

How to use the „Point of Single Contact“?

Guidelines for the Austrian „Point of Single Contact“

for the recognition of professional qualifications for regulated professions in the EU / EEA or Switzerland

- ✓ You would like to pursue a regulated profession in Austria and therefore you want your professional skills, which you have already acquired in another EU / EEA country or Switzerland, to be recognized

„**Regulated Professions**“ are those occupations, where certain **professional qualifications** are **required by law** for being allowed to pursue a profession.

If you have obtained your professional qualifications **abroad**, **recognition of your professional qualifications** is required in most cases.

This guide concerns **professional qualifications**, which have been **acquired in another EU / EEA country or in Switzerland**, as in these cases specific EU regulation are applying

Please note: after the recognition of your qualifications, you still need a permit to be allowed to pursue a regulated profession.

With the points mention above, the „**Point of Single Contact (PSC or EAP in Austria)**“ can help you:

- at the EAP you get information concerning the recognition of you professional qualifications
- at the EAP you can submit written requests (e.g. applications)

Where do I find the EAP (PSC) in Austria?

Austria consists of **nine federal states**, each with different laws for specific fields; therefore there is **one EAP for each federal state**. On the Austrian service-guidelines portal www.eap.gv.at you can find the links to the **nine EAP information portals** and further information.



How are the EAPs structured?



„STEP-BY-STEP - GUIDE“: How do I use the EAP for getting the recognition of my professional qualifications?

In the following „STEP-BY-STEP - GUIDE“ you will find out how to optimally use the services of the EAP, followed by some examples.

Step 1: Answer the questions „WHERE? – WHAT? – HOW?“

Step 2: Choose the competent EAP

Step 3: Search on the EAP information portal (aEAP)

Step 4: Contact the individual EAP

Step 5: Submit applications

Step 1: Answer the questions „WHERE would I like to do WHAT and HOW? “

In order to find the right EAP service, information is required and some basic decisions must be made.

Therefore you should answer the following **questions (A - C)** for yourself, **before using the EAP information portal (aEAP) or contacting the individual EAP (iEAP).**

Question A: Where in Austria do I want to pursue my profession?

Place or State, where you would like to pursue your regulated profession.....

Explanation:

Due to partially different laws in the **nine federal states** in Austria, there is an **EAP for each federal state**. Responsible for you is the EAP of the federal state, where you plan to pursue a regulated profession.

If you want to pursue the **regulated profession in more than one / all federal states** or if you **do not know the place**, where you want to pursue your profession, please **contact an EAP of your choice** and inform him/her that you did not decide the place of work yet. This EAP is then going to inform you, whether his/her information is valid for all federal states or whether you should contact EAP's from other federal states too.

Question B: Which regulated profession would you like to pursue?

Explanation:

A so-called „**regulated profession**“ is a professional activity or a group of professional activities, where the access to or the pursuit of a regulated profession is directly or indirectly linked to have certain professional qualifications by law or regulation. **Examples:** teachers, health professionals, regulated professions (builders, electrical engineering, and hospitality industry)

Most of the regulated professions are uniformly regulated throughout the federal states in Austria. However, some regulated professions are regulated differently in some of the federal states.

Step 2: Choose the responsible EAP

Visit www.eap.gv.at und **choose the EAP** of the federal state where you would like to offer your service: With the **search function** you can find the responsible EAP for each Austrian municipality. You will then be directed to the **EAP information portal (aEAP)** of the responsible EAP.

Step 3: Search on the EAP information portal (aEAP)

Search for the information on the EAP information portal (aEAP):

The information on the various services is ordered according to **business circumstances** (e.g. establishment of a business, management, working across the border...) and **key-words** (e.g. waste, trade). Use the **search function**. That way you get to the **description of the procedures** where you can find relevant information about the procedures, such as responsible authorities, required documents, costs etc.

Step 4: in case you cannot find the desired information on the EAP information portal (aEAP): Contact the individual EAP (iEAP)

Contact the individual EAP (iEAP) via e-mail or telephone. You can also find the contact information on the EAP information portal.

- Burgenland: eap@bgld.gv.at
- Kärnten: eap@ktn.gv.at
- Niederösterreich: eap@noe.gv.at
- Oberösterreich: eap@ooe.gv.at
- Salzburg: eap@salzburg.gv.at
- Steiermark: eap@steiermark.gv.at
- Tirol: eap@tirol.gv.at
- Vorarlberg: eap@vorarlberg.gv.at
- Wien: eap@wien.gv.at

Step 5: in case you must file applications: Applications have to be filed with the responsible authority or the EAP

You can file **applications** directly **with the responsible authority or the EAP**. You will find the **forms** on the pages of the EAP.

In case you cannot find the desired forms there or if you have any questions, please **contact the individual EAP (iEAP)**.