

DOCUMENTS TO BE PROVIDED

for the recognition of the qualification of **Psychotherapist**, 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.
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 attended 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).
5. Copy of the individual education programme of the course/s attended in order to obtain the qualification whose recognition the person is applying for, referred to his or her specific learning career (detailed description of the content of the education programme).
6. Copy of the certificate/license enabling professional practice, obtained in the country where the qualification was issued, if applicable in that country.
7. Copy of enrolment in the professional Register/Association in the country where the qualification was obtained (if applicable), or in the country of provenance.
8. If the profession is **regulated** in the country where the qualification was obtained:
Copy of the certificate issued by the competent Authority of the country where the qualification was obtained, in accordance with Directive 2005/36/EC, declaring:
 - a) if the qualification held by the applicant was issued by a public Institution or by a private Institution legally recognised in that country;
 - b) if it is a "regulated profession" in that country";
 - c) what are the requirements set by the local national law for the pursuit of that profession and if the person concerned meets these requirements;
 - d) which is the correspondent level, pursuant to art. 11 of Directive 2005/36/EC, of the professional qualification whose recognition the person is applying for.
9. If the profession Psychotherapist is **not regulated** in the country where the qualification was obtained:
Copy of the certificate attesting the validity of the qualification ("*Dichiarazione di valore*" – Declaration of Value), issued by the Italian diplomatic or consular Authority located in the country where the applicant obtained the qualification whose recognition he or she is applying for. All the degrees mentioned in this certificate (together with their translation into Italian) will be attached to the document itself. This certificate will attest:
 - a) if the degree is achieved by means of "regulated education" in the country of issuance;
 - b) if the degree provided as annex was issued by a public Institution or by a private Institution legally recognised in that country;
 - c) duration of the course for the achievement of the concerned title;
 - d) if the degree held by the applicant licenses him or her to pursue the profession of Psychotherapist in the country of issuance.

If this certificate states that the relevant education programme is not regulated in the country where the qualification was obtained, the applicant is bound to prove that he or she has pursued the profession for one year, if full-time or for an equivalent duration, if part-time in the last ten years, by providing a certificate issued by the employer for whom the profession was pursued. The

employer's certificate will specify the time and content of the services provided by the applicant. For free-lance professionals, the pursuit of their activities will be proved by appropriate tax documents, certifying the pursued professional activities.

10. Copy of the certificate of Good standing issued by the competent Authority of the country of origin/provenance. This document will state that no ban or suspension against the applicant prevents him/her from pursuing the profession. This document will be provided also by applicants who are currently not enrolled in a competent professional Register / College, for the period they were enrolled. This document will be issued no earlier than three months before the submission of the application. If the applicant has never pursued the profession before, he or she will provide this specific statement in a Substitute Declaration of attested Certification, and only the Certificate required in the following point will be necessary.
11. Copy of the 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.
12. Certificates of employment attesting the professional activity pursued as Psychotherapist, in the country where the qualification was issued and/or any other country, after obtaining the qualification whose recognition the person is applying for. These certificates will specify the time and content of the services provided by the applicant, as well as the relevant workload (number of hours per week/month), which will be useful for a thorough assessment of the acquired professional skills.
13. 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