



# CHECK LIST

## Application for the recognition of courses according to Bildungsfreistellungsgesetz Rheinland-Pfalz

We kindly ask you to respect this check list - it will help to avoid any request.

### Form "Application for the recognition of a further education course":

**Character 6: Please** complete your application as follows:

- V Detailed description of the educational targets!
- V Timetable with detailed information about beginning and end of the teaching times and pause times as well as educational content of the single lessons.
- V Note if your course belongs to the field
  - advanced vocational training,
  - socio-political further education or
  - if it's a combination of both.

**Character 8: "Public announcement"**

- V Complete your application with a copy of the public announcement of the course.  
Only the reference to an URL is inadequately!

**IMPORTANT:** The title of the course within your application has to be the same like in your public announcement.

- V Take care that your application form is signed!

### Form "Appendix to the application for the recognition of a further education course"

Please pay attention to fill in particularly

- V the overall time of the course (date of beginning and end),
- V the single dates or weekly period of the course you applying for,
- V if your course belongs to the field of an advanced vocational training, a socio-political further education or if it's a combination of both.