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1 HOW TO USE THIS GUIDE

This guide is a tool for teachers who obtained their professional qualifications abroad and wish to apply for recognition as qualified teachers in Italy. For this purpose, after obtaining the credentials to access the online services, you can use the new Identity & Access Management (IAM) system of the Ministry of Education, Universities and Research (MIUR) which will link you to the Teacher Qualification Recognition Service through the IAM portal.

The purpose of this guide is to provide you with step-by-step assistance during the entire teacher qualification verification and recognition process, up to issue of the decree recognising your eligibility to work as a teacher.

2 HOW TO ACCESS THE SERVICE

To apply for recognition of your teacher qualifications in Italy, you need to register on the MIUR portal and obtain access credentials (username and password).

The screenshot shows the registration page titled "Registrati ai servizi MIUR". At the top, there is a progress bar with four steps: "Passaggio 1" (highlighted in blue), "Passaggio 2", "Passaggio 3", and "Passaggio 4". Below the progress bar, the main form area contains the following elements:

- A label "Codice fiscale *:" with a link "Non ho un codice fiscale ⓘ" to its right.
- A text input field with the placeholder "Inserisci il tuo codice fiscale".
- A label "Controllo di sicurezza: selezionare la casella sottostante".
- A checkbox labeled "Non sono un robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Termini".
- A large blue button labeled "PASSAGGIO 2".
- A blue link "Torna indietro" with a left-pointing arrow.

At the bottom of the form, there is a note "I campi con asterisco (*) sono obbligatori" and a link "Bisogno di aiuto? Scarica il manuale".

1. **Step 1** of the registration consists in entering your Tax Identification Number (TIN). If you do not have one, please select the item 'I do not have a Tax Identification Number'. On the next screen, select 'I do not have an Italian Tax Identification Number', tick the box 'I am not a robot' and move on to Step 2.
2. In **Step 2**, enter your personal data and the email address to which all communications to your user profile will be sent.
3. In **Step 3**, review the data you have entered. If all the data are correct, select 'I confirm my data'.
4. **Step 4** of the registration will inform you that all the data entered have been successfully saved and

that an email has been sent to the email address you provided, in order to complete the registration. To confirm the registration, you must click on the link in the email sent to your email address. The link will take you to a confirmation page stating that your user account has been correctly created and that a second email with your login credentials has been sent to you. Use the credentials in the second email to log in and change your password.

2.1 How to access the teaching qualification recognition service

To access the service, after registering as described above, you must enter your access credentials and select 'ENTER' to access the section dedicated to the service.

Governo Italiano

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Login

Username: [Username dimenticato?](#)
Inserisci il tuo username

Password: [Password dimenticata?](#)
Inserisci la tua password

ENTRA

[Sei un nuovo utente? Registrati](#)

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In the Reserved Area menu, click on the link 'Access the teaching qualification recognition' to connect to the service.

Governo Italiano

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Area riservata

Ciao Giuliana

- Accordi e Accreditati il Sistema Nazionale di Formatori
- Accordi e Accreditati Italiani
- Accordi e Servizi Mobilità D3 A3A RI Formatori
- Accordi e Servizi Online
- Accordi e Paghe Dato Scuola
- Accordi e Piattaforma Alleanza Scuola Lavoro
- Accordi e PON - Gestione Enti Locali
- Accordi e Partecipazione alla governance della Formazione
- Accordi e Percorsi SRI
- Accordi e Gestione pratiche Alleanza
- Accordi e Riconoscimento Professione Docenti
- I tuoi dati personali
- Cambia password
- Esci

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To ensure the data you enter is not lost if you fail to save it, the automatic inactivity logout (after 30 minutes) is preceded by an alert.

The logout countdown alert will be displayed 5 minutes before the automatic logout, reminding you to save your data. If no activity is performed, a new message will inform you that the session has expired.

3 ELIGIBILITY FOR THE SERVICE - TEACHERS SEEKING RECOGNITION

The first thing to do, when using the application for the first time, is to verify your eligibility to use the service. You will be shown a screen partly filled in with the personal data you provided when registering in the portal. You must now state your mother tongue and first nationality.

Dati anagrafici	
Cognome	Ducore
Nome	Giuliana
Sesso	F
Data di nascita	27/08/1958
Luogo di nascita	BOCCALATA DE' DOTTI
Stato di nascita	ITALIA
e-mail	giuliana@ducore.it

Dati lingua e cittadinanza	
Lingua madre (IT)	IT
Cittadinanza 1 (*)	
Cittadinanza 2 (*)	

After you have been approved to use the service, you must fill in the Personal Details section. Click on the top left button to view the menu, and select Personal Details.

Cruscetta Domanda

Per poter creare una Domanda è necessario compilare prima la sezione dei Dati Identificativi

Riconoscimento Professione Docente

Per accedere alle funzionalità disponibili nel menu servizi cliccare sull'icona posta in alto a sinistra.

Si ricorda che NON è consentito un ulteriore invio on-line tramite l'applicazione per coloro che hanno già trasmesso in forma cartacea la documentazione, né è consentito riproporre una nuova richiesta per la stessa classe di concorso.

4 USER ASSISTANCE AND SUPPORT

4.1 Online Help Service

If you have problems using the applications, you can access the Online Help service by going back to the previous screen and clicking on the help button on the top bar.



You will be redirected to the online help page: in the section 'Teaching qualification recognition - Teacher seeking recognition' you will find information materials and help functions.



Select the area and topic of interest to you to consult the associated FAQs.

pubblica  **Service Desk On Line**

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Attenzione: per aprire un tagliando di Richiesta Assistenza/Prenotazione Assistenza Telefonica occorre navigare fino alla pagina delle Funzioni

FUNZIONI ELEMENTARI ASSOCIATE ALL'AREA FUNZIONALE INSERIMENTO DOMANDA

Cerca negli argomenti esposti la risposta al tuo problema.

- [Dati Anagrafici](#)
- [Titoli di studio](#)
- [Formazione Professionale](#)
- [Certificazione](#)

FAQ ASSOCIATE ALLA FUNZIONE DATI ANAGRAFICI

Cerca negli argomenti esposti la risposta al tuo problema.

Faq n° 1910 - A quale Autorità deve rivolgersi la richiesta di riconoscimento del titolo di formazione professionale di docente?
Al Ministero dell'Istruzione dell'Università e della Ricerca - Dipartimento per ...

Faq n° 1913 - Cosa si intende per titolo relativo a ciclo di studi post-secondari?
Un titolo di laurea o accademico rilasciato da una Università o da altro organ ...

Faq n° 1914 - Cosa si intende per titolo relativo a formazione professionale di docente?
Un titolo conseguito che l'interessato ha completato con successo la formazione ...

Faq n° 1917 - Cosa si intende per certificazione relativa alle materie sulle quali verte la formazione professionale ricevuta?
La documentazione delle materie studiate nel percorso di laurea e, se prevista, ...

Richiesta Assistenza

- [Se vuoi controllare lo stato di una richiesta di assistenza clicca qui](#)
- [Feedback](#)


Prenotazione Assistenza Telefonica

- [Elenco Richieste Telefoniche](#)

Manuale Utente

- [Consulta Manuale Utente](#)

If you cannot find the answer you are looking for, you can open a support ticket by clicking on the link 'Cannot find your answer? Click here'.

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FAQ ASSOCIATE ALLA FUNZIONE DATI ANAGRAFICI

Cerca negli argomenti esposti la risposta al tuo problema.

Al momento non sono disponibili FAQ per questo argomento.

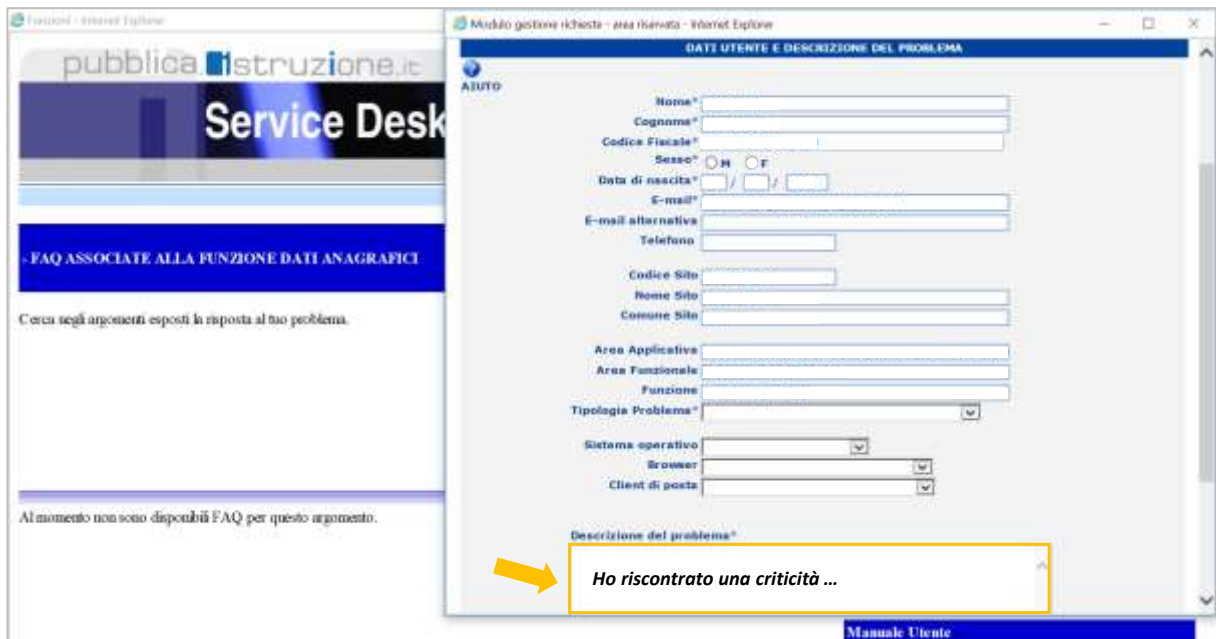
Richiesta Assistenza

- [Se non trovi la risposta che cerchi clicca qui](#)
- [Se vuoi controllare lo stato di una richiesta di assistenza clicca qui](#)
- [Feedback](#)

Prenotazione Assistenza Telefonica

- [Se vuoi ricevere assistenza telefonica clicca qui](#)
- [Se vuoi controllare lo stato della prenotazione di assistenza telefonica clicca qui](#)

The link takes to a form which you can complete with your contact details and a detailed description of the problem. Your personal details will be automatically pre-set.



4.2 Telephone Helpline

If you experience purely technical problems that you cannot solve by the support of the Online Help Service, you can call 080/9267603, from 9.00 to 13.00 and from 14.00 to 18.00.

