers make the decision regarding your appointment.

You can sometimes work without recognition as a so-called educational specialist. Your employer must apply for this. The competent authority then decides whether you meet the requirements.

However, without recognition of your professional qualification you do not receive **state recognition**. This means: you are not permitted to **use the job title** “state-recognised early years teacher”.

You can find out more about entry, residence and work via the hotline **Working and Living in Germany**.

Procedure for Ethnic German Resettlers

As an **Ethnic German Resettler**, you can select between two procedures for vocational recognition:

- You apply for the procedure described here.
- You apply for the procedure under Section 10 of the Federal Expellees Act (German: “§10 Bundesvertriebenengesetz, BVFG”).

You can decide this. Your competent authority will advise you.

Other

Statement of Comparability for Foreign Higher Education Qualifications

A **Statement of Comparability for Foreign Higher Education Qualifications** can make it easier for you to access the German labour market. The Central Office for Foreign Education (ZAB) assesses your certificate. Please note, the Statement of Comparability does not replace recognition of your professional qualification. You can only receive recognition of your professional qualification from the competent authority. Further information about Statement of Comparability is available [here](#).

Counselling

Do you have any questions? Do you need help with the application? Seek advice! You will find your counselling centre one step back under **Counselling offers**.

Further information

Notes on the profession

State recognition is important for work in the public sector. In Germany, a person working in their occupation has different or additional duties and rights as a result of state recognition.

With a foreign professional qualification, you only receive **state recognition** with recognition of your professional qualification. You are then also permitted to use the German **job title**: state-recognised early years teacher.

Info and links

- **Information from the competent authority**

Legal basis

- **Brandenburgisches Berufsqualifikationsfeststellungsgesetz (BbgBQFG)**
- **Brandenburgisches Sozialberufsgesetz (BbgSozBerG)**
- **Soziale Berufe-Durchführungsverordnung (Soz-DurchV)**
- **Kindertagesstättengesetz (KitaG)**
- **Kita-Personalverordnung (KitaPersV)**

[Link to page](#)

The competent authority

Ministerium für Bildung, Jugend und Sport des Landes Brandenburg

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