

Notes on the forms to apply for the **Recognition of Courses according to §7 of the Act on Educational Leave in Rhineland-Palatinate** (Bildungsfreistellungsgesetz - BFG)

The application has to be made **separately for each course**, a recognition of an organizer in general or of a type of course are not possible according to the BFG.

Requirements for recognition:

- The subject of the course has to be vocational training, political education or a combination of both
- The course has to last at least three days
- At least six lessons (6x45 minutes) in average per day are necessary
- The course is planned, organized and realized by the applicant
- The course has to be open to anybody (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)
- The course has to be publicly announced (e.g. programme, internet, newspaper, etc.)
- Participants must take part voluntarily

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: 2005/2006 and 2007/2008). The attended course must be **recognized** according to the **Act on Educational Leave in Rhineland-Palatinate** 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, Forschung und Kultur **three months before to the beginning of the course** on the official application form. If this deadline cannot be met, please contact us.

In case of recognition an Anerkennungsbescheid (confirmation of recognition) will be sent to the organizer. A copy of it will be sent 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 then 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 to the Ministerium für Wissenschaft, Weiterbildung, Forschung 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 type of course
- Indicate days of training and, if necessary days of Education Release (for example if some days do not meet the requirements)
- Also indicate repeated dates exactly

The Following documents have to be attached:

- Articles of the organizer and/or the programme of the last year (only at first request)
- Evidence of recognition which have been reached in other Federal States
- Detailed program in which the educational content and times become apparent
- Evidence of the public announcement of the course

For further information please contact the

Ministerium für Wissenschaft, Weiterbildung, Forschung
und Kultur
Wallstraße 3
55122 Mainz

Tel. 0049 (0)6131/16-2857
Fax 0049 (0) 6131/16-5466
bildungsfreistellung@mwwfk.rlp.de
<http://www.bildungsfreistellung.rlp.de>