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# Enter training contract

Heruntergeladen am 23.07.2025

<https://fimportal.de/xzufi-services/109166872/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99019033060000
Leistungsbezeichnung I	Enter training contract
Leistungsbezeichnung II	Enter training contract
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung, 1 - Bund: Regelung und Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Training course content, Collective wage agreements, Training framework, Training arrangement, Leave, Training allowance, Probationary period, Vocational training agreement, Training premises, Occupation requiring formal vocational training, Weekly working hours, Part-time training, Training agreement, Trainer, Breakdown regarding content and time, training employer, Application to be entered in the register, Trainee, Trainers, Vocational school location, Training duration
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)

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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	Eintragung in Register (2020100), Aus-, Weiterbildung und Sachkunde (2030300)
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> <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</li> </ul>

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	<p>liberal professions, such as Doctors, dentists</p> <ul style="list-style-type: none"> <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> <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)

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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	Training advisors at the IHK, HWK
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	Enter training contract, Ausbildungsvertrag eintragen