

Procedure for the recognition of training as a (special) nursery school teacher

General information

The provincial government shall, on application, and by decision, recognise evidence of training as a (special) nursery school teacher issued by a competent authority of a Member State to nationals of EU Member States as a substitute for examinations under Section 6(1) and (2) of the Nursery School Law (*Kindergartengesetz, KGG*).

This is in accordance with EU Directive 2005/36/EC on the recognition of professional qualifications. If there are substantial differences between these examinations and they are not backed up by knowledge, in particular as a result of professional practice, the applicant must undertake a conversion course or an aptitude test(s).

This shall apply mutatis mutandis to evidence of formal qualifications issued in third countries or to third-country nationals, insofar as they are to be treated as equivalent for the recognition of professional qualifications under European Union law or on the basis of a treaty.

Dates and deadlines

There are no particular deadlines for the applicant.

The authority shall acknowledge receipt of an application within 1 month and indicate any missing documents, where necessary. If all the necessary documents have been duly completed and submitted, the procedure can usually be completed within a few weeks.

Requirements

All the necessary documents must be submitted. Compensatory measures must be complied with within 4 years; otherwise recognition shall cease.

Competent body

Office of the Provincial Government of Vorarlberg [Amt der Vorarlberger Landesregierung]

Department for early childhood education, school and society, Early childhood education unit [Abteilung Elementarpädagogik, Schule und Gesellschaft, Fachbereich Elementarpädagogik]

Römerstraße 15

6900 Bregenz

Procedure and outcome

Once the documents have been submitted, an expert will be asked for an opinion on any significant differences in training. Where there are substantial differences, compensatory measures will be necessary. The expert's opinion will be communicated to the applicant.

The applicant will then have the opportunity to comment. The decision may then be issued, subject to conditions, where necessary.

Documents required

- a written application;
- curriculum vitae;
- training certificates (certificates or diplomas);
- evidence of the nature and scope of the training (curriculum, etc.);
- proof of professional training (confirmation of service, traineeship/service certificate, etc.);
- proof of nationality (passport or ID card);
- for any change of name, the relevant document (e.g. marriage certificate).

Except for training certificates, a copy of the documents shall be sufficient. The training certificates must be presented as originals or certified copies.

Documents in a foreign language must be accompanied by a certified translation.

The documents may be scanned and sent by email together with the application or with the online application form.

Costs and payments

- a provincial administrative levy of EUR 76.90 for a copy of the decision,
- a fee of EUR 47.30 for the application in accordance with the Fees Law (*Gebührengesetz*),
- a fee of EUR 83.60 for a copy of the decision in accordance with the Fees Law (*Gebührengesetz*),
- a fee of EUR 75 for examination or an expert opinion.

The other costs depend on the number of attachments submitted (EUR 3.90 per sheet (= four DIN A4 pages), up to a maximum of EUR 21.80 per attachment).

Online forms

Form for recognition as a nursery school teacher

Legal basis

Section 6 of the Nursery School Law (*Kindergartengesetz*)

Appeals

A decision on the (non-)recognition of a professional qualification may be contested by means of an appeal to the Regional Administrative Court (Landesverwaltungsgericht).

Assistance and problem-solving services

Office of the Provincial Government of Vorarlberg
Commercial law department (VIb)
Single Point of Contact
Landhaus
Römerstraße 15
A-6901 Bregenz
T +43 5574 511 26205
F +43 5574 511 926295
eap@vorarlberg.at
<http://eap.vorarlberg.gv.at/>

If, in the information on the procedure, an electronic form is not available, please use www.vorarlberg.at/eap-onlineformular.

The Single Point of Contact (SPC) for Vorarlberg will forward your submission to the relevant authority.

Assistance centre under EU Professional Qualifications Directive 2005/36/EC:

Federal Ministry of Digital and Economic Affairs (BMDW)
Contact: Mag. Irene Linke
Stubenring 1
1010 Vienna
T +43 1 71100 805446
F +43 1 71100 935446
irene.linke@bmdw.gv.at
post.i7@bmdw.gv.at
<http://www.bmdw.gv.at/>

Body responsible for the content

Office of the Provincial Government of Vorarlberg
Department for early childhood education, school and society
Early childhood education unit

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Data protection information

Information on data protection is available [here](#).

Contact information

Department for early childhood education, school and society

Postal address Landhaus, 6901 Bregenz

Address: Landhaus, 6900 Bregenz

Tel. +43 5574 511 22105

Fax +43 5574 511 922195

bildung.gesellschaft@vorarlberg.at

Public opening hours: Monday to Friday, 8.00 - 12.00 and 14.00 - 17.00, or by telephone appointment.

Other contact information

elementarpaedagogik@vorarlberg.at

+43 5574 / 511 22105

Feedback forms

[Feedback on the information services](#)

[Feedback on barriers in the internal market](#)