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/anerkennung
  ➢ 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
      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