5 MANAGING YOUR APPLICATION - HOW TO SUBMIT YOUR APPLICATION

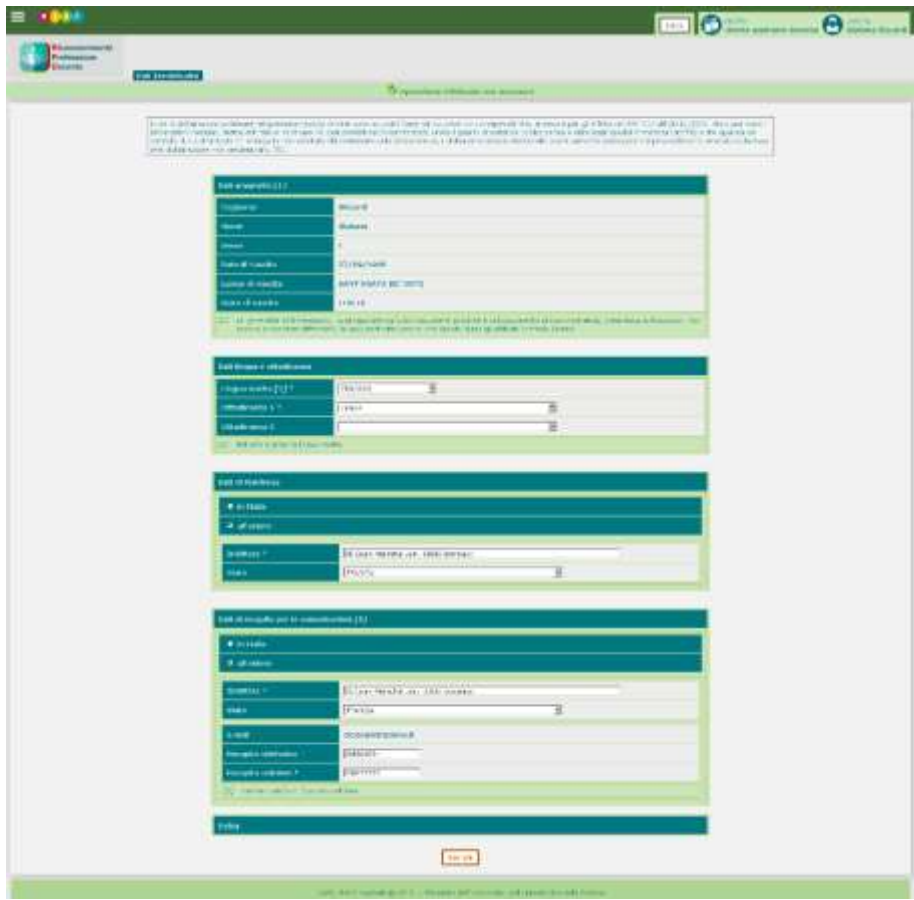
After successfully registering for the service, to apply for recognition of your teaching qualification in Italy, you must:

1. Complete your personal details using the 'Teacher Data Management - Personal Details' function;
2. Enter your education and training qualifications and attach the relevant documentation using the 'Teacher Data Management - Education and Training Qualifications' function;
3. Enter the information contained in your qualification certificate issued by the competent authority or in the *dichiarazione di valore*, ['declaration of value' issued by the Italian Consulate] relating to your professional qualifications and attach the relevant documentation using the 'Teacher Data Management - Declarations' function;
4. Enter any professional experience relevant to the teaching subject(s) for which you seek recognition and attach the relevant documentation using the 'Teacher Data Management - Professional Experience' function;
5. Enter any official translations of your qualifications and/or declarations and/or professional experience and attach the relevant documentation using the 'Teacher Data Management - Official Translation' function;
6. Upload your identification documents and any other documents not already uploaded in the previous steps;
7. Create your application by clicking on the 'Start application' button in the Application Dashboard. You need to enter the following required information:
 - Country in which the qualification was obtained
 - Level of school for which you seek recognition as a qualified teacher
 - Region and province in which you are willing to undertake compensation measures, if any.
8. To complete your application in the Application Dashboard you must:
 - Link your qualifications and declaration(s), as well as any professional experience(s) and official translation(s) (among those listed in the previous points) clicking on the appropriate button
 - Link your identification document(s) (required) and any other documentation clicking on the button
9. Pay the application tax online in the Application Dashboard, clicking on 'Application tax';
10. Submit the application to the Authority in the 'Application Dashboard' by clicking on 'Submit'.

The application submission function will automatically check that all the required data have been entered correctly and will flag any errors to be resolved before the application can be submitted.

In particular, the function checks that all the following conditions necessary to submit the application have been met:

- The application tax has been paid;
- You have uploaded an identification document matching your stated nationality (identity card for EU citizens or passport and citizenship certificate for non-EU citizens);
- At least one post-secondary educational qualification has been linked to the application;
- At least one teaching qualification has been linked to the application (post-secondary teaching



7 TEACHER DATA MANAGEMENT - EDUCATIONAL AND TRAINING QUALIFICATIONS

In the Education and Training Qualifications section, you can enter and manage your qualifications supporting your recognition as a qualified teacher.





Accepted qualifications include:

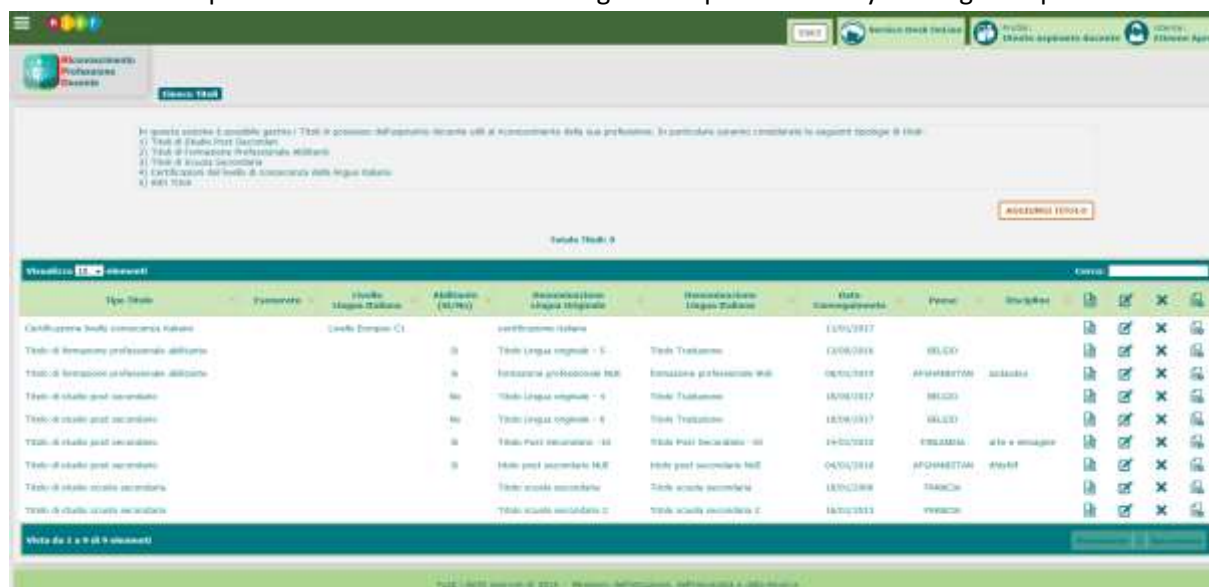
- Formal qualifications of post-secondary level
- Professional training qualifications leading to recognition as a teacher
- Secondary school qualifications
- Certification of your level of knowledge of the Italian language
- Other qualifications





































Aggiungi Titolo

Click on 'Add Qualification' to enter your qualifications. After you have filled in the required fields and saved the data, the qualification will be entered into the system and displayed on the qualifications summary page.

On this page you can perform the following actions for each qualification in the list:

- View the qualification by clicking on 'view' 
- Edit the qualification by clicking on 'edit' 
- Delete the qualification by clicking 'delete' 
- Upload the documentation relating to the qualification by clicking on 'upload' 



Visualizza	Titolo Titoli	Parametri	Livello	Abbreviaz.	Riconoscimento	Emittente	Data	Nome	Operazioni	
			Titolo Titoli	(EURO)	lingua Originale	lingua Italiana	confermata			
	Certificazione livello conoscenza italiana		Livello Europeo C1		certificazione italiana		11/01/2017		   	
	Titolo di formazione professionale abilitante				Titolo Legato regionale - S	Titolo Tutelante	12/08/2016	BLUCCO	   	
	Titolo di formazione professionale abilitante				formazione professionale NEI	formazione professionale NEI	08/10/2011	AFGHANISTAN	afghani	   
	Titolo di studio post secondario				Titolo Legato regionale - S	Titolo Tutelante	10/08/2017	BLUCCO		   
	Titolo di studio post secondario				Titolo Legato regionale - S	Titolo Tutelante	18/09/2017	BLUCCO		   
	Titolo di studio post secondario				Titolo Post secondario - NEI	Titolo Post secondario - NEI	19/02/2012	ITALIA	alto e maggio	   
	Titolo di studio post secondario				Titolo post secondario NEI	Titolo post secondario NEI	04/01/2016	AFGHANISTAN	afghani	   
	Titolo di studio scuola secondaria				Titolo scuola secondaria	Titolo scuola secondaria	13/02/2008	TURCO		   
	Titolo di studio scuola secondaria				Titolo scuola secondaria C	Titolo scuola secondaria C	18/01/2011	PERICO		   

To edit or delete evidence of qualifications linked to an application, you must delete the link of the qualification to the application (by clicking on 'Link-Unlink Qualifications and Requirements' in the Application Dashboard) and then delete the attachment using the *Upload Documentation* function.

7.1 Education and Training Qualifications – Post-secondary formal qualification

When entering post-secondary formal qualifications you must provide the following details:





- Title of qualification
- Date awarded
- Period of training
- Language of the country of issue, if different from Italy
- Issuing country (EU or non-EU country)
- Awarding institution.

If the qualification is a teaching qualification, specify the subjects you are qualified to teach by the qualification.

The screenshot shows the 'Riconoscimento Professione Docente' web application interface. At the top, there are navigation tabs for 'Titolo TSOE' and 'Titolo TSOE'. Below the tabs, there is a large text box containing instructions in Italian regarding the data to be entered. Below the instructions, there is a dropdown menu for 'Tipo Titolo' with 'Titolo di studio post secondario' selected. The main form consists of several input fields arranged in two columns. The left column includes fields for 'Denominazione Lingua Originale', 'Lingua del Paese in cui è stato conseguito il Titolo', 'Attivante (Sì/No)', 'Durata Formazione (anni)', 'Titolo conseguito', 'Paese UE / Non UE', and 'Istituzione'. The right column includes fields for 'Denominazione Lingua Italiana', 'Tipo Titolo', 'Paese', and 'Istituzione'. A 'SALVA' button is located at the bottom center of the form. At the very bottom of the page, there is a small footer with the text 'TUS - 2011/2012 - Ministero dell'Università, dell'Alta Formazione e della Ricerca'.

After you have saved and confirmed the data, the qualification will be entered into the system and displayed on the qualifications summary page.

On this page you can perform the following actions for each qualification in the list:

- View the qualification by clicking on 'view' 
- Edit the qualification by clicking on 'edit' 
- Delete the qualification by clicking 'delete' 
- Upload the qualification documentation using the upload button 

The *Submit Document* function allows you to attach a type of document (to be chosen from a menu) for

each qualification in your list and to specify the version of the document by adding notes.

You can:

- Upload a new document: select a document type from the menu, then click on UPLOAD NEW and click on SUBMIT;
- Edit an uploaded document by selecting the line and clicking on EDIT UPLOAD;
- Edit the data concerning the uploaded document by selecting EDIT DATA.



For each post-secondary formal qualification, you must upload both the documentation relating to the **qualification** and the **certification of the subjects**, i.e. the specific certification of the subjects you have studied, with particular reference to the subjects you have been trained to teach.

For qualifications not issued in the Italian language, you must upload both the original qualification and its Italian translation.

To attach the translation of a document not written in Italian, select the line of the foreign language document, select EDIT UPLOAD, click on 'Translation', select the translation to be uploaded and click on SUBMIT EDIT.

In this way, the original qualification document and its translation will appear in the same line.



7.2 Education and Training Qualifications - Training-based teaching qualification

When entering training-based teaching qualifications you must specify:

- Title of qualification
- Date awarded
- Period of training
- Language of the country of issue, if different from Italy
- Issuing country
- Awarding institution
- Subjects you are qualified to teach.

The screenshot shows a web form titled 'Inserisci Titolo' (Insert Title) within a Moodle interface. The form is used to enter details for a training-based teaching qualification. It includes a header with the Moodle logo and navigation links. Below the header, there is a text area with instructions in Italian. The main form consists of several input fields and dropdown menus, organized into two columns. A 'SALVA' (Save) button is located at the bottom center of the form. The form fields are as follows:

Field Name	Field Type
Denominazione Lingua Originale	Text input
Denominazione Lingua Italiana	Text input
Lingua del Paese in cui è stato conseguito il Titolo	Dropdown menu
Indirizzo (S/N/A)	Text input
Indirizzo	Text input
Durata Formazione (anni)	Text input
Data conseguita	Text input
Data rilascio	Text input
Paese tit./paese di	Dropdown menu
Paese	Dropdown menu
Istituzione	Text input
Indirizzo Istituzione	Text input

After you have saved and confirmed the data, the qualification will be entered into the system and displayed on the qualifications summary page.

