

Repositories for the implementation of the European Professional Card

- Document requirements and Fees
- Certification requirements
- Sample documents for EPC applications

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Document Revisions

Date	Version Number	Document Changes
05/10/2015	1.0	Initial Version

Introduction

The purpose of this document is to give guidance for the use of notification and repository modules in IMI, in the context of the European Professional Card (EPC). The repositories described in this document were implemented in IMI to provide Member States a structured way for communicating the document requirements, fees and certification requirements applied by their authorities when handling EPC applications.

The data provided by Member States will be accessible to all member States and will also serve as the basis of the information provided to professionals on the Your Europe website. All Member States have to communicate their requirements and fees (if applied) in order to make the handling of EPC applications transparent to all actors of the procedure, including the professionals.

For the purposes above 2 notification forms have been created in IMI: One for communicating the certification requirements and a second one for communicating the document requirements and fees. These notifications will populate searchable repositories in IMI, in which IMI users with granted access will be able to consult the requirements and fees applied by different countries.

To complement the two notifications and to facilitate the handling of EPC applications an additional repository was opened in IMI, in which authorities can share sample documents related to the EPC, together with their descriptive data.

Chapter I. Notification of Document requirements, Fees and Certification requirements for the implementation of EPC

1. Description of the procedure in IMI

1. Notifications are created by Notification authorities (NA) / Notification coordinators (NC). Completed forms have to be Saved in IMI and are automatically given a 'Draft' status.
2. 'Draft' notifications have to be submitted to a coordinator for approval. (A notification coordinator can submit and approve its own notifications)

3. A coordinator can 'Approve' or 'Reject' a notification.
 - Rejected notifications will be closed and will remain accessible for the NA and the NC only.
 - Approved notifications will be sent to the European Commission (EC).
4. The Commission will verify the notified requirements and if the requirements are in line with the Directive and the Implementing Regulation it will 'Broadcast' the notification. If the notified requirements are not in line with the legislation or if considered incomplete the EC will 'Reject' the notification.
 - Rejected notifications will be closed and will remain accessible for the NA, the NC and the EC only.
5. 2 days after the EC has broadcast the notifications they will be closed and their full content will become visible to all MS.

2. Notification forms in IMI

2.1. Form for Document Requirements and Fees

This form includes 3 tabs (pages):

- General Information
- Fees
- Document Requirements

2.1.1. First page: General Information

On the first 'General Information' tab the users have to select their Member State and the profession for which they are notifying the requirements and fees.

After selecting the profession they have to indicate if the profession is regulated in their country.

If the profession is regulated they have to indicate - for which recognition regime (Automatic recognition / General System) - and for which EPC application purpose (Establishment or Temporary and occasional service provision)

The notified requirements and Fees apply.

! Separate notifications must be sent for each profession, regime and purpose combination.

This means that in case of Mountain Guides, Physiotherapists and Real estate agents, as these professions are always recognised under the general system, Member States have to send 2 notifications for each profession: one where the selected purpose is Establishment and another one where the purpose is Temporary and occasional service provision.

In case of Nurses and Pharmacists, depending on the qualification of the professional, the recognition may be automatic, but may also fall under the general system. Thus Member States have to send 4 notifications with the following regime and purpose combinations: Automatic recognition - Establishment, Automatic recognition - temporary service provision, General system- Establishment, General system - temporary service provision. Under the General system of recognition, in case of temporary and occasional service provision Member States may apply a prior check of qualifications

for professions with public health or safety implications, if the application of prior check has been notified to the Commission. On this first page Member States are asked to indicate if they apply a prior check or not.

! It is important that users carefully select the details on this first page, as this information will be used for searching in the repository of notified requirements.

Questions and Answers

- Why is it necessary to send a notification if the profession is not regulated in our country? Member States where the profession is not regulated may still be involved in handling EPC applications as a Home country. In these cases their authorities might still apply fees for handling the applications, which should be notified. If a profession is not regulated in a country information concerning document requirements do not need to be provided.

- Why is it necessary to indicate in the form if our country applies 'prior check' - this information is already notified to the Commission? The question on 'prior check' is included in the form, because the application of prior check may have an impact on the applicable fees and the document requirements. The inclusion of this information in the form also ensures that other Member States can easily access it, without searching for it in another database.

- Why do we have to send multiple notifications and why cannot we just notify all information in one? The information communicated via the IMI notification forms in many cases differs per profession, regime and purpose. There might be different requirements and/or fees applicable for the different situations. In order to keep the information well structured, and also to allow different authorities (if needed) to communicate the information separate notifications must be sent. Users who are sending multiple notifications can make use of the 'Copy' functionality in IMI and this way can avoid repeated entry of the same information.

