

TEACHERS WITH INTERNATIONAL DEGREES

Recognition of professional qualifications

**HAUPTSTADT
MACHEN**

Senatsverwaltung
für Bildung, Jugend
und Familie

BERLIN



Imprint

Published by

Senate Administration for Education, Youth and Family
Bernhard-Weiß-Straße 6
10178 Berlin
www.berlin.de/sen/bjf/en

Edited by

SenBJF, Department II E - Accreditation Office /
Melanie Knaack, Department ZS I

Layout

form + grund GmbH, SenBJF, Department ZS I

This brochure is part of the public relations work of the State of Berlin. It is not intended for sale and may not be used to promote political parties.



Astrid-Sabine Busse
Senator for Education, Youth and Family

Dear Educators,

I am delighted that you have decided to teach in Berlin.

Berlin needs committed, competent teachers that can give our young people the best possible education.

Berlin is an attractive employer, offering you a diverse, modern educational landscape, extensive opportunities for you to further your professional training and a competitive salary. And it's a wonderful place to live!

The prerequisites for teaching in Berlin are regulated by the state, which means that for degrees obtained outside of Germany you must obtain recognition of equivalence to show that your professional qualification equates to a Berlin teaching position. This brochure provides you with detailed advice and information about that process.

You will also find everything you need to know about language proficiency for teachers and how to acquire it, information about the application and recognition procedure as well as the addresses of the people to contact.

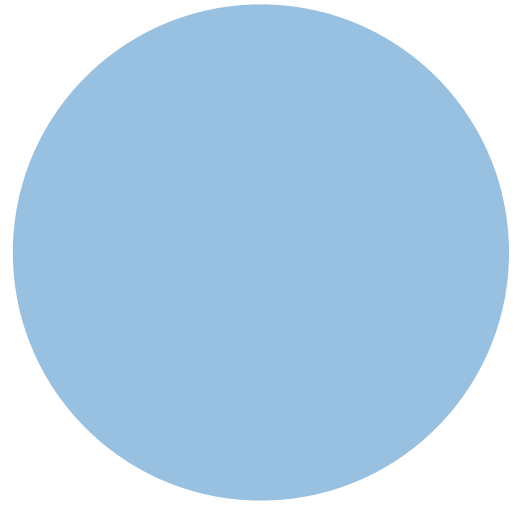
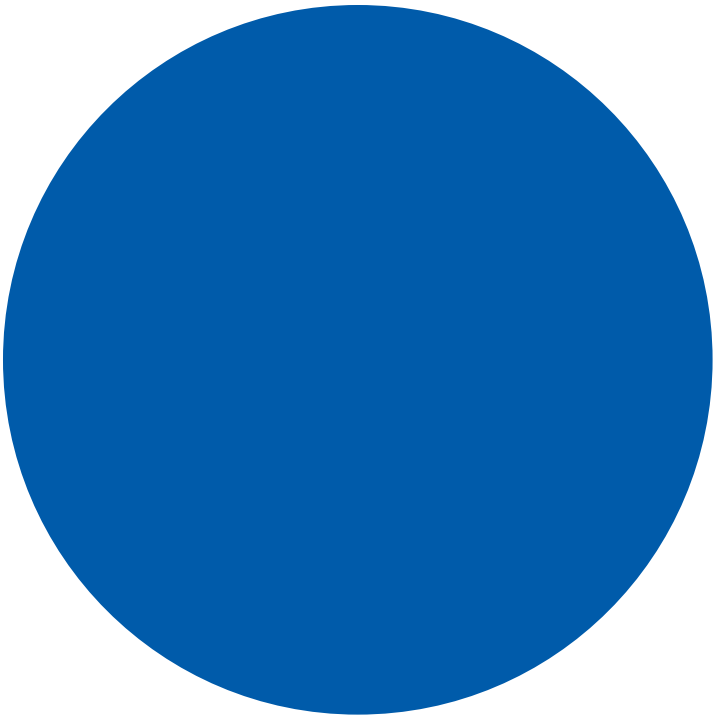
If you have come to Berlin seeking refuge, there is a simplified process for you, which is also outlined in this brochure.