In this case too, the system allows you to view, edit or delete the qualification or to upload the related documentation by selecting the appropriate buttons.

For each training-based teaching qualification, you must upload both the documentation relating to the qualification and the **certification of the subjects**, i.e. the specific certification of the subjects you have studied, with particular reference to the subjects you have been trained to teach.

7.3 Education and Training Qualifications - Secondary School Qualifications

When entering secondary school qualifications you must provide the following details:

- Title of qualification
- Date awarded
- Language of the country of issue, if different from Italy
- Issuing country.

The screenshot shows the 'Riconoscimento Professione Docente' web application. At the top, there are navigation tabs for 'Lingua Titoli' and 'Lavorati Titoli'. Below the tabs, there is a text box with instructions in Italian regarding the entry of qualifications. The main form area contains several input fields: 'Descrizione Lingua Originale', 'Descrizione Lingua Italiana', 'Lingua del Paese in cui è stato conseguito il titolo', 'Paese UC/PAESI UE', 'Data conseguimento', 'Paese', and 'Data rilascio'. A 'SALVA' button is located at the bottom of the form. The footer of the page indicates the date '2013-10-23 10:00:00' and the user 'ANONIMO'.

After you have saved and confirmed the data, the qualification will be entered into the system and displayed on the qualifications summary page.

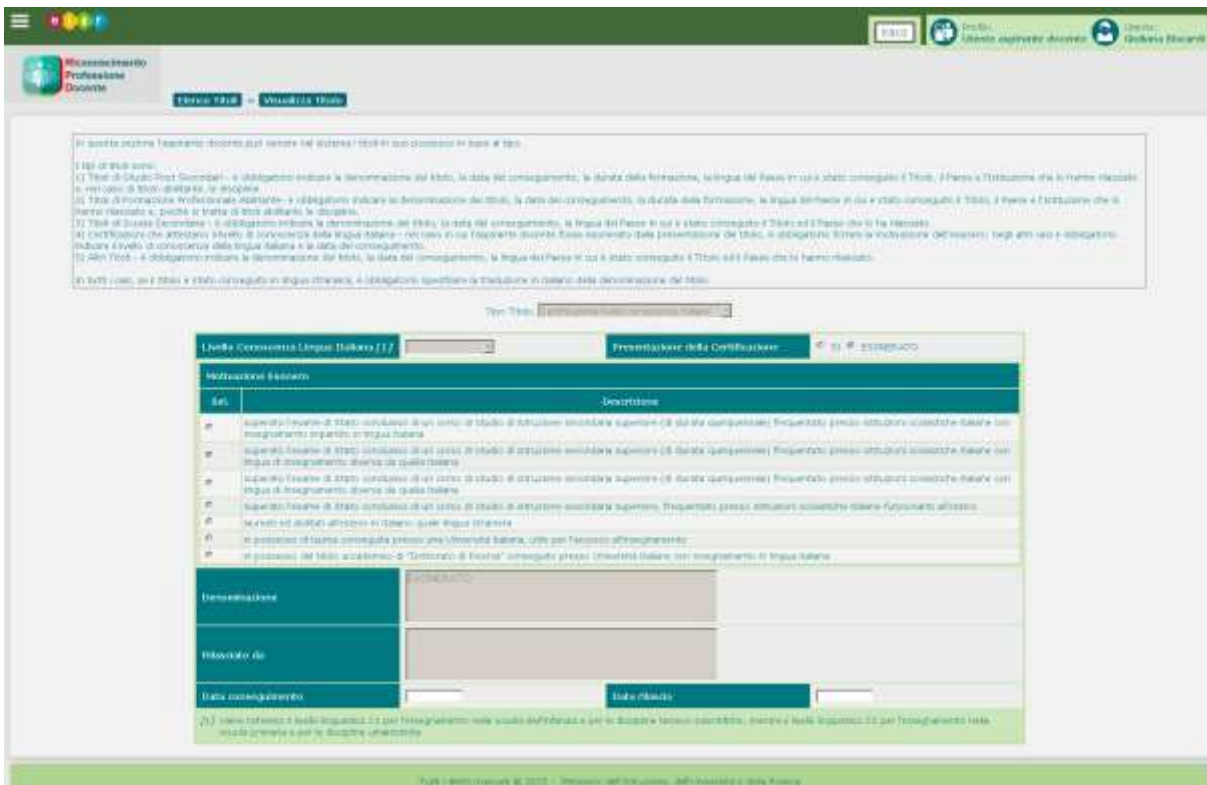
Entering this Qualification is no longer mandatory.

7.4 Education and Training Qualifications – Certification of knowledge of the Italian language

If you are a native Italian speaker you do not need to submit the certification of knowledge of the Italian language: you must specify this requirement does not apply to you and why.

Otherwise, you must provide the following information:

- Level of knowledge of the Italian language;
- Certification (set by default);
- Date awarded.



After you have saved and confirmed the data, the qualification will be entered into the system and displayed on the qualifications summary page.

In this case too, the system allows you to view, edit or delete the qualification or to upload the related documentation by selecting the appropriate buttons.

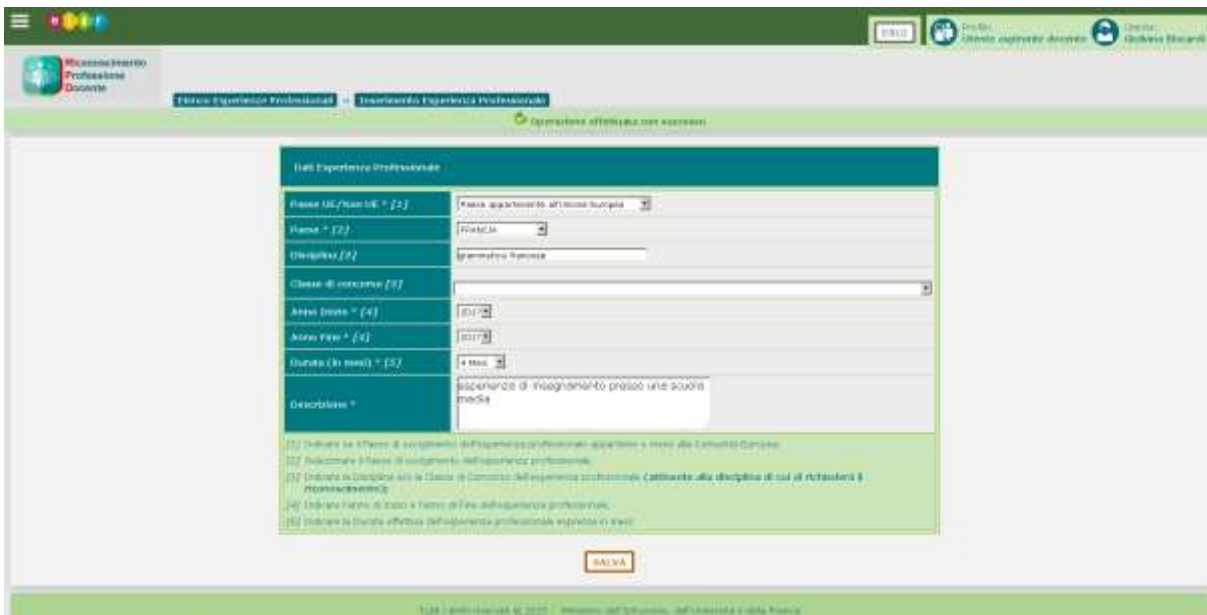
You must certify your level of knowledge of the Italian language even if you are exempt, by submitting a document specifying the reasons for the exemption together with the qualification.

7.5 Education and Training Qualifications - Other qualifications

If you have any qualifications different from the categories in the menu, you can submit them under 'Other qualifications'.





In this case you must specify:

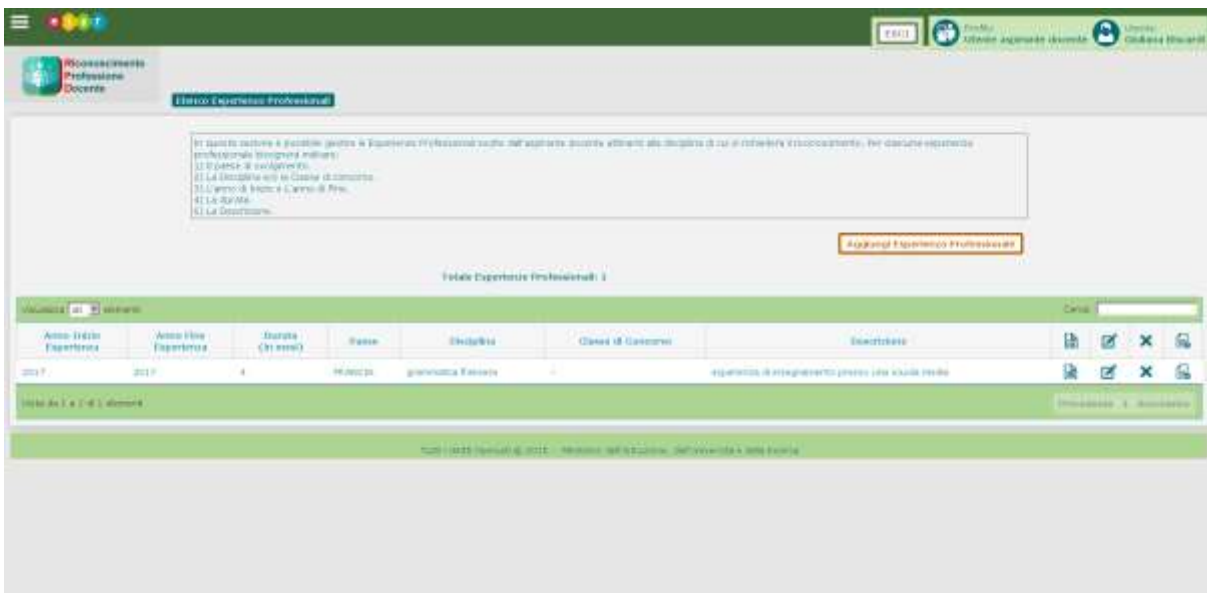
- Title of qualification
- Date awarded
- Language of the country of issue, if different from Italy
- Issuing country.



After you confirm and save the data, the declaration will be entered into the system and displayed on your professional experience summary page.

On this page you can perform the following actions for each professional experience in the list:

- View the professional experience by clicking on 'view' 
- Edit the professional experience by clicking on 'edit' 
- Delete the professional experience by clicking on 'delete' 
- Upload documentation on professional experience by clicking on the 'upload documentation' button 

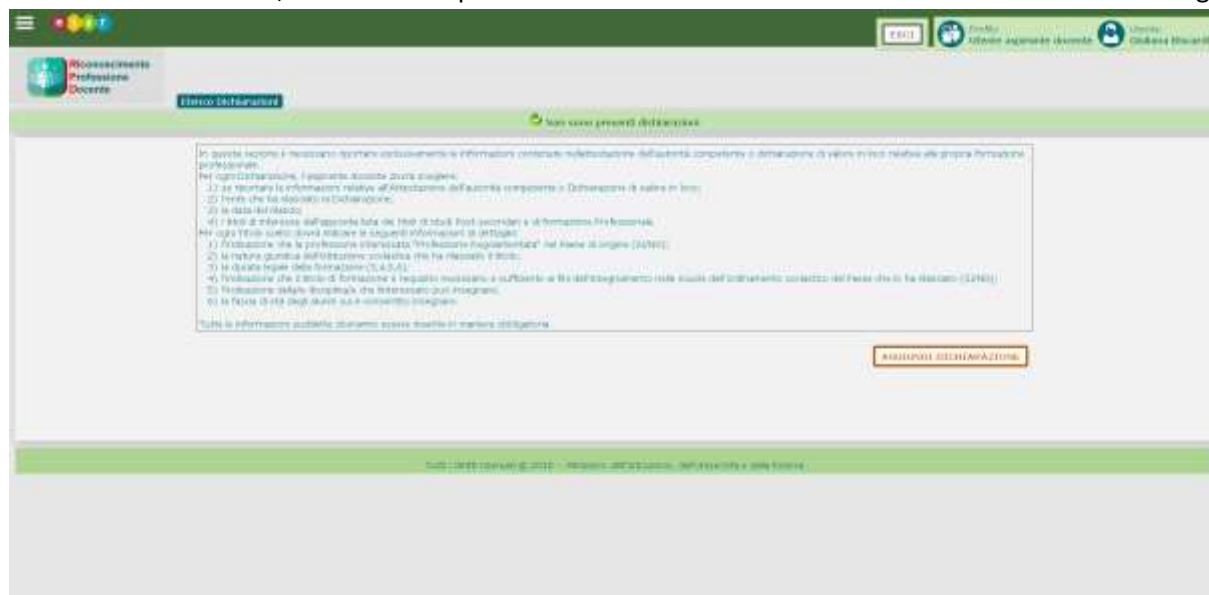


To edit or delete evidence of professional experience linked to an application, you must delete the link of the experience to the application (by clicking on 'Link-Unlink Qualifications and Requirements' in the Application Dashboard) and then delete the attachment using the *Upload Documentation* function.

