



Application

Recognition or temporary service of EU professional qualifications for childcare employees

This form

With this form you may apply for working in childcare.
This includes the following professions:

- Childminder
- Employee at a day-care centre
- Employee out-of-school care
- Employee multilingual out-of-school care
- Employee pre-school education

Send to

Please send your completed form to: diplomadiensten@duo.nl
or to:

Dienst Uitvoering Onderwijs
Afdeling Diplomadiensten
Postbus 30157
9700 LJ Groningen

More information

duo.nl
+31 (0)50 599 77 78

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Personal data

1.1 Surname

Official first name

Other initials

1.2 Official first name and other
initials

 Male Female

Day Month Year

Date of birth

Place of birth

Country of birth

Nationality

1.3 Address

Street and house number

Country

Telephone**

E-mail**

1.4 Telephone and e-mail

1.5 Do you wish to receive the correspondence at the address stated above?

Yes

No > Please fill in your postal address below

Street and house number

Postal code and residence

Country

1.6 Is there a contact person or agency?

No

Yes > Fill in the authorization at 1.7

1.7 Authorization contact person or agency

Name agency (when relevant)

Surname Official first name and other initials

Street and house number

Postal code and residence

Telephone** E-mail**

I declare that I am willing to perform all activities at DUO necessary for this application.

Day Month Year

Signature

I authorize my contact person or agency to perform all activities at DUO necessary for this application.

Day Month Year

Signature

2 Recognition or temporary service

2.1 This is an application for:

Recognition

Temporary service

Application

Recognition or temporary service of EU professional qualifications for childcare employees

Dienst Uitvoering Onderwijs

Ministerie van Onderwijs, Cultuur en Wetenschap

Items of evidence

For the recognition or temporary service, DUO requires a number of documents. Do not send in more information than requested. DUO will contact you if more information is needed.

- A chronological overview of your education and work experience
- Photocopy(ies) of your diploma(s) ¹
- Photocopy(ies) of your list of grades or diploma supplement belonging to your diploma(s) ¹
- Evidence of nationality (copy passport)
- Photocopy of your valid identity card (if you do not hold evidence as mentioned above)
- For recognition only: if you have a Certificate of Good Conduct for the profession of childminder or childcare worker, please enclose this. The certificate must not be older than three months.^{2, 3}
- Optional: a copy of an IDW diploma evaluation if you are in possession of this document

1 When these documents are not drawn up in the Dutch, English or German language you must enclose a certified translation. These are translations made by a translator certified in the Netherlands or in your own country, that bear the translator's stamp. The translation must be attached to the source document in the source language. DUO does not process applications without translations.

2 If you do not have a Certificate of Good Conduct, we may ask you for it at a later time.

3 Not necessary for employees pre-school education.

Signature

Yes

No

I grant DUO permission to make inquiries about my educational documents at the foreign educational authority responsible for issuing these documents.

I declare that I completed this application truthfully and that the diploma(s) submitted by me has/have been issued to me in the country of origin in according to the local regulations.

Day Month Year

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Signature

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DUO and your personal details

Your personal details will be held in the computer systems of DUO. In order to fulfil its statutory obligations, DUO uses and protects your personal details carefully. We always comply with the appropriate privacy laws. If you would like to know precisely how DUO uses your personal data, please visit our website: duo.nl. DUO verifies your details with other organizations, in order to ensure that you receive your entitlements. In the event of misuse, DUO will notify the Public Prosecution Service.

* Please note that any information you submit to DUO by email will be sent via an unsecured connection. If you send us your completed form by email, we will take that as proof that you accept this risk. If you prefer, you can also return the form by post.

** We may wish to contact you by telephone or by email, for instance to discuss your application or a change you have made. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.