

# INTERNATIONAL MOBILITY

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Mountain Guides, Aspirant Guides, Mountain Leaders and other professionals can exercise their activity in Italy on a permanent or temporary basis.

What does a foreign professional need to work in Italy?

- A) Dipartimento per lo sport authorization
- B) Registration in a Collegio professional register Nazionale for temporary exercise Regionale/Provinciale for permanent establishment
- C) being in order with tax, immigration laws, and so on.

The **procedures** to follow to work are:

- 1) EPC application
- 2) Domanda di riconoscimento del titolo per esercizio stabile (Application for recognition of the title for permanent establishment)
- 3) Dichiarazione per esercizio temporaneo e occasionale (Declaration for temporary and occasional exercise)
- 4) Richiesta di accesso parziale alla professione (Application for partial access to the profession)

Which procedure to choose **depends on**:

- profession
- nationality
- the country in which the diploma was obtained.

All procedures involve:

- **Dipartimento per lo Sport**, the public structure that manages and authorizes all the requests, it is the Italian competent authority for international mobility;
- **Collegio Nazionale Guide Alpine Italiane**, supports Dipartimento as a technical advisory body, helps professionals to manage requests and register them in the "Foreign Professionals" list of its national register for temporary exercise
- **Collegi Regionali/Provinciali** register foreign professionals in their professional register for permanent establishment

**Please note:** activate in time! sometimes it can take several months to process your requests.

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How does each procedure work?

## 1) "EPC"

- for mountain guides with EU citizenship and diploma obtained in EU countries;
- it is used to exercise both permanently and temporarily;
- how to do it? request through IMI platform;
- validity (temporary exercise):
  - \* EPC - 18 months
  - \* automatic registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register - 18 months;
- renewal: the renewal procedure is done through the IMI platform.

## 2) "Riconoscimento del titolo per esercizio stabile"

- for Mountain Guides, Aspirant Guides and Mountain Leaders;
- it is needed to be authorized to permanent establishment;
- How to do it?
  - \* application for recognition of the title to Dipartimento per lo Sport
  - \* annual registration in the register of a Regional/Provincial Collegio;
- validity:
  - \* recognition of title - permanent
  - \* registration in the register of a Regional/Provincial Collegio - 1 calendar year;
- renewal: since the recognition of the title is permanent, it is necessary to renew only the registration to the Regional/Provincial Collegio according to the procedures provided by the same.

Please note: we remind the professional to check with the competent authorities what is required for permanent establishment by tax, immigration and labor laws.

We also invite professionals to check in advance the costs and documents required for membership of the Regional/Provincial Collegio.

## 3) "Dichiarazione per esercizio temporaneo e occasionale"

- for Mountain Guides, Aspirant Guides and Mountain Leaders with EU citizenship (or EEA) and diploma obtained in EU countries (or EEA);
- it is needed to be authorized for temporary exercise;
- how to do it?
  - \* declaration for temporary and occasional exercise to Dipartimento per lo Sport
  - \* registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register;
- validity:
  - \* authorization for temporary exercise issued by Dipartimento per lo Sport - 12 months
  - \* registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register - 12 months;
- renewal: there is no procedure for the renewal of the authorization issued by Dipartimento per lo Sport; therefore, the professional must repeat the complete procedure each time.

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## 4) "Accesso parziale alla professione"

- for professions that are not recognized in Italy (e.g. canyoning guides) with EU citizenship (or EEA) and diploma obtained in EU countries (or EEA);
- is needed to be authorized to practice temporarily;
- how to do it?
  - \* request for partial access to the profession to Dipartimento per lo Sport
  - \* registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register;
- validity:
  - \* authorization for partial access/temporary exercise issued by Dipartimento per lo Sport - 12 months
  - \* registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register - 12 months;
- renewal: there is no renewal procedure for the authorization issued by the Dipartimento per lo Sport; therefore, the professional must repeat the complete procedure each time.

What to do to go on with an application/request?

A) In the pages "PROFESSION - "you will find, for each profession, a detailed explanation with the procedure you can follow: according to your profession, choose the procedure according to your situation and your needs.

B) In the pages "PROCEDURE - " you can find the indications about the documentation required for each procedure.