9 TEACHER DATA MANAGEMENT - DECLARATION

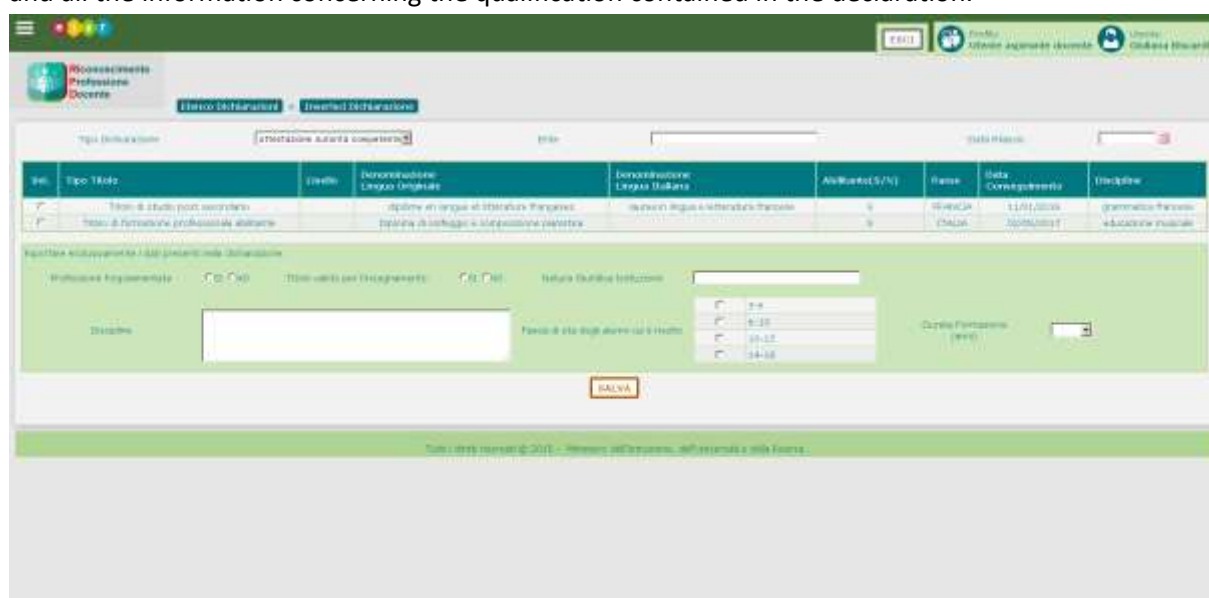
After completing your registration and uploading your qualifications and any professional experience, you must submit the information contained in the qualification certificate issued by the competent authority or in the *dichiarazione di valore*, ['declaration of value' issued by the Italian Consulate] relating to your professional qualifications.

To access this function, click on the top left button to view the menu and select 'Teacher Data Management'







Click on 'Add Declaration' **ADD DICHIARAZIONE** to submit the declaration.

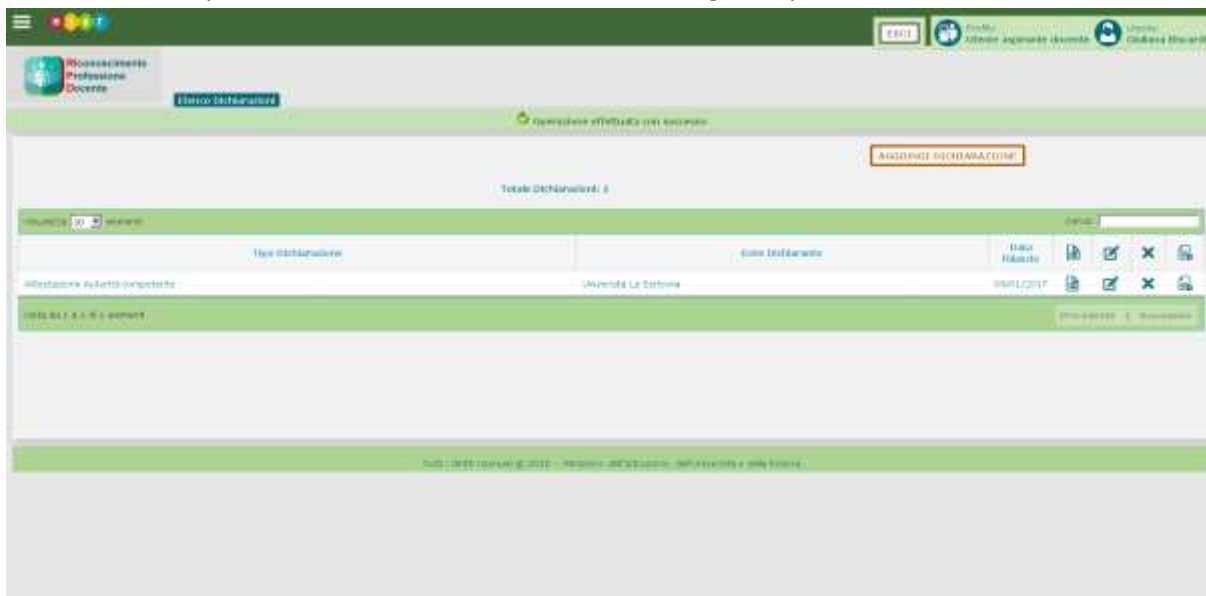
You must select the type of declaration and the authority that issued it, the qualification to which it refers and all the information concerning the qualification contained in the declaration.



After you confirm and save the data, the declaration will be entered into the system and displayed on your declarations summary page.

On this page, you can perform the following actions for each declaration in the list:

- View the declaration by clicking on 'view' 
- Edit the declaration by clicking on 'edit' 
- Delete the declaration by clicking on 'delete' 
- Upload the declaration documentation using the upload button 



To edit or delete the declaration documentation linked to an application, you must delete the link of the declaration to the application (by clicking on 'Link-Unlink Qualifications and Requirements' in the Application Dashboard) and then delete the attachment using the *Upload Documentation* function.

10 TEACHER DATA MANAGEMENT - OFFICIAL TRANSLATION

After listing your qualifications and entering the information contained in the certificate issued by the competent authority or the 'declaration of value' concerning your professional training, select the 'Official Translation' function in the Teacher Data Management menu to manage the official translations of your qualifications, declarations and/or professional experience.

For each translation, you must indicate:

- the office/entity that produced or certified the translation
- the date of the translation
- the qualification, declaration and/or professional experience to be linked to the translation.

The documents to be submitted for recognition must be originals or authentic copies and, if written in a foreign language, must be accompanied by their Italian translation certified by the Italian embassy or consulate in the country in which the documents were issued, or translated by an official translator, or sworn at an Italian judicial office, or translated by an official translator of the country in which the documents were issued.

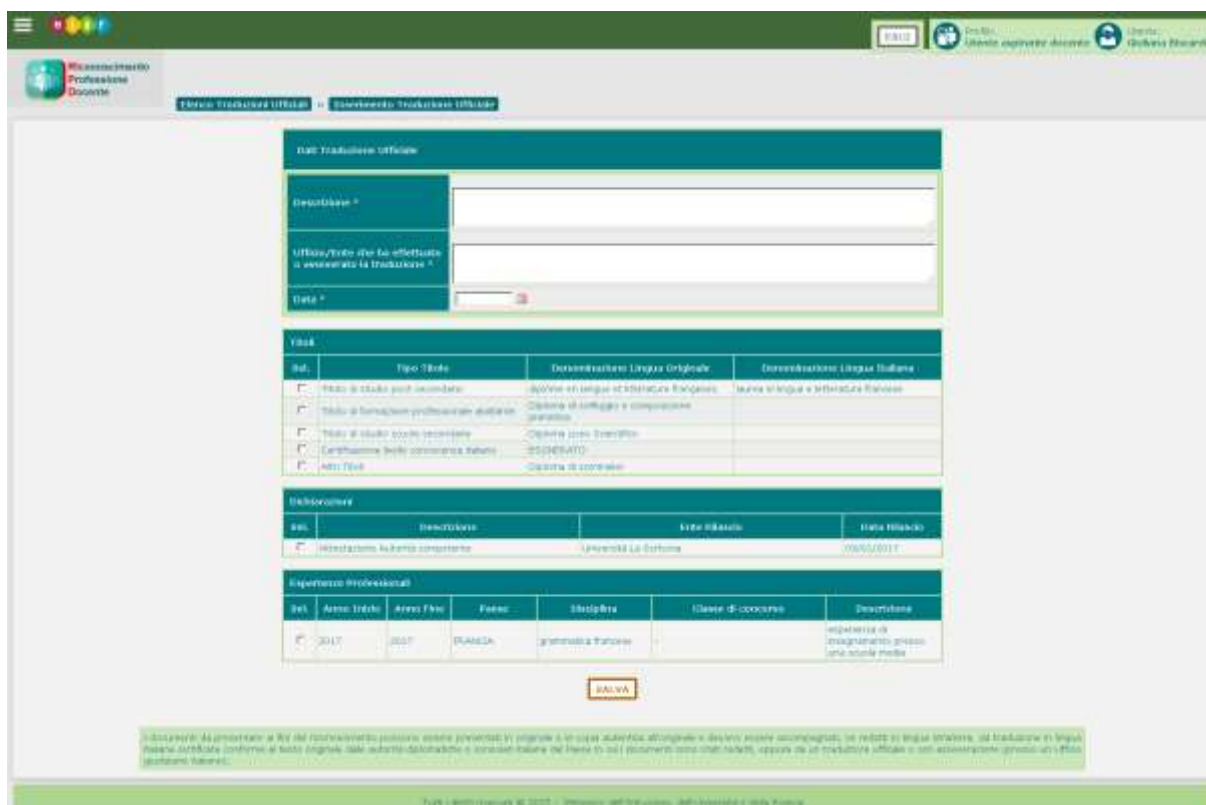
In this regard, please note that if the documents are in a foreign language the Italian recognition authority accepts the following possible types of translation:

- a. official translations certified by the Italian embassy or consulate in the country in which the documents were issued, or translated by an official translator or sworn at an Italian judicial office;
- b. certified translations made by a third-party translator recognised by the Member State of origin or by another Member State;
- c. translations made by a third-party professional translator belonging to one of the professional associations in the list published by the Ministry of Economic Development on its website pursuant to Article 2(7) of Law No 4 of 14 January 2013; or registered in the lists held by the Courts or the Chambers of Commerce.







Click on 'Add official translation' to upload a new translation.

You must provide a description of the translation and the name of the office/entity that produced or certified the translation.



After you confirm and save the data, the certification will be entered into the system.

