



Recognition of teaching diplomas

Legal notice

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Sandra Scheeres
Senator for Education,
Youth and Family

Dear educators,

I am glad you have decided to work as a teacher in our city. Berlin needs motivated and active people who can provide our children and young people with the best possible education. Our federal state is attractive for you: Berlin offers an interesting educational landscape with a modern school structure and an extensive all-day service, which we are continuously expanding. Our city additionally impresses with its excellent infrastructure and a cultural life that is second to none in Germany.

If you have completed your teacher education in a German federal state other than Berlin, your qualification will be assigned to a corresponding Berlin teaching position. This is done as part of the application procedure.

Teaching diplomas earned abroad require a different form of application. This brochure is intended to provide information on the different application procedures.

I hope that you will settle in quickly and get to know the advantages of our city.

Berlin's students are looking forward to welcoming you – and last but not least the teaching staff and school administrators, who will be happy to welcome each new colleague.

Kind regards,



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German teaching qualifications from other federal states

Teaching qualifications earned in a German federal state other than Berlin are recognised. As part of the application procedure, you will be assigned to a corresponding Berlin teaching position.

Application with a First State Examination or Master of Education

The First State Examination for a teaching position or a Master of Education degree from another German federal state usually gives you access to the preparatory service (practical teacher training) in Berlin as well. Eligibility will only be denied in exceptional cases, for instance if training in your subjects is not provided in Berlin.

The responsible application office decides on the possible admission to the preparatory service.

Office hours of the application office for the preparatory service

Monday 09:30 am – noon
Tuesday 09:30 am – noon

Hours of telephone service

Wednesday 09:30 am – noon and 01:00 pm – 03:00 pm
Friday 09:30 am – noon and 01:00 pm – 02:00 pm
Telephone (switchboard): +49 (30) 90227-5050

E-mail

vorbereitungsdienst@senbjf.berlin.de

Application with a Second State Examination

Your Second State Examination for a teaching position, earned in another German federal state, is recognised in Berlin. This entitles you to work as a teacher at public schools in Berlin.

Office hours of the application centre

Monday 09:30 am – 12:30 pm
Thursday 01:00 pm – 04:00 pm

Hours of telephone service

Tuesday 09:30 am – 11:30 am
Wednesday 12:30 am – 3:00 pm
Telephone (switchboard): +49 (30) 90227-5050

E-mail

bewerbungsstelle_schule@senbjf.berlin.de

Foreign teaching diplomas

FIRST THINGS FIRST:

Depending on your personal goals, you will need either a decision on the recognition of your foreign teacher education (brief assessment notice) or a decision on its equivalence with a Berlin teaching position. In order to obtain recognition of equivalence, you must first apply for a detailed assessment.

In both procedures it is assessed, whether the qualification as evidenced by documents can be considered a completed teacher education in accordance with the law of the country it was accomplished in.

In case you apply for a detailed assessment, the assessment additionally includes a comparison of your foreign teacher education with the qualification required for teaching position in Berlin (detailed assessment notice).

Recognition

If you only require the recognition of your foreign teacher education for submission to other authorities (e.g. job centres, pension insurance, etc.) or private employers, or if you only want to apply for positions that are expressly advertised for teachers with a professional qualification in accordance with the law of your home country (e.g. at the Staatliche Europa-Schulen Berlin), a brief assessment notice is sufficient.

Equivalence with a Berlin teaching position

If you wish to work as a teacher at a public school in Berlin for an indefinite period, you must apply for a detailed assessment.

The detailed assessment either leads to immediate recognition of equivalence with a Berlin teaching position (notice of equivalence) or shows in detail the differences that exist between your teacher education and the requirements for a teaching position in Berlin (detailed assessment notice). The detailed assessment notice will also show how you can compensate for these differences in order to obtain recognition of equivalence.

Evidence of German language proficiency

If your native language is not German, you must provide proof of your German language proficiency at the level of the "Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom". (This does not apply to teachers at the Staatliche Europaschulen Berlin who only teach in their native languages.)

