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# Request an extension of training period or part-time training

Heruntergeladen am 23.07.2025

<https://fimportal.de/xzufi-services/121329272/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99019050020000
Leistungsbezeichnung I	Request an extension of training period or part-time training
Leistungsbezeichnung II	Request an extension of training period or part-time training
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	Absences, Parental leave, Maternity leave, Failed, Retake examination, Training deficiencies, Part-time training
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Verlängerung (020)

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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	Berufsausbildung (1030200)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.10.2020
Fachlich freigegeben durch	Deutscher Industrie- und Handelskammertag
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/bbig_2005/_8.htm">https://www.gesetze-im-internet.de/bbig_2005/_8.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_7.htm">https://www.gesetze-im-internet.de/bbig_2005/_7.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_21.htm">https://www.gesetze-im-internet.de/bbig_2005/_21.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_7a.htm">https://www.gesetze-im-internet.de/bbig_2005/_7a.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_8.htm">https://www.gesetze-im-internet.de/bbig_2005/_8.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_21.htm">https://www.gesetze-im-internet.de/bbig_2005/_21.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/_21.htm">https://www.gesetze-im-internet.de/bbig_2005/_21.htm</a>
Teaser	If there are issues with vocational training, in case of failing the final exam or for a part-time training, you can apply for extending your training period.
Volltext	<p>There are three main reasons for extending the duration of training:</p> <p>1. Extension for exceptional reasons</p> <p>There may be many different personal or educational reasons for an extension of the training period. An extension of the training period must be justified by serious reasons. Examples might be prolonged periods of illness, serious deficiencies in the training, maternity or parental leave.</p> <p>1. Extension due to failure to pass the final examination</p>

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If the candidate fails the final examination, he/she has the right to apply for an extension of the training period until the next possible date to re-sit the examination. The maximum term for this extension is one year.

### 1. Part-time training

The regular training period is extended for part-time training programmes. The agreement on part-time training is part of the contractual training arrangement; it can be agreed at the beginning of the course of training, or, for a limited period, during the course of training. The principle is:

- The reduction of daily or weekly training hours may not exceed 50 percent of a fulltime traineeship.
- The training period is extended pro rata, but may not exceed 1.5 times the regular duration.

If an extension of the training period is granted, it may mean that the end of part-time training does not coincide with the central examination dates. At the trainee's request, an extension may be granted up to the next possible examination date.

You must make your application to the authority responsible for your training. Depending on the particular occupation, this may be the Chamber of Commerce and Industry, the Chamber of Agriculture or another chamber.

## Erforderliche Unterlagen

- Amending agreement
- For parttime training: training agreement
- Extension for exceptional reasons: evidence (if required) of reasons to justify the extension

## Voraussetzungen

Extension for exceptional reasons:

- prolonged illness causing the candidate to miss much of the content either in the vocational school classes or practical work in the company
- physical or mental disability
- pregnancy and/or parental leave
- very poor results in the interim examination, so that

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successful completion of the training in the regular period is not to be expected.

If the extension is granted because of a failed final examination:

- failed final examination
- consent to the extension by the training company

For part-time training:

- agreement on parttime training with the training company

In the case of minors, the consent of the legal guardians is required, irrespective of the reason for the extension.

## Kosten

No additional processing costs are incurred for an application for a time extension. Any such costs are included in the calculation of the training / supervision fees.

## Verfahrensablauf

You apply to the competent authority for an extension of the duration of training. The procedure differs according to the reason for extending the training time:

In cases of exceptional reasons:

- You make the application for the extension of your training period.
- It is reviewed upon receipt and your training employer is asked for their views. In individual cases, the vocational school may also be asked to give an opinion.
- You and your training employer will receive a confirmation of amendment.

Part-time training:

- You may make the request to reduce the total training period due to parttime training together with the request to register your training arrangement at the beginning of your training.

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	<ul style="list-style-type: none"> <li>You will usually receive confirmation of parttime training together with the confirmation that your training arrangement has been registered.</li> </ul> <p>Extension due to failed examination:</p> <ul style="list-style-type: none"> <li>Immediately after receiving notice of failing to pass the examination, you apply for extension of the training period due to failing the exam.</li> <li>The company providing your training must agree to the extension.</li> <li>You and the company providing your training receive confirmation of the change.</li> </ul>
Bearbeitungsdauer	Provided the documents presented are complete, requests are usually processed within six weeks.
Frist	If you wish to apply for an extension or request an amendment, you must do so before the end of the regular training period or immediately after receiving notice of failure to pass the examination.
weiterführende Informationen	Further information about vocational training in Germany <a href="http://www.ihk.de/ausbildung">www.ihk.de/ausbildung</a> (German only)
Hinweise	The procedure can only be carried out in German
Rechtsbehelf	<ul style="list-style-type: none"> <li>Appeal</li> <li>Detailed information on how you lodge an appeal can be found in the notification regarding your application.</li> <li>Administrative court action</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>The competent authority/chamber may grant an extension of the regular vocational training period in exceptional cases at the trainee's request if necessary for the achievement of the training objective.</li> <li>The training period is also extended if the candidate fails to pass the final examination, or if parttime training has been contractually agreed in the training arrangement.</li> <li>In all cases, the application must be made to the competent authority responsible for the course of training (for instance the Chamber of Commerce and Industry (IHK), Chamber of Skilled Trades and Crafts (, HWK) or other chamber)</li> <li>The company providing the training must usually give</li> </ul>

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	its approval
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Forms: Application for extension of training period</li> <li>• Online procedure: Available in some cases</li> <li>• Written form requirement as per German Civil Code Art.126: Yes</li> <li>• Appearance in person required: No</li> </ul> <p>The competent authority in your region provides all the necessary forms to download from its website.</p>
Ursprungsportal	Verlängerte Ausbildungszeit oder Teilzeitausbildung beantragen, Request an extension of training period or part-time training