2.1.2. Second page: Fees

On the second 'Fees' tab Member States have to indicate if their authorities charge any fee when handling EPC applications as a Home Member State or as a Host Member State. This latter would only be required if the profession is regulated in a country.

With regards to the fees the IMI form includes some simple data fields, which allow users to indicate if fees are applied at all. If applied whether they are fixed or not, and what would be the amount professionals might need to pay to the authorities for handling their EPC applications. Free text fields are also provided for explanations about the calculation of fees.

2.1.3. Third page: Document requirements

On the third 'Document requirements' tab Member States have to list the types of document they require for EPC applications as a Host Member State.

The required document types have to be added to the list on the tab by clicking on the 'Add' button in the top banner of the table. The list of document types Member States may require are based on Regulation 2015/983. The different document types have to be added to the list one after the other.

For each document type the following information has to be provided: - Denominations of the document in original language - Is translation required for the document - If translation is required, in which language it should be provided and if it needs to be a certified translation.

Subsequent document requirements can be added to the list only if the mandatory information has been entered for the entry. □ It is important that a document type should only be added once the list. Every document providing evidence of the indicated „Document type“ should be listed in the free text box below the 'Document type' field. E.g. Proof of identity could be a selected document type. If for this type a Member State accepts the copy of a valid passport, a valid identity card or a valid driving licence these 3 titles should be listed in the free text box.

2.1.4. The Management information tab

The 'Management information' tab becomes visible in IMI after the notifications are saved. This tab includes information about the authority which provided the data, and if applicable about the coordinator who has approved it.

In the 'History' section the tab includes detailed information about the actions taken on the notification. In case of rejection the reasons for rejection provided by the coordinator or by the EC can be checked in this section by clicking on the relevant line in the notification history.

2.2. Form for Certification Requirements

This form is very simple and on a single page includes 3 fields only:

- Member State
- Type of certified copies accepted by the Member State
- Type of certified translation accepted by the Member State

Member States are requested to send only 1 notification using this form. In the free text fields they should explain which type of certified copies and which type of certified translations they accept when handling EPC applications.

This form also includes a 'Management information' tab, which includes the same details as the corresponding tab of the other form. (See description in section 2.1.4)

3. Further use of the notified information

The information notified via IMI, once approved can be consulted by all Member States in the System. In addition it will be made public on the Your Europe website, from where professionals may apply for an EPC. I.e. professionals will be able to check the requirements and fees applied by Member States before submitting their EPC application. The publication of information will make the process transparent from the beginning and will help ensuring that the submitted EPC applications are complete: e.g. they include the copies of all required documents.

4. Search among notifications in IMI

Notifications in IMI can be searched and listed based on the following criteria:

- Member State
- Profession
- Regime
- Purpose

Using the search in IMI users will be able to filter the full list of notifications and display e.g. only those that concern a particular profession or those which were sent by a selected country.

5. Reusing the previously notified information for subsequent notifications

In IMI users may reuse the previously notified information for subsequent notifications and this way they can avoid re-entering the same data.

If a user would like to use the previously provided information for another notification that concerns a different profession, recognition regime or purpose he/she can use the 'Copy' functionality. By this in the system will create a new pre-filled notification, in which the user can modify the previously provided information.

If after the broadcast of a notification by the Commission, the notified information has been changed in a Member States (e.g. fees are no longer applied, less documents are required for EPC applications etc.) the notifying authority should 'Create a new version' of the notification in IMI by opening the previous notification and clicking on the corresponding button in the system. This new version once verified and broadcast by the Commission will automatically replace the previous notification.

6. Difference between the notification forms for requirements and other notification forms in IMI

The notification forms for Certification requirements, Document requirements and Fees do not include fields for commenting, nor for attachments, thus these notifications are handled practically without any commenting period.

After the European Commission has broadcast the notifications for technical reasons a short one day dissemination period has been implemented, which only applies to the notifying Member States. Although in the notifying MS notifications for one day may appear in the status 'Open for dissemination' it is not at all necessary to disseminate the notifications as they will automatically become visible to all relevant authorities a day later.

Chapter II. Repository of Sample Documents

A repository of sample documents is implemented in IMI in order to facilitate the handling of EPC applications. In this repository IMI users can consult document templates which is considered useful for the identification of documents attached by the professionals to the EPC applications. The

repository entries will make it easy for authorities to verify if submitted documents are of the right format.