As an alternative to the "Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom", the Senate Administration for Education, Youth and Family offers free language tests twice a year. Registration is possible only after you have received a detailed assessment notice. With this notice you will also receive information about the language test.

At the time of application, proof of language proficiency need **not yet** be available.

The application procedure

The application for recognition of a teaching qualification acquired outside Germany is subject to a fee.

There are two options for submitting an application:

1. Brief assessment notice – a fee of 55 euros will be charged.
2. Detailed assessment notice – a fee of 220 euros will be charged.

You will find an explanation of which assessment is suitable for you on page 5.

If the examination of your application shows that you do not have a completed qualification as a teacher, a service fee of 55 euros will be charged. If you are unsure whether you have a completed qualification as a teacher, you can get information in the Anabin database¹. This service is offered by the Central Office for Foreign Education (ZAB) at the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

<http://anabin.kmk.org/>

You will receive a written notice of recognition within four months after you have submitted the application form with all the necessary documents.

Please send your application to:

Senatsverwaltung für Bildung, Jugend und Familie
Anerkennungsstelle für Lehrkräfte
- II E 1.1/ II E 1.2 -
Bernhard-Weiß-Straße 6
10179 Berlin

The following contact persons are at your disposal:

Name	Phone	Clerk reference	Room	E-mail
Ms Pfitzinger	+49 (30) 90227-5724	II E 1.1	2B07	anerkennungen.lehrer@senbjf.berlin.de
Ms Burczyk	+49 (30) 90227-6146	II E 1.11	2B07	anerkennungen.lehrer@senbjf.berlin.de
Ms Bartel	+49 (30) 90227-6241	II E 1.2	2B03	anerkennungen.lehrer@senbjf.berlin.de

Visiting hours

Monday 09:00 am – noon
Thursday 04:00 pm – 06:00 pm

Hours of telephone service

Monday 02:00 pm – 03:00 pm
Thursday 02:00 pm – 03:00 pm
Wednesday 10:00 am – noon

¹ We have compiled a selection of information for you on pages 11 to 12.

Required documents – check list

Please submit the following documents with your application for the recognition of a foreign qualification as a teacher (brief assessment or detailed assessment):

1. Application for recognition (form on pages 9/10)
2. Signed and dated detailed curriculum vitae listed in tabular form
3. Proof of nationality, e.g. passport or identity card (officially certified copy)
4. **If applicable**, proof of name change, e.g. marriage certificate (officially certified copy)
5. Graduation diploma (high-school, A levels) or university entrance qualification (officially certified copy)
6. Higher education diplomas or certificates required to obtain the qualification to teach in the country of origin (officially certified copies)
7. Other evidence which must be obtained in addition to university studies in order to acquire the qualification for the teaching profession in the country of origin, e.g. CAP, CAPES, QTS + Induction Period, Teaching Certificate, Definitivat or similar (officially certified copies)
8. **For the detailed assessment:** Certificate of professional activity as a teacher at state schools in Germany or abroad with information on the duration, scope, subjects taught and class levels at which teaching took place (officially certified copy)
9. Verification of the content and scope of academic achievements (e.g. overview of subjects and grades, study book, diploma supplement, etc.), provided that these are not apparent from the university diploma/certificate (officially certified copies)
10. **If already available:** "Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom" of the Goethe Institute (officially certified copy)
11. **If applicable**, decisions of recognition and/or equivalency of the foreign qualification as a teacher, if another state of the Federal Republic of Germany has already made a decision (officially certified copies)

All documents not issued in German must additionally be verified with a German translation. Documents 4 to 8 must have been translated by a sworn translator. Translations of foreign documents that are not written in Latin script must also include a transliteration in accordance with the ISO standard.

In order to avoid delays in processing, we recommend sending the application with a confirmation by the foreign Ministry of Education regarding the school types, grades and subjects you have acquired teaching qualifications for in your country of origin (officially certified copy).

