



Request form

Recognition of EU professional childcare qualifications

This form

Please complete this form to apply for work in the childcare sector.

This sector includes the following occupations:

- childminder
- childcare employee (day-care or out-of-school care)
- out-of-school care employee
- school education employee

You may also be eligible to work in the following professions, if you meet the language requirement (English, German, or French):

- multilingual childcare employee (multilingual day-care or out-of-school care)
- multilingual out-of-school care emplo

Where to send the form

Please send your completed form to: diplomaseservices@duo.nl*

or to:

Dienst Uitvoering Onderwijs
Afdeling Diplomadiensten
Postbus 30157
9700 LJ Groningen

More information

duo.nl

+31 (0)50 599 77 78

1

Your details

1.1 Surname

First name (in full)

Other initials

First name (in full) and other initials

Day

Month

Year

1.2 Date of birth

Telephone number**

Email address**

1.3 Telephone number and email address

1.4 Do you have a contact person or agency?

No

Yes > Fill in the authorization in question 1.5

Name of agency (where applicable)

1.5 Authorization for contact person or agency

Surname First name (in full) and other initials

Telephone number**

Email address**

I authorize my contact person or agency to comply with DUO in order to carry out any actions necessary to complete this application.

Day

Month

Year

Signature

2 Correspondence

2.1 Where should we send our correspondence?

Street	House number
<hr/>	
Postcode	Town/City
<hr/>	
Country	
<hr/>	

2.2 This is the address of

the applicant (as given in 1.1)

the contact person or agency (as given at 1.5)

another person or organization:

Surname	Initials
<hr/>	
Name organization (when relevant)	
<hr/>	

3 Evidence

DUO needs certain documents. Only send the information requested. DUO will contact you if you need to provide any additional details.

3.1 You must attach the following documents

- A chronological overview of your education and employment experience
- Copies of your education certificates geared towards working in childcare ¹
- Copies of relevant grade transcripts or supplements to your certificates ¹
- A copy of your passport or other identity document. A copy of your driving licence is not permitted.
- If you have one, a Certificate of Conduct (Verklaring omtrent het gedrag, VOG) for a position in childcare, issued within the past three months ²
- Optional: a document showing that you are eligible to work in childcare
- Optional: a copy of an IDW credential evaluation, if you have one
- Optional: If you want to work in multilingual childcare you need to meet a language requirement. To prove this, you can send a copy of your diploma in higher education of which the programme was taught in English, German or French.

DUO may consult the responsible foreign authority for evaluation and verification purposes.

- 1 If these documents are not in Dutch, English or German, you must enclose a sworn translation. This is translation made by a translator who has been certified in the Netherlands, or their home country, and which bears the translator's stamp.
- 2 If you do not currently hold a Certificate of Conduct, we may ask you to submit one at a later stage.

4 Signature

I declare that I have completed this form truthfully and that the certificate(s) I enclose was/were issued to me in its/their country of origin in accordance with relevant legislation in that country.

Day	Month	Year							
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Signature									
<hr/>									

DUO and your data

Your data will be recorded in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and with the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit duo.nl. DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO

informs the Public Prosecutor wherever abuse is uncovered.

* 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.