



REPUBLIC OF SLOVENIA
MINISTRY OF HEALTH

INSTRUCTIONS

on procedures for the recognition of professional qualifications

February 2023



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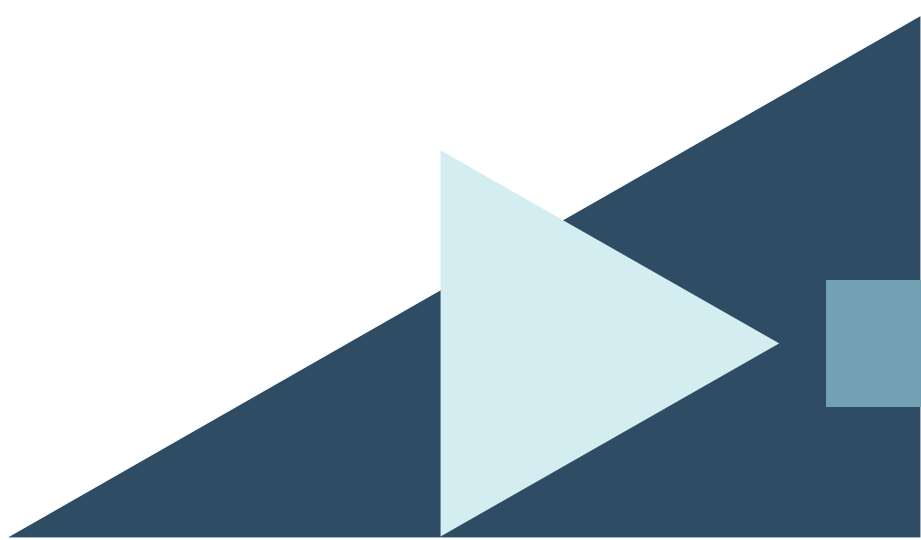
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1) Admission to the traineeship and professional certification examination for persons who obtained their professional qualification in a third country or the republics of the former SFRY after 25. 6. 1991

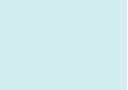
Legal basis:

- Rules on traineeships and professional examination of healthcare and allied professionals in healthcare services (Official Gazette of the Republic of Slovenia [Uradni list RS], No 76/22; hereinafter: the Rules)

The application must be sent by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

- a statement indicating for which professional qualification you are applying for recognition, your personal data, address details for service, a handwritten signature, any power of attorney;
- evidence of knowledge of the Slovenian language, criteria for which vary according to the regulated profession; a basic level of knowledge is sufficient to start the procedure;
- an opinion regarding formal education issued by the ENIC-NARIC Centre at the Ministry of Higher Education, Science and Innovation;
- evidence of completion of the study programme abroad;
- evidence of the content and progress of the study programme completed abroad;
- a curriculum vitae;
- a statement from the employer indicating the duration of the employment relationship, the position held and a description of work experience in the healthcare sector (if the applicant has more than five years of work experience in the last seven years);
- the traineeship programme completed abroad (if the applicant has more than five years of work experience in the last seven years);
- evidence of having passed a certification examination abroad (if the applicant has more than five years of work experience in the last seven years),
- evidence of having passed a specialist examination (if the applicant has more than seven years of work experience in the speciality in the last 10 years),
- evidence of payment of an administrative fee of EUR 22.60 to the account of the Ministry of Health, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 0110 0100 0315 637 and reference SI11 27111-7111002-23.



If the applicant has no work experience or has less than five years of work experience in the last seven years, he or she is required to complete a traineeship and take the certification examination in the Republic of Slovenia in their entirety; the Ministry will determine, on the basis of Article 27 of the Rules, the subjects and areas in which the study programme must be supplemented.

If the applicant has had at least five years of work experience in the last seven years after completing the traineeship and passing the certification examination, the Ministry will determine the subjects and areas in which the traineeship and the study programme must be supplemented (i.e. determine supplementary examinations). On the basis of Article 28 of the Rules, the applicant is to take the certification examination in its entirety.

If the applicant has had at least seven years of work experience in the speciality during the last 10 years after passing the specialist examination, he or she is required to pass the certification examination in its entirety before being employed in Slovenia, in accordance with Article 29 of the Rules.