I wish you every success on your path to teaching in Berlin. Berlin's students as well as your colleagues and the administration at your new school look forward to meeting you.

Welcome to Berlin!

Yours sincerely,

A handwritten signature in blue ink that reads "Astrid-S. Busse". The signature is written in a cursive, flowing style.



CONTENTS

TEACHING WITH AN INTERNATIONAL DEGREE	4
Applying for equivalence	4
Test results, assessments and fees	5
COMPENSATING FOR DIFFERENCES IN TRAINING	6
Compensating for a shortfall in academic credits	6
Additional training	6
Compensating for differences in practical school training	7
Adaptation course	7
Aptitude examination	7
Professional experience	8
DOCUMENTS AND FORMS	9
Applying for an equivalence assessment	9
Application form	10
Documents to be submitted - checklist	11
PROCEDURE FOR PEOPLE SEEKING REFUGE	12
Documents and formal requirements	13
REQUIRED GERMAN LANGUAGE PROFICIENCY	14
Free language test	15
FULL TEACHING QUALIFICATIONS	16
Examples from EU countries	16
Examples from non-EU countries	17



TEACHING WITH AN INTERNATIONAL DEGREE

Have you already successfully completed your teacher training outside of Germany? Would you now like to work permanently as a teacher in Berlin? In this case, you need to have your professional qualification verified and apply for recognition of equivalence with a Berlin teaching position.

Applying for equivalence

You can apply by post to the Accreditation Office of the Senate Administration for Education, Youth and Family for your teaching qualification completed outside of Germany to be verified or you can apply conveniently online via the Berlin service portal:

→ service.berlin.de/dienstleistung/329595/en

→ See pages 9 - 11 for the application form to send by post and a checklist of all of the required documents.

Test results, assessments and fees

You can choose between a detailed and a brief assessment:

- **The detailed assessment** is required for recognition of equivalence and for permanent jobs. The cost for this assessment is € 222. As soon as you have made up for any differences in training, you will receive your notice of equivalence.
- **The brief assessment** does not result in recognition of equivalence. However, with the brief assessment you can work temporarily as a supply or substitute teacher or as a teacher in accordance with the laws of your home country. This assessment costs € 55.

You will receive a response three to six months after you have submitted the completed application and all of the required documents.

- If the result of the verification process indicates that you do not possess a suitable professional teacher's qualification, you will receive a notice of rejection. In this case, there is a charge of € 55. If you are unsure whether you have a completed teacher education, the Anabin database may be of assistance: → www.anabin.kmk.org
- In some cases, it may be advisable that you refrain from applying for recognition of equivalence until you can prove that you have the requisite professional experience. This is because a relevant professional activity, such as working as a supply or substitute teacher, can count towards your equivalence. Please consult the Accreditation Office for your options.

Contact and related links

Anerkennungsstelle für internationale Lehrkräftequalifikationen

(Accreditation Office for foreign teaching qualifications)
Senatsverwaltung für Bildung, Jugend und Familie
(Senate Administration for Education, Youth and Family)
Bernhard-Weiß-Straße 6, 10178 Berlin

Telephone:
030 90227-6928

Telephone lines are open:
Monday and Thursday 14:00 - 15:00
Wednesday 10:00 - 12:00

Email:
anerkennungen.lehrer@senbjf.berlin.de

→ www.berlin.de/sen/bjf/en/recognition-of-degrees-and-qualifications/teacher-degrees

Frequently Asked Questions

→ www.berlin.de/sen/bjf/anerkennung/lehramtsabschluesse/artikel.952328.en.php

Legal grounds

Law on the recognition and determination of equivalence of foreign teaching qualifications (LQFG Bln)

→ https://gesetze.berlin.de/bsbe/document/jlr-EWG48_98uaGBE2016V1P4

COMPENSATING FOR DIFFERENCES IN TRAINING

The detailed assessment from the Accreditation Office informs you of the differences between your teacher training and the teacher training in Berlin as well as how you can compensate for these differences to receive recognition of equivalence for a Berlin teaching position.