Collegio Nazionale Guide Alpine Italiane is at the disposal of professionals to help them with the necessary procedures to work correctly in Italy. For more information and support you can write to **[mobility@guidealpine.it](mailto:mobility@guidealpine.it)**.

# PROFESSION - MOUNTAIN GUIDE

## 1. EU citizens

1.1 For professionals with a diploma obtained in an EU country, it is possible:

- permanent establishment: procedure for the request of the European Professional Card (EPC) ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#)) or application to Dipartimento per lo Sport for the recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary practice: procedure for the request of the European Professional Card ([link](#)) and subsequent automatic registration in the "Foreign Professionals" section of the Co.Na.G.A.I. national register, or prior declaration to Dipartimento per lo Sport for the authorization to temporarily exercise of the profession ([link](#)) and subsequent registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register.

1.2 For professionals with a diploma obtained in a country of the European Economic Area (EEA), non-EU, (Iceland, Lichtenstein, Norway, Switzerland) is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: prior declaration to Dipartimento per lo Sport for the authorization to the temporary exercise of the profession ([link](#)) and subsequent registration in "Foreign Professionals" list of Co.Na.G.A.I. national register.

1.3 For professionals with a diploma obtained in a country outside the EU and outside the European Economic Area (EEA) it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

## 2. European Economic Area (EEA) - non-EU citizens (Iceland, Lichtenstein, Norway, Switzerland)

2.1 For professionals with a diploma obtained in a European Economic Area (EEA) or EU country it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: prior declaration to Dipartimento per lo Sport for the authorization to temporarily exercise of the profession ([link](#)) and subsequent registration in the "Foreign Professionals" list of Co.Na.G.A.I. national register.

2.2 For professionals with a diploma obtained in a country outside the EU and outside the European Economic Area (EEA) it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

## 3. Non-EU and non-European Economic Area (EEA) citizens

3.1 For professionals with a diploma obtained in an EU or non-EU or non-European Economic Area (EEA) country, it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary practice: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

# PROFESSION - ASPIRANT GUIDE

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## 1. EU and European Economic Area (EEA) citizens

1.1 For professionals with a diploma obtained in an EU and European Economic Area (EEA) country, it is possible to:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: declaration to Dipartimento per lo Sport for the authorization to temporarily practice the profession ([link](#)) and subsequent registration in the "Foreign Professionals" list of the Co.Na.G.A.I. national register.

1.2 For professionals with a diploma obtained in a country outside the EU and outside the European Economic Area (EEA) it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary practice: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

## 2. Non-EU and non-European Economic Area (EEA) citizens

2.1 For professionals with a diploma obtained in an EU or non-EU or non-European Economic Area (EEA) country, it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

# PROFESSION - MOUNTAIN LEADER

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## 1. EU and European Economic Area (EEA) citizens

1.1 For professionals with a diploma obtained in an EU country and the European Economic Area (EEA) it is possible to

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: declaration to Dipartimento per lo Sport for the authorization to temporarily practice the profession ([link](#)) and subsequent registration in the "Foreign Professionals" list of the Co.Na.G.A.I. national register.

1.2 For professionals with a diploma obtained in a country outside the EU and outside the European Economic Area (EEA) it is possible to

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

## 2. Non-EU and non-European Economic Area (EEA) citizens

2.1 For professionals with a diploma obtained in an EU or non-EU or non-European Economic Area (EEA) country, it is possible:

- permanent establishment: application to Dipartimento per lo Sport for recognition of the title ([link](#)) and subsequent registration in a Regional/Provincial Collegio ([link](#));
- temporary exercise: it is not possible to follow the procedure for temporary and occasional practice, the only possibility is to follow the practice for permanent establishment.

# PROFESSION - OTHER

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## **1. EU and European Economic Area (EEA) citizens**

1.1 For professionals with a diploma obtained in an EU or European Economic Area (EEA) country, it is possible/not possible:

- permanent establishment: not possible;
- temporary exercise: application to Dipartimento per lo Sport for authorization for partial access to the profession ([link](#)) and subsequent registration in the "Foreign Professionals" list of the Co.Na.G.A.I. national register.