Knowledge of the Slovenian language is proven by:

- evidence of having completed at least secondary school in the Slovenian language in the Republic of Slovenia;
- a certificate of successful completion of the Slovenian language examination for healthcare or allied professionals (issued by a chamber or professional association with public authorisation);
- a certificate of successful completion of the Slovenian language examination issued by a public higher education institution in the Republic of Slovenia or abroad that teaches and examines knowledge of Slovenian as a second or foreign language.

All supporting documents must be submitted in their original form, as certified photocopies of the original, accompanied by a translation into the Slovenian language by an official court interpreter if the original text is in a foreign language.

Costs of the procedure:

Once the application is complete, if the Ministry's official does not have the expertise to assess the study programme, the Ministry will appoint an expert to compare:

- the study programme completed by the individual with the study programme applicable to the profession in question in the Republic of Slovenia and
- the duration of the education completed by the individual with the duration of the education in the Republic of Slovenia.

The cost of the expert is EUR 426.39. A separate decision is issued on the payment of costs.

After receiving the opinion, the Ministry will issue a decision setting out the obligations to be fulfilled by the applicant before the vocational training or professional qualification can be recognised.

To obtain the recognition of a specialist title acquired abroad, an application must be submitted to the Medical Chamber of Slovenia after passing the certification examination.

2) Recognition of professional qualifications for workers from the former SFRY

Legal basis:

- Rules on traineeships and professional examination of healthcare and allied professionals in healthcare services (Official Gazette of the Republic of Slovenia [Uradni list RS], No 76/22; hereinafter: the Rules)

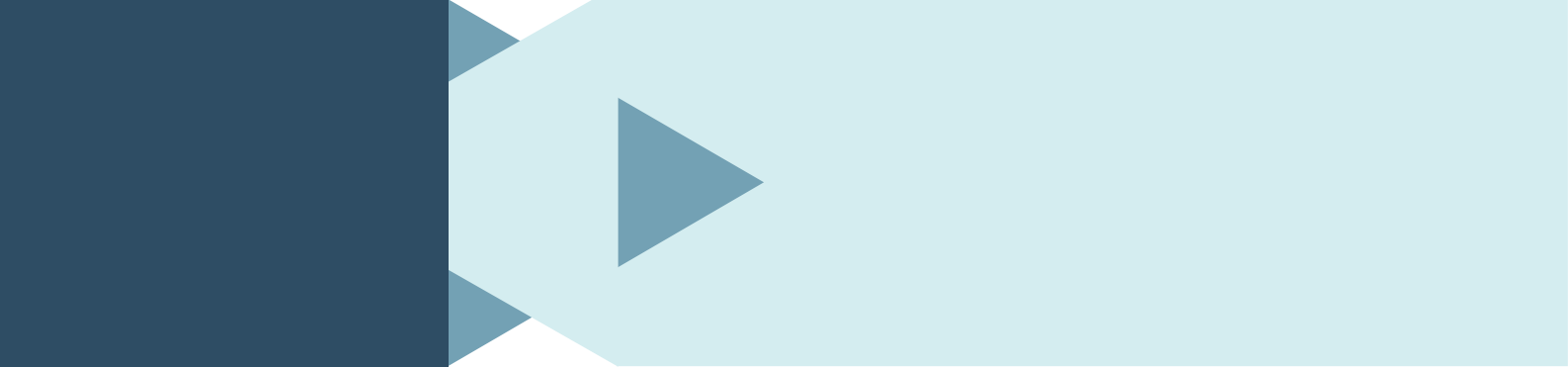
The application must be sent by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

- a statement indicating for which professional qualification you are applying for recognition, your personal data, address details for service, a handwritten signature, any power of attorney;
- evidence of knowledge of the Slovenian language, criteria for which vary according to the regulated profession; a basic level of knowledge is sufficient to start the procedure;
- an opinion regarding formal education issued by the ENIC-NARIC Centre at the Ministry of Higher Education, Science and Innovation;
- evidence of completion of the study programme abroad;
- a curriculum vitae;
- evidence of a traineeship completed abroad,
- evidence of having passed a certification examination abroad;
- evidence of payment of an administrative fee of EUR 22.60 to the account of the Ministry of Health, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 0110 0100 0315 637 and reference SI11 27111-7111002-23.

All supporting documents must be submitted in their original form, as certified photocopies of the original, accompanied by a translation into the Slovenian language by an official court interpreter if the original text is in a foreign language.