From the official translations summary page you can perform the following actions for each translation in the list:

- View the translation by clicking on 'view' 
- Edit the translation by clicking on 'edit' 
- Delete the translation by clicking on 'delete' 
- Upload the translation documentation using the upload button 



Descrizione	Ufficio/Ente che ha effettuato o asseverato la traduzione	Data Ribascio				
statalanF	statoFS	08/11/2017				
rova per cancellazione	ambasciata	22/10/2017				
raduzione di prova	ssss	02/10/2018				

Visualizza 10 elementi

Cerca:

Visualizza da 1 a 3 di 3 elementi

Precedente | Successivo

To edit or delete *official translations linked to an application*, you must first delete the link of the official translation to the application (by clicking on 'Link-Unlink Qualifications and Requirements' in the Application Dashboard) and then delete the attachment using the *Upload Documentation* function.

11 TEACHER DATA MANAGEMENT - UPLOAD DOCUMENTATION

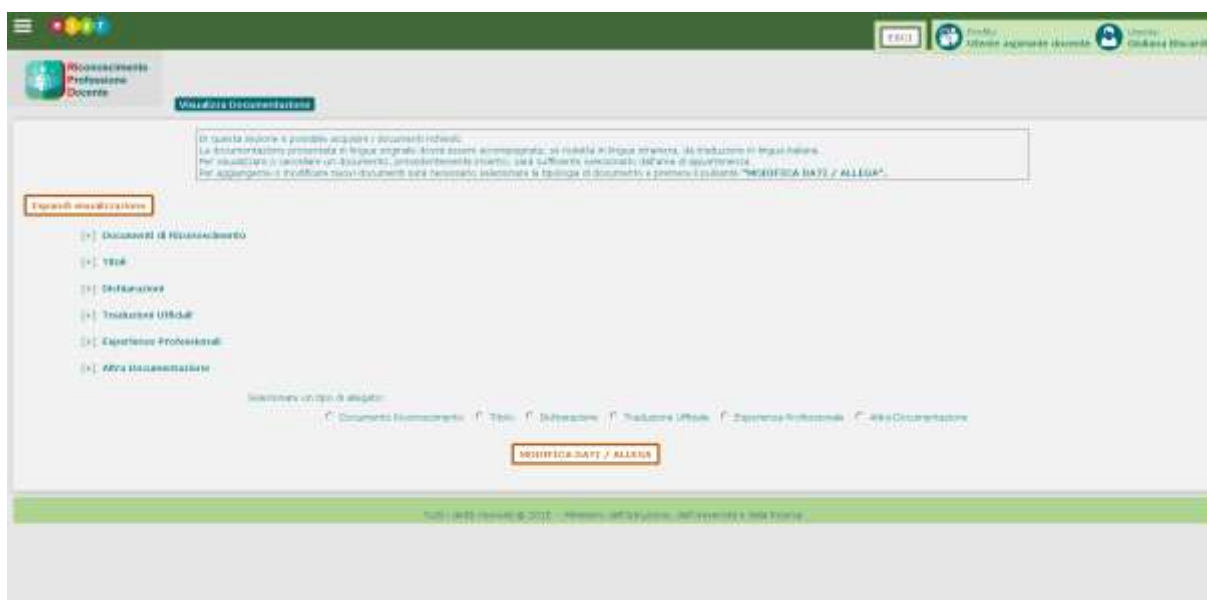
After you completed your registration, entered your qualifications, professional experience, declarations and translation certifications, you must attach in digital format the documentation relating to your qualifications, experience and certifications that you wish to attach to your application.

Use the Upload Documentation function to upload documents not attached in the previous steps.

This function is accessed from the Teacher Data Management menu.

You can upload documentation relating to:

- Education and training qualifications
- Professional experience
- Declarations
- Official Translations
- Identification documents (identity card, passport, residence permit, other)
- Other documents.



To get an overall view of all the sections relating to documentation uploaded or to be uploaded, click on 'Expand View' [Espandi visualizzazione](#). To view a particular section, click on the '+' button for that section.

For each post-secondary teaching qualification and/or training-based teaching qualification declared in the appropriate section, you must also attach the certification of the subjects, i.e. the specific certification of the subjects you have studied, with particular reference to the subjects you have been trained to teach.

You cannot delete attachments to a section (qualifications/declarations/professional experience/official translations) linked to an application.

If you want to delete an attachment to a section linked to an application, you must first delete the link between the section and the application (selecting *Link - Unlink Qualifications and Requirements* in the Application Dashboard) and then delete the attachment from *Documentation Upload*.

You cannot upload the documentation without first entering your qualifications, the declarations (certifications of the competent authority or 'declarations of value') and any official translations.

For documents not in Italian, you must upload both the original document and its Italian translation.

To attach the translation of a document not written in Italian, select the line of the foreign language document, select EDIT UPLOAD, click on 'Translation', select the translation to be uploaded and click on SUBMIT EDIT.

The original document and its translation **MUST** then appear on the same line. If the documents are on different lines the system will not recognise the data as complete and will require the translation for the foreign language document and the original language document for the translation.

Def.	Tipologia Documento	Denominazione Lingua Originale	Denominazione Lingua Italiana	Tipologia Documento	Titolo	Originale	Traduzione
	Titolo di Laurea professionale abilitante	titolo abilitante per l'insegnamento del diritto	titolo abilitante per diritto	Certificazione Laurea		abilitazione foreign	
	Titolo di Laurea professionale abilitante	titolo abilitante per l'insegnamento del diritto	titolo abilitante per diritto	Documenti Titolo Post Lauream Professione abilitante		abilitazione foreign	abilitazione foreign

Def.	Tipologia Documento	Denominazione Lingua Originale	Denominazione Lingua Italiana	Tipologia Documento	Titolo	Originale	Traduzione
	Titolo di Laurea post Lauream	laurea legge	laurea legge	Documenti Titolo Post Lauream		abilitazione foreign	
	Titolo di Laurea post Lauream	laurea legge	laurea legge	Documenti Titolo Post Lauream			abilitazione foreign

11.1 View documentation - Identification documents

Use the Identification Documents section to view and/or upload/edit or delete attachments with various types of identification documents.

Documenti di riconoscimento

Documento	Titolo	Originale	Traduzione
Carta d'identità			
Passaporto e copie del Passaporto			
Carta Nazionale Codice Copione			
Altra			

Seleziona un tipo di allegato:

Documenti di riconoscimento | Titolo | Didattica | Traduzione ufficiale | Esperienze Professionali | Altra Documentazione

MIGLIORA DATI / AGGIUNGI

Select the type of attachment and click on the 'Edit Data/Upload' button. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

[Visualizza Documentazione](#) > [Aggiungi Documentazione](#)

id	Documento	Note	Originale	Traduzione
1	Carta d'identità			
2	Permessi di soggiorno			
3	Certificato di residenza			
4	Passaporto e copie del Passaporto			
5	Certificazione Carta di Cognome			
6	Altro			

Tipo Documento:

Originale in lingua italiana Traduzione
 Originale in lingua italiana Traduzione

Per allegare un nuovo documento (tutte le altre colonne), tra le tipologie selezionate, la specifica con il cui documento si riferisce, che futuro deve avere preventivamente inserito nel sistema, selezionare **MODIFICA ALLEGATI** o premere il pulsante **AGGI**.
 Per modificare un documento (MODIFICA ALLEGATI) selezionare la tipologia di documento da modificare e cliccare su **MODIFICA DATI**.
 Per modificare completamente i dati relativi al documento allegato (MODIFICA DATI) scegliere la tipologia di documento e premere il pulsante **AGGI**.
ATTENZIONE! Se si è allegato un documento originale in lingua straniera il risultato sarà essere la Traduzione.
 Per allegare la Traduzione di un documento si deve selezionare la tipo **Traduzione** di documento in lingua straniera e selezionare **MODIFICA ALLEGATI** scegliere **Traduzione** e selezionare il documento da allegare e premere il pulsante **MODIFICA ALLEGATI**.

Tutti i dati sono del 2018 - Ministero dell'Università, dell'Alta Formazione e della Ricerca

[Visualizza Documentazione](#)

In questa sezione è possibile aggiungere i documenti richiesti.
 La documentazione presentata in lingua originale dovrà essere accompagnata, se richiesta, in lingua italiana, in traduzione o lingua italiana.
 Per aggiungere o cambiare un documento, precedentemente inserito, sarà sufficiente selezionare dall'elenco di appartenenza.
 Per aggiungere o modificare nuovi documenti sarà necessario selezionare la tipologia di documento e premere il pulsante **MODIFICA DATI / ALLEGATI**.

Esami finalizzati

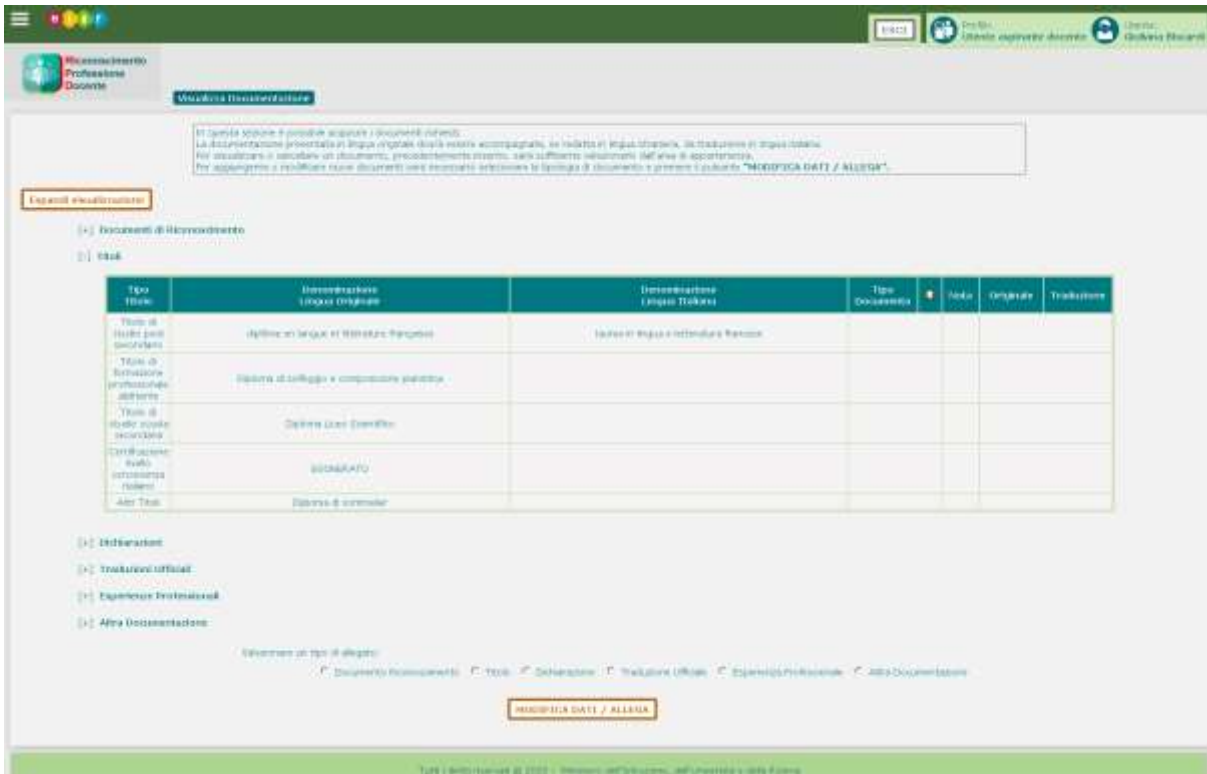
[Documenti di Riconoscimento](#)

Documento	Note	Originale	Traduzione
Carta d'identità		<input type="button" value="MODIFICA DATI"/>	<input type="button" value="X"/>
Permessi di soggiorno			
Certificato di residenza			
Passaporto e copie del Passaporto			
Certificazione Carta di Cognome			
Altro			

Tutti i dati sono del 2018 - Ministero dell'Università, dell'Alta Formazione e della Ricerca

11.2 View documentation - Qualifications

Use the Qualifications section to view and/or upload/edit or delete any attachments related to your various types of qualifications.

