

# Your recognition procedure as Ski instructor (m/f) in München, Bavaria

- The profession of Ski instructor (m/f) is **regulated** in Bavaria.
- Recognition of your professional qualification is necessary for you to be able to work in the profession in Germany.

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## Quick-Info

### Name of the procedure

**This procedure is called:** Recognition of foreign qualification certificates (in German: Anerkennung ausländischer Befähigungsnachweise).

**Please note:** The general professional qualification in Bavaria is called “State-certified snow sports instructor” (German: „Staatlich geprüfte Schneesportlehrerin“ oder „staatlich geprüfter Schneesportlehrer“). There are 2 disciplines in snow sports: Ski and Snowboard. You can apply for recognition of one of these professional titles:

- State-certified ski instructor (in German: “staatlich geprüfte Skilehrerin”)
- State certified snowboard instructor (in German: “staatlich geprüfter Snowboardlehrer”)

### Requirements for recognition

The procedure just exists in the German federal state Bavaria. You have to meet the following requirements for the recognition procedure:

- Equivalence of your professional qualification
- Knowledge of German
- Personal aptitude
- Medical fitness

## Knowledge of German

- You need knowledge of German at least at **level B2** of the Common European Reference Framework for languages.
- You are not required to provide a language certificate when applying. 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

- You are required to pay for the procedure. The competent authority will inform you of the exact costs.
- Costs for a possible aptitude test: € 100 to 400
- 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.

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## Documents for my application

### Required documents

- An informal and signed application
- 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 your professional experience in this profession (e.g. employment references)
- Evidence of your other qualifications (e.g. continuing vocational training, seminars)
- **Intention to start work** : You may have to prove that you want to work in Germany.
- Information about the discipline you want to receive recognition for (ski)

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 knowledge of German: **language certificate**
- 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

### Translations

You need to submit copies of your documents.

Additionally, you must submit your documents **in German**. **Sworn or authorised**

translators must prepare the translations. The translators must be sworn or authorised in Germany or in an EU member state.

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## My steps to recognition

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

In Germany, you are only able to apply for recognition in the federal state **Bavaria**.

- 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 Bavaria**

### 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 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 exercising the

activity. This includes, e. g. your **personal aptitude** and your knowledge of German.

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.

**Please note:** The so-called **automatic recognition** often applies to your profession. The procedure may be shorter or may cost less. You must also **apply** for automatic recognition to the competent authority.

## **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 receive a certificate. Depending on the chosen discipline you will be allowed to use one of these professional title:

- State-certified ski instructor (in German: „Staatlich geprüfte Skilehrerin“ oder „Staatlich geprüfter Skilehrer“)
- State-certified snowboard instructor (in German: „Staatlich geprüfte Snowboardlehrerin“ oder „Staatlich geprüfter Snowboardlehrer“)

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 measure**:

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

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). 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.

## 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 knowledge of German? The competent authority can help you with this.

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## My other options

### 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**.

### Freedom to provide services

Do you only wish to offer services in Germany **occasionally** and for **short period**? In this case you do not generally require recognition. You must meet these requirements:

- You must be resident of another country of the **EU, the EEA or in Switzerland**.
- You must provide evidence of your professional qualification.
- If the profession is not regulated in your state of establishment, then you must provide evidence of at least one year of professional experience in this profession over the last 10 years.
- You must inform or register your activity in writing with the competent authority.

## 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.

## Automatic recognition

### Automatic recognition

For professional qualifications from the **EU, EEA or Switzerland**, **automatic recognition** often applies to this profession. This means that there is no individual **equivalence assessment**. The procedure may therefore be shorter or cost less.

However, you must also apply for automatic recognition to the competent authority. You must meet the following requirements for automatic recognition:

- You have a valid and complete certificate of competence from the competent authority in your country of training.

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## Further information

### Information on the profession

The general professional qualification in Bavaria is called “State-certified snow sports instructor” (German: „Staatlich geprüfte Schneesportlehrerin“ oder „staatlich geprüfter Schneesportlehrer“). There are 2 disciplines in snow sports: Ski and Snowboard. You can apply for recognition of one of these professional titles:

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## Info and links

- **Information about training as snow and ski instructor in Bavaria**

## Legal basis

In German:

- **Ausbildungs- und Prüfungsordnung für Fachsportlehrer im freien Beruf in Bayern (BayAPOFspl)**
- **Bayerische Berg- und Skischulverordnung – BayBergSkiV**
- **Bayerisches Berufsqualifikationsfeststellungsgesetz - BayBQFG**

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[Link to page](#)

**The competent authority**

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