

# Your recognition procedure as Teacher for special needs education (m/f) in Lower-Saxony

- The profession of Teacher for special needs education (m/f) is regulated in Lower-Saxony.
- Recognition of your professional qualification is necessary for you to be able to work in the profession in Germany.
- Recognition has many **advantages**.
- There are two ways to work in Lower Saxony as a “state-recognised teacher for special needs education (m/f)”. One is with a degree, the other is with training. Both qualifications have their own competent authority. The competent authority is determined by whether equivalence with a degree or with training needs to be established. Please seek advice if you are unsure which authority is responsible for your professional qualification. Return to the advice service to get advice.

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## Quick-Info

### Name of the procedure

The procedure is called: Assessment of equivalence (In German: “Feststellung der Gleichwertigkeit.”).

### Requirements for recognition

- Equivalence of your professional qualification

Sometimes you must also meet the following requirements:

- Personal aptitude
- Medical fitness
- Knowledge of German
- Possibly: knowledge of the relevant German legal areas

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

## Knowledge of German

- You usually require knowledge of German at **level B1 to 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. A later point in time may be the start of a compensation measure or before being appointed by your employer.

## 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 (for qualifications from a **trade and technical school or similar schools**): **€100 to €250**
- Recognition procedure (for qualifications from **institutes of higher education**): The competent authority will inform you of the exact costs.
- There may be additional costs, e.g. for certifications or compensation measures
- **Information about financial support**

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## 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 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)
- If the profession is not regulated in your country of training, then you must provide evidence of at least one year of professional experience in this profession over the last 10 years.
- Information about an application for recognition already submitted. In this case state to which authority you applied.
- If you have studied: evidence of your degree
- Possibly: Evidence of your general education school-leaving certificate.
- Possibly (if you have no school-leaving certificate): end-of-year reports for your final two years

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
- 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.

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## My steps to recognition

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

- You can submit your application online. You will then leave our information page. For your application, you need to upload your documents. A tip: Collect your documents first. Then start the application.
- For comparison with a degree from a technical school: **To the internet portal**
- For comparison with a university degree: **To the internet portal**
- You can also hand in the application with the documents to the competent authority. You can also send the application to the competent authority by post. Do not send originals! In this case, use the application form.
- [L ID='5908']Application form for comparison with a technical school degree[/L]

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 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 receive the approbation. You receive a certificate for this. You also meet all further requirements. Your professional qualification is **recognised**.

You are permitted to use the professional title "state-recognised teacher for special needs education". 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 granting of approbation (licence to practise medicine). 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** (in 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.

Do you come from a third country? 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**

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.

## 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.

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## My other options

Working without recognition

Sometimes you are also able to 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 of "state-recognised teacher for special needs education".

## 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.
- The competent authority may complete an equivalence assessment.
- If the profession is **not** regulated **in your place of business**, then you must provide evidence of at least one year of professional experience as engineer over the last 10 years.
- You must inform or register your activity in writing with the competent authority.
- You may need to provide evidence of your knowledge of German.

## 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



## 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 teacher for special needs education".

## Counselling

Do you have any questions? Do you need help with the application? Seek advice! You will find your counselling centre one step in advance. In the navigation, click "Counselling offers".

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## Further information

### Legal basis

- **Niedersächsisches Berufsqualifikationsfeststellungsgesetz (NBQFG)&nbsp;**

### Für Abschlüsse an Hochschulen:

- **Verordnung über die staatliche Anerkennung von Berufsqualifikationen auf dem Gebiet der Sozialen Arbeit, der Heilpädagogik und der Bildung und Erziehung in der Kindheit (SozHeilKindVO)**

### Für Abschlüsse an Fachschulen oder ähnlichen Schulen:

- **Verordnung über Berufsbildende Schulen Niedersachsen (BbS-VO)**
- **Verordnung über die Gleichwertigkeit von Abschlüssen im Bereich der beruflichen Bildung (BB-GVO)**

## The competent authority

### Hochschule Hannover

Blumhardtstraße 2  
30625 Hannover

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 **E-Mail**

 [www.hs-hannover.de/](http://www.hs-hannover.de/)

### Your contact

#### Ms Gesine Guse

This authority is responsible for equivalence assessments with German academic qualifications at universities.