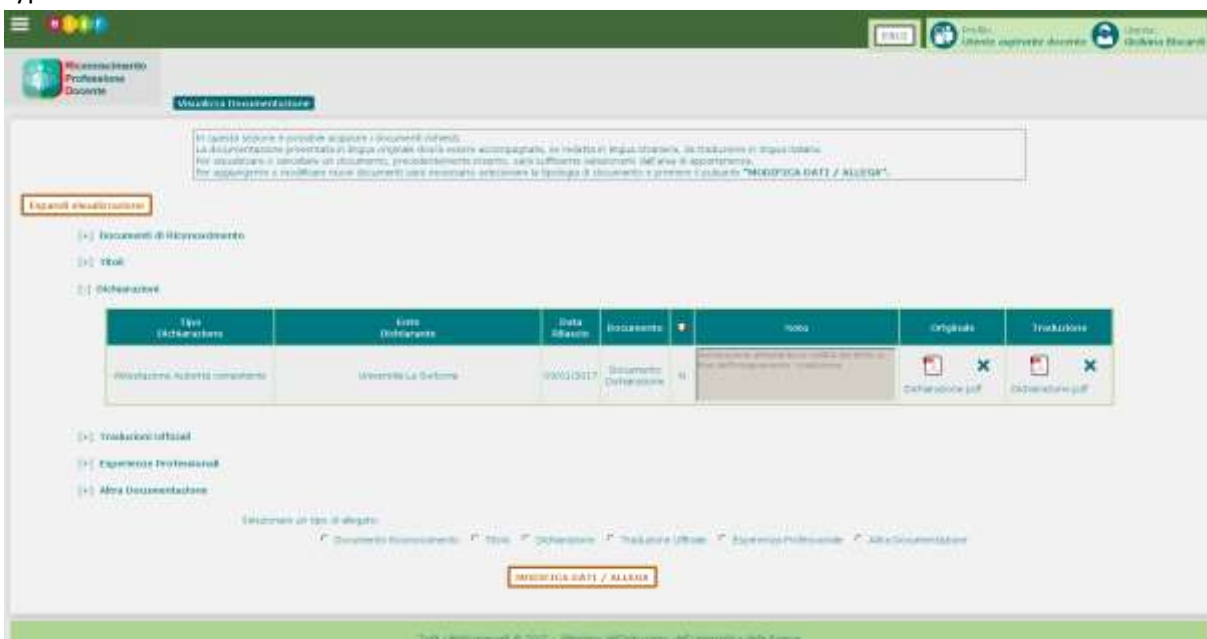


Select the type of attachment and click on the 'Edit Data/Upload' button **MODIFICA DATI / ALLEGA**. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

Even if you are exempted from certifying your level of knowledge of the Italian language, you must attach a document in digital format stating why you are exempted.

11.3 View documentation - Declarations

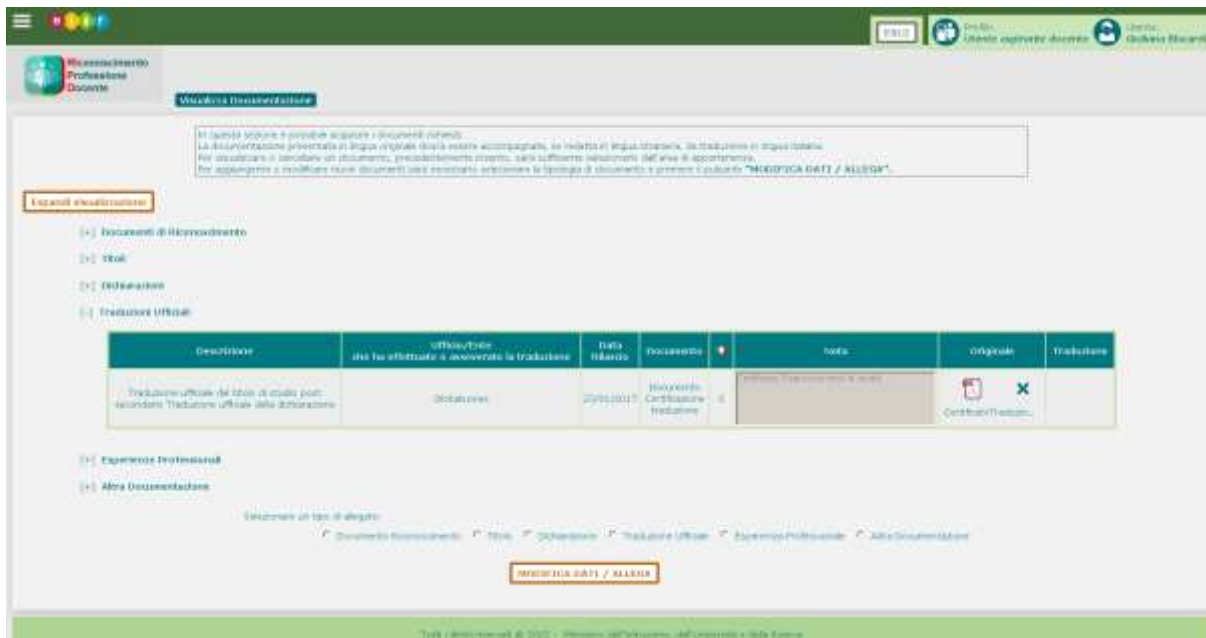
Use the Declarations section to view and/or upload/edit or delete any attachments related to the various types of declarations.



Select the type of attachment and click on the 'Edit Data/Upload' button **MODIFICA DATI / ALLEGA**. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

11.4 View documentation – Official translations

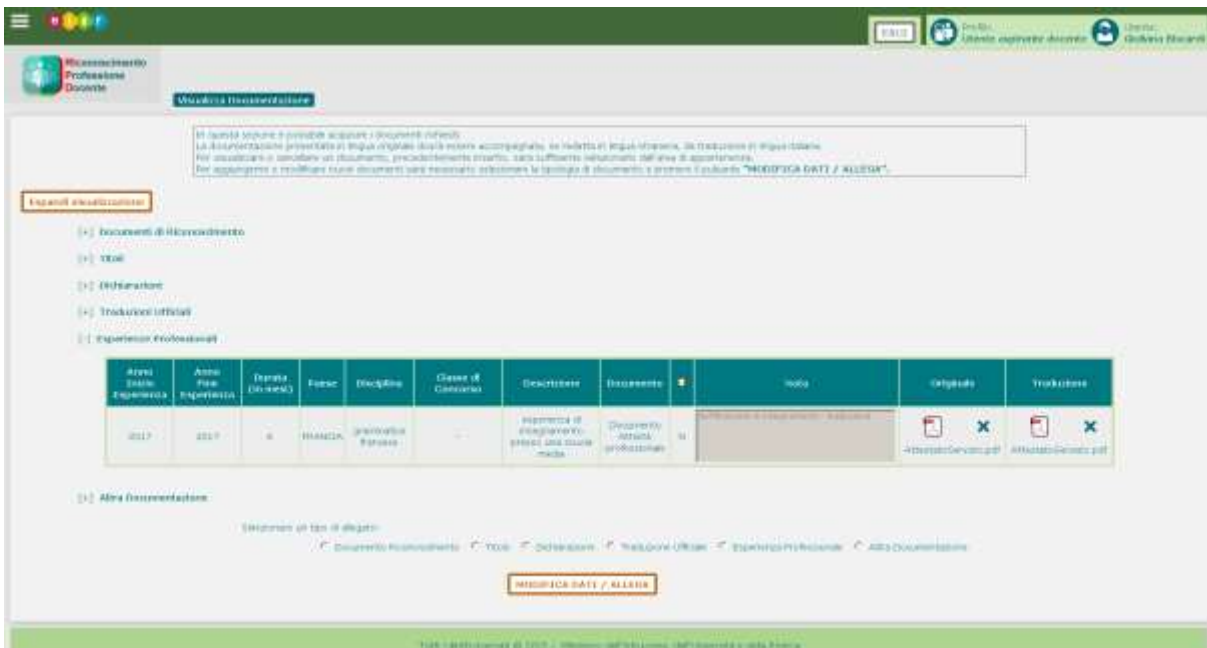
Use the Official Translations section to view and/or upload/edit or delete any certified translations of the documents you uploaded.



Select the type of attachment and click on the 'Edit Data/Upload' button. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

11.5 View documentation - Professional experience

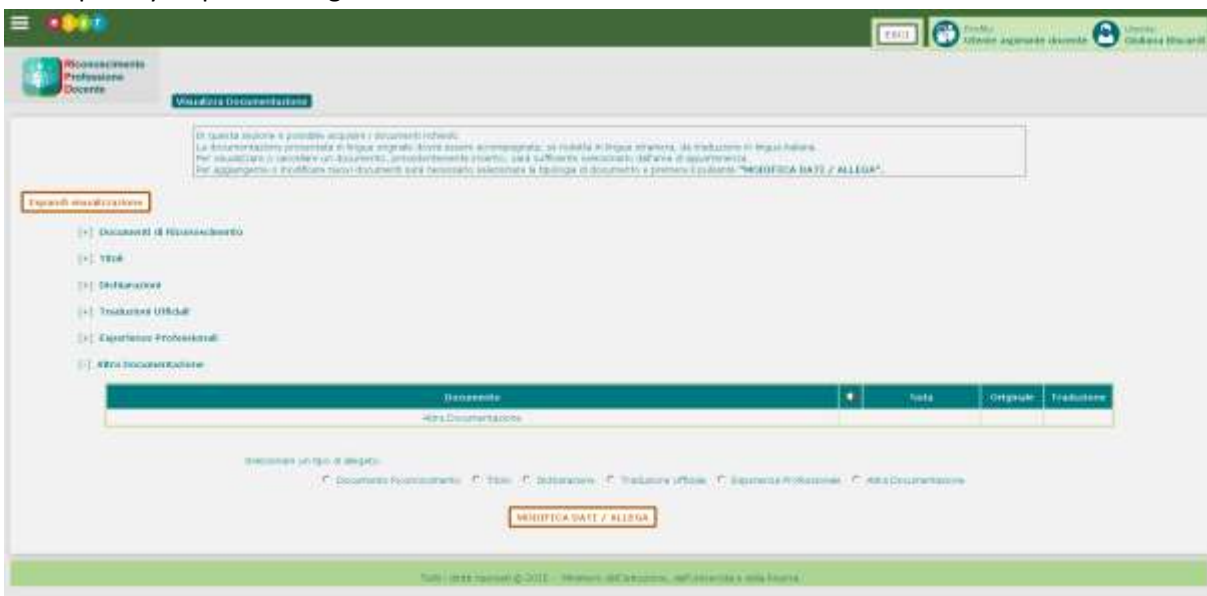
Use the Professional Experience section to view and/or upload/edit or delete any attachments relating to professional experience certifications.



Select the type of attachment and click on the 'Edit Data/Upload' button. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

11.6 View documentation - Other documentation

Use the Other Documentation section to view, upload, edit or delete any documentation not belonging to the expressly required categories.



Select the type of attachment and click on the 'Edit Data/Upload' button. You will be directed to the Upload Documentation function that allows you to upload or edit the documents.

12 APPLICATION DASHBOARD

After completing your registration, entering your qualifications, declarations, professional experience and any translations required, and attaching the documentation, you must fill in the application for recognition as a qualified teacher.

The Application Dashboard allows you to create and view your active applications.



The dashboard lists the key steps for creating and submitting an application and the essential requirements. It also has links to the user guide and to the FAQs.

WHAT'S NEW: A special information note has been added concerning the **rejection notice**, about the possibility of adding comments when re-submitting the application.

Use the 'Create Application' button to start a new application. [Crea Domanda](#)

You can create more than one application.

For each application on the list, you can perform the actions depending on the status of the application:

- Edit the application;
- Link or unlink from the application all or some of the qualifications/declarations/official translations/professional experience submitted;
- Link or unlink identification documents and other documentation from the application;
- Pay the application tax online (Pay Application Tax);
- Submit the application to the Authority;
- Print the application;
- View any decrees relating to your application;
- Delete your application.

