



## 1. TITLE OF THE CERTIFICATE (DE) (1)

**Zeugnis über Prüfung zum anerkannten Fortbildungsabschluss  
Geprüfter Berufsspezialist für das Notariat oder  
Geprüfte Berufsspezialistin für das Notariat**

(1) in original language

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)(1)

**Certificate of completion of the examination in the recognised advanced training  
qualification of  
Certified Professional Specialist for the Notarial Practice**

(1) This translation has no legal status.

## 3. PROFILE OF SKILLS AND COMPETENCES

- Assist clients seeking legal advice,
- Conduct legal evaluations of clients' cases in compliance with the professional and authentication requirements established by law,
- Draw up deeds,
- Execute deeds,
- Draw up cost calculations as well as
- Organise office workflows including through digital processes.

## 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE (1)

Certified Professional Specialists for the Notarial Practice work at notarial offices and law firms. They carry out specialist tasks independently and autonomously and pursue their implementation.

(1) if applicable

**(\*) Explanatory notes**

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the body awarding the certificate</b></p> <p>Competent Chamber of Notaries</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Competent Chamber of Notaries</p>
<p><b>Level of the certificate (national or international)</b></p> <p>This qualification is aligned to reference level five of the German and of the European Qualifications Framework.</p>	<p><b>Grading scale / Pass requirements</b></p> <p>100-92 points = 1 = excellent            91 - 81 points = 2 = good            80 - 67 points = 3 = average            66 - 50 points = 4 = pass            49 - 30 points = 5 = poor            29 - 0 points = 6 = fail</p> <p>A total of at least 50 grade points are required to pass the examination.</p>
<p><b>Access to next level of education / training</b></p> <p>The recognized further training examination for advanced training qualification opens up access to the next qualification level, 'Bachelor Professional in Notarial Law'.</p>	<p><b>International agreements</b></p> <p>In the field of vocational training, joint declarations on the comparability of qualifications obtained in the respective vocational training systems have been signed on the basis of bilateral agreements concluded between Germany and France and between Germany and Austria and between Germany and Switzerland.</p>
<p><b>Legal basis</b></p> <p>Ordinance for the examination leading to the recognised advanced training qualification of Certified Professional Specialist for the Notarial Practice of. 3 September 2025 (Federal Law Gazette, BGBl., I No. 206).</p>	

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

The certificate is acquired through passing the examination administered by the body mentioned in section 5 above. Before sitting the examination, candidates must furnish proof of

1. The advanced training qualification is obtained by passing an examination before the competent body specified under Section 5. In order to be admitted to this examination, candidates must fulfil the prerequisites stipulated pursuant to § 53 b of the Vocational Training Act (BBiG) and must provide evidence of one of the following.

1. Successful completion of the final examination leading to the qualification of notary assistant or to the qualification of legal and notary assistant
2. Successful completion of the final examination leading to the qualification of legal assistant or to the qualification of patent legal assistant and at least one year of practical professional experience following the respective vocational education and training programme
3. Successful completion of the final examination in another recognised training occupation with a duration of vocational education and training of three years and at least two years of practical professional experience following this vocational education and training programme
4. Successful completion of the final examination in a recognised training occupation with a duration of vocational education and training of at two years and at least three years of practical professional experience following this vocational education and training programme
5. The acquisition of at least 60 credit points in accordance with the European Credit Transfer and Accumulation System in a related course of higher education study followed by at least three years of practical professional experience or
6. A period of practical professional experience of at least five years

Practical professional experience pursuant to Paragraph 1 Nos. 2 to 6 must exhibit significant relevance to the tasks stated in § 1 Paragraph 3. Duration and content of the practical professional experience must be documented in a suitable manner.

**Additional information**

The skills and competences of which proof is to be furnished in the further training examination are usually acquired during many years of practical work and within the framework of education measures. Courses are offered in preparation for the examination; their duration and content are geared to the different specialist and managerial tasks. Translations of the certificate can be obtained from the body mentioned in section 5 above.