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Craft register Registration of persons with a license to practice

Heruntergeladen am 21.06.2025

<https://fimportal.de/xzufi-services/121355157/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99058007060011, 99058007060011
Leistungsbezeichnung I	Craft register Registration of persons with a license to practice
Leistungsbezeichnung II	Applying for entry in the register of tradespeople with a license to practice
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens

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Lagen Portalverbund	Anmeldepflichten (2010100), Eintragung in Register (2020100), Befähigungs- und Sachkundenachweise (2010200)
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	04.07.2022
Fachlich freigegeben durch	Ministry of Economic Affairs, Innovation, Digitalization and Energy of the State of North Rhine-Westphalia
Handlungsgrundlage	§§ Sections 6 (1), 7 (7), 7a, 7b of the Crafts Code (HwO) https://www.gesetze-im-internet.de/hwo/ https://www.gesetze-im-internet.de/hwo/ https://www.gesetze-im-internet.de/hwo/
Teaser	a. Authorization to practice another trade If you are already self-employed in a craft requiring a license and would like to practice another craft requiring a license or carry out essential activities of such a craft, you can apply for a license to practice. b. License for journeymen with qualified professional experience If you have passed a journeyman's examination or a final examination in a recognized training occupation in the craft to be practiced and have qualified professional experience, you can become self-employed in many crafts requiring a license or exercise a managerial function.
Volltext	<p>a. Authorization to practice another trade</p> <p>Persons who already practise a craft requiring a license and wish to expand their commercial activity to another craft requiring a license or essential activities of such a craft have the option of applying for a license to practise. In this respect, proof of the necessary knowledge and skills is required, whereby previous professional experience and activities are also taken into account. It is irrelevant on what basis the existing entry in the register of craftsmen was made (e.g. master craftsman's certificate, old journeyman's regulation, exemption permit). The respective business owner is entitled to apply.</p> <p>b. Authorization to practice for journeymen with</p>

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qualified professional experience

Anyone who has passed a journeyman's examination or a final examination in a recognized training occupation and has acquired relevant professional experience can become self-employed or exercise a managerial function in many trades requiring a license. The professional qualification must have been acquired in the trade that is to be practiced. For certain trades, it is sufficient if the professional qualification was acquired in a related trade, which can be found in the ordinance on related trades.

In addition to a journeyman's or final examination, proof of relevant professional experience is also required, which must have been acquired after the training. At least six years of professional experience is required, of which at least four years must have been in a managerial position. A managerial position can be assumed if the person concerned has been given independent decision-making powers in a company or a significant part of a company, which must be documented by job references, job descriptions or in another suitable manner. The granting of a license to practice for journeymen or journeywomen with qualified professional experience is not possible for chimney sweeps and healthcare trades (opticians, audiologists, orthopaedic technicians, orthopaedic shoemakers, dental technicians).

Erforderliche Unterlagen

a. Authorization to exercise another trade (application according to § 7a HwO)

- Copy of identity card or comparable identification document.
- Copies of formal professional qualifications acquired (e.g. master craftsman's certificate).

b. Authorization to practice for journeymen with qualified professional experience (application according to § 7b HwO)

- Copy of identity card or comparable identification document.
- Copies of formal professional qualifications acquired

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(journeyman's certificate, diploma).

- Certificates of at least six years of - application-related - professional experience, including at least four years in a managerial position.
- In addition to the application for a license to practice, an application for entry in the Register of Craftsmen may also be required.