Totale Domande: 2														
Nr. Dom.	Stato Dom.	Parere	Classi Corsi	Nr. Domanda	Data Creazione	Motivo Restituzione	Modifica	Associa/Disassocia Titoli e Requisiti	Associa/Disassocia Documenti	Paga Bollo Domanda	Invia Domanda	Stampa Domanda	Visualizza Decreti	Cancella Domanda
215	Rilasciata	UE	Secondaria II Grado - AD00 - SCIENZE NATURALI E APPLICATE	1111	20/11/2017									
221	In Lavorazione	UE	Secondaria II Grado - AD00 - DESIGN DELLA GRAFICA	24	20/11/2017									

You can use the *Edit* function only if your application is still in *In Progress*.

The functions *Link-unlink Qualifications and Requirements* and *Link-unlink other Documentation* are active only if the application is *In Progress* or *Returned to applicant*.

Print Application is active only after the application has been submitted.

View Decrees is active only for application status *Decree Ready* or *Decree Issued*.

Delete Application is not active if you paid the application tax.

12.1 Application dashboard - Create application

To create an application, click on 'Create Application' Crea Domanda on the dashboard.

To create an application, you must enter the following data:

- Country in which you obtained your qualification, specifying whether it is an EU Member State;
- Level of school for which you seek recognition as a qualified teacher;
- Region in which you are willing to undertake the compensation measures, if any;
- Province in which you are willing to undertake the compensation measures, if any.

The screenshot shows the 'Crea Domanda' form. At the top, there are two tabs: 'Cruscotto Domande' and 'Crea Domanda'. The form is divided into several sections:

- Titolo di abilitazione conseguito in un**: A dropdown menu.
- Paese dove è stato conseguito**: A dropdown menu.
- Il riconoscimento viene chiesto al fine dell'esercizio della professione di docente: [1]**: A section with four rows, each with a label and a dropdown menu:
 - Nella scuola dell'infanzia, per la seguente/i disciplina/e [3]**: Selezionare la classe di concorso
 - Nella scuola primaria, per la seguente/i disciplina/e [3]**: Selezionare la classe di concorso
 - Nella scuola di istruzione secondaria di 1 grado, per la seguente/i disciplina/e [2] [3]**: Selezionare la classe di concorso
 - Nelle scuole di istruzione secondaria superiore, per la seguente/i disciplina/e [2] [3]**: Selezionare la classe di concorso
- Luogo dove desidera sostenere eventuali misure compensative**: A section with two rows:
 - Regione**: A dropdown menu.
 - Provincia [4]**: A dropdown menu.
- Footnote area**: Contains four footnotes:
 - [1] Barrare solo la/e parte/i di interesse.
 - [2] Indicare la/e classe/i di concorso contemplata/e dall'ordinamento scolastico italiano per la scuola secondaria nella tabella A allegata al D.P.R. n.19 del 14 febbraio 2016, corrispondente alla disciplina in cui si è abilitati nel Paese di origine. Qualora l'abilitazione prevedesse più discipline, è necessario indicarne esclusivamente una.
 - [3] Nel caso in cui si richieda il riconoscimento della sola specializzazione per il sostegno, è necessario inserire nella sezione 'Altri Titoli' il titolo abilitante già posseduto.
 - [4] Se la provincia selezionata non ha un Ufficio Scolastico Provinciale di riferimento, la prova potrà essere svolta in una diversa provincia secondo il criterio di vicinanza.

Note: Any compensation measures may also be undertaken in another province if the one you selected does not have a Provincial School Office.

After you confirm and save the data, your application will be entered into the system with the status '**In Progress**'.

The complete application comprises all the sections you previously completed in the *Teacher Data Management*. Each section must be completed by uploading the required documentation.

12.2 Application dashboard - Edit application

You can edit some of the data in your application while it is still 'in Progress'.

Nome abilitato collegato in un altro apprensore dell'ente europeo

Firma dove è stato conseguito

La sottoscritta/a cittadino/a comunitario/a o altro, ai sensi della direttiva 2013/55/UE del Parlamento europeo e del Consiglio, del 20 novembre 2013, il riconoscimento del proprio titolo abilitante, rilasciato in FRANCIA, ha sede nella:

Il riconoscimento viene chiesto al DA dell'esercizio della professione [1]

nella scuola dell'infanzia

nella scuola primaria

nella scuola di istruzione secondaria di 1 grado, per la sezione/disciplin(e)

nella scuola di istruzione secondaria superiore, per la sezione/disciplin(e)

Luogo dove desidera somministrare eventuali attività complementari:

Regione: Sicilia

Provincia: Siracusa

Precedenti riconoscimenti richiesti in Italia per la professione/disciplin(e)

Descrizione	Data richiesta	Conseguito	Numero Procedura iscritta	Data Decreto
-------------	----------------	------------	---------------------------	--------------

SALVA

12.3 Application Dashboard - Link Qualifications and Requirements

The *Link-Unlink Qualifications and Requirements* function allows you to select from previously uploaded qualifications, declarations, professional experience and any official translations, those that you wish to attach to your application for recognition as a qualified teacher.

You must select at least one item in order to save.

the qualification from your application using the link-unlink function, then perform the required actions using the appropriate functions, and lastly link the new document to the application using the link-unlink function.

12.4 Application Dashboard- Link other Documentation

The *Link-Unlink other Documentation* function allows you to complete the application by selecting from the list of previously uploaded documents (through the *Upload Documentation* function in the *Teacher Data Management* section) those you wish to attach to your application for recognition as a qualified teacher.

You must select at least one item.

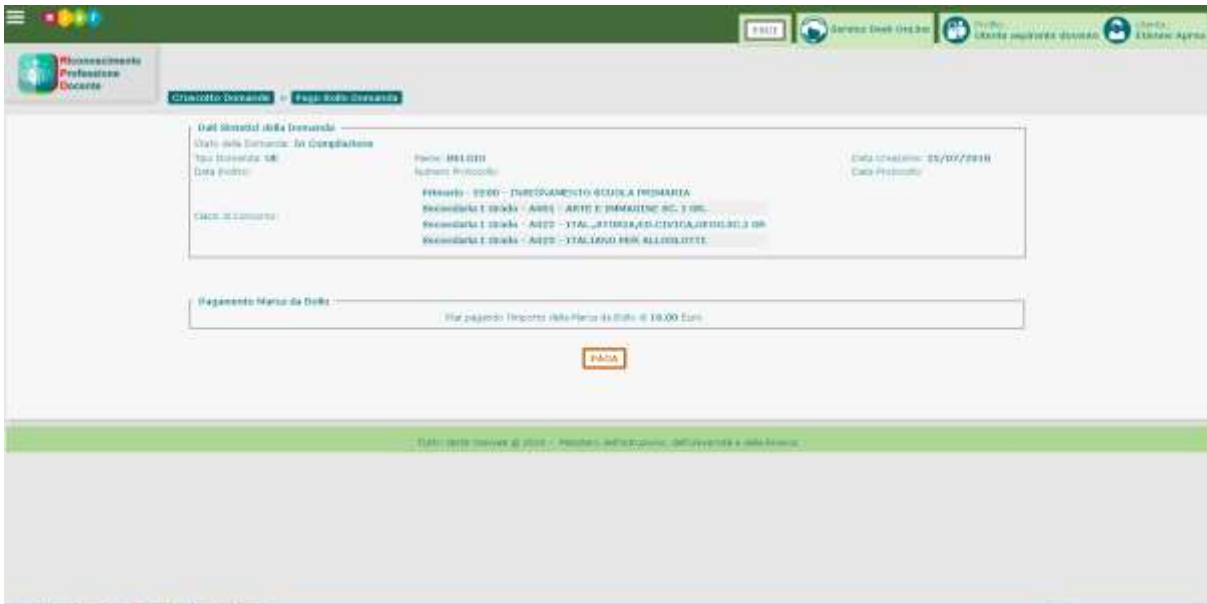


You cannot use the *Link-Unlink other Documentation* function to attach to the application documents not yet uploaded to the system.

Any documents that have not yet been uploaded to the system must first be uploaded with the *Document Upload* function in the *Teacher Data Management* section.

12.5 Application Dashboard - Pay Application Tax

Use the 'Pay Application Tax' function to pay the application tax before submitting your application to the Central Authority for approval.



On the first screen, select your payment method.

If you wish to pay by card, you must select 'Other payment methods'.



On the next screen, select the 'Conto - Payment Cards' option.



On the following screen, enter your card details.



12.6 Application Dashboard - Submit

To submit your complete application to the Central Authority for approval, click on *Submit Application*. When you submit the application, the system will automatically check that all the required data have been entered correctly and will flag any errors to be resolved before the application can be submitted.

Sezione	Presente	Richiesto	Inferiorizzazione Complessiva	Traduzione Ufficiale	Altri Errori	Messaggi di Errore/Informazioni
PAGAMENTO MARCA DA BOLLO	✓	SI				
DOCUMENTI DI RICHIEDENTE	✓	SI				
TITOLI		SI		✓		
***Titolo di studio post secondario	✓	SI				
***Titolo di formazione professionale abilitato	✗	NO		✗		
***Titolo di studio scuola secondaria	✓	SI				
***Certificazione livello conoscenza italiano	✓	NO				
***Atti titoli	✗	NO		✗		
DICHIARAZIONI	✓	SI				
ATTENZE PROFESSIONALI	✓	NO				
TRADUZIONI UFFICIALI	✓	NO		✓		
ALTRA DOCUMENTAZIONE	✗	NO		✗		

The summary table on the *Submit Application* function screen lists the sections of the application that you have filled in:

- a green tick in the *Present* column means that the section is present;
- a red x in the *Present* column means that the section is absent.

If a section is present, even if not required (as shown by a 'No' in the 'Required' column), you must upload the relevant documentation.

It is not sufficient to upload the documentation in the appropriate sections (qualifications/declarations/professional experience/official translations/recognition documents/other documentation); you must also link each section with the application (through Link-Unlink Qualifications and Requirements and Link-Unlink other Documentation). If you do not create the links, the system will send you a warning that the application cannot be submitted.

You cannot submit the application unless you have paid the application tax.

Once the system has verified that the sections of your application and the attachments have been completed as required, it will allow you to submit the application to the Authority by clicking on 'Submit application'.



By confirming acceptance of the declaration and selecting the countries in which you received your training, you can submit your application to the Authority.

You will receive a confirmation message (*Your application has been submitted*).

The system will assign your application an identification number and turn its status to **Submitted**.

After submitting your application, you can no longer edit or delete it, but only print it.

You cannot submit an application referring to a competition class included in another application you have submitted and which is still pending.

APPLICATION 'RETURNED TO APPLICANT':

After analysing your application and its attachments, the Authority may send it back to you with a request to submit additional documents. In this case, you will receive a communication (in the 'View Communications' tab) and the application's status in the dashboard will become '**Returned to applicant**'. The reason for the return will be specified from among the following:

- **Additional documentation requested**
- **Notice of rejection (Article 10 bis of Law No 241/1990)**

In this case, you must make the corrections/additions required in the communication you received and resubmit the application to the Authority within the prescribed time limit.

If the application has been returned with a **notice of rejection**, it will be closed automatically if it is not resubmitted within **10 days as established by current legislation**.

WHAT'S NEW: On the page confirming the resubmission of your application, you will see the list of the sections rejected by the Authority, which you were required to amend or supplement before resubmitting the application

Titoli Post Secondari		
Denominazione Lingua Originale	Denominazione Lingua Italiana	Data Ultimo Aggiornamento
Diplôme en Biologie Marine	Laurea in Biologia Marina	2020/07/16 14:08:11

Documenti dei Titoli Post Secondari			
Tipo Documento	Denominazione Lingua Originale	Denominazione Lingua Italiana	Data Ultimo Aggiornamento
Documento Titolo Post Secondario	traduzione (1).pdf	Laurea.pdf	2020/07/23 16:37:13
Certificazione Materie		cert_materie.pdf	2020/07/23 16:38:01

Titoli Formazione Professionale		
Denominazione Lingua Originale	Denominazione Lingua Italiana	Data Ultimo Aggiornamento
biologie	biologia	2020/07/24 11:58:10

Documenti dei Titoli Formazione Professionale			
Tipo Documento	Denominazione Lingua Originale	Denominazione Lingua Italiana	Data Ultimo Aggiornamento
Documento Titolo Formazione Professionale abilitante		Attestato Riconoscimento.pdf	2020/07/24 11:59:27
Certificazione Materie		cert_materie.pdf	2020/07/24 12:08:40

If you receive a **notice of rejection**, you can use the same page to submit your remarks to the Authority using a remarks box (*Comments on the returned application*).

