

99019005007000

Applying for admission to the retraining exam

Heruntergeladen am 29.07.2025

<https://fimportal.de/xzufi-services/393166542/L100008>

| Modul | Sachverhalt |
|---------------------------|---|
| Leistungsschlüssel | 99019005007000 |
| Leistungsbezeichnung I | Applying for admission to the retraining exam |
| Leistungsbezeichnung II | |
| Typisierung | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug |
| Quellredaktion | Sachsen-Anhalt |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus |
| Begriffe im Kontext | |
| Leistungstyp | Leistungsobjekt mit Verrichtung |
| Leistungsgruppierung | Berufsbildung (019) |
| Verrichtungskennung | Zulassung (007) |
| SDG-Informationsbereich | Bildung oder Praktikum in einem anderen Mitgliedstaat |
| Lagen Portalverbund | Aus-, Weiterbildung und Sachkunde (2030300), Berufsausbildung (1030200) |

| Modul | Sachverhalt |
|-------------------------------|--|
| Einheitlicher Ansprechpartner | Nein |
| Fachlich freigegeben am | 12.11.2020 |
| Fachlich freigegeben durch | Association of German Chambers of Industry and Commerce |
| Handlungsgrundlage | https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html#BJNR093110005BJNG001700000 https://www.gesetze-im-internet.de/bbig_2005/_62.html https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html#BJNR093110005BJNG001700000 https://www.gesetze-im-internet.de/bbig_2005/_62.html |
| Teaser | You complete your retraining with the retraining exam. By passing the final examination, you prove your professional ability to act in a specific profession. |
| Volltext | <p>Retraining serves the purpose of professional reorientation, usually because you can no longer exercise your previous profession. Retraining takes place on the basis of a recognised training occupation and, just like vocational training, ends with a final examination, the retraining examination.</p> <p>Retraining examinations consist of a written examination part and a practical or oral examination part. Both parts of the exam usually take place on different days. The written part of the examination takes place nationwide on a fixed day at the same time. A retraining examination is carried out regionally by the authorities responsible for training in your profession (e.g. Chamber of Industry and Commerce) for all retrainees at the end of the retraining period. Before you can take the retraining exam, you must have completed the retraining. This is two-thirds of the usual duration of training in the respective occupation. Since you have concluded a retraining contract with a company or educational institution, this retraining relationship has been reported to the regionally competent body (e.g. Chamber of Industry and Commerce) by your contractual partner. The</p> |

Modul

Sachverhalt

competent authority therefore knows the period in which you will take your training examination. The admission and registration process is started by the responsible body by post or electronically. The implementation of the retraining examination is organised by the regionally responsible body in consultation with the honorary examination board. The examination board consists of an employer representative, employee representatives and teacher representatives. It assesses your examination performance and evaluates it.

With the announcement of the result by the examination board, your retraining relationship ends. If you do not pass the retraining exam, you have the option to retake the exam twice.

The examination fees due are paid by the training company or training provider with which you have concluded a retraining contract.

Erforderliche Unterlagen

- Retraining contract (submitted before the start of retraining)
- Retraining exam registration form
- If applicable, form "Application for compensation for disadvantages"

Voraussetzungen

- You have completed the necessary retraining period
- You have taken part in the prescribed final examination Part 1, if this is provided for in the retraining regulations for the respective profession

Kosten

Retraining exams are subject to a fee. The examination fee is based on the respective fee schedules of the regionally competent authority.

Verfahrensablauf

You must plan your participation in a retraining exam for the long term and prepare well. If you have a registered training contract, you may be informed in advance by the competent authority of the upcoming examination, but you usually still have to register for the examination.

- After your exam registration, the admission requirements will be checked.
- Upon admission to the final examination, you will

Modul
Sachverhalt

receive an invitation to all parts of the examination (written and practical or oral part of the examination).

- At the test location, you must identify yourself with proof of identity and exam registration.
- As a rule, you can view the provisional results of the written examination on the homepage of the responsible office before you take the oral/practical examination.
- If you have taken part in all parts of the exam, you will usually receive a notification as soon as possible as to whether you have passed.

After your overall result has been determined by the examination board, it will be transmitted to the responsible body. Your examination certificate will be sent to you.

Bearbeitungsdauer

The entire procedure of the retraining examination, including registration, admission, invitation, implementation of all parts of the examination, determination of results and issuance/dispatch of the examination certificate, takes about six months.

Frist

The registration deadline for the retraining exam is approximately four to five months before the written exam date. The exact registration deadline can be obtained from the responsible regional office.

weiterführende Informationen
Hinweise

By successfully passing the retraining examination, you will achieve an educational qualification at level 4 in the German Qualifications Framework.

Rechtsbehelf

- Regulations may vary depending on the federal state
- Objection against competent authority. Detailed information on how to lodge an objection can be found in the "Non-admission notice" and the "Failed notice".

Kurztext

- Retraining examinations take place nationwide on fixed dates
- Regional competent body organises retraining examination
- Admission requirements must be met,
- Honorary examination board approves and evaluates

| Modul | Sachverhalt |
|-------------------|---|
| | <p>examination performance</p> <ul style="list-style-type: none"> • Certificates are sent by the competent authority • Training ends with announcement of the result by the examination board • A failed retraining exam can be repeated twice • There are exam fees for the retraining exam |
| Ansprechpunkt | The competent body depends on what retraining you are doing. In most cases, the chambers are responsible (e.g. Chamber of Industry and Commerce). |
| Zuständige Stelle | |
| Formulare | <ul style="list-style-type: none"> • Form: "Registration for the retraining exam" required; If applicable, application for "operational order", "report", "project work" and "specialist task" required • If applicable, form: "Application for compensation for disadvantages" required • Online procedure possible: partially • Written form required: yes <p>Personal appearance not required for registration</p> |
| Ursprungsportal | Applying for admission to the retraining exam, Zulassung zur Umschulungsprüfung beantragen |