

Notes on the forms to apply for the

Recognition of courses according to § 7 Bildungsfreistellungsgesetz Rheinland-Pfalz (BFG)

Simplification of the application procedure

Courses could be recognized **separately or as a type of course**.

Requirements for recognition:

- The subject of the course has to be vocational training, socio-political education or a combination of both.
- Courses have to run at least for three days (either in block or interval form). In general there must take place a minimum of four lessons (4 x 45 minutes) before 7 p.m. - at least six lessons (6 x 45 minutes) in average per day.
- The course is planned, organized and realized by the applicant.
- The course has to be open to anybody. The course has to be publicly announced (e.g. programme, internet, newspaper, etc.). The membership of a religious group, party, labour union, another association or institution must not be a requirement for the participation. Offers for special target groups e.g. for specific occupational groups, women etc. can be recognised.
- Participants must take part voluntarily.

Right of educational leave

Employees in Rhineland-Palatinate have the right of educational leave from work for the purpose of further education of **ten work days** for the period of two years (odd/even year: 2013/2014 and 2015/2016 e.g.). In case of an additional or reduced weekly work schedule (in general), also the right of educational leave changes accordingly.

Trainees get the right of educational leave for five days within one year of education to take part in a course of a socio-political education.

The attended course must be **recognized** according to the **Bildungsfreistellungsgesetz Rheinland-Pfalz** and is valid for people employed in the federal-state of Rhineland-Palatinate; regulations in other federal states may vary.

The procedure

The recognition of the course as a course of educational leave must be submitted by the organizer at the Ministerium für Wissenschaft, Weiterbildung und Kultur Rheinland-Pfalz **three months before the beginning of the course** on the official application form. If this deadline cannot be met, please contact us.

The recognition of a course may be served separately for each course or as a type of course (good for two years):

Conditions for a separately recognition

A recognition of a separately course may be served if

- the organizer applies for this form.
- The duration of the course will extend over several years.
- The course will be held only once (e.g. Congress, Annual meeting, Study tour).

Conditions for the recognition of a type of course

The course could be repeated without limitation within two years, if

- the title does not change.
- The content and the duration will be the same.
- The qualification of the teachers will be still guaranteed.
- The last course must be finished within the recognized period.

To renew the recognition of a type of course, a new application incl. an updated documentation is necessary.

In case of recognition an "Anerkennungsbescheid" (confirmation of recognition) will be sent to the organizer. The organizer has to send a copy of it to the participants. So they can claim their educational leave in time (at least six weeks before the beginning of the course).

In case of a belated application a **later declaration of the possibility of recognition** can be made if necessary. But please notice that the employer will not be obliged to grant educational leave to the employee.

After the end of the course the organizer will be obliged to submit some information about the content, forms, duration and the structure of the participants to the Ministerium für Wissenschaft, Weiterbildung und Kultur. The questionnaire will be sent enclosed to the Anerkennungsbescheid.

Notes for the completion of the form (Notes how to complete the form):

- Please use a single form for each course or type of course.
- Indicate days of training and if necessary days of Education Release (for example if some days do not meet the requirements)

The Following documents have to be attached:

- Detailed program in which the educational content and times become apparent.
- Evidence of the public announcement of the course.
- Evidence of recognition which have been reached in other Federal States.

In case of first application

- Additional to the application form please use also the form "Information about the organizer".

For further information please contact the

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