

DOCUMENTS TO BE PROVIDED

for the recognition of the qualification of **orthotist**, obtained in any EU Member State, in the Swiss Confederation or in the EEA (Iceland, Liechtenstein, Norway) by EU citizens, citizens from the Swiss Confederation and citizens from in the EEA (Iceland, Liechtenstein, Norway).

1. Copy of a valid Identity Document (ID) displaying the signature of the person concerned.
If the personal data in the provided documents are different from the currently valid personal data, the applicant will provide appropriate certification, attesting that the identity documents refer to the same person.
2. If the application is not submitted directly by the person concerned, this one can delegate a trusted person (natural person or service company) to submit the application on his or her behalf and/or to follow the assessment procedure. In this case, the delegated person/company will provide specific mandate, with non-authenticated signature, attaching copy of the IDs both of the delegator and the delegate.

The following documents will be provided in simple copy, together with a [Substitute Declaration in lieu of Affidavit](#) in accordance with D.P.R. 445/2000, to be filled in, dated and signed according to the provisions of the specific form (see specific form in the form set).

3. Copy of the specific degree.
4. Copy of the individual certificate ("diploma supplement" or "transcript") issued by the Institution/University where the qualification was obtained, including the list of the examinations/subjects of study and specifying for each examination/subject:
 - a) number of credits under the European Credit Transfer System (**ECTS**);
 - b) number of **non-ECTS credits**, awarding 1 education and training credit according to the number of education and training hours (not including the number of hours devoted to individual study);
 - c) if the education and training programme is not described in terms of credits, it is necessary to specify for each subject **how many hours were attended** (specifying the difference between theoretical education and practical internship).

This Administration at any rate reserves the right to ask for a copy of the individual education programme referred to the personal learning career, as well as of the details concerning the practical internship, carried out to obtain the qualification whose recognition the person is applying for, and any other relevant information that will be deemed necessary to complete the assessment of the education and training career.

5. A difference is made between:
 - a) **Regulated professions** in the country where the qualification was obtained. The following documents are required:
 - 5a 1 Copy of the Certificate, or any other attesting document, issued by the competent Authority of the country where the qualification was obtained, declaring that the degree of the applicant complies with the provisions of the EU Directive 2005/36/EC and subsequent amendments, and that the held degree authorises him or her, in his or her home country, to pursue the profession whose recognition the person is applying for.
 - 5a 2 Copy of the document attesting the professional activity pursued after obtaining the qualification whose recognition the person is applying for.
 - 5a 3 Copy of the document attesting any internship periods carried out after obtaining the qualification, and any specialisation courses or other courses attended after obtaining the qualification.
 - 5a 4 Copy of the Certificate of Good standing, issued by the competent Authority of the country of origin/provenance, stating that no ban or suspension against the service provider prevents him/her from pursuing the profession. This document will be provided also by applicants who are currently not enrolled in a competent professional Association / College, for the period they were enrolled. This document will be issued no earlier than three months before the submission of the application.
 - 5a 5 Copy of a Certificate attesting that no criminal charges hinder the pursuit of the profession, issued the competent Authority of the country of origin/provenance. This document will be issued no earlier than three months before the submission of the application. If the applicant declares that he or she has never pursued the profession before, only this Certificate will be necessary.

b) **Non-regulated professions** in the country where the qualification was obtained. The following documents are required:

- 5b 1 Copy of the Certificate issued by the competent Authority of the country where the qualification was obtained, attesting that the relevant education programme is regulated in that country.
- 5b 2 If the above certificate shows that relevant education is not regulated, the applicant is required to prove that he or she has pursued the professional activity for one year, if full-time or for an equivalent duration, if part-time in the last ten years, by submitting a certificate issued by the employer where professional activities have been pursued. This certificate will specify the period and content of the provided services. For free-lance professionals, the pursuit of their activities will be proved by appropriate tax documents, certifying the pursued professional activities.
- 5b 3 Copy of the document attesting any specialisation or other courses attended by the applicant.
- 5b 4 Copy of a Certificate attesting that no criminal charges hinder the pursuit of the profession, issued the competent Authority of the country of the country of origin/provenance. This document will be issued no earlier than three months before the submission of the application.

6. Payment of a stamp duty of € 16,00, either putting a **tax stamp** on the application form or attaching copy of the bank transfer **receipt**. If the application is submitted via email, only bank transfer is accepted.

GENERAL NOTES AND WARNINGS:

All the documents written in a foreign language must be provided with a translation into Italian. Translations will be:

- Simple, provided with a self- declaration (*substitute declaration in lieu of attested affidavit - see specific form in the form set*);
- Sworn by a third translator¹ acknowledged by the Member State of origin or any other Member State of the EU.

This Administration will carry out sample checks to assess the truthfulness of self-declarations, as provided by D.P.R. 445/2000.

This Administration will send any communication regarding the procedure to the address provided in the application form. Therefore, it is up to the applicant to communicate any changes in his or her address timely. Notice of changes can be given using the same method chosen to submit the application.

This Administration will not be held responsible if notices are not received because of transfer, or wrong indication of the receiving address by the applicant, or return to sender for overdue mail holding.

Remember that pursuing a health profession in Italy BEFORE the qualification is recognised by the Italian Ministry of Health is a criminal offence.

¹ See [Code of Conduct](#) approved by the Group of Coordinators for the recognition of qualifications, under DIRECTIVE 2005/36/EC - 1.A.f