Differences in training can be compensated for through the following¹:

Compensating for a shortfall in academic credits	Additional training
Compensating for differences in practical school training	Adaptation course Aptitude examination Professional experience

Compensating for a shortfall in academic credits

Additional training

If differences in the subjects you studied as part of your teaching training were identified in the course of verifying your application, you can make up for these differences by completing additional training at a Berlin university for teacher training. Please be aware of the application deadlines and entrance requirements for each university.

The additional training will consist of subject-specific and/or pedagogical studies and exams in accordance with the conditions outlined in your detailed assessment. You must complete the additional training prior to starting the in-school practical adaptation course or prior to an aptitude examination and provide the Accreditation Office with proof of this by way of a university transcript.

You will receive advice about additional training when you submit the results of your assessment, for example to the following universities:

- Freie Universität Berlin, Dahlem School of Education
- Humboldt Universität in Berlin, Professional School of Education

¹ More information on the compensatory measures can be found in the regulation for the adaptation course and for the aptitude examination - EC Directive for Teaching Professions - EG-RL-LehrerVO: → https://gesetzte.berlin.de/bsbe/document/jlr-EWG48_98VBErahmen

Compensating for differences in practical school training

If differences in your practical school training were identified in the course of verifying your application, you can make up for them by completing an adaptation course or an aptitude examination.

→ Once one compensatory measure has been approved it is no longer possible to switch to another one.

Adaptation course

The in-school practical adaptation course² takes place in a series of practical seminars and at a school.

The adaptation course comprises:

- General seminar sessions,
- Subject-specific seminar sessions and
- Professional practice in the form of independent teaching, teaching under supervision and observing/shadowing classes at a public school.

Duration of the adaptation course

The adaptation course generally takes 18 months.

If proof of German language proficiency at C2 level (page 14) has yet to be provided when the adaptation course begins, the course is extended to 24 months (adaptation course plus).

If you make up for the differences in training faster (and can provide proof of such), the adaptation course may be shortened upon request. This is only possible after six months.

It is also possible to extend the adaptation course based on your individual circumstances pending consultation with the seminar convenor.

Aptitude examination

The aptitude examination³ consists of two demonstration lessons followed by a reflection and discussion and an oral exam.

The two demonstration lessons and subsequent discussion are related to the applicable Berlin framework curricula in the subjects/special needs specialisations and grade levels for which you are seeking recognition of equivalence.

The oral exam covers subject-specific and pedagogical competences as well as legal issues relating to the Berlin School Act or the implementation provision regarding oversight (Ausführungsvorschrift Aufsicht).

Information about start dates and applications for the practical adaptation course can be found here:

Application address for the preparatory service

Email: vorbereitungsdienst@senbjf.berlin.de

→ www.berlin.de/sen/bildung/fachkraefte/lehrausbildung/vorbereitungsdienst

Regulation regarding the adaptation course and the aptitude examination (EC Directive for Teaching Professions – EG-RL-LehrerVO)

→ https://gesetze.berlin.de/bsbe/document/jlr-EWG48_98VBErahmen

² The adaptation course complies with the regulations in Sections 3-7 EG-RL-LehrVO.

The general seminar and subject-specific seminar convenors are responsible for setting focal points.

³ The aptitude examination is based on the regulations in Sections 9-18 of EG-RL-LehrVO.

Professional experience

Instead of completing an adaptation course or sitting an aptitude examination, differences in practical training can be compensated for through professional experience as a supply or substitute teacher or as a teacher in connection with personnel cost budgeting (Personalkostenbudgetierung, PKB). To do this, however, certain criteria must be met:

Criteria for the recognition of professional experience

You worked as a teacher ...

