



# FREQUENTLY ASKED QUESTIONS (FAQ)

Division Higher Education, 16.03.2020

## Is the EDK responsible for the recognition of my qualification?

The General Secretariat of the EDK is authorized to recognize foreign qualifications in the following fields:

- Teaching (kindergarten, primary school, secondary school, baccalaureate schools).
- Special education (early childhood special needs education / special needs education in schools).
- Speech therapy and psychomotor therapy.

If your professional activity does not fall into one of these categories, the General Secretariat of the EDK is not responsible for the recognition of your qualification. In this case we recommend that you get in touch with the Swiss Contact Point for the Recognition of Professional Qualifications, which is part of SERI, at the State Secretariat for Education, Research and Innovation (SERI).

[SERI](#), [email](#), Tel: +41 31 322 28 26

If you hold a teaching qualification for professional schools you should also contact [SERI](#).

## What conditions must be fulfilled for the General Secretariat of the EDK to be able to examine my application?

An application for recognition can only be examined if the qualification in question has been issued by the State or a State-recognised body and authorises full and unrestricted practice of the profession in the country of origin.

Examples for teaching qualifications

- France: "Titularisation" as "professeur des écoles", "professeur certifié" or "professeur agrégé"
- Germany: (Zweite) Staatsprüfung für ein Lehramt
- UK: Qualified Teacher Status (QTS) and Induction Period
- Romania: Definitivat
- USA/Australia/Canada: Teaching License, Teacher's Certificate and Teaching Certificate

The General Secretariat of the EDK does not test acquired knowledge. If the qualification does not entitle the holder to practice the profession in the country of origin without restriction, the application for recognition will be rejected.

## Can I finish my teacher training in Switzerland?

If you wish to finish your teacher training in Switzerland, please get in touch with a [training college](#) yourself. They will inform you of the extent to which your prior training will count towards your qualification.

## Can I finish my special education teacher training in Switzerland?

If you wish to finish your special education teacher training in Switzerland, please get in touch with a [training college](#) yourself. They will inform you of the extent to which your prior training will count towards your qualification.

**Will my qualification be recognized?**

We are unable to provide you with information as to the likelihood of future recognition of your qualification. Equivalence exams are conducted on an individual basis (e.g. academic transcript).

**Are there fixed deadlines for submitting applications?**

No. The EDK reviews applications on an ongoing basis, they may be submitted at any time.

**Can qualifications issued in non-EU States also be examined?**

Yes. Those holding qualifications from non-EU member States may also apply to have them examined for recognition in Switzerland.

**In which domains can I apply for recognition?**

**Teaching qualifications:** you may apply for recognition for the school levels and subjects for which you have acquired full and unrestricted teaching qualifications for state-run/public schools in your country of origin. However, the form only allows you to select subjects taught in Switzerland as part of the regular education curriculum. Other subjects may not be recognised.

**Qualifications in the field of special needs education, speech therapy and psychomotor therapy:** you can apply for recognition of professional accreditations associated with qualifications which enable you to practice the corresponding profession in your country of origin without restriction.

**What is a certified copy and where can I get one?**

A certified copy is a photocopy of the original document bearing the stamp and signature of the public officer on the copy itself, certifying that the copy matches the original document in every respect and has not been altered. You can have one established by the local authority in your municipality of residence in Switzerland, or by a Notary Public.

You must submit the original of this certified copy (official stamp and signature on the copy itself), a copy of it will not suffice.

**What is a certified translation?**

A certified translation must be done by an official translation agency. You must either provide us with the original certified translation or a certified copy of this translation.

**What language skills are required?**

If you are not a native French, German or Italian speaker, you must, in principle, include a language diploma with your application referring to the Common European Framework of Reference for Languages (CEFR), in one of these three languages. Further information on the language diploma can be found in the [Factsheet: Language Requirements](#).

**How long will the process take?**

There are specific time guidelines in place; fast-tracking is not available. In accordance with the applicable European Directive, the process for EU member State qualifications is generally completed within four months of receipt of a complete application pack. For qualifications obtained in third countries, this period may be considerably longer.

**Information on the recognition procedure**

After submitting your electronic application, you will be asked to pay the administrative fee. As soon as your payment is registered the Committee of Experts will check whether your documentation is complete. If any documents are missing, you will be asked to upload them within the required period. Once your documentation is complete, the Committee of Experts will assess it. The decision will be communicated as soon as the evaluation is completed.

**What are the possible decisions?**

The procedure may result in the following decisions:

- The qualification is recognized in its own right or after taking into account professional experience, prior training or continuing education.
- The diploma can only be recognized if compensation measures are taken.
- The application for recognition is rejected.

**Will I have to take compensation measures for my qualification to be recognised?**

This question cannot be answered until your qualification has been exhaustively examined for equivalence.

**On which regulations and documents is the examination process based?**

[Directive 2005/36 / EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications](#)

[Règlement du 27 octobre 2006 concernant la reconnaissance des diplômes de fin d'études étrangers](#)

[Règlement du 28 mars 2019 concernant la reconnaissance des diplômes d'enseignement du degré primaire, du degré secondaire I et pour les écoles de maturité](#)

[Règlement du 12 juin 2008 concernant la reconnaissance des diplômes dans le domaine de la pédagogie spécialisée \(orientation éducation précoce spécialisée et orientation enseignement spécialisé\)](#)

[Règlement du 3 novembre 2000 concernant la reconnaissance des diplômes de hautes écoles de logopédie et des diplômes de hautes écoles de psychomotricité](#)

[Reglement über die Anerkennung ausländischer Ausbildungsabschlüsse vom 27. Oktober 2006](#)

[Reglement über die Anerkennung von Lehrdiplomen für den Unterricht auf der Primarstufe, der Sekundarstufe I und an Maturitätsschulen vom 28. März 2019](#)

[Reglement über die Anerkennung der Diplome im Bereich der Sonderpädagogik \(Vertiefungsrichtung Heilpädagogische Früherziehung und Vertiefungsrichtung Schulische Heilpädagogik\) vom 12. Juni 2008](#)

[Reglement über die Anerkennung der Hochschuldiplome in Logopädie und der Hochschuldiplome in Psychomotoriktherapie vom 3. November 2000](#)