

**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

**2. Name of the course (possibly with explanatory subtitle):**

**3. 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:                       Yes

There are significant changes, these being:

**c)** 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 and information have to 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 \_\_\_\_\_ Euro 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

**Appendix to the Application for the recognition of a further education course**

according to § 7 Bildungsfreistellungsgesetz (BFG) linked with §§ 5 to 8 of the Landesverordnung zur Durchführung des Bildungsfreistellungsgesetzes

<b>Name of the organization:</b>	<b>Code number of the organization</b>				
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**Title of the course:**

**Kind of course:**  Block course  Intervall course

**Child care:**  Yes  No

**Listing of a potential recognition (educational leave of absence)**

The duration of the course should not be less than three days. Generally six lessons (a 45 minutes) are necessary per day. It is not possible to consider the travel times on the way to the course location and back home. To recognize a day in case of less hours of lessons, the schedule has to make clear, that at least four hours of lessons will run before 7 p.m.

However – at least there are necessary six lessons per day in general.

Whole period: From \_\_\_\_\_ to \_\_\_\_\_ ; thereof days of lessons applicable for recognition:

From / at	to	Number of days

**Total number of days applicable for recognition:**

=====

**Index – according to benchmarks:**

Please relate your course

<b>Further training</b>	<b>Further sociopolitical education</b>
<input type="checkbox"/> Commercial technological field <input type="checkbox"/> Commercial business field <input type="checkbox"/> Education social field / Health care <input type="checkbox"/> Mathematical natural science <input type="checkbox"/> Information and communication technology <input type="checkbox"/> German as foreign language / Integration <input type="checkbox"/> Key skills / Rhetoric <input type="checkbox"/> Other  <u><b>Foreign languages</b></u> <input type="checkbox"/> - English <input type="checkbox"/> - French <input type="checkbox"/> - Italian <input type="checkbox"/> - Spanish <input type="checkbox"/> - Other	<input type="checkbox"/> Germany <input type="checkbox"/> Europe <input type="checkbox"/> Migration <input type="checkbox"/> International <input type="checkbox"/> Regional <input type="checkbox"/> Language and politics <input type="checkbox"/> Economy <input type="checkbox"/> Social / Health <input type="checkbox"/> Working environment <input type="checkbox"/> Environment <input type="checkbox"/> Education / Culture <input type="checkbox"/> Society <input type="checkbox"/> Law <input type="checkbox"/> Gender <input type="checkbox"/> Third world / One world <input type="checkbox"/> Other