

RECOGNITION REQUEST

Application form Mutual Recognition Professional Competence

1. INTRODUCTION

- If you are established in an EU member state and want to work temporarily or occasionally in the Netherlands with a foreign certificate, you can apply for Mutual Recognition of Professional Competence.

You can determine whether you are eligible for this by means of the following document

- Before sending this application form please take a moment to consider the applicability of the European Guideline 2005/36/EG and European legislation in your own situation. The following countries fall under the guideline:

Austria, Belgium, Bulgaria, Croatia, Cyprus (Greek part), Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, United Kingdom, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Rumania, Slovenia, Slovakia, Spain, Sweden, Iceland, Norway, Liechtenstein and Switzerland

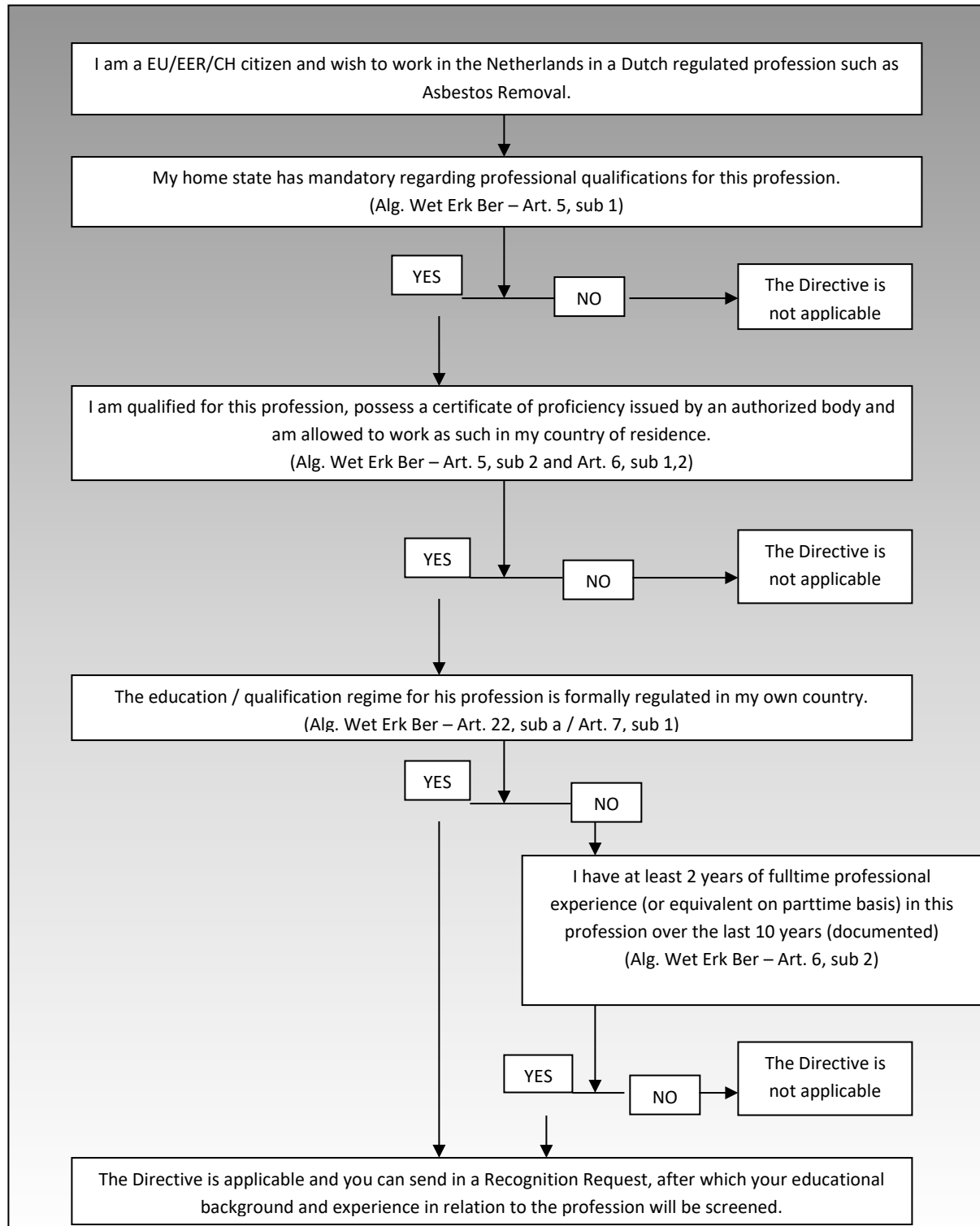
- Once you have determined that the Guideline is applicable in your situation you can send in the application form, together with all the documents required for the review as indicated on the form. Please send the application to:

