Assessment Process

1. Counselling Session
   - Who to contact:
     - Assessment authorities (e.g. Chambers of Crafts, Chambers of Commerce and Industry)
     - IQ-Network advice centers all around Germany
     - Federal Office for Migration and Refugees: a hotline (English/German)
     - Recognition in Germany (Recognition Finder): find the assessment authority
   - Only individuals seeking assessment of their professional qualifications can submit an application
   - The assessment authority reviews whether there are any substantial differences between the foreign professional qualification and the corresponding German qualification

2. Submission of Application
   - Only individuals seeking assessment of their professional qualifications can submit an application
   - A notification is issued, as a rule, within three months
   - The notification lists the qualifications acquired and determines if there are any substantial differences to the corresponding German qualification
   - More information on the assessment process is available at: www.bq-portal.de/en

3. Equivalency review
   - A notification is issued, as a rule, within three months
   - The notification lists the qualifications acquired and determines if there are any substantial differences to the corresponding German qualification
   - More information on the assessment process is available at: www.bq-portal.de/en

4. Notification
   - A notification is issued, as a rule, within three months
   - The notification lists the qualifications acquired and determines if there are any substantial differences to the corresponding German qualification
   - More information on the assessment process is available at: www.bq-portal.de/en

Applicant

a) No Equivalence
   - Point out other options available to your (potential) employee, e.g. external examinations

b) Full Equivalence
   - Your (potential) employee can be employed as a skilled worker
   - Ensure that your (potential) employee stays with your company permanently, e.g. point out career opportunities in your company and professional development options

How Companies Can Assist

- Contact the assessment authority’s advice center
- Find out which documents are needed for the assessment process:
  - Diplomas (original diplomas and translations), detailed CV, identity card...
  - Important: Only translations by accredited translators are accepted
- Help your (potential) employee to gather the documents required for the equivalency review
- Contact an accredited translator (e.g. through the Federal Association of Interpreters and Translators)
- Write a letter detailing your employee’s practical skills
- Offer to be a contact person for the assessment authorities in case further information is required
- Offer to be a contact person for the assessment authorities in case further information is required

- Offer participation in the adjustment qualification programs if required:
  - internal
  - external
- Your (potential) employee can be employed as a skilled worker in a field he or she is qualified for
- Offer a qualifying internship or complementary courses so that your (potential) employee has a chance to obtain full equivalence
- Enable participation in the adjustment qualification programs if required:
  - internal
  - external