HOW TO APPLY
THE RECOGNITION OF A COURSE
according to § 7 Bildungsfreistellungsgesetz Rheinland-Pfalz

**Time**

At least **3 month before**
the beginning of the course

At least **6 weeks before**
the beginning of the course

- **Conception of a course by the organizer**
- **Announcement of the call by the organizer**
- **Application for the recognition of the course at Ministerium für Arbeit, Soziales, Transformation und Digitalisierung Rheinland-Pfalz**
- **Examination of proposal by the Ministerium für Arbeit, Soziales, Transformation und Digitalisierung Rheinland-Pfalz**
- **In case of recognition an „Anerkennungsbescheid“ (confirmation of recognition) will be sent to the organizer by the Ministry**
- **The organizer has to send a copy of the „Anerkennungsbescheid“ to the participants from Rhineland-Palatinate**
- **Realisation of the recognised course**
- **The confirmation of participation in the course has to be sent to the participants by the organizer**
- **The organizer has to send the report regarding educational leave to the Ministry**