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# Apply for entry of the training contract in the register of vocational training relationships according to BBiG

Heruntergeladen am 23.07.2025

<https://fimportal.de/xzufi-services/305290284/L100012>

Modul	Sachverhalt
Leistungsschlüssel	99019033060000
Leistungsbezeichnung I	Apply for entry of the training contract in the register of vocational training relationships according to BBiG
Leistungsbezeichnung II	Apply for entry of the training contract in the register of vocational training relationships according to BBiG
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung, 1 - Bund: Regelung und Vollzug
Quellredaktion	Schleswig-Holstein
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Leave, Trainers, Training duration, Trainer, Probationary period, Training course content, Training agreement, Training framework, Trainee, Vocational school location, Application to be entered in the

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	register, Training arrangement, Training premises, Occupation requiring formal vocational training, Training allowance, Part-time training, Vocational training agreement, Breakdown regarding content and time, Weekly working hours, Collective wage agreements, training employer
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Aus-, Weiterbildung und Sachkunde (2030300), Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	17.01.2024
Fachlich freigegeben durch	Ministry of Economy, Tourism, Agriculture and Forestry of Saxony-Anhalt
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/bbig_2005/_34.html">https://www.gesetze-im-internet.de/bbig_2005/_34.html</a> <a href="https://www.gesetze-im-internet.de/bbig_2005/_34.html">https://www.gesetze-im-internet.de/bbig_2005/_34.html</a> <a href="https://www.gesetze-im-internet.de/bbig_2005/_8.html">https://www.gesetze-im-internet.de/bbig_2005/_8.html</a>
Teaser	As an employer who employs trainees, you must have their vocational training entered in the register of vocational training relationships.
Volltext	<p>If you employ trainees, you must have the vocational training entered in the register of vocational training relationships. The register of vocational training relationships is kept by the authorities responsible for training. These are, for example</p> <ul style="list-style-type: none"> <li>• Chamber of Industry and Commerce,</li> </ul>

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	<ul style="list-style-type: none"> <li>• Chamber of Crafts,</li> <li>• other professional chambers.</li> </ul> <p>The register contains all recognized training occupations and records all essential contents of the vocational training contract.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Vocational training contract</li> <li>• Proof of your personal and professional suitability as the person providing training This is not necessary for liberal professions, such as Doctors, dentists</li> <li>• For underage trainees: medical certificate of the initial examination in accordance with the Youth Employment Protection Act</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• The vocational training contract complies with the statutory regulations and the training regulations.</li> <li>• You as the person providing training are personally and professionally qualified and your training center is professionally qualified to provide training.</li> <li>• For underage trainees: Submission of the medical certificate of the initial examination.</li> </ul>
Kosten	<p>Gebühr: 0€ - 100€</p> <p>Registration may be subject to a fee for the training company. The registration fee is based on the respective fee schedules of the regional authorities responsible.</p>
Verfahrensablauf	<p>After concluding a contract with the trainee, you as the person providing training submit an application for registration to the competent regional office.</p> <p>The competent authority checks the relevant data and documents in accordance with the Vocational Training Act. The competent body then enters the data in the register of vocational training relationships.</p> <p>During registration, the training contract and training plan, for example, are checked with regard to the legal requirements. The competent body also checks the training center with regard to suitability for training.</p> <p>If necessary, you as the person providing training will be contacted by the competent body</p>

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	<ul style="list-style-type: none"> <li>• in the event of queries,</li> <li>• additional requests for documents</li> <li>• or to rectify any deficiencies</li> </ul> <p>At the end of the procedure, you as the trainer will receive notification from the competent authority as to whether the registration has been made or rejected.</p>
Bearbeitungsdauer	2 Monat(e)
Frist	You must register the vocational training contract immediately after conclusion of the contract. You must apply for registration at the latest before the start of the vocational training.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Register of vocational training relationships according to BBiG Registration</li> <li>• Trainees must be entered in the register of the competent body (usually the respective chamber) at the start of their training</li> <li>• Application must be submitted by you, the trainers, to the competent authority (usually: chamber)</li> <li>• Apprentices in training occupations</li> <li>• Before the start of training</li> <li>• Registration by the training center</li> <li>• The amount of the fee depends on the competent authority</li> <li>• Competent body according to BBiG: mostly chambers</li> </ul>
Ansprechpunkt	<p>Contact the chamber responsible for your vocational training. This can be</p> <ul style="list-style-type: none"> <li>- the Chamber of Skilled Crafts for vocational training in professions under the Crafts Code,</li> <li>- the Chamber of Industry and Commerce for vocational training in non-trade occupations,</li> <li>- the Chamber of Agriculture for vocational training in</li> </ul>

## Modul

## Sachverhalt

agricultural and rural domestic science professions

- the Chamber of Lawyers, Patent Attorneys and Notaries as well as the Notary's Office for the vocational training of specialists in the field of law,
- the Chamber of Auditors and the Chamber of Tax Consultants for the vocational training of professionals in the field of auditing and tax consultancy,
- the Chambers of Physicians, Dentists, Veterinarians and Pharmacists for the vocational training of healthcare professionals.

## Zuständige Stelle

### Formulare

The regional office responsible will make all forms available for you to download from the website or will support you in using online procedures.

### Ursprungsportal

Apply for entry of the training contract in the register of vocational training relationships according to BBiG, Eintragung des Ausbildungsvertrages in das Verzeichnis der Berufsausbildungsverhältnisse nach BBiG beantragen