

# Your recognition procedure as Teacher (m/f) in Berlin, Berlin

- The profession of Teacher (m/f) is **regulated** in Berlin.
- Recognition is necessary in order to be able to work in the profession in Germany.

Download: 07.02.2024

## Quick-Info

### Name of the procedure

This procedure is called: Recognition of foreign training as a teacher. (in German "Anerkennung der ausländischen Ausbildung als Lehrkraft").

### Requirements for recognition

In Berlin the following generally applies: Teacher training consists of two parts:

- **A teaching degree including at least two subjects.** The degree consists of a bachelor's degree and a master's degree (First State Examination).
- **Practical pedagogical training.** This training concludes with the Second State Examination. The practical training is also referred to as teaching practice (Vorbereitungsdienst, Referendariat).

This requirement applies to recognition as a teacher in Berlin:

- Equivalence of your professional qualification

**Please note**, to work as a teacher, you usually need to provide evidence of your knowledge of German, personal aptitude and medical fitness. Your employer will check personal aptitude and medical fitness upon your appointment at the latest.

### Knowledge of German

- You need knowledge of German at least at **level C2** of the Common European Reference Framework for languages.
- You are not required to provide a language certificate when applying. You can provide evidence of knowledge of German at a later point in time. This means, before the start of a compensation measure or when being appointed as a teacher.
- You can also sit an examination. The Berlin Senate Department offers a free language examination twice a year. You can apply when you have the detailed notice.

### 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

## The competent authority

### Senatsverwaltung für Bildung, Jugend

#### Familie

Bernhard-Weiß-Straße 6  
10178 Berlin

[View on Google Maps](#)

+49 30 90227 6928

E-Mail



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

#### Your contact

Mr Holger Rink

Referat II E, Aus-, Fort- und Weiterbildung für Lehrkräfte  
Bildungsmedien, Open Educational Resources (OER), schulische  
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Telefonische Sprechzeiten

Montag, Donnerstag:

14:00 - 15:00 Uhr

Mittwoch: 10:00 - 12:00 Uhr

- Recognition procedure: **€222**
  - Abbreviated notice (Kurzbescheid): €55
  - 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
- 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)
- Evidence of your general education school leaving certificate
- Intention to start work: You may have to prove that you want to work in Germany.
- Information about an application for recognition already submitted. In this case state to which authority you applied.
- Evidence of the content and duration of your training (e.g. diploma supplement, transcript of records, Study record)
- Evidence of your professional experience as a teacher (e.g. employment references stating duration, scope, subjects taught and year groups)

Usually you do not submit these documents until later (in case of a compensation measure or shortly before being appointed as a teacher):

- Evidence of your knowledge of German
- Evidence of your personal aptitude: written declaration **or** 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: written declaration **or** doctor's certificate **and** proof of your measles protection

### Senatsverwaltung für Bildung, Jugend und Familie

- **Application form - in German (17.07.2020)**

### 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 may also apply if you are not yet living in Germany.

- You can send the application **by post** to the **competent authority**. Do not send originals.
- You may be able to send the application **via email**. Ask your **competent authority** before you do. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents.
- You can apply **online**. Later on in the recognition procedure, you may be required to submit original copies or certified copies of the documents. Use the federal state internet portal for the online application. You will then leave our information page. **To the internet portal Berlin**

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. Following this, the competent authority will check further requirements for appointment as a teacher to the teaching profession. This includes, e.g. knowledge of German.

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 detailed notice containing the result.

**Please note:**

- You are also able to apply for a so-called **abbreviated notice** (Kurzbescheid). For an abbreviated notice, the competent authority checks whether your training constitutes a completed training course as a teacher in your country of training. Abbreviated notice provides you with so-called partial access to a profession. You are only able to apply for certain jobs, e.g. at bilingual schools (State European Schools) in Berlin. Here, for example, you are able to teach in your native language.
- You can also only have your professional qualification compared against the German teaching degree qualification. If your professional qualification is equivalent to the degree (bachelor's or master's), then admission to teaching practice, or lateral entry is possible.

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 also meet all further requirements. Your professional is **recognised**.

You receive the so-called qualified teacher status for the area of the teaching profession you applied for. 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 the other requirements** to work as a teacher. You may be required to demonstrate, for example, that you have knowledge of German at **language level C2**. The competent authority will inform you.

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** (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 detailed notice.

There are a range of compensation measures:

- Adaptation period: Work as a teacher and perhaps attend teaching courses at the university or institute of higher education
- Aptitude test: Teaching demonstration and an oral examination

You can choose between an adaptation period or an aptitude test.

Do you need to compensate for a lack of practical professional experience? You may be able to work as a supply teacher and compensate for a lack of professional experience.

