

Want to work in Denmark?



The Danish Working Environment Authority

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www.at.dk





EU/EEA countries

- The Azores
- The Balearic Islands (Majorca, Ibiza)
- Belgium
- Bulgaria
- Ceuta
- Cyprus (south)
- Denmark
- The Canary Islands
- Estonia
- Finland
- France
- Gibraltar
- Greece
- Guadeloupe
- Guyana
- The Hebrides
- The Republic of Ireland
- Iceland
- The Isle of Wight
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Madeira
- Malta
- Martinique
- The Netherlands
- Norway
- Poland
- Portugal
- Reunion
- Romania
- Slovakia
- Slovenia
- Spain
- The UK
- Switzerland
- Sweden
- The Czech Republic
- Germany
- Hungary
- Austria
- The Aland Islands

Getting started

This leaflet is for people who want to work in Denmark but who do not know which documents they need.

Start by reading the section below about what your work experience and educational background mean if you want to work in Denmark. Then choose one of the three situations at the bottom of the page that fits your situation and read what you have to do to get started. This will prepare you for working in Denmark.

What are your qualifications – and what does it mean that they have to be recognised?

Your qualifications may be your educational background and your work experience from various jobs. Recognition means that the Danish Working Environment Authority will assess and, if possible, approve that your qualifications and educational background are in line with the Danish requirements within a specific work area. In certain areas your qualifications will need to be recognised before you can start working.

If necessary, you can ask your employer to assist you and others with the application.

You are not allowed to work in Denmark until your relevant qualifications have been approved

It is important for you to know that you are not allowed to work in Denmark unless your qualifications have been recognised by the Danish Working Environment Authority or unless you are trained in an area which does not require recognition. You can read more about what applies and when under the different situations above.

For further information, see www.at.dk

You would like:

- 1 To work temporarily in Denmark and are from a country within the EU/EEA**
– go to page 4.
- 2 To work permanently in Denmark and are from a country within the EU/EEA**
– go to page 6.
- 3 To work in Denmark and are from a third country**
(countries outside the EU/EEA) – go to page 7.

1 To work temporarily in Denmark with qualifications from another EU/EEA country

In this situation you have two options. Some trades and functions require that you or your employer seek recognition of your qualifications, whereas other trades and functions require that your employer him/herself checks that you have the correct qualifications and documentation for the job.

The following qualifications require recognition – you or your employer must seek this recognition:

- Lift service engineers
- Forklift truck drivers
- Boiler attendants
- Crane drivers (only mobile cranes, tower cranes and truck cranes exceeding 25 tonne-metres)
- Refrigeration engineers
- Scaffold erectors (not mobile tower scaffolding and trestle scaffolds)
- Operators of telescope loaders
- Work with asbestos
- Welding pursuant to the Executive Order on carcinogenic substances and materials.

For information about how to seek recognition, see the back cover

You are not allowed to work with the above if you have not undergone Danish training or had your qualifications from abroad recognised by the Danish Working Environment Authority. For information about how you or your employer seek recognition, see the back cover of this leaflet.



**The following qualifications do not require recognition
– but your employer must check your documentation**

If you are to work in the areas below, you or your employer need not seek recognition of your qualifications from the Danish Working Environment Authority. Instead your employer must check that you have documentation for your experience and training. This applies to the following areas:

- Work with asphalt materials
- Work with epoxy and isocyanates
- Work with styrene
- Work at natural gas plants
- Crane drivers (except mobile cranes, tower cranes and truck cranes exceeding 25 tonne-metres)
- Scaffold erectors (only mobile tower scaffolding and trestle scaffolds)
- Operators of forklift stackers
- Work as a coordinator of health and safety work in building and construction.

Documentation of your experience and training must comply with the following conditions:

- You must have undergone foreign training if the trade is regulated by law in your country. Regulated by law means that it is required by law for you to have training, certification or another form of permission to work in your trade. If your trade is not regulated by law in your country, you are instead required to have carried out your trade for at least 2 years within the past 10 years.
- This documentation must be presented to your employer, who must ensure that you have the required qualifications in the form of training or work experience, and he/she must ensure that this is documented.
- The documentation for work experience could be e.g. employment contracts or documents from former employers, references from former employers, etc. The important thing is that the documentation states that you have worked in the relevant area.

2 To work permanently in Denmark with qualifications from another EU/EEA country

In this situation you or your employer must seek recognition within areas or trades which require training in Denmark.

These areas or trades are:

- Work with asbestos
- Work with asphalt materials
- Work with epoxy and isocyanates
- Work with styrene
- Work at natural gas plants
- Lift service engineers
- Boiler attendants
- Crane drivers, forklift truck drivers and operators of telescope loaders and forklift stackers
- Refrigeration engineers
- Scaffold erectors
- Work with welding
- Work as a coordinator of health and safety work in building and construction.

For information about how to seek recognition, see the back cover

You are not allowed to work with the above if you have not undergone Danish training or had your qualifications from abroad recognised by the Danish Working Environment Authority. For information about how you or your employer seek recognition, see the back cover of this leaflet.



3 To work in Denmark **with qualifications from a third country**

In this situation you or your employer must seek recognition within areas or trades which require training in Denmark.

These areas or trades are:

- Work with asbestos
- Work with asphalt materials
- Work with epoxy and isocyanates
- Work with styrene
- Work at natural gas plants
- Lift service engineers
- Boiler attendants
- Crane drivers, forklift truck drivers and operators of telescope loaders and forklift stackers
- Refrigeration engineers
- Scaffold erectors
- Work with welding
- Work as a coordinator of health and safety work in building and construction.

For information about how to seek recognition, see the back cover

You are not allowed to work with the above if you have not undergone Danish training or had your qualifications from abroad recognised by the Danish Working Environment Authority. For information about how you or your employer seek recognition, see the back cover of this leaflet.

Third countries are all countries in:

- Africa
- The Middle East
- Asia
- North and South America
- Russia
- The former Soviet republics
- Australia and Oceania

The application and the required information

Here you can see what your application should contain. You can seek recognition yourself, or your employer can assist you. Remember to seek recognition in good time before you intend to begin working.

The application must contain:

Personal information

- Proof of nationality, e.g. copy of passport.
- Name, address and civil registration number.
- Information about whether you are applying for temporary, occasional or permanent work.
- Name and address of the submitter if this is another person than you, e.g. your employer.

Documentation of work experience and/or training

- **You or your employer must submit copies of foreign certificates, training certificates, etc.**
You or your employer must submit copies of foreign certificates, training certificates, etc.
- **If you come from a country where training/certificate is not required**
You or your employer must submit documentation that you have carried out the trade in question for at least 2 years in the past 10 years. If you are to work permanently in Denmark, we also need copies of one or more course diplomas or training certificates.
- **If you have a training certificate from a third country**
You need to document 3 years of work experience in the past 10 years.
- **If you can only document work experience**
You or your employer must supplement the documentation with a statement of what you have worked with, for how long, and which safety measures have been followed.
- **What is accepted as documentation?**
Documentation for work experience could be e.g. employment contracts or documents, references from former employers, etc. The important thing is that the documentation states that you have worked in the relevant area.

You or your employer must submit the application to:

The Danish Working Environment Authority
Kontor for Videngrundlag
Postboks 1228
0900 Copenhagen C

If we can recognise your qualifications, we will issue a recognition letter to you.