Osservazioni di restituzione

Attenzione! Selezionando [CONFERMA] si esegue l'inoltro del modulo. Non sarà più possibile eseguire modifiche!

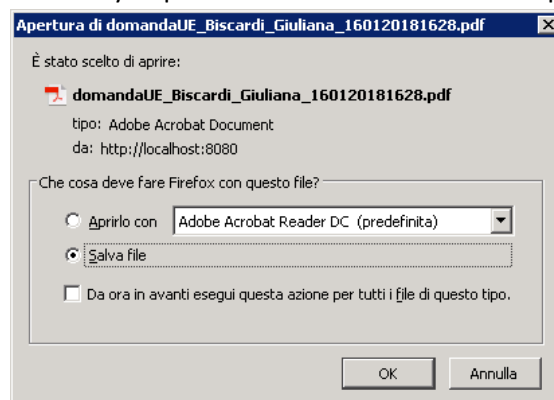
CONFERMA

12.7 Application Dashboard - Print

Click on 'print' to print the application after you submitted it.

You can save or open the file in pdf format (you should check you have an updated version of Adobe Acrobat Reader).

The file will contain all the information you provided in the sections of the application.



12.8 Application Dashboard - View Recognition Decrees

The 'View Decrees' function allows you to view the details of the Decrees produced by the Authority (not more than one per type):

The screenshot shows the 'Decreti' application dashboard. At the top, there is a navigation bar with 'Criscolto Domande' and 'Decreti'. Below this, a box titled 'Dati Sintetici della Domanda' contains the following information:

- Tipo Domanda: ME
- Data Inoltro: 23/07/2018
- Paese: SPAGNA
- Numero Protocollo: 232345
- Data Creazione: 15/05/2018
- Data Protocollo: 24/07/2018
- Classi di Concorso: Secondaria II Grado - A003 - DESIGN DELLA CERAMICA, Secondaria II Grado - A002 - DESIGN MET.OREF.PIET.DURE GEMME
- Provincia Misure Compensative: NAPOLI
- Stato della Domanda: Decreto Emesso

Below the details box is a table with the following columns: Tipo Decreto, Classi di Concorso Decreto, Stato Decreto, Nr. Protoc. Decreto, Data Protoc. Decreto, PAGA BOLLO DECRETO, VISUALIZZA DECRETO, and CAMBIO PROVINCIA MISURE COMPENSATIVE. The table contains three rows of data:

Tipo Decreto	Classi di Concorso Decreto	Stato Decreto	Nr. Protoc. Decreto	Data Protoc. Decreto	PAGA BOLLO DECRETO	VISUALIZZA DECRETO	CAMBIO PROVINCIA MISURE COMPENSATIVE
Favorevole Post Misure Compensative	Secondaria I Grado - A023 - ITALIANO PER ALLOGLOTTI CERAMICA Secondaria II Grado - A003 - DESIGN DELLA CERAMICA	Decreto Emesso	421-FVMS	28/09/2020	€		
Favorevole	Secondaria I Grado - A022 - ITAL.,STORIA,ED.CIVICA,GEOG.SCI.GR Secondaria II Grado - A002 - DESIGN MET.OREF.PIET.DURE GEMME	Decreto Emesso	4455	27/07/2018	€		
Prive Misure Compensative	Secondaria I Grado - A023 - ITALIANO PER ALLOGLOTTI CERAMICA Secondaria II Grado - A003 - DESIGN DELLA CERAMICA	Decreto Emesso	4456	27/07/2018	€		

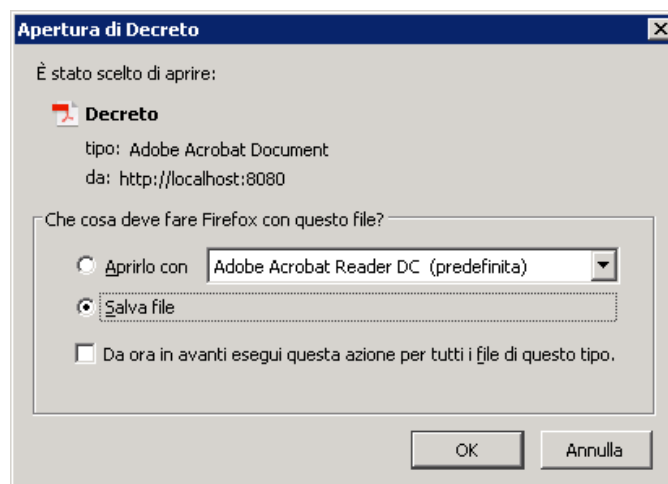
12.8.1 View Recognition Decrees - Pay Decree Tax

Following the issue of the recognition decree, to pay the decree tax click on 'Pay Decree Tax' on the decree display page.

12.8.2 View Recognition Decrees - View Recognition Decree

After paying the decree tax for the relevant competition class, to view your recognition decree click on 'view decree' in the decree display page.

You can save or open the file in pdf format (you should check you have an updated version of Adobe Acrobat Reader).



12.8.3 View Recognition Decrees - Change of Province for Compensation Measures

Use this function to ask the Central Authority to change the province in which you should undertake the

compensation measures. You must give reasons for your request and include any supporting evidence. You can submit this request only after a decree requiring compensation measures has been issued and its status is *Decree Issued* .

Contenuto Domanda - Decreti - Cambio Provincia

Dati Sintetici della Domanda		
Tipi Domanda: DE	Paese: SPAGNA	Data Creazione: 15/05/2018
Data Inizio: 23/07/2018	Numero Protocollo: 232343	Data Fine: 24/07/2018
Classi di Contorno: Secondaria II Grado - A003 - DESIGN DELLA CERAMICA		
Secondaria II Grado - A002 - DESIGN MET.OBIE.PIET.DURE GEMME		
Provincia Misure Compensative: NAPOLI		Stato della Domanda: Decreto Emesso

Luogo dove desidera sostenere eventuali misure compensative

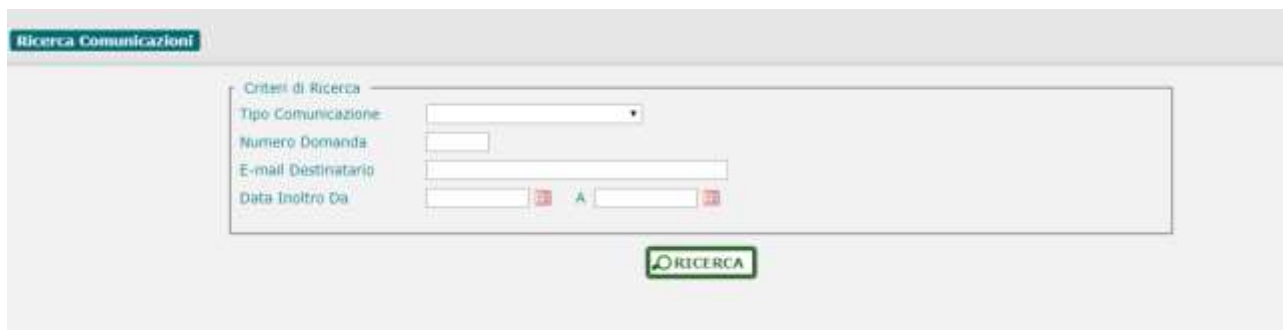
Provincia misure compensative attuale	NAPOLI
Regione	CAMPANIA
Provincia	AVELLINO
Motivazione*	
Upload documento	Formato ammesso: pdf, zip Dimensione max documento: 10MB Selezionare il documento <input type="button" value="Scegli file"/> (nessun file selezionato)

13 VIEW COMMUNICATIONS

The 'View Communications' function allows you to view the list of communications sent to you.

For each communication you will see the application to which it refers, the type of communication, the email address to which the communication was sent, the date it was sent and, if any, the date it was read and an attachment with the text of the email.

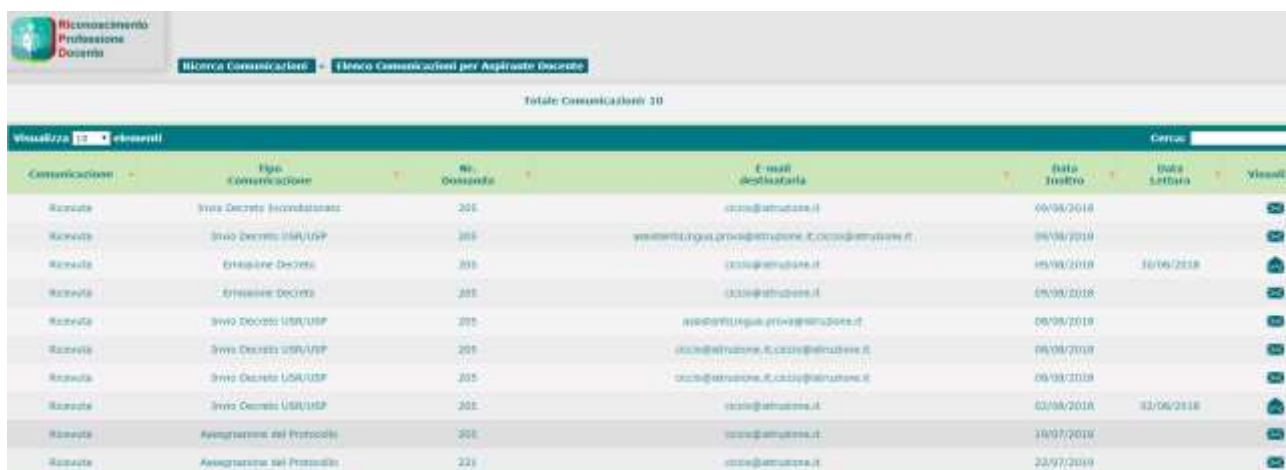
If you have no communications, a message will inform you of this.



The screenshot shows a search interface titled "Ricerca Comunicazioni". It features a "Criteri di Ricerca" section with the following fields:

- Tipo Comunicazione: A dropdown menu.
- Numero Domanda: A text input field.
- E-mail Destinatario: A text input field.
- Data Inoltro Da: A date range selector with "A" in between.

Below the search criteria is a green button labeled "RICERCA".



The screenshot shows a table titled "Ricerca Comunicazioni - Elenco Comunicazioni per Aspirante Docente". The table has the following columns: "Comunicazione", "Tipo Comunicazione", "N. Domanda", "E-mail destinataria", "Data Inoltro", "Data Lettura", and "Visualizza".

Comunicazione	Tipo Comunicazione	N. Domanda	E-mail destinataria	Data Inoltro	Data Lettura	Visualizza
Ricevuta	Invio Decreto Accreditamento	205	cccc@struzione.it	09/08/2018		
Ricevuta	Invio Decreto USR/USP	205	www@ml.gov.it, prov@struzione.it, cccc@struzione.it	08/08/2018		
Ricevuta	Emissione Decreto	205	cccc@struzione.it	05/08/2018	10/08/2018	
Ricevuta	Emissione Decreto	205	cccc@struzione.it	05/08/2018		
Ricevuta	Invio Decreto USR/USP	205	www@ml.gov.it, prov@struzione.it	08/08/2018		
Ricevuta	Invio Decreto USR/USP	205	cccc@struzione.it, cccc@struzione.it	08/08/2018		
Ricevuta	Invio Decreto USR/USP	205	cccc@struzione.it, cccc@struzione.it	08/08/2018		
Ricevuta	Invio Decreto USR/USP	205	cccc@struzione.it	02/08/2018	31/08/2018	
Ricevuta	Assegnazione del Protocollo	205	cccc@struzione.it	10/07/2018		
Ricevuta	Assegnazione del Protocollo	221	cccc@struzione.it	23/07/2018		

The reading date is the day in which you opened the communication; this will be recorded and your communication will be marked as read.