1.2 For professionals with a diploma obtained in a country outside the EU and the European Economic Area (EEA) it is not possible to apply for partial access to the profession.

## **2. Citizens from outside the EU and the European Economic Area (EEA)**

2.1 It is not possible to apply for partial access to the profession for professionals with a diploma obtained in an EU or non-EU country or non-European Economic Area (EEA).

# PROCEDURE - EPC

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- A) The mountain guide must apply for the EPC in his/her home country.
- B) The mountain guide must access the ECAS website ([link](#)) (European Commission's Authentication Service), create an account and follow the procedure indicated.
- C) The request for the EPC is automatically handled by Dipartimento per lo Sport which examines the application and requests, if necessary, the technical advice of Co.Na.G.A.I.
- D) The IMI System issues the EPC and the professional can download it by accessing his account.
- E) Professionals who have obtained the EPC are automatically registered in the "Foreign Professionals" list of Co. Na.G.A.I. national register (registration is necessary to be able to work in Italy).

## **IMPORTANT**

The EPC and the registration in the register of Co.Na.G.A.I. are valid for 18 months from the date of issue of the EPC.

Renewal: The renewal procedure is done through the IMI platform.



# PROCEDURE - TITLE RECOGNITION FOR PERMANENT ESTABLISHMENT

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A) Each professional must fill in, according to the case, the form "Domanda di riconoscimento del titolo per guide alpine paesi extra comunitari" or " Domanda di riconoscimento del titolo per guide alpine paesi EU" and attach:

- copy of identity document (identity card or passport)
  - copy of diploma
  - copy of valid Association membership card
  - valid IFMGA membership (annual stickers) or valid UIMLA membership (annual stickers) or training standard (document issued by the membership association stating which training courses the professional has attended in order to obtain his title, specifying topics and duration in days/hours)
  - stabilimento legale (etablissement professionnel), a document issued by the Association to which the professional belongs, that indicates the data of the professional with the relative title, and declares that:
    - 1) is a current member of the Association
    - 2) has a professional domicile in ...
    - 3) can practice the indicated profession (fully qualified)
    - 4) has no prohibitions or suspensions in place
    - 5) he is in compliance with the continuous professional training
    - 6) has regular "rct" insurance (third-party liability insurance) in force
- a copy of the 32 euros payment to Dipartimento per lo Sport.

B) The application and its attachments must be sent to Dipartimento per lo Sport via pec ([ufficiospo@pec.governo.it](mailto:ufficiospo@pec.governo.it)).

C) Dipartimento per lo Sport and Collegio Nazionale Guide Alpine Italiane will examine the application and attached documents.

D) Dipartimento per lo Sport issues the decree of recognition of the title and transmits it to the professional.

E) Professionals who have obtained recognition of the title, in order to practice in Italy, must register in one of the 14 Regional/Provincial Collegio. Please check in advance the documents required and costs to be registered.

## **IMPORTANT**

Recognition of the title issued by Dipartimento per lo Sport is permanent.

The enrollment in the Regional/Provincial Collegio register/special list is valid for 1 calendar year.

Renewal: it is not necessary to renew the recognition of the title; therefore, it is only necessary to renew the registration with the Regional/Provincial Collegio according to the procedures provided by the same.

F) Professionals who want to work in Italy have to check with the competent authorities everything required by immigration, labor, tax and so on laws.

# PROCEDURE - TEMPORARY AND OCCASIONAL EXERCISE

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A) Each professional must complete the form "Dichiarazione per l'esercizio temporaneo e occasionale" and attach

- copy of identity document (identity card or passport)
- copy of diploma
- copy of Association membership card
- valid IFMGA registration (annual stamps) or UIMLA registration (annual stamps) or training standard (document issued by the Association to which it belongs stating which training courses the professional has attended to obtain his title, specifying topics and duration in days/hours)
- stabilimento legale (etablissement professionnel), a document issued by the Association to which the professional belongs, that indicates the data of the professional with the relative title, and declares that:
  - 1) is a current member of the Association
  - 2) has a professional domicile in ...
  - 3) can practice the indicated profession (fully qualified)
  - 4) has no prohibitions or suspensions in place
  - 5) he is in compliance with the continuous professional training
  - 6) has regular "rct" insurance (third-party liability insurance) in force
- a copy of the 32 euros payment to Dipartimento per lo Sport.