Do you lack a second teaching subject for full recognition of your professional qualification? You are able to work as a supply teacher and at the same time complete additional training in a second subject.

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. 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.

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](#).

## 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 knowledge of German? The competent authority can help you with this.

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## My other options

Working without recognition

There are various options for working as a teacher without recognition. For this, it is important that you are permitted to live and work in Germany.

You can find out more about entry, residence and work via the hotline **Working and Living in Germany**.

There are these alternatives for example for recognition:

### **Entering the profession laterally (German: "Quereinstieg")**

In Berlin there are particular regulations for entering the profession laterally (German: "Quereinstieg"). These may allow you to work as a teacher without a teaching degree or recognition. Lateral entry to the profession is normally possible if a subject has too few teachers (shortage subjects, German: "Mangelfach"). More information can be obtained directly from the school or from the websites of the ministries of education and cultural affairs. Further information about this opportunity is available [here](#).

### **Working at private schools**

You may be able to work as a teacher at a private school without recognition. You can apply directly to a private school.

### **Working as a supply teacher**

In Berlin you may be able to work in schools as cover for a teacher. In most cases this is only possible if another teacher is absent at a school. This means, there is a staff shortage at school. In this case, you must have studied the relevant teaching subject. Further information about this opportunity is available [here](#).

### **Working at international schools**

You can teach at bilingual schools or State European Schools in your native language. For this you need the necessary subject knowledge and language skills.

### **Working in preparatory course classes and in learning support classes**

Have you studied, e.g. German language and literature, or have a qualification in German as a foreign language (GFL) or in German as a second language (GSL)? If so, you may be able to teach in preparatory course classes and in learning support classes for students with insufficient knowledge of German. You may also be able to work in adult education. A range of institutions offer courses in German as a foreign language (GFL) or in German as a second language (GSL).

### **Working outside of school**

With your teaching qualification you can also work outside schools. This is possible in particular in educational sectors, e.g. in adult education, in consultancy or as a research assistant at an institute of higher education.

### **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.

### **Procedure for refugees**

As a refugee, you may be able to participate in a simplified procedure for professional recognition.

Note: Foreign professional qualification recognition under the simplified procedure is generally valid for three years. Once validity has expired, you may have to go through the regular procedure.

- The procedure involves a fee.
- The processing time is shorter.
- You can provide evidence of the documents for your application ( e.g. employment reference) as a photo, copy or scan.
- However, you must confirm the accuracy and authenticity of your documents in a statement.
- You may not have to submit your documents in German.
- Your employment reference does not have to be translated by a publicly appointed and authorised translator.
- You can provide evidence of your German language skills by means of a language test or by participating in a language course.

## Statement of Comparability for Foreign Higher Education Qualifications

A Statement of Comparability for Foreign Higher Education Qualifications can make it easier for you to access the German labour market. The Central Office for Foreign Education (ZAB) assesses your certificate. Please note, the Statement of Comparability does not replace recognition of your professional qualification. You can only receive recognition of your professional qualification from the competent authority. Further information about Statement of Comparability is available [here](#).

## Counselling

- Do you have any questions? Do you need help with the application? Seek advice! You will find your counselling centre two steps in advance. In the navigation, click "Counselling offers".
- Would you like to work in Germany in a day nursery or at a primary school with all-day supervision for children? The "[Beratungsstelle Fachkräfte für Kitas und Ganztage an Grundschulen](#)" hotline can advise you on how to go straight into the job or start training.
- Do you have questions regarding entry or residence? Please contact the hotline [Working and Living in Germany](#) .

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## Further information

### Information about the profession

Training to become a teacher in Berlin consists of two parts:

- a teacher training degree and
- practical pedagogical training: Teaching practice (Second State Examination).

Teachers are able to work at different schools. In Berlin there are the following teaching roles (types of qualified teacher status):

- Primary school teacher
- Teacher at integrated secondary schools (lower, intermediate, and comprehensive) and at grammar schools
- Vocational school teacher

There is also a focus on **special needs education** for all three teaching posts. Then a general education subject is replaced by 2 special education subjects.

Your professional qualification must be checked for teaching in state schools in Berlin. Recognition is necessary in order to be able to work in the profession in Germany.

## Info and links

- **Information of the competent authority**
- **Information about lateral entry as a teacher in Berlin**
- **Information about working as a supply teacher in Berlin**
- For further helpful information, see also this publication by the network Integration through Qualification (IQ): **Professional recognition for teachers – the pathway to a new job**

## Legal basis

- **Lehrkräftequalifikationsfeststellungsgesetz Berlin (LQFG)**
- **Lehrkräftebildungsgesetz (LBiG)**
- **Lehramtszugangsverordnung (LZVO)**

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