Voraussetzungen

a. Authorization to practice another trade (application according to § 7a HwO)

The following requirements must be met:

- A craft requiring a license is already being practiced on the basis of an existing entry in the Register of Craftsmen.
- Proof of the required knowledge and skills, taking into account previous professional experience and activities; expert opinions, work certificates or further training can be considered as proof.
- The standard of proof of qualification is the masterly qualification for the craft requiring a license for which the authorization to practice is sought.

b. Authorization to practice for journeymen with qualified professional experience (application according to § 7b HwO)

The following requirements must be met:

- Journeyman's examination in the craft requiring a license to be practiced or in a related craft requiring a license or a final examination in a recognized training occupation corresponding to the craft requiring a license to be practiced.
- At least six years of experience in the craft requiring a license to be practiced or in a related craft requiring a license or in a profession corresponding to the craft requiring a license to be practiced, including a total of four years in a managerial position. The activity exercised must have included at least one essential activity of the craft requiring a license for which the license is being applied for.
- A managerial position can be assumed if a person has been given independent decision-making powers in a

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business or in a significant part of a business. Proof of this can be provided by job references, job descriptions or in another way.

- The business management, commercial and legal knowledge required for the independent exercise of a trade is generally deemed to be proven by professional experience. If this is not the case, the required knowledge must be demonstrated by attending training courses or in some other way.

Kosten

The fees, which are based on the respective administrative costs, can be found in the fee schedule of the relevant Chamber of Crafts, which is available on the Chamber's website.

Verfahrensablauf

You can apply to your local Chamber of Skilled Crafts in writing or electronically via the online procedure for the granting of a license to practice and the subsequent entry in the register of skilled crafts. Online applications are also available via administrative portals.

Written application:

- Go to the website of your local Chamber of Skilled Crafts and download the required application forms. You are also welcome to contact your Chamber of Skilled Crafts directly and have the required documents sent to you.
- Complete the forms in full and send them together with the required documents to your local Chamber of Skilled Crafts.
- After your documents have been checked, you will receive a license to practice and a notification of registration if the requirements are met.
- Together with the notification of registration, the company will receive the so-called craftsman's card (§ 10 Para. 2 HwO).

Online procedure:

Various administrative portals of the federal states provide for online applications. The chambers of skilled crafts also offer online access to their administrative procedures.

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Bearbeitungsdauer	<p>3 Monat(e)</p> <p>If all documents are complete and no further procedure is necessary, the Chamber of Skilled Crafts must make the entry in the Register of Skilled Crafts within 3 months, otherwise the entry is deemed to have been made after this period has expired.</p> <p>The duration of the procedure is heavily dependent on the completeness of the documents submitted. If all documents have been submitted in full and no further queries are required, the license to practice can be granted quickly and an entry in the register of craftsmen can be made on this basis.</p>
Frist	<p>As the procedure for granting a license to practice is more complex than the actual entry in the register of craftsmen, the application should be submitted as early as possible.</p>
weiterführende Informationen	<p>- Advice from your Chamber of Skilled Crafts - contact details of the Chambers of Skilled Crafts at: https://www.handwerkskammer.de/ - List of all trades requiring a license at: https://www.gesetze-im-internet.de/hwo/anlage_a.html - Ordinance on related trades: https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html</p>
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> • You have the right to appeal against a rejection of your application for entry in the Register of Craftsmen. • Depending on the federal state in which you have submitted the application, a preliminary procedure will be carried out first. • Please refer to the instructions on legal remedies in your notification for information on the available legal remedies.
Kurztext	<ul style="list-style-type: none"> • Craft roll entry with authorization to practice: Extension of the activity of a craft requiring a license to another craft requiring a license or essential activities of another craft requiring a license (§ 7a HwO). Practice of a craft requiring a license by journeymen with qualified professional experience in certain crafts requiring a license (§ 7b HwO).

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	<ul style="list-style-type: none"> • Proof of the required knowledge and skills. • Application in writing or online with authentication. • Application form to download from the website of the relevant Chamber of Crafts or online application via administrative portals. • The fee for issuing a license to practice is set out in the fee schedule of the respective Chamber of Skilled Crafts, which can be viewed on the Chamber's website. <p>Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is located.</p>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> • Forms: Application for a license to practice and for entry in the register of craftsmen of your local Chamber of Crafts • Written form required: yes • Personal appearance required: no
Ursprungsportal	Handwerksrolle Eintragung von Personen mit einer Ausübungsberechtigung, Craft register Registration of persons with a license to practice