

Checklist for Applicants to determine Equal Value

Reasons to apply

- You have a foreign qualification in a skilled trade or profession?
- You are looking for work and would like to make your foreign qualification understandable to an employer in Germany?
- You would like to use your foreign qualification for advancement in your current business in Germany?

Documents (original or certified copies) needed for consultation

- Result or report of an external advisory conversation
- Signed application form
- Table listing your training courses and gainful employment (CV), along with your reasons for choosing the German target profession
- Your explanation of how you want to earn your living with the professional qualification in Germany (for applicants outside the European Economic Area additional papers are required)
- Identity Card or Passport
- Proof of training (documents of completion/references) from your country of origin
- Proof of your professional experience, activities, in-service training (e.g. work reports and testimonials)
- German translations of all documents and papers; translations by a publicly appointed or authorized translator or interpreter

Working Stages

- Checking for the target profession/references
You will find possible target professions at:
 - www.berufenet.arbeitsagentur.de
 - www.bibb.de/berufe
 - www.handwerk-nrw.de/aus-und-weiterbildung/ausbildung/ausbildungsberufe-die-im-handwerk-ausgebildet-werden.html
 - Checking for the intended employment (process leading to your goal)

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Information

- You will find the responsible offices at:
 - www.handwerk-nrw.de/service/publikationen/anererkennung
 - www.anerkennung-in-deutschland.de
 - www.anabin.de
- Advisory centres for integration in the labour market:
 - Agentur für Arbeit Köln
Telephone: +49 (0)1801 / 555111
(landline: 3.9 cts/min; mobile maximum 42 cts/min)
www.arbeitsagentur.de
 - Jobcenter Köln
Telephone: +49 (0)221 / 96443-401
www.jobcenterkoeln.de
 - List of the advisory centres for training & education and of migrants' self-help organizations via Lernende Region – Netzwerk Köln e.V.
Telephone: +49 (0)221 / 990829-0
www.bildung.koeln.de
 - For Bonn/Rhein-Sieg:
 - LerNet Bonn/Rhein-Sieg e.V., **Birgit Rady, Christine Rohrer, Berenike Schauwinhold, Carina Wolf**
Telefon: 0228 / 97638983, E-Mail: rady@lernet.de; rohrer@lernet.de; schauwinhold@lernet.de; wolf@lernet.de
 - BildungsForum Lernwelten
Im Krausfeld 30a
53111 Bonn
Ansprechpartnerin: [Annette Döhner](mailto:Annette.Doehner@bf-lernwelten.de)
Tel: 0228 / 9695999
- Where can I get information?
 - www.bqfg-koeln.de
 - www.anerkennung-in-deutschland.de
 - www.bq-portal.de
 - www.ihk-koeln.de
 - www.iq-nrw.de