

INTERNATIONAL MOBILITY

Mountain Guides, Aspirant Guides, Mountain Leaders and other professionals may request to be admitted to practise in Italy on a permanent or temporary basis.

The **prerequisites** for a foreign professional being admitted to practise in Italy are the following:

A) Authorization released by the Sport Department ("Dipartimento per lo Sport")

B) Registration in the list of professionals held by the Associations of Alpine Guides ("Collegi delle Guide Alpine"- professional order and public body) as per following:

- National Association ("Collegio Nazionale") for temporary practise

- Regional/Provincial Associations ("Collegi Regionali/Provinciali") for permanent establishment

C) In case of permanent establishment, to meet all the tax and permanent employment-based immigration requirements in compliance with relevant laws.

The **procedures** to follow to place the request may include the following:

1) EPC (European Professional Card) application request

2) Application request for the recognition of the qualification for permanent establishment ("Domanda di riconoscimento del titolo per esercizio stabile")

3) Prior declaration for the temporary and occasional practice of the profession ("Dichiarazione per esercizio temporaneo e occasionale")

4) Application request for partial access to the profession ("Richiesta di accesso parziale alla professione")

The **choice** varies depending on the qualification and nationality of the professional and issuing country of the applicant's certification.

In any case, all procedures involve the following **authorities**:

- Sport Department ("Dipartimento per lo Sport"). It is the governmental authority that manages and authorises all incoming requests. The Sport Department is the Italian competent authority for international mobility-related issues

- National Association of Italian Alpine Guides ("Collegio Nazionale Guide Alpine Italiane", whose acronym is Co.Na.G.A.I.). It supports the Sport Department as a technical advisory body, helps professionals to manage their requests and registers them in the list of "Foreign Professionals" for the temporary practice of the profession.

- Regional and Provincial Associations of Alpine Guides ("Collegi Regionali/Provinciali delle Guide Alpine"). They are in charge of registering professionals in their lists for permanent establishment and competent for temporary mobility in their area.

Please note: it can take several months to process your request so you are advised to place it long in advance.

FOR ALL PROCEDURES: IF YOU ARE INTERESTED IN WORKING IN THE PROVINCES OF TRENTO AND BOLZANO, CHECK WITH THE LOCAL AUTHORITIES WHAT IS REQUIRED TO DO SO

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ABOUT THE PROCEDURES

1) "EPC"

- it can be requested by Mountain Guides only, holding EU citizenship and a certificate obtained in an EU country
- it is used for requests to practise both permanently and temporarily
- how to do it? The request must be placed through the IMI (International Market Information System) platform
- validity (temporary practise):
 - 1.EPC: 18 months
 - 2.The registration in the list of "Foreign Professionals" held by the Co.Na.G.A.I. is granted automatically and is valid for 18 months
- renewal: the renewal procedure is done through the IMI platform

2) Recognition of the qualification for permanent establishment

- it can be requested by Mountain Guides, Aspirant Guides and Mountain Leaders
- it is a prerequisite for permanent establishment
- How to do it?
 - Step 1. The application request for the recognition of the qualification must be sent to the Sport Department ("Dipartimento per lo Sport")
 - Step 2. After being granted recognition, the professional must register in the list of professionals held by the Regional/Provincial Association of Mountain Guides
- validity:
 - 1.The recognition of the qualification is permanent
 - 2.The registration in the list of professionals of a Regional/Provincial Association is valid for one calendar year
- renewal: since the recognition of the qualification is permanent, it is necessary to renew only the registration in the list of professionals of the Regional/Provincial Association selected

Please note

We remind all professionals that, in the case of permanent establishment, it is necessary to check with the governmental competent authorities as to which are the requirements to be met in compliance with tax and permanent employment-based immigration laws.

We also invite all professionals to check in advance as to which are the costs and documents required for the registration in the list of the Association of Mountain Guides selected.

The requirements and procedures for the registration in their list of professionals are set by each Association separately and must be done according to their rules.

All the Associations have a list for Mountain Guides, not all of them for Mountain Leaders.

If you are interested in enrolling in the Associations of Trento and Bolzano, check in advance what is required by the Autonomous Provinces of Trento and Bolzano for the recognition of your qualification.

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3) Prior declaration for the temporary and occasional practise of the profession

- it can be requested by Mountain Guides, Aspirant Guides and Mountain Leaders, holding EU citizenship (or being a national in a country part of the EEA, European Economic Area) and a certification obtained in EU countries (or EEA countries);
- it is needed to be authorised for temporary practice;
- how to do it?