When applying by regular mail, officially certified copies must be submitted (refer to the check list). However, you can also submit an uncertified copy of the required documents together with the original during office hours, in which case official certification is not required.

Your application cannot be processed until all documents have been received. Processing will take about three to four months.

All submitted documents will remain at the Accreditation Office for Foreign Teaching Diplomas even after the final decision has been made and cannot be returned. Therefore, do not send any originals (including original translations)!

Please do not send your documents by e-mail as we cannot guarantee the receipt of large amounts of data.

Applications from abroad

You can apply for recognition of your foreign qualification as a teacher from abroad. We recommend that you apply to the German federal state in which you want to work as a teacher, as a decision made in Berlin may not be accepted in other federal states.

In addition, it may be helpful for applicants who are not nationals of an EU member state or an equivalent state to clarify with the competent authorities whether they can immigrate to Germany before applying.

The equivalency procedure

In order to achieve equality with a Berlin teaching position, you must first apply for a detailed assessment.

The accreditation authority will then examine whether your qualification as a teacher is in fact a completed education as a teacher in accordance with the law of the country in which you accomplished it. In addition, the equivalence of your foreign qualification as a teacher with a Berlin teaching position is checked.

The detailed assessment either leads to the immediate recognition of equivalence with a Berlin teaching position (you will receive a notice of equivalence) or shows in detail the differences between your qualification as a teacher and the teacher education in Berlin and how you can compensate for these differences (you will receive a detailed assessment notice).

Such differences may exist, for example, if

- academic and examination achievements in a second teaching subject cannot be documented in the extent that is required or are completely missing (in Germany, teachers must always be qualified in at least two teaching subjects),
- no period of practical school training with a state examination comparable to the Berlin preparatory service can be documented.

By the way:

Already completed periods of professional practice can have a positive influence on the decision if they have been performed for at least half the regular working hours and over a period of at least 18 months.

Sender

Phone _____

e-mail _____

Application for recognition of a foreign teacher education

I, _____ ,
(last name, first name)

hereby apply for recognition of my teaching certificate which I have earned in

(please specify country)

I have already submitted an application to Berlin or another federal state

yes (please enclose a copy of the decision)

no

If yes:

I have already completed an adaptation course or an aptitude examination

yes (please enclose a copy of the decision)

no

I am applying for the

brief assessment (fee 55 euros)

detailed assessment (fee 222 euros)

please turn over



Privacy policy:

With your signature, you consent to your personal data being collected, stored (20-year retention period), processed and, if necessary, passed on to third parties within the framework of the assessment and recognition procedure applied for by you at the Accreditation Office for Foreign Teaching Diplomas of the Senate Administration for Education, Youth and Family. You have the right to access your data during the retention period, to request correction or deletion, or to object to the further processing of your data by third parties. Access to your data or a request for correction or deletion of data is possible at the earliest after expiration of the legal complaint periods or after the coming into force of the assessment notice. In the event of data deletion before the expiry of the retention period, subsequent information on the recognition decision already taken can only be provided after a new application has been submitted for which a fee has to be paid. Objection to the disclosure of your data to third parties is possible only to the extent that these are not possible contributors in the assessment and recognition process, without whose involvement the completion of the process would not be possible. Contributors within the meaning of this provision can be, in addition to the legally determined participants/authorised representatives, e.g. the Central Office for Foreign Education (ZAB), courts, schools, federal and state authorities, corporations, institutions and foundations under public law (e.g. chambers/guilds), owner-operated municipal and state enterprises.

Information notice on the General Data Protection Regulation

www.berlin.de/sen/bjf/anerkennung/lehramtsabschluesse/

I have received and taken note of the information notice on the General Data Protection Regulation.

