**Directorate for Education**

Application for a Recognition of a Professional Qualification within Crafts and Trades

To be returned to the appropriate training provider, see information overleaf.

|  |
| --- |
| Profession: |

**Applicant:**

|  |  |  |
| --- | --- | --- |
| Name of applicant | | Soc. sec. no. |
| Address | | Tel. home |
| Postal code | Municipality | Tel. work/Mobile |
| Email | | |

**Information on school education** (a photocopy of school leaving certificate should be enclosed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school | | | Tel. |
| Address/Webpage | | | Fax. |
| Postal code | Municipality | Country | |

**Information on work experience** (statements by employers confirming at least three years work experience should accompany application)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and email of employer | Work period from | To | Months |
| Name and email of employer | Work period from | To | Months |
| Name and email of employer | Work period from | To | Months |
| Name and email of employer | Work period from | To | Months |

|  |  |
| --- | --- |
| I, the undersigned, hereby apply for recogniton of my professional qualification in accordance with the accompanying documentation.  ..........................................................................  Place Date  ..........................................................................  Signature | The application is accompanied with\*:  □ a photocopy of school leaving certificate  □ a translation of school leaving certificate  □ confirmation of work experience  □ a confirmation of the status of qualification  □ a photocopy of passport |

\* For explanations, please see reverse side.

**The Directorate for Education**

**On Recognition of Vocational Qualifications**

The Directorate for Education processes applications for recognition of vocational qualifications at upper secondary level for foreigners who wish to practise their profession in Iceland. This does, however, only apply if the qualification in question can lead to formal recognition within a regulated profession industry (crafts and trade) in Iceland.

This application form does not apply to the recognition of professional qualifications at university level for pursuit of regulated professions, as well as vocational education in different fields, for instance in health care. Academic recognition is also beyond the scope of this work (see Enic-Naric Networks, <http://www.enicnaric.is/>),

**Applications for recognition of vocational qualifications need to be accompanied with:**

□ a photocopy of school leaving certificate (in original language) indicating the length of studies (years, months or weeks) and their content (a list of subjects)

□ a translation of school leaving certificate (Icelandic, English or a Scandinavian language)

□ a confirmation from employer/company on work experience (at least three years within the last ten years)

□ a confirmation of the status of the qualification in question in home country (if the profession is regulated there)

□ a photocopy of relevant pages of passport (confirmation of nationality).

Applications for **electrical trades** are sent to Fræðsluskrifstofa rafiðnaðarins, Stórhöfða 27, 110 Reykjavík, or electronically to [jens@rafnam.is](mailto:jens@rafnam.is). Further information at www.rafnam.is.

Applications for **other trades** are sent to IÐAN-fræðslusetur, Vatnagörðum 20, 104 Reykjavík, or electronically to [idan@idan.is](mailto:idan@idan.is). Further information at www.idan.is.

Further information on recognition of vocational qualifications is to be found on the following website: <http://europass.is/vidurkenning-a-erlendri-starfsmenntun/>

**Other useful links:**

Act on the Recognition of Professional Qualifications no. 26/2010 <http://www.althingi.is/altext/stjt/2010.026.html>

Regulation on the recognition of qualifications for working in regulated trades in Iceland no. 585/2011

<http://stjornartidindi.is/Advert.aspx?ID=178a3724-506f-46ef-8f78-504f79d34d97>

Information from the Ministry of Industry on the Rights of Foreigners to work as Tradesmen in Industry in Iceland - <http://idnadarraduneyti.is/media/Acrobat/Idnrettindi-enska.doc>

Information from the Ministry of Industry for Tradesmen - <http://idnadarraduneyti.is/log-og-reglugerdir/Idnadur/nr/796>

EU Website on Professional Qualifications - <http://europa.eu.int/comm/internal_market/qualifications/index_en.htm>