- after you obtained your teaching qualification,
 - continuously or in no more than two prolonged periods of time totalling at least three years,
 - for at least half of the regular weekly working hours and
 - in subjects and grade levels for which it is possible to obtain recognition of equivalence following your detailed assessment (in other words, secondary education I and II for teaching positions at integrated secondary schools and Gymnasiums (grammar schools))
- As proof, and once three years have passed, the Accreditation Office requires written confirmation from the school administration and/or the responsible school authorities in accordance with the above-mentioned criteria.
- Teaching 'welcome classes' does not count towards compensating for differences in training because they are not considered a proper class as such in the regular timetable.

Professional experience and additional training

If you need to study a subject or part of a subject further to obtain equivalence, you can complete this additional study while working as a supply or substitute teacher or PKB teacher. To do so, however, the work experience must be related to the subject in question.

Professional experience abroad

If you have already worked abroad as a teacher, please provide proof of this when submitting your application by providing strong evidence (see the criteria for recognising professional experience) from the respective school, the Ministry of Education or other responsible body.

- If you worked as a teacher abroad for less than the required three years, please submit evidence to support this as it may be possible to count a continuous period of time. Any additional time required can then be made up at a Berlin school.

DOCUMENTS AND FORMS

Applying for an equivalence assessment

You can also request a verification of your teaching qualification obtained outside of Germany by post from the Accreditation Office.

Simply complete the application form on the other side of the page and send it along with the required documentation to:

Senatsverwaltung für Bildung, Jugend und Familie

Anerkennungsstelle für internationale Lehrkräftequalifikationen

II E 1.11/II E 1.12/II E 1.13

Bernhard-Weiß-Straße 6

10178 Berlin

Translations

You must also submit German translations of all international documents which are not already in German.

Transcripts, certificates and official documentation of school leaving qualifications, university degrees and professional qualifications must be translated by a certified translator.

Documents in non-Latin script must also contain a transliteration in accordance with the ISO standard.

Application form

(only when applying by post)

Sender:

Name: _____

Address: _____

Telephone: _____ Email: _____

Application for recognition of foreign teacher training

I,

Surname: _____ First name: _____

hereby request recognition of _____
my teaching qualification from (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 result)

no

I am applying for the

detailed assessment (fee € 222)

brief assessment (fee € 55)

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 you are applying for at the Accreditation Office for Foreign Teaching Qualifications of the Senate Administration for Education, Youth and Family. You have the right to access your data during the retention period, to request its correction or deletion, or to object to the further processing of your data by third parties.

Access to your data or a request for a correction or deletion of your data is possible at the earliest after expiration of the legal complaint periods or after the coming into force of the recognition decision. In the event your data is deleted before the expiry of the retention period, subsequent information on the recognition decision can only be provided after a new application has been submitted for which a fee must be paid.

Objection to the disclosure of your data to third parties is possible only to the extent that such third parties do not take part in the assessment and recognition process, without whose involvement the completion of the process would not be possible. Such third parties within the meaning of this provision can be, in addition to the legally determined participants/authorised representatives, 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/en/recognition-of-degrees-and-qualifications/teacher-degrees

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

Date/signature _____

Documents to be submitted – checklist

	Brief assessment	Detailed assessment or notice of equivalence
Personal details		
1. Application form ‘Application for recognition of a foreign teaching qualification’; if you live outside the federal state of Berlin, please also provide an explanation as to why you are applying in Berlin	<input type="checkbox"/>	<input type="checkbox"/>
2. CV in table form	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of identity (online applications only; will be requested automatically)	<input type="checkbox"/>	<input type="checkbox"/>
4. Identification document	<input type="checkbox"/>	<input type="checkbox"/>
5. If applicable: marriage certificate or other proof of name change	<input type="checkbox"/>	<input type="checkbox"/>
Training certificates		
6. Completion of training (e.g. university diploma)	<input type="checkbox"/>	<input type="checkbox"/>
7. Course contents (e.g. diploma supplement)	—	<input type="checkbox"/>
8. Professional experience (confirmation from school or Ministry of Education of the type, scope and duration of the experience as well as grade levels)	—	<input type="checkbox"/>
9. Other professional qualifications (e.g. other evidence that must be provided in addition to a university qualification in order to fully qualify as a teacher in your home country)	<input type="checkbox"/>	<input type="checkbox"/>
10. If applicable: Recognition notice or notice of equivalence from another federal state	<input type="checkbox"/>	<input type="checkbox"/>
11. If applicable: Confirmation of participation in an adaptation course or aptitude examination in another federal state	<input type="checkbox"/>	<input type="checkbox"/>
12. If applicable: Proof of German language proficiency at C2 level	—	<input type="checkbox"/>