Date/signature

Examples of completed teacher education in selected EU countries

(no final list – as of October 2018)

State	Requirements
France	<ol style="list-style-type: none"> 1. three to five-year university education with a "Licence " or "Maîtrise" degree <p>and</p> <ol style="list-style-type: none"> 2. "CAPES" or "Aggrégation" ("concours" and one-year training as a "professeur stagiaire") <p>and</p> <ol style="list-style-type: none"> 3. appointment as "professeur certifié" or "professeur des écoles"
Greece	<ol style="list-style-type: none"> a) four-year university education to become a primary school teacher "Ptichio tis pedagogikis tmimatos dimotikis ekpedefsis" <p>or</p> <ol style="list-style-type: none"> b) four-year specialist degree
Great Britain	<ol style="list-style-type: none"> 1. Bachelor (at least a three-year university education) and 2. Postgraduate Certificate in Education (PGCE) <p>and</p> <ol style="list-style-type: none"> 3. Qualified Teacher Status (QTS) <p>and</p> <ol style="list-style-type: none"> 4. Induction period
Italy	<ol style="list-style-type: none"> 1. "Laurea in Scienze della Formazione Primaria, Indirizzo: Scuola Elementare" four-year university education 2. "Diploma di laurea" three to six-year university education <p>and</p> <ol style="list-style-type: none"> 2. "Concorso" or "Diploma di Specialista – abilitazione all'insegnamento (SISS)" or "Tirocinio formativa attivo TFA" or "Percorso abilitante speciale PAS"
Austria	<ol style="list-style-type: none"> a) three-year teacher training course at a teacher training college <p>or</p> <ol style="list-style-type: none"> b) four and a half years university education leading to a master's degree and a one-year teaching internship c) As of 01/09/2019: three-year teacher training course with successful completion of Bachelor's degree plus teacher training related Master's course
Poland	<ol style="list-style-type: none"> a) Degree "Licencjat" (three-year university education with reference to teaching profession or pedagogy) <p>or</p> <ol style="list-style-type: none"> b) "Magister" degree (five-year university education with reference to a teaching profession or pedagogy)
Spain	<ol style="list-style-type: none"> a) "Diploma universitario de Profesor de Educación Básica" or "Diplomado de Maestro" <p>or</p> <ol style="list-style-type: none"> b) "Licenciado" (usually a five-year university education) and "Certificado de Aptitud Pedagógica" or "Master en Formación del Profesorado de Educación Secundaria"

Examples of completed teacher education in selected countries outside the EU

(no final list – as of October 2018)

State	Requirements
Argentina	four to five-year university education with the degree a) “Profesora” or b) “Licenciado”
Bosnia and Herzegovina	four to fifteen-year university education with the degree “Profesor” or “bacelor” plus Proof of the one-year preparation period (“privpravnicki staz”/“vjezbenicki staz”) with final subject examination “strucni ispit”, taken before an examination board of the relevant Ministry of Education
Brazil	Secondary education with the degree a) “Magisterio 1º Grau” or b) “Professor de Ensino Primário” or c) Four-year university education with the degree “Licenciado”
Russia (and former states of the Soviet Union)	four to five-year studies at a teacher training college or university with the degree “ucitel” or “prepodavatel”
Serbia	four to five-year university education with the degree “Profesor” or “Master Profesor” plus Proof of the one-year preparatory period (“privpravnicki staz”/“staz”) with the final license examination (“ispit za licencu”), taken before an examination board of the Serbian Ministry of Education
Turkey	1. four to five-year university education with the degree “Lisans Diploması” or “Yüksek Lisans Diploması” and 2. “Pedagoji Sertifikası” (Certificate of Accompanying Pedagogical Studies) and 3. proof of completion of a one-year probationary period (Stayer), to be proven by an extract from the Turkish official register
USA	1. three to four-year university education with a Bachelor's or Master's degree and 2. “Teaching Certificate” (registration with the Department of Education)

Find us on the Internet at

[**www.berlin.de/sen/bjf**](http://www.berlin.de/sen/bjf)

The online school directory

[**www.berlin.de/schulvz**](http://www.berlin.de/schulvz)

You can subscribe to our newsletter at

[**www.berlin.de/sen/bjf/service/newsletter/**](http://www.berlin.de/sen/bjf/service/newsletter/)

Senatsverwaltung
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