|  |  |  |
| --- | --- | --- |
|  | Application for recognition as a specialist nurse  | ZOZO-03-240918 |
|  | ////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////// |
|  | **Flemish Care Fund and Care Professions Division**T: 1700E: mailvragen.zorgberoepen@vlaanderen.bewww.departementzorg.be | Date of receipt |
|  |
|  |
|  | ////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////// |

|  |  |
| --- | --- |
|  | *What is the purpose of this form?* |

This form is intended for European or non-European nationals who are applying for recognition of a professional qualification as a specialist nurse on the basis of **a title** **obtained within the European Economic Area (EEA) or Switzerland**.

This form is also intended for **European nationals or persons treated as such** who hold a **title obtained outside the European Economic Area (EEA) or Switzerland and which is recognised in another EEA Member State or Switzerland, with three years' professional experience** as a specialist nurse in the country where the non-European certificate has been recognised as equivalent.

**Please note:** Before you can apply for recognition as a specialist nurse, you must have a nursing[[1]](#footnote-2) visa issued by the Federal Public Service Public Health.

|  |  |
| --- | --- |
|  | *What documents/evidence do you need to submit?* |

If you have a **certificate obtained within the EEA or Switzerland***,* you must include the following documents with your application:

* A letter of motivation + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch;
* A copy of your certificates, attestations or other evidence of your professional training as a specialist nurse + a translation by an official translation agency into Dutch if not issued or translated in Dutch, English, German or French;
* A copy of your Belgian basic nursing certificate, or a copy of your recognition of your EU nursing certificate in Belgium, or a copy of the NARIC equivalence of your non-EU basic nursing certificate;
* A copy (front and back) of your (valid) identity card or passport. You do not need to provide a translation of your certificate of nationality unless it contains unreadable characters (e.g. Greek, Bulgarian, Arabic, etc.) Then we request a Belgian or foreign certified translation into Dutch;
* A comprehensive curriculum vitae + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch;
* Information about work experience: official evidence[[2]](#footnote-3) of relevant professional work experience with a clear description of the tasks performed within the specialisation and the periods worked, and any letters of recommendation + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch or English;
* Information about the course taken: training programme with details about the theoretical subject matter and the number of hours per subject, practical training (internships) with a description of the areas including the number of hours, evidence of upskilling undertaken, publications + a ‘free’ (own translation, or via software or via acquaintances) translation into Dutch or English.

If you have a **certificate that was obtained outside the European Economic Area (EEA) or Switzerland and that has been recognised/made equivalent in another EEA Member State or Switzerland**, you must add the following documents to your application:

* A letter of motivation + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch;
* A copy (front and back) of your (valid) identity card or passport showing your EEA nationality or proof that you are treated as equivalent to a European national. You do not need to provide a translation of your certificate of nationality unless it contains unreadable characters (e.g. Greek, Bulgarian, Arabic, etc.) Then we request a Belgian or foreign certified translation into Dutch;
* A copy of your certificates, attestations or other evidence of your professional training as a specialist nurse + a Belgian or foreign certified translation into Dutch;
* A certificate issued by the competent authority of the EEA Member State where you obtained your equivalence/recognition, proving that you have three years' professional experience as a specialist nurse in the territory of that country. This certificate refers to Article 3(3) of Directive 2005/36/EC of 7 September 2005 and is usually issued by the Ministry of Public Health in the country where you obtained the equivalence/recognition + a translation by an official translation agency into Dutch if not issued or translated into Dutch, English, German or French;
* A copy of the equivalence/recognition issued by the competent body in the EEA Member State where you had your non-EEA certificate recognised/made equivalent +a translation by an official translation agency into Dutch if not issued or translated into Dutch, English, German or French;
* A comprehensive curriculum vitae + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch;
* Information about work experience: official evidence[[3]](#footnote-4) of relevant professional work experience with a clear description of the tasks performed within the specialisation and the periods worked, and any letters of recommendation + a ‘free’ (own translation, or via software or acquaintances) translation into Dutch or English;
* Information about the course taken: training programme with details about the theoretical subject matter and the number of hours per subject, practical training (internships) with a description of the areas including the number of hours, evidence of upskilling undertaken, publications + a ‘free’ (own translation, or via software or via acquaintances) translation into Dutch or English.

|  |  |
| --- | --- |
|  | *Points to bear in mind when submitting the application*  |

If you are assisted by third parties (e.g. an employment agency) when submitting your application, you must include a power of attorney with your application. That way, the persons stated in the power of attorney can obtain information about your application from the Department of Care.

If your name has changed and a different name is stated on the documents you submit, we will need a copy of your marriage certificate or other relevant document. If the document has not been issued/translated in Dutch, English, German or French, we will require a Belgian or foreign certified translation into Dutch.

If you submit your application by post: the original documents submitted in the context of this application will not be returned.  Please therefore send copies of the original documents.

The recognition is only issued in Dutch.

|  |  |
| --- | --- |
|  | *How do you submit your application?* |

Send your application **in 1 orderly .PDF-document** by e-mail**[[4]](#footnote-5)** to: internationaal.niet-universitair@vlaanderen.be

|  |
| --- |
|   |
|   |
|  | *The applicant* |
|  |
|  | first and last name |       |
|  | country of birth |       |
|  | place of birth |       |
|  | date of birth | day |    | month |    | year |      |  |
|  | sex | [ ]  | male | [ ]  | female |
|  | current nationality |       |
|  | telephone number or mobile number |       |
|  | e-mail address |       |
|  |
|  | *Home address (in Belgium or abroad)* |
|  |
|  | street and number |       |
|  | post code and municipality |       |
|  | country |       |
|  |
|  | *Details of certificate* |
|  |
|  | country where the certificate was awarded |       |
|  | date when the certificate was awarded  | day |    | month |    | year |      |  |
|  | the countries where you are currently authorised to practise your profession |       |
|  |
|  | *Signature* |
|  |
|  | date | day |    | month |    | year |      |  |
|  | signature |       |

1. Based on the Flemish certificate, degree or title of graduate nurse obtained before 31 December 2007, the Flemish bachelor's degree in nursing, or based on the recognition of your foreign nursing certificate with the title of graduate nurse obtained before 3 May 2018 or with the title of bachelor's degree in nursing obtained after 3 May 2018. To have your foreign EU nursing certificate recognised, you must submit a separate application for recognition. [↑](#footnote-ref-2)
2. Permitted documents include a statement from a competent authority, wage slips stating the period and nature of the work, statements from employers, etc. [↑](#footnote-ref-3)
3. Permitted documents include a statement from a competent authority, wage slips stating the period and nature of the work, statements from employers, etc. [↑](#footnote-ref-4)
4. If you do not have an e-mail address, you can send your request by post to the following address: Department of Care,

Flemish Care Fund and Care Professions Division, Care professions Team, 15 Avenue du Roi Albert II, post box 496, 1210 BRUSSELS. [↑](#footnote-ref-5)