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Change entry in the register of vocational training relationships according to BBiG

Heruntergeladen am 27.07.2