Step 1. The prior declaration for temporary and occasional practice must be sent to the Sport Department

Step 2. The professional will be registered in the list of "Foreign Professionals" held by the Co.Na.G.A.I. (25 euros payment required as secretarial fees)

- validity:

1. The authorization for temporary practice of the profession issued by the Sport Department is valid for 12 months
2. The registration in the list of "Foreign Professionals" held by the Co.Na.G.A.I. is also valid for 12 months;

- renewal: the professional must submit a new declaration each time.

FOR ALL PROCEDURES: IF YOU ARE INTERESTED IN WORKING IN THE PROVINCES OF TRENTO AND BOLZANO, CHECK WITH THE LOCAL AUTHORITIES WHAT IS REQUIRED TO DO SO

4) Partial access to the profession

- It can be requested by professionals whose profession is not regulated in Italy (e.g. canyoning guides), holding EU citizenship (or being national in a country part of the EEA) and a certification obtained in EU countries (or EEA countries);
- it is needed to be authorised to practice temporarily;
- how to do it?

Step 1. The request for partial access to the profession must be sent to the Sport Department

Step 2. The professional will be registered in the list of "Foreign Professionals" held by the Co.Na.G.A.I. (25 euros payment required as secretarial fees)

- validity:

1. The authorization for partial access/temporary practice issued by the Sport Department is valid for 12 months
2. The registration in the list of "Foreign Professionals" held by the Co.Na.G.A.I. is also valid for 12 months;

- renewal: the professional must submit a new request each time

FOR ALL PROCEDURES: IF YOU ARE INTERESTED IN WORKING IN THE PROVINCES OF TRENTO AND BOLZANO, CHECK WITH THE LOCAL AUTHORITIES WHAT IS REQUIRED TO DO SO

HOW TO HANDLE THE REQUEST IN YOUR SPECIFIC CASE

- A) Choose your profession in the "PROFESSION" pages and find out which procedure applies to your specific case. That depends on your nationality and the issuing country of your certification.
- B) Get familiar with the different procedures in the "PROCEDURE" pages before placing your request.

The National Association of Italian Mountain Guides - Co.Na.G.A.I. is available to professionals to help them fill out their requests and answer their questions. For more information and support you can write to mobility@guidealpine.it.

USEFUL LINKS

[EPC \(European Professional Card\)](#)

[Dipartimento per lo Sport](#)

[Collegi Regionali/Provinciali](#)

PROFESSION - MOUNTAIN GUIDE

1. EU citizens

1.1. Professionals holding a certification obtained in an EU country may be entitled to the following:

- permanent establishment*: request for the European Professional Card (EPC) ([link](#)) and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#)) or request for the recognition of the qualification sent to the Sport Department ([link](#)) and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: request for the European Professional Card ([link](#)) and subsequent automatic registration in the list of "Foreign Professionals" held by the Co.Na.G.A.I., or prior declaration for the temporary and occasional practise of the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorised by the Co.Na.G.A.I.

1.2. Professionals holding a certification obtained in a country of the European Economic Area (EEA), non-EU (Iceland, Lichtenstein, Norway, Switzerland) may be entitled to the following:

- permanent establishment*: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: prior declaration for the temporary and occasional practise of the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorised by the Co.Na.G.A.I.

1.3. Professionals holding a certification obtained in a country outside of the EU and outside of the European Economic Area (EEA) may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: NOT APPLICABLE.

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

2.1. Professionals holding a certification obtained in an EU or EEA country may be entitled to the following:

- permanent establishment*: request for the recognition of the qualification sent to the Sports Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: prior declaration for the temporary and occasional practise of the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorised by the Co.Na.G.A.I.

2.2. Professionals holding a certification obtained in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: NOT APPLICABLE.

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

3.1. Professionals holding a certification obtained in an EU country as well as in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides ([link](#));
- temporary practice: NOT APPLICABLE.

* verify other legal obligations

PROFESSION - ASPIRANT GUIDE

1. EU and European Economic Area (EEA) citizens (Iceland, Lichtenstein, Norway, Switzerland)

1.1 Professionals holding a certification obtained in an EU or EEA country may be entitled to the following:

- permanent establishment*: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides (link);
- temporary practice: prior declaration for the temporary and occasional practise of the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorized by the Co.Na.G.A.I.

1.2. Professionals holding a certification obtained in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides (link);
- temporary practice: NOT APPLICABLE.

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

2.1. Professionals holding a certification obtained in an EU country as well as in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Alpine Guides (link);
- temporary practice: NOT APPLICABLE.

* verify other legal obligations

PROFESSION - MOUNTAIN LEADER

1. EU and European Economic Area (EEA) citizens (Iceland, Lichtenstein, Norway, Switzerland)

1.1 Professionals holding a certification obtained in an EU or EEA country may be entitled to the following:

- permanent establishment*: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides (link);
- temporary practice: prior declaration for the temporary and occasional practise of the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorised by the Co.Na.G.A.I.

1.2. Professionals holding a certification obtained in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Mountain Guides (link);
- temporary practice: NOT APPLICABLE.

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

2.1. Professionals holding a certification obtained in an EU country as well as in a non-EU and non-EEA country may be entitled to the following:

- permanent establishment* ONLY: request for the recognition of the qualification sent to the Sport Department and subsequent registration in the list of a selected Regional/Provincial Association of Alpine Guides (link);
- temporary practice: NOT APPLICABLE.

* verify other legal obligations

PROFESSION - OTHER

1. EU and European Economic Area (EEA) citizens (Iceland, Lichtenstein, Norway, Switzerland)

1.1 Professionals holding a certification obtained in an EU or EEA country may be entitled to the following:

- permanent establishment: NOT APPLICABLE;
- temporary practice: application for partial access to the profession sent to the Sport Department and subsequent registration in the list of "Foreign Professionals" authorised by the Co.Na.G.A.I.

1.2. Professionals holding a certification obtained in non-EU and non-EEA countries are NOT ENTITLED to the partial access to the profession.

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

2.1. Professionals holding a certification obtained in non-EU and non-EEA countries are NOT ENTITLED to the partial access to the profession.

PROCEDURE - EPC

(The EPC card is an electronic procedure that simplifies the recognition of the professional title held by reducing both time and bureaucratic burdens. It has the form of an electronic certificate that certifies how the professional has passed every procedure to obtain the recognition of the professional qualification in the host country. The procedure works through IMI, the informative system that facilitates communication between national regulatory authorities of the professions.)

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 the Sport Department. The Sport Department examines the application and requests, if necessary, the technical advice of the 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 list of "Foreign Professionals" held by the Co.Na.G.A.I. (registration is necessary to be able to work in Italy).

IMPORTANT

The EPC and the registration in the list of "Foreign Professionals" held by the Co.Na.G.A.I. are valid for 18 months from the EPC issuing date.

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

PROCEDURE - TITLE RECOGNITION FOR PERMANENT ESTABLISHMENT

A) The professional, according to his/her case, is required to fill in a specific form for recognition of the qualification (EU or not- EU). ([link](#))

The application form must be accompanied by the following documents:

- copy of a current valid identity document (identity card or passport)
 - copy of the professional qualification
 - copy of the professional registration card (i.e. association/federation)
 - valid IFMGA membership card (annual stickers), valid UIMLA membership card (annual stickers) or training standards (i.e. document issued by the competent authority for issuing the foreign qualification held, stating which training courses the professional has attended in order to obtain his qualification, specifying topics and duration in days/hours)
 - copy of legal establishment, a document issued by the Association to which the professional belongs, that indicates the personal details of the professional with the relative qualification as well as declares that:
 - 1) he/she is a current member of the Association
 - 2) he/she has a professional domicile in ...
 - 3) he/she can practice the indicated profession (fully qualified)
 - 4) he/she has no prohibitions or suspensions in place
 - 5) he/she is in compliance with the continuous professional training
 - 6) he/she holds a valid "RCT" insurance (third-party liability insurance)
- a copy of the 32 euros payment to the Sport Department.

B) The application and its attachments must be sent to the Sport Department's certified email ufficiosport@pec.governo.it.

C) The Sport Department assisted by the National Association of Italian Alpine Guides will examine the application and attached documents.

D) The Sport Department issues the decree of recognition of the qualification and transmits it to the professional.

E) Professionals who have obtained recognition of their qualification, in order to practice in Italy, must register in one of the 14 Regional/Provincial Associations of Alpine Guides. Please check in advance as to which are the documents required and costs for the registration.

F) In the case of permanent establishment, the professional must check with the governmental competent authorities as to which are the requirements to be met in compliance with tax and permanent employment-based immigration laws.

IMPORTANT

The recognition of the qualifications is asked for permanent establishment.

Please check what is required by the law to work in Italy permanently.

Check what each Collegio asks (documents and costs).

The recognition of the qualification issued by the Sport Department is permanent.

The registration in the list of professionals held by the Regional/Provincial Associations is valid for one calendar year.

Renewal: since the recognition of the qualification is permanent, it is necessary to renew only the registration in the list of professionals of the Regional/Provincial Association selected.

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PROCEDURE - TEMPORARY AND OCCASIONAL PRACTICE

A) The professional is required to fill in a specific form for temporary and occasional practice. (link)

The application form must be accompanied by the following documents:

- copy of a current valid identity document (identity card or passport)
- copy of the professional qualification
- copy of the professional registration card (i.e. association/federation)
- valid IFMGA membership card (annual stickers), valid UIMLA membership card (annual stickers) or training standards (i.e. document issued by the competent authority for issuing the foreign qualification held, stating which training courses the professional has attended in order to obtain his qualification, specifying topics and duration in days/hours)
- copy of legal establishment, a document issued by the Association to which the professional belongs, that indicates the personal details of the professional with the relative qualification as well as declares that:
 - 1) he/she is a current member of the Association
 - 2) he/she has a professional domicile in ...
 - 3) he/she can practice the indicated profession (fully qualified)
 - 4) he/she has no prohibitions or suspensions in place
 - 5) he/she is in compliance with the continuous professional training
 - 6) he/she holds a valid "RCT" insurance (third-party liability insurance)
- copy of the 32 euros payment to the Sport Department.

B) The application and its attachments must be sent to the Sport Department's certified email ufficiosport@pec.governo.it.

C) The Sport Department assisted by the National Association of Italian Alpine Guides will examine the application and attached documents.

D) The Sport Department issues the decree of recognition of the qualification and transmits it to the professional.

E) Professionals who have obtained the authorization for the temporary practice may now be registered in the list of "Foreign Professionals" held by the Co.Na.G.A.I. (the registration is necessary to be authorised to work in Italy). The handling fee has a cost of € 25,00 to be paid to the National Association of Italian Alpine Guides by bank transfer to the following account:

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 the Sport Department and the registration in the list of professionals held by the Co.Na..G.A.I. are valid for 12 months starting from the date of authorization (no calendar year).

Renewal: the professional must submit a new request each time.

FOR ALL PROCEDURES: IF YOU ARE INTERESTED IN WORKING IN THE PROVINCES OF TRENTO AND BOLZANO, CHECK WITH THE LOCAL AUTHORITIES WHAT IS REQUIRED TO DO SO

PROCEDURE - PARTIAL ACCESS

A) The professional is required to submit a formal application letter including the following information:

- his/her personal details;
- declaration, with reference to his professional qualification, that he/she will provide only occasional service;
- his/her qualification details including issuing body, country and date;
- declaration that, while in Italy, he/she will practice only the profession for which he/she is qualified, not including other activities reserved to fully qualified Alpine Guides;
- declaration that for the current year he/she holds adequate third-party liability insurance;
- declaration to have adequate knowledge of the Italian and/or English language;

The application letter must be accompanied by the following documents:

- copy of a current valid identity document (identity card or passport)
- copy of the professional qualification
- certification of the refresher courses held
- declaration of the competent authority certifying that he/she is legally established in (NATION) and admitted for the practice of the profession declared and that he/she is not prohibited from practising it, not even on a temporary basis, at the time of the issuance of the certification.
- declaration of possessing a professional liability insurance valid until (date);
- copy of the 32 euros payment to the Sport Department

B) The application and its attachments must be sent to the Sport Department's certified email ufficiosportepec.governo.it.

C) The Sport Department assisted by the National Association of Italian Alpine Guides will examine the application and attached documents.

Please note that the National Association of Italian Alpine Guides in order to state 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 legal establishment, a document issued by the Association to which the professional belongs, that indicates the personal details of the professional with the relative qualification as well as declares that:

- 1) he/she is a current member of the Association
- 2) he/she has a professional domicile in ...
- 3) he/she can practice the indicated profession (fully qualified)
- 4) he/she has no prohibitions or suspensions in place
- 5) he/she is in compliance with the continuous professional training
- 6) he/she holds a valid "RCT" insurance (third-party liability insurance)

D) The Sport Department issues the authorisation for partial access to the profession/temporary practice and transmits it to the professional.

E) Professionals who have obtained the authorization for the temporary practice may now be registered in the list of "Foreign Professionals" held by the Co.Na.G.A.I. (the registration is necessary to be authorised to work in Italy). The handling fee has a cost of € 25,00 to be paid to the National Association of Italian Alpine Guides by bank transfer to the following account:

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 the Sport Department and the registration in the list of professionals held by the Co.Na..G.A.I. are valid for 12 months starting from the date of authorization (no calendar year).

Renewal: the professional must submit a new request each time.

FOR ALL PROCEDURES: IF YOU ARE INTERESTED IN WORKING IN THE PROVINCES OF TRENTO AND BOLZANO, CHECK WITH THE LOCAL AUTHORITIES WHAT IS REQUIRED TO DO SO