1. Description of the procedure in IMI

1. Sample documents can be shared in IMI by any authority that has been granted access to the corresponding repository module. The purpose of this repository is to share samples of documents required for the issuance of a European Professional Card. As a first step 'Draft' entries are saved in IMI, and can be further modified until their activation.
2. Authorities with access to the module can 'Activate' their own entries. Active entries become automatically visible to all users who have access to the module. For the activation of the entries on further intervention is required by coordinators nor by the European Commission.

2. Repository form in IMI

The form for sharing sample documents is very simple and includes only a few fields:

- Member State
- Document type and a corresponding document sub-type
- Attachment field for sample documents (multiple samples can be attached)
- Information on whether the document is specific to a profession, and if so for which profession(s) it is applicable
- Indication of whether the document has an expiry date
- Description of any identifying characteristics (if any) - Such as a signature, stamp, bar code, watermark, electronic code etc.
- Optional field for additional information (if any)
- Sample documents should not contain any personal data! Therefore, Competent Authorities must not upload scanned copies of original documents showing the personal data of the document holder!

3. Further use of the notified information

The repository of document samples is only accessible to IMI users, its content is not published anywhere outside the system.

4. Search among repository entries in IMI

Notifications in IMI can be searched and listed based on the following criteria:

- Member State
- Document type
- Document sub-type

Using the search in IMI users will be able to filter the full list of repository entries and display e.g. only samples of a the selected document type or samples provided by a selected country.

5. Reusing information already provided

In IMI users may reuse the description of a document type for subsequent samples to be shared and this way they can avoid re-entering the same data.

If a user would like to use the previously provided information for another repository entry he/she can use the 'Copy' functionality. By this in the system will create a new pre-filled form, in which the user can modify the previously provided information.

If after the activation of an entry, the shared information has changed (e.g. new formats have been introduced for a document etc.) the authority, which has shared the information and the sample should 'Create a new version' of the repository entry in IMI, by opening the previous entry and clicking on the corresponding button in the system. This new version once activated will automatically replace the entry in the repository.

Chapter III. Access to the EPC related repositories in IMI

The EPC related notifications and the repository of sample documents in IMI is accessible for those authorities who have been granted access to the corresponding modules. The access to the different modules in IMI are managed by the so-called 'Access Managers' – i.e. by IMI authorities who have been assigned administrative tasks.

National IMI Coordinators (NIMICs) in all countries are by default access managers, however in many countries additional 'Access managers' were also nominated. E.g. several countries have nominated IMI Coordinators for the area of Professional Qualifications, who have been assigned this administrative role, and who are responsible for the management of accesses to the Professional Qualifications related IMI modules.

For the details of the access managers, please consult your National IMI Coordinator. If you are an access manager yourself, consider consulting our technical guide about Managing access to IMI , which is available on the IMI website: <http://ec.europa.eu/imi-net>

1. IMI modules for EPC related repositories

Two IMI modules have been implemented for EPC related repositories. Access to these modules have to be granted separately. IMI authorities might be granted access to only one of the two or to both modules. The two modules in the system are:

- EPC – Notification of National Requirements (provides access to the two notification forms described in Chapter I.)
- EPC – Repository of Sample documents provides access to repository form described in Chapter II.)

2. Authority roles in the EPC related repositories

2.1. Authority roles for the notification module

For the notification module authorities can be assigned a 'Coordinator' or a simple 'Authority' role.

Those authorities which are assigned the 'Coordinator' role are able to send notifications directly to the Commission. Notifications created by IMI actor with an 'Authority' role will need to be approved by a coordinator.

If an authority is granted access to the requirements notification module only for purposes of consulting the notified content, its assigned role should be 'Authority', even if the authority has coordination responsibilities for other tasks.

For the launch of the module, Member States are required to set up at least one authority which will notify the national requirements to the Commission. If only one authority is set up, it should be assigned the 'Coordinator' role.

If multiple authorities are set up in a Member State, the responsible access managers should make sure that only those authorities are assigned the 'Coordinator role', which should be able to send the notification to the Commission. Others, who would need the approval of a coordinator, should be granted access with the 'Authority' role.

2.2. Authority roles for the repository module

For the repository module authorities can only be assigned the simple 'Authority' role. All authorities who have been granted access to the repository of sample documents will be able to create and activate entries in the repository.

3. Availability of the modules in IMI

The IMI modules described in this document are fully operational as of October 2015. Member States can set up their authorities as of 12th October. Notifications and repository entries can be created in IMI as of 22nd October. As of this date all Member States are invited to start notifying their requirements in order to ensure the timely implementation of the European Professional Card.

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