IBEX Certificatie
Nevelgaarde 20-B
3436 ZZ Nieuwegein
The Netherlands
Email: info@ibexcertificatie.nl

- An invoice will be sent to the invoice address you state on the form. This will cover the administrative and research costs related to application. **Costs for additional examinations** which may be required based upon the outcome **are not included in the invoice**. The invoice shall be settled before the request will be handled.
- The validity of a Recognition Request for temporary or incidental employment in the Netherlands has a validity of 1 year after the issue date.

2. FLOWCHART

Find out if the European Guidelines and Dutch legislation apply to your situation



3. APPLICATION FORM

General information related to the request		
1.	This request concerns: <i>(please select)</i>	<input type="checkbox"/> Application for Permanent recognition <input type="checkbox"/> Application for Temporary / Incidental recognition
2.	Describe the profession for which you request mutual recognition from the Dutch authorities	
3.	State the scope of your activities	
4.	Is this an initial request?	YES / NO*
5*.	If NO please state the details of a previously issued Statement	Issued by:
		Date of issue:
		Number:

Personal Information		
6.	Family name / Surname	
7.	First Name	
8.	Middle initials	
9.	Gender	M / F
10.	Date of birth	
11.	Place of birth	
12.	Area Code	
13.	Home address (where currently registered)	
14.	City/Town	
15.	Country	
16.	Telephone number	
17.	Email-address	
18.	Nationality	
19.	Current employer (name / address)	

Invoice details		
20.	(Company) Name	
	Contact person	
	Invoice Address	

4. TO BE SUBMITTED

The following documents and documentation must be added to the request:

	Document	Remarks	Initial	Renewal
1.	Signed application form			
2.	Copy of Passport / Copy of ID which gives evidence of your nationality	Certified copy		
3.	A residence permit of an EU/EER-country (non-EU passport holders only) giving evidence of your current address	Certified copy		
4.	A statement that you are legally established in your state for the purpose of professional activities and that you were not prohibited from exercising at the time of issuing the statement.			
5.	Detailed information related to the regulated certification scheme in the home country			
6.	Certificates of proficiency for the profession, issued by the approved authorities of your home country	Dutch / English or otherwise translated by an recognised translator		
7.	Details of the educational programme for the profession	<ul style="list-style-type: none"> • Details of the educational institution Theory & Practice • Grades and results of study practicum • Evidence of professional experience and additional education 		
8.	Proof of language skills (for asbestos you must have a command of the Dutch language)			
9.	Statement indicating work experience in the profession over the last 10 years (if the profession is not regulated in home country)			
10.	In case of Renewal: Overview of work experience over the last year			

The fee for handling an application of recognition is € 250,00 excl. VAT.

This excludes the costs related to possible competence testing which may be required as part of the process. The scope and the price for this will be determined by the outcomes of the evaluation.

As soon as we have received the application, we will indicate within one month whether these documents are sufficient for us to issue a Dutch certificate of whether an additional competence test is required.

You can object and appeal against a decision. For this we refer you to our objection and appeal regulations, which can be found on our website.

5. Statement

I hereby state that I request IBEX BV to perform a review of my education and experience in accordance with European guidelines and Dutch legislation.

I have completed this form truthfully and to the best of my ability and have provided all necessary details and documents indicated on the form. I will cooperate to provide further details when asked in order to enable the Dutch authorities, through IBEX BV, to make a valid judgment.

I realise that it may be necessary to demonstrate my competence as part of the process and that handling my request is not started until the invoice has been settled.

Name:

Date:

Signature: