|  |  |  |
| --- | --- | --- |
| spw_mob_infra_signature2.png | Direction de la Réglementation de la Sécurité routière et du Contrôle routier  Cellule Transport exceptionnel  Boulevard du Nord, 8 - 5000 Namur  Tel: 0032 (0)81 77 24 00 - Mail: [te@spw.wallonie.be](mailto:te@spw.wallonie.be) | |
| **Instructions for completing the "**  **Recognition of Professional Qualifications" form** | |

**Preamble**

The purpose of this Directive is to inform applicants for recognition of professional qualifications on the formalities for obtaining the identification card and how to carry them out.

To obtain the identification card, you must provide the necessary information via the online form.

**Form**

You can open the form from the website or from this link:

* French version: [Reconnaissance des qualifications professionnelles](https://forms.office.com/e/j348C404Sm)
* Deutsche Version: [Anerkennung von Berufsqualifikationen](https://forms.office.com/e/JYF8hLgAqj)
* English version : [Recognition of professional qualifications](https://forms.office.com/e/bCLD8AwDZH)

Below is a brief explanation of what is required.

The difference between Type 1 and Type 2 is some field experience. The type 2 identification card can be obtained by attending a course.

Persons recognised as an escort for exceptional transport in a European Member State may be exempted from this course under the following conditions:

* Approval in the Member State must have been obtained after passing an examination;
* The skills of the accompanying person in this Member State must be similar to the skills of a type 2 accompanying person in Wallonia;
* The candidate must have at least 1 year of experience in transport requiring several attendants. This experience must have been acquired in the home Member State.

***Page 1: Accompanying person data***

On this page, you must indicate the official details of the accompanying person.

1. Name: the person's last name as it appears on the identity card
2. First name: the first name of the person as it is written on the identity card
3. Date of birth: your date of birth
4. Official address: street and number
5. Official address: postal code and locality
6. Official address: country
7. Phone 1: the main telephone number (e.g. 0475/63.63.63 or 067/45.62.36)
8. Phone 2: A secondary phone number (not required)
9. Email 1: The primary email address
10. Email 2: An additional email address (not required)
11. Support company: you must specify which company you are currently working for
12. Identity card or proof of nationality
13. For Belgian nationals: an extract from the criminal record (model 596.1-35): model intended for the exercise of a regulated activity (e.g. taxi driver, private detective, football steward, etc.) You must submit it in PDF format.

For people of another nationality: download, complete and return the "Declaration of honour" document available on our website

1. A copy of the attestation of professional competence:

* This clearly shows that the certificate of professional competence concerns the accompaniment of exceptional transport;
* This allows you to have the contact details of the government, or the agency designated by the government, that issued the document.

1. The date on which this certificate was issued
2. The country where the certificate of professional competence was obtained
3. Passport photo: See "A valid passport photo" below
4. Driver's license: See "Working with PDF files" below

**! The documents referred to in points 12, 13, 14, 17 and 18 should be sent by e-mail to** [**te@spw.wallonie.be**](mailto:te@spw.wallonie.be) **!**

**A valid passport photo**

We want a clear passport photo to be placed on your badge. This is a 35mm by 45mm photo with a resolution of at least 300 dpi. File types jpg, bmp, png, etc are accepted. PDF files are not accepted.

The qualities required for a passport photo can be found here: [Belgian in Belgium | FPS Foreign Affairs - Foreign Trade and Development Cooperation (belgium.be)](https://diplomatie.belgium.be/fr/pour-les-belges-letranger/le-passeport-belge/demander-un-passeport/belge-en-belgique)

**Working with PDF files**

We need a copy of the front and back of your driver's license.

Take a photo or scan the front and back of your driver's license. With any word processor (Word, Google Docs, ...) you can place these photos on 1 page.

Next, you choose "Print" and choose a printer that creates a PDF. "Save as PDF", "Print as PDF", "Pdf-Writer", ...

There is also an online tool that allows you to do just about any conceivable manipulation with a PDF: [iLovePDF | Online PDF tools for PDF lovers](https://www.ilovepdf.com/)