

**Application for the Recognition
of a Further Education Course
for Education Release / Education Leave Purposes**

1. Organizer

Name: _____
Address and postcode: _____
Phone and fax (with dialling code): _____
E-mail: _____
Contact person: _____

Are you planning and conducting the course?

Yes No, but rather _____

Name of the course (possibly with explanatory subtitle):

Date of course:

From _____ to _____

The course will be held on repeated occasions:

Yes No

4. Course location

Address and postcode: _____

Phone and fax (with dialling code): _____

5. **a)** First application
 b) Repeat application

Please indicate file number or code:

- _____
 Unchanged compared to the first application
 There are significant changes, these being

The planned course has already been recognised in the following countries
(please enclose notification of recognition):

6. • The full programme is enclosed. It shows, in particular
- the learning objectives of the course,
 - the subjects and contents of the individual teaching units
 - the detailed time and didactical-methodical work plan

These documents & information must be enclosed (exception: repeat applications)

In what field of further education would you place the course?

The course will not be reserved to a previously known, closed group of people.

Yes

No (please give reasons)

Information on the specialist and educational qualifications of the course management and the teaching staff:

7. Planned number of participants: _____

Course fee per person: € _____

8. Will the course be open to the public?

Yes

No, target groups: _____

How will the course be publicized? (Please enclose documentation)

9. Do you agree with the publication of the course by the authority after recognition?

Yes

No

10. Applicable to federal states charging fees (presently Hamburg and Saxony-Anhalt):

The fee of € _____ was transferred to _____

Affirmation:

The above information is correct and complete. Changes occurring after the application has been filed will be notified immediately. The course neither serves political objectives nor exclusively specific company or business purposes. The objectives of the organizer and the content of the course are in harmony with the free, democratic order as defined in the Constitution of the Federal Republic of Germany.

The leadership of the course will be entrusted to a person known by name to the participants.

Place, date

Legally binding signature