B) Applications and attachments must be sent to Dipartimento per lo Sport via pec ([ufficiospo@pec.governo.it](mailto:ufficiospo@pec.governo.it)).

C) Dipartimento per lo Sport and Collegio Nazionale Guide Alpine will examine the applications.

D) Dipartimento per lo Sport shall issue the temporary practice authorization and forward it to the professional.

E) Professionals who have obtained the authorization are registered in the "Foreign Professionals" list of the Co.Na.G.A.I. national register (registration necessary to be authorized to work in Italy).

For the handling of the procedure is required to pay € 25,00 processing fee to Collegio Nazionale Guide Alpine Italiane by bank transfer:

Collegio Nazionale Guide Alpine Italiane

IBAN: IT 70 X 03069 09606 100000141775

BIC: BCITITMM

Reason for bank transfer: Surname + First name + "SECRETARIAL FEES".

## IMPORTANT

The authorization of Dipartimento per lo Sport and the registration in the Co.Na..G.A.I. national register are valid for 12 months from the date of authorization (no calendar year).

Renewal: Dipartimento per lo Sport does not provide a renewal procedure; therefore, the professional must repeat the full procedure each time.

# PROCEDURE - PARTIAL ACCESS

A) Each professional must submit a formal application in which:

- indicates his or her personal details;
- declares, with reference to his professional title, that he will provide only occasional services;
- specifies the institution or structure, location and date of issue of the diploma;
- declares that on Italian territory he/she will limit him/herself to the activities for which he/she possesses the professional qualification and that he/she will not carry out any of the other activities reserved for the profession of mountain guide;
- declares that for the current year he/she has adequate insurance coverage for professional liability linked to the qualification held;
- declares to have adequate knowledge of Italian and/or English;
- attach:
  1. copy of identity document (identity card or passport);
  2. copy of the diploma of the professional title possessed;
  3. certification of the refresher courses held;
  4. declaration of the competent authority attesting that he is legally established in (NATION) for the practice of the declared profession and that he is not prohibited from practicing it, not even on a temporary basis, at the time of the issuance of the certificate, as well as possessing insurance coverage for professional damages valid until (date);
  5. copy payment 32 euros to Dipartimento per lo Sport.

B) The application and its attachments must be sent to Dipartimento per lo Sport via pec (ufficiospo@pec.governo.it).

C) Dipartimento per lo Sport and Collegio Nazionale Guide alpine Italiane will examine the application.

Please note that Collegio Nazionale Guide Alpine Italiane to examine the application and express its technical opinion needs some more documents:

- it is necessary that the professional also transmits his/her training standard: a document issued by the Training Body to the interested party containing the complete program of the training courses attended with the specification of the days, hours, subjects and exams taken;
- it is useful that the professional also transmits his/her stabilimento legale (etablissement professionnel), a document issued by the Association to which the professional belongs, that indicates the data of the professional with the relative title and declares that:
  - 1) is a current member of the Association
  - 2) has a professional domicile in ...
  - 3) can practice the indicated profession (fully qualified)
  - 4) has no prohibitions or suspensions in place
  - 5) he is in compliance with the continuous professional training
  - 6) has regular "rct" insurance (third-party liability insurance) in force

D) Dipartimento per lo Sport shall issue the temporary practice/partial access authorization and forward it to the professional.

E) Professionals who have obtained the authorization are registered in the "Foreign Professionals" list of the Co.Na.G.A.I. national register (registration is necessary to be authorized to work in Italy).

For the handling of the procedure is required to pay € 25,00 processing fee to Collegio Nazionale Guide Alpine Italiane by bank transfer:

Collegio Nazionale Guide Alpine Italiane

IBAN: IT 70 X 03069 09606 100000141775

BIC: BCITITMM

Reason for bank transfer: Surname + First name + "SECRETARIAL FEES".

## IMPORTANT

The authorization of Dipartimento per lo Sport and the registration to Collegio Nazionale Guide Alpine Italiane are valid for 12 months from the date of authorization (no calendar year).

Renewal: Dipartimento per lo Sport does not provide a renewal procedure; therefore, the professional must repeat the full procedure each time.