

## **Tourist guide and tour leader - training - foreign professional qualification**

### **General description**

A **tourist guide** is someone who, by profession, accompanies individuals or groups of people on visits to works of art, museums, exhibitions, parks, galleries, archaeological digs and along tourist routes, explaining their historical, artistic, monumental, landscape and natural features.

A **tour leader** is someone who, by profession, accompanies individuals or groups of people on trips through Italy or abroad, taking charge of implementing travel plans prepared by the organisers and ensuring the necessary support services throughout the trip, also providing significant contributions and information of interest to tourists on areas of transit, outside the scope of the tourist guides referred to in paragraph 1.

A **right to practise** professional activities is usually obtained by passing an examination organised by the Province or by the recognition of foreign titles.

### **Entry requirements**

The right to practise professional activities is obtained by passing an **examination**. Those who meet the following requirements are eligible to take the examination:

1. Italian citizens or citizens of another EU State or citizens of a third country, if they are legally resident in the territory of the State;
2. at least 18 years old;
3. no criminal convictions leading to disqualification, even temporary, from practising the profession, unless rehabilitation has taken place;
4. a final certificate of secondary or vocational education for the professional activities referred to in Article 2 or evidence of similar titles obtained abroad that are recognised or declared equivalent.

Tour guides and tour leaders with a foreign title can **practise the activity** in Alto Adige on an **occasional and temporary basis** or, if they wish to pursue their profession permanently in Alto Adige, following **recognition of their professional title**.

### **Time limits**

No preparatory courses and examinations for tour guides and/or tour leaders are scheduled at present.

### **Documents required**

The documentation required for the aptitude test is established from time to time by publication of an examination notice.

Please refer to the forms at the foot of this page for the occasional and temporary pursuit of the profession with a foreign title and for recognition of the title.

## Costs

The **exam registration** costs are established from time to time by publication of an examination notice.

The **advance declaration** for occasional and temporary pursuit of the profession with a foreign title is free of charge.

A EUR 16.00 revenue stamp must be applied to the **application for recognition** of the foreign professional title.

## Legislation

[Provincial Law No 21 of 5 December 2012](#) Rules governing tourism professions

Provincial President's Decree No 41 of 18 July 2007 Implementation of Directive 2005/36/EC on the recognition of professional qualifications

Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications

Legislative Decree No 206 of 6 November 2007

## Website

For more information, please consult the website of the competent institution dedicated to this service

## Forms and annexes

### 1. Tourist guide and tour leader: advance declaration of temporary and occasional services (EU only)

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006461](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006461)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006461#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006461#servicelink)

### 2. Tourist guide: recognition of a title obtained abroad

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006461](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006461)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006461#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006461#servicelink)

### 3. Tour leader: recognition of a title obtained abroad

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006461](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006461)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006461#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006461#servicelink)

#### **4. Tour leader: Recognition of foreign professional experience (EU only)**

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006461](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006461)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006461#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006461#servicelink)