PROCEDURE FOR PEOPLE SEEKING REFUGE

Those who can prove special protection pursuant to Section 24, para. 1 of the German Residence Law (AufenthG) can apply for a decision using a simplified process.

As with the regular procedure, the application is made online via the Berlin service portal or by post to the Accreditation Office:

→ service.berlin.de/dienstleistung/329595/en

Senatsverwaltung für Bildung, Jugend und Familie
Anerkennungsstelle für internationale Lehrkräftequalifikationen
II E 1.11/II E 1.12/II E 1.13
Bernhard-Weiß-Straße 6
10178 Berlin

Documents and formal requirements

Evidence of German language proficiency

- Proof of a language placement test is required (one from a VHS, for example) or other proof of German language proficiency in order to determine your employability as a teacher and the type of decision to be issued.
- An equivalence assessment is only completed upon provision of German language proficiency of at least level C1.

Fees

- There is no fee for the application procedure for people seeking refuge.

Documents

- The documents to be submitted are the same as those required for the regular procedure. However, the documents do not have to be absolutely complete. If possible, please submit a copy, scan or photo of your diploma.
- A signed written declaration in German and, if possible, in the respective national language, of the accuracy of the statements made and the authenticity of the documents submitted, is required.
- A copy of your residence permit is also required.

Translation and transliteration of documents

- Machine translations are also accepted. If necessary, the Accreditation Office will check the information once again.
- A certified translation of the transcript is preferred, but not necessary.

Compensation for unequal treatment compared to regular applications

- The decision is valid for a maximum of three years. It includes a note regarding the incompleteness of the information provided. The deadline for the regular application procedure can be extended for a fee.

