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# Frequently Asked Questions (FAQ)

## concerning the recognition of foreign diplomas by the General Secretariat of the EDK

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### **Do I need an EDK recognition to work?**

The Swiss Conference of Cantonal Ministers of Education (EDK) is responsible for recognizing teaching qualifications and qualifications in special education (early childhood special needs education and special needs education in schools), speech therapy and psychomotor therapy obtained abroad. An application for recognition must be submitted for this purpose.

The cantonal authorities are responsible for the employment, i.e. for the recruitment, the definition of employment requirements and the setting of salaries. Information about vacant jobs are published online, in newspapers and on the websites of the cantonal authorities.

In general, you can apply for those jobs without EDK recognition. The cantonal authorities decide whether a recognition is required.

### **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. To find out which authority is responsible refer to the self-check.

If you hold a teaching qualification for professional schools, you should contact SERI.

### **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 application form only allows you to select subjects taught in Switzerland as part of the regular education curriculum. Other subjects cannot be recognized.

**Qualifications in the field of special needs education (early childhood special needs education, special needs education in schools, 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 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 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.

The General Secretariat of the EDK compares your education and qualification to the corresponding education in Switzerland. This process is based on the documents submitted. Please refer to the check list concerning the documents and information required to process our application. Incomplete application and missing information will delay the process.

### **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).

The procedure may result in the following decisions:

- The qualification is recognized directly or after considering 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 recognized?

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

### **What language skills are required?**

If you are not a native French, German or Italian speaker, you must submit 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: [Required language skills](#).

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

Yes. Professionals holding qualifications from non-EU member States can apply for diploma recognition in Switzerland.

### **Can I finish my teacher training in Switzerland?**

If you wish to finish your teacher training in Switzerland, please get in touch with a Swiss [training college](#). They consider your foreign education and decide on its crediting to the teacher training program you wish to take.

### **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 consider your foreign education and decide on its crediting to the studies you wish to take.

### **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.

### **How much costs the application for diploma recognition?**

For diplomas issued in the EU/EFTA: CHF 800.00

For diplomas issued in third countries outside the EU: CHF 1000.00

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

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



### **What is a delivery address in Switzerland and how do I receive one?**

The final decision concerning your application is an official paper document which will be sent by Swiss post mail to an address in Switzerland. If you are not yet resident in Switzerland, you may deposit the Swiss address of a confidential person of your choice or open a PO box at Swiss Post.

### **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 and has not been altered. Any officially authorised notarisation office in Switzerland or abroad can issue certified copies. In Switzerland, you receive a certified copy at the municipal administration in your city of residence or at a notary office of your choice.

### **What is a certified translation?**

The documents submitted for the application need to be in German, French, Italian or English. Other languages need to be translated by an official translation agency. You submit a certified copy of the original documents and the official translation to the EDK. 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.

### **Is there a special procedure with the protection status «S»?**

- **Recognition requirements:** The examination process and the recognition requirements are set out in the regulation Anerkennung ausländischer Ausbildungsabschlüsse vom 27. Oktober 2006. The principle of legal equality is of crucial importance. Even in particular situations (e.g. acute shortage of teachers or teachers who are recognised as refugees or - as is currently the case - have protection status «S»), it is therefore not possible to deviate from the recognition requirements of the diploma recognition regulations.
- **Language skills:** In order to obtain recognition, an officially recognized language diploma at level C2 in one of the Swiss national languages is required (c.f. factsheet required language skills). Applicants with protection status «S» can provide the language diploma during the process, i.e. within two years of the application being submitted.

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

Documents in French:

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 22 juin 2023 concernant la reconnaissance des diplômes de hautes écoles de logopédie

Règlement du 22 juin 2023 concernant la reconnaissance des diplômes de hautes écoles de thérapie psychomotrice

Règlement du 22 juin 2023 concernant la reconnaissance des diplômes dans le domaine de la pédagogie spécialisée (orientation éducation précoce spécialisée et orientation enseignement spécialisé)

Directive 2005/36 / CE du Parlement Européen et du Conseil du 7 septembre 2005 relative à la reconnaissance des qualifications professionnelles

Documents in German

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 von Hochschuldiplomen in Logopädie vom 22. Juni 2023

Reglement über die Anerkennung von Hochschuldiplomen in Psychomotoriktherapie vom 22. Juni 2023



Reglement über die Anerkennung der Diplome im Bereich der Sonderpädagogik (Vertiefungsrichtung Heilpädagogische Früherziehung und Vertiefungsrichtung Schulische Heilpädagogik) vom 22. Juni 2023  
Richtlinie 2005/36 / EG des Europäischen Parlaments und des Rates vom 7. September 2005 über die  
Anerkennung von Berufsqualifikationen