

## Technical manager of travel and tourism agencies

### General description

Every travel and tourism agency in the Province of Bolzano must have a technical manager who must demonstrate appropriate professional knowledge.

In particular, the necessary professional knowledge concerns the administration and organisation of a travel and tourism agency, technology, legislation and tourist geography, and knowledge of at least three languages, including Italian and German.

These requirements can be demonstrated by passing an aptitude test to be taken before the appropriate Board referred to in Article 10, or by a certificate of secondary education with specialisation in tourism, a degree with specialisation in tourism or a degree with specialisation in economy or law, and in any case with documentation proving knowledge of the three languages mentioned above and one year's experience in commercial duties at a travel agency, tourist association or tourist consortium.

Technical managers with foreign professional experience may apply for recognition.

### Entry requirements

Those who hold at least a three-year certificate of secondary education or a certificate of secondary education and have worked in a commercial capacity for at least one year in a travel agency or tourist organisation pursuant to Article 2(1) of [Provincial Law No 15 of 19 September 2017](#) are eligible to take a **aptitude test**.

Please refer to the forms at the foot of this page to apply for **recognition** of foreign professional experience.

### Time limits

No aptitude test sessions have been scheduled at present.

An application for recognition of foreign professional experience can be submitted at any time of the year.

### Documents required

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

Please refer to the forms at the foot of this page for the documentation to be submitted for **recognition** of professional experience.

### Costs

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

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

## Legislation

Provincial Law No 3 of 20 February 2002

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. Technical manager: The right to practise the professional activity**

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006320#servicelink](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006320#servicelink)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006320#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006320#servicelink)

### **2. Technical manager: recognition of foreign professional experience (EU only)**

- Forms (German language):

[https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv\\_svid=1006320#servicelink](https://www.provinz.bz.it/de/dienstleistungen-a-z.asp?bnsv_svid=1006320#servicelink)

- Forms (Italian language):

[https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv\\_svid=1006320#servicelink](https://www.provincia.bz.it/it/servizi-a-z.asp?bnsv_svid=1006320#servicelink)