REQUIRED GERMAN LANGUAGE PROFICIENCY

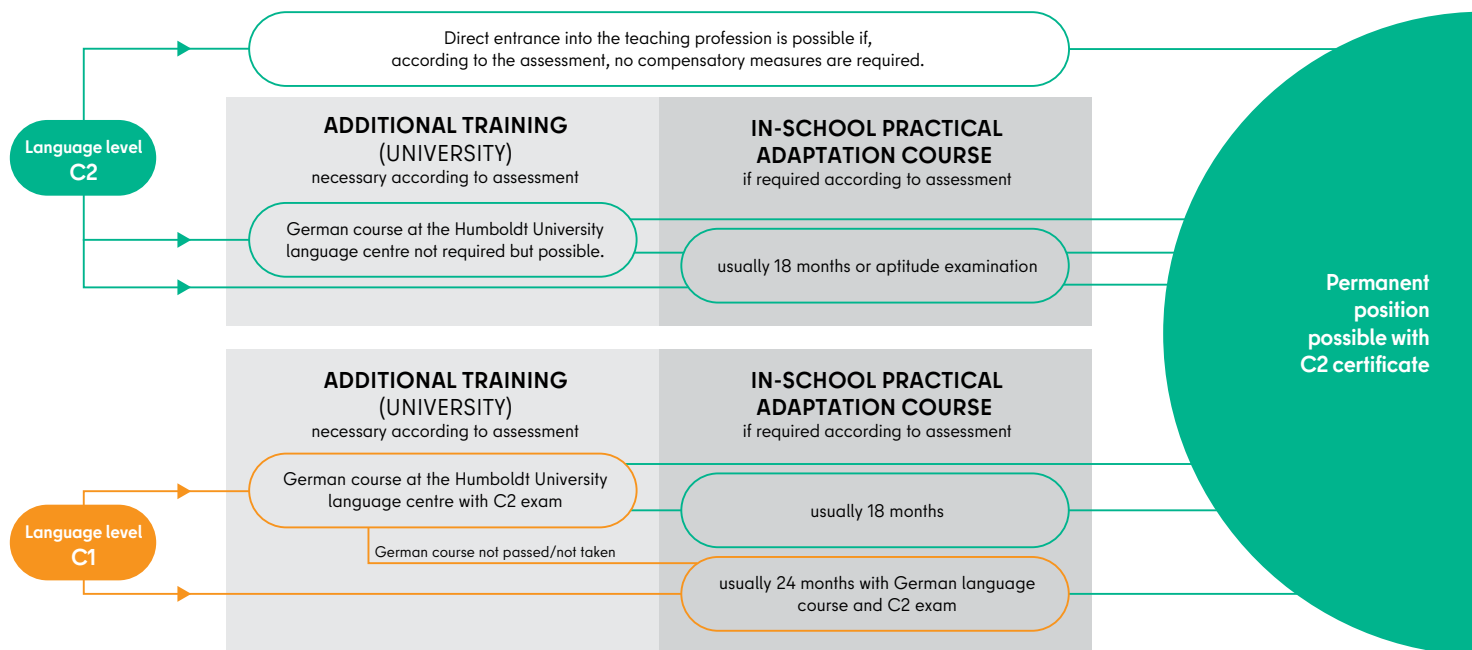
In accordance with Section 9 of the Law on the Recognition and Determination of the Equivalence of Foreign Teaching Qualifications (LQFG), you must provide proof of German language proficiency at the C2 level of the Common European Framework of Reference for Languages (CEFR). Your proficiency in the German language should correspond to the level of the Goethe Institute's Großes Deutsches Sprachdiplom (GDS).

C2 level German language proficiency is important for you because:

- You can communicate flexibly and respond quickly in your everyday work.
- You can convey the subject better to your students.
- You can deal with conflict, such as interruptions in class, confidently.
- It will be easy for you to master the required compensatory measures.
- You can complete the in-school practical adaptation course in a shorter period of time.

- In order to successfully complete the compensatory measures in as little time as possible, you should complete your C2 certificate during the additional training if possible, for example through a German language course at the Humboldt University language centre, or even beforehand.
- If you still do not have your C2 certificate when the adaptation course starts, please first take a vocational language course as part of the practical seminar series. Your adaptation course will then take 24 months. It is, however, still possible to shorten the duration of the adaptation course in light of relevant achievements.

German language proficiency and methods of entrance



Free language test

The free language test offered by the Senate Administration for Education, Youth and Family is suitable proof of level C2 language proficiency. It is a single test taken in a group that takes approximately four hours.

The language test consists of the following parts:

1. Oral: Speak on your own about a given topic
2. Listening comprehension: Responding to questions about a specific situation
3. Reading: Silent reading of a factual text and completing various tasks related to its content
4. Written: Independently compose a text on a given topic; correct a text containing errors
5. General language competence: Includes knowledge of grammar

→ You must achieve a minimum of 60% in each section to pass the language test.

Please only register for the language test when you are certain that you can fulfil the test requirements. There is an information event beforehand in which you will receive details about the requirements and test format. Please ask about appointments.

Accreditation Office of the Senate Administration for Education, Youth and Family

Telephone:
030 90227-6928

Office hours:
Monday and Thursday 14:00 - 15:00
Wednesday 10:00 - 12:00

Email:
anerkennungen.lehrer@senbjf.berlin.de

After you apply and approximately four to six weeks before the test date, you will receive a written invitation for the language test.

Places are limited, so please decline if the date is not convenient for you so that somebody else can take the language test.

FULL TEACHING QUALIFICATIONS

Examples from EU countries

France	4- to 5-year university course with a Licence or Maîtrise degree				
	and				
	CAPES or Agrégation (concours and 1-year training as a professeur stagiaire)				
			and		
Designation as professeur certifié or professeur des écoles					
Greece	4-year university course to become a primary school teacher: Πfichio tis pedagogikis tmimatos dimotikis ekpedefsis	or	4-year degree		
Italy	4-year university course: Laurea in Scienze della Formazione Primaria, Indirizzo: Scuola Elementare		or	3- to 6-year university course: Diploma di laurea	
	and			and	
Concorso or Diploma di Specialista - abilitazione all'insegnamento (SISS) or Tirocinio formativa attivo TFA or Percorso abilitante speciale PAS					
Austria	3-year teacher training course at a teacher training college	or	5-year university course leading to a Magister degree	or	3-year teacher training course with successful completion of a Bachelor's degree plus teacher training related Master's course (two years)
Poland	Licencjat degree (3-year university course with reference to the teaching profession or pedagogy)		or	Magister degree (5-year university course with reference to the teaching profession or pedagogy)	
Spain	Diploma universitario de Profesor de Educación Básica or Diplomado de Maestro		or	Licenciado (usually a 5-year university course) and Certificado de Aptitud Pedagógica or Master en Formación del Profesorado de Educación Secundaria	
Hungary	3- to 4-year university course with one of the following degrees:		or	5- to 6-year university course with one of the following degrees:	
	<ul style="list-style-type: none"> • tanító (primary school) • általános iskolai tanár (secondary education I) • gyógypedagógiai tanár (special needs school) 	<ul style="list-style-type: none"> • középiskolai tanár (secondary education II) • okleveles ... általános iskolai tanár (secondary education I since 2013) • okleveles ... középiskolai tanár (secondary education II since 2013) 			

Examples from non-EU countries

Bosnia and Herzegovina	4- to 5-year university course with a Profesor or bachelor degree		
	and		
	Proof of the 1-year preparation period (privpravnicki staz/vjezbenicki staz) with the strucni ispit final exam taken before an exam board of the Ministry of Education		
Brazil	Secondary education with a Magisterio 1º Grau or Professor de Ensino Primário diploma	4-year university course with a Licenciado degree	
	or		
Great Britain and Northern Ireland	Bachelor's degree (at least a 3-year university course)		
	and		
	Postgraduate Certificate in Education (PGCE)		
	and		
	Qualified Teacher Status (QTS)		
	and		
	Induction period		
Russia and former Soviet countries	4- to 5-year course at a teacher training college or university with a ucitel or prepodavatel degree		
Serbia	4- to 5-year university course with a Profesor or Master Profesor degree		
	and		
	Proof of the 1-year preparatory period (privpravnicki staz/stazc) with the final licence exam (ispit za licencu) taken before an exam board of the Serbian Ministry of Education		
Syria	At least a 4-year university course with a Al-idjaza degree		
Turkey	Prior to 2002: Teaching degree or a degree in another subject plus a pedagogy course (Pedagoji Sertifikasi)	From 2002: Relevant teaching degree or a degree in another subject plus pedagogical training Pedagojik Formasyon	
	and		
	Proof of 1-year probation period (Stayer), e.g. by submitting your service record	KPSS exam for teachers (Kamu Personel Secme Sinavi - exam for selecting personnel for public service)	
		and	
		1-year adaylık süreci (teacher candidate phase) at a public school	
and			
	Final assessment of the teacher candidate phase by the mentor, school management and school inspection		
	and		
	Official confirmation of the lifting of the teacher candidate phase by the respective governor's office (Valilik) or by an excerpt from the register of service hours (Hizmet Belgesi)		
USA	3- to 4-year university course with a Bachelor's or Master's degree		
	and		
	Teaching Certificate (registration with the Department of Education)		

**HAUPTSTADT
MACHEN**

Senatsverwaltung
für Bildung, Jugend
und Familie

BERLIN



Bernhard-Weiß-Straße 6
10178 Berlin
Telephone +49 (30) 90227-5050
www.machberlingross.de