An individual who has completed a traineeship and passed a certification examination in the field of healthcare before 25 June 1991 in one of the republics of the former SFRY is recognised as having passed the certification examination.



3) Recognition of professional qualifications obtained in a member state of the European Union – automatic procedure for the professions of medical doctor, specialist doctor, doctor of dental medicine, specialist doctor of dental medicine, graduate nurse, graduate midwives and master of pharmacy

Legal basis:

- Act Regulating the Procedure for the Recognition of Professional Qualifications for Practising Regulated Professions (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 39/16, 47/19 and 92/21; hereinafter: the ZPPPK).

Applications must be submitted by email to the Ministry's address: gp.mz@gov.si or by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

- application on the prescribed form;
- evidence of completion of the study programme abroad;
- evidence of having passed a certification examination abroad (if the EU Member State requires a certification examination);
- evidence of having passed a specialist examination abroad (if a specialist examination is required to provide healthcare services);
- a certificate of conformity of the professional qualification with Directive 2005/36/EC issued by the competent national authority in the EU Member State in which the applicant obtained the professional qualification;
- a photocopy of the identity document;
- a receipt for payment of the administrative fee of EUR 50 to the account of the Ministry of Health of the Republic of Slovenia, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 01100-1000315637 and reference 11 27111-7111002-16 (for payment from abroad, SWIFT: BSLJSI2X, IBAN: SI56 01100-1000315637, delivery account: 11 27111-7111002-16).

All supporting documents must be submitted in the form of a photocopy of the original, accompanied by a translation into the Slovenian language by an official court interpreter if the original text is in a foreign language.

4) Recognition of a professional qualification obtained in a member state of the European Union – general procedure for all regulated professions not covered by automatic recognition

Legal basis:

- Act Regulating the Procedure for the Recognition of Professional Qualifications for Practising Regulated Professions (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 39/16, 47/19 and 92/21; hereinafter: the ZPPPK).

Applications must be submitted by email to the Ministry's address: gp.mz@gov.si or by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

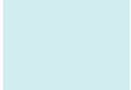
- application on the prescribed form;
- evidence of completion of the study programme abroad;
- evidence of having passed a certification examination abroad (if the EU Member State requires a certification examination);
- evidence of having passed a specialist examination abroad (if a specialist examination is required to provide healthcare services);
- a certificate of conformity of the professional qualification with Directive 2005/36/EC issued by the competent national authority in the EU Member State in which the applicant obtained the professional qualification;
- a photocopy of the identity document;
- a receipt for payment of the administrative fee of EUR 70 to the account of the Ministry of Health of the Republic of Slovenia, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 01100-1000315637 and reference 11 27111-7111002-16 (for payment from abroad, SWIFT: BSLJSI2X, IBAN: SI56 01100-1000315637, delivery account: 11 27111-7111002-16).

Costs of the procedure:

Once the application is complete, if the Ministry's official does not have the expertise to assess the study programme, the Ministry will appoint an expert to compare:

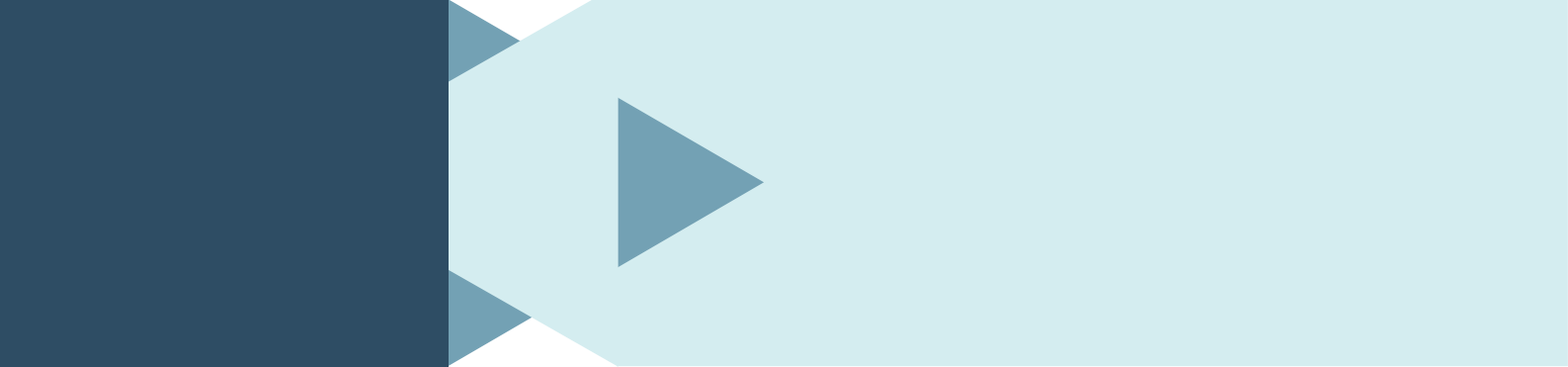
- the study programme completed by the individual with the study programme applicable to the profession in question in the Republic of Slovenia and
- the duration of the education completed by the individual with the duration of the education in the Republic of Slovenia.

The cost of the expert is EUR 426.39. A separate decision is issued on the payment of costs.



After receiving the opinion, the Ministry will issue a decision on supplementary conditions, setting out the obligations to be fulfilled by the applicant before the professional qualification can be recognised.

All supporting documents must be submitted in the form of a photocopy of the original, accompanied by a translation into the Slovenian language by an official court interpreter if the original text is in a foreign language.



5) Occasional or temporary provision of healthcare services in the Republic of Slovenia applicable to healthcare and allied professionals already providing a service in the EU

Legal basis:

- Act Regulating the Procedure for the Recognition of Professional Qualifications for Practising Regulated Professions (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 39/16, 47/19 and 92/21; hereinafter: the ZPPPK).

Applications must be submitted by email to the Ministry's address: gp.mz@gov.si or by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

- application on the prescribed form;
- evidence of completion of the study programme abroad;
- evidence of having passed a certification examination abroad (if the EU Member State requires a certification examination);
- evidence of having passed a specialist examination abroad (if a specialist examination is required to provide healthcare services),
- a certificate of conformity of the professional qualification with Directive 2005/36/EC issued by the competent national authority in the EU Member State in which the applicant obtained the professional qualification;
- a photocopy of the identity document;
- details of insurance coverage or other means of personal or collective insurance with regard to professional liability (insurance policy);
- an attestation certifying that the service provider meets the conditions for the provision of services in accordance with the regulations of the State Party of establishment and that he or she is not prohibited from providing these services, either permanently or temporarily (a certificate of good repute);
- evidence of the applicant having no criminal record, issued by the competent authority in the State Party of origin;
- a statement of the service provider regarding language proficiency (not required up to May 2023);
- a receipt for payment of the administrative fee of EUR 4.50 to the account of the Ministry of Health of the Republic of Slovenia, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 01100-1000315637 and reference 11 27111-7111002-16 (for payment from abroad, SWIFT: BSLJSI2X, IBAN: SI56 01100-100₉0315637, delivery account: 11 27111-7111002-16).

Upon receipt of a complete application, the Ministry will send the service provider's application to the competent authority in the Republic of Slovenia with a proposal for temporary entry into the relevant register.

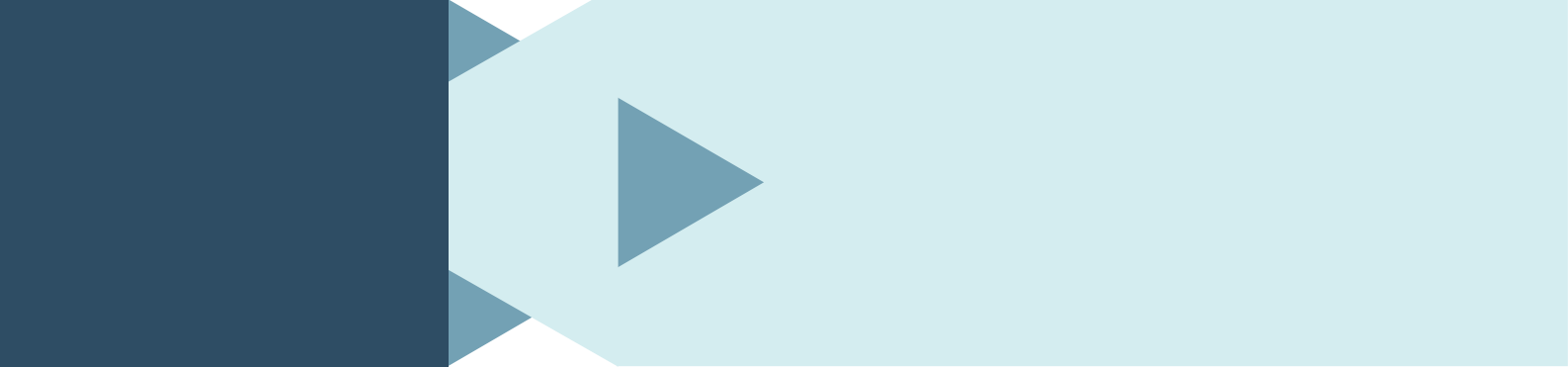
5.1) Renewal of registration

The registration is valid for one year, after which a service provider wishing to continue to provide occasional or temporary services in the Republic of Slovenia can renew it by submitting a new application.

If the circumstances for the provision of the service have not changed significantly, the applicant must submit:

- a statement that the applicant's circumstances for the provision of the service have not changed significantly;
- a valid insurance policy;
- a receipt for payment of the administrative fee of EUR 4.50 to the account of the Ministry of Health of the Republic of Slovenia, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 01100-1000315637 and reference 11 27111-7111002-16 (for payment from abroad, SWIFT: BSLJSI2X, IBAN: SI56 01100-1000315637, delivery account: 11 27111-7111002-16).

No other submissions are required.



6) Recognition of a professional qualification obtained outside the EU with an offer of employment in the Republic of Slovenia for the profession of medical doctor, specialist doctor, doctor of dental medicine or specialist doctor of dental medicine

Legal basis:

- Act on the Recognition of Professional Qualifications for Medical Doctors, Specialist Doctors, Doctors of Dental Medicine and Specialist Doctors of Dental Medicine (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 107/10, 40/17 – ZZdrS-F and 203/20 – ZIUPOPDVE: hereinafter: the ZPPKZ).

The application must be sent by registered mail to the Ministry of Health, Štefanova ulica 5, 1000 Ljubljana.

Supporting documents to be enclosed with the application:

- an application on the prescribed form;
- evidence of completion of the study programme abroad;
- evidence of the content and progress of the study programme completed abroad;
- evidence of having passed a specialist examination abroad (if the applicant is applying for the recognition of professional qualification as a specialist doctor/specialist doctor of dental medicine);
- evidence of the content and progress of the specialisation attained abroad (if the applicant is applying for the recognition of professional qualification as a specialist doctor/specialist doctor of dental medicine);
- the traineeship programme completed abroad (if the applicant applies for the recognition of the professional qualification as a medical doctor/doctor of dental medicine);
- evidence of having passed a certification examination abroad (if the applicant is applying for the recognition of professional qualification as a medical doctor/doctor of dental medicine);
- a curriculum vitae with an emphasis on the previous seven years;
- a job offer in the Republic of Slovenia;
- an attestation certifying that the service provider meets the conditions for the provision of services in accordance with the regulations of the State Party of origin and that he or she is not prohibited from providing these services, either permanently or temporarily (certificate of good repute);
- evidence of payment of an administrative fee of EUR 22.60 to the account of the Ministry of Health, Štefanova 5, 1000 Ljubljana, sub-account JFP, account number 0110 0100 0315 637 and reference SI11 27111-7111002-23.

If there is a vacancy in accordance with the Order on the upper limit for the number of job offers in the Republic of Slovenia for 2023, the application will be treated in terms of substance. Otherwise, the application shall be dealt with in accordance with the Rules.

Costs of the procedure:

Pursuant to the Order on the costs incurred during the procedure for the recognition of professional qualifications (Official Gazette of the Republic of Slovenia [Uradni list RS], Nos 3/11 and 36/21), the costs of appointing the expert consultative commission during the procedure for the recognition of a professional qualification must be settled in the amount of EUR 234.00. If, on the basis of the commission's opinion, the Ministry of Health will issue a decision on supplementary conditions, stipulating that the recognition of the professional qualification is subject to a test of professional competence, the cost of the test is EUR 1,612.80. The costs of the procedure are borne by the applicant.

Once the supplementary conditions have been fulfilled, the applicant will receive a decision on the recognition of the professional qualification, which he or she must enclose with the application for entry into the register with the Medical Chamber of Slovenia.

Knowledge of the Slovenian language is tested at the time of employment with an employer in the Republic of Slovenia after registration with the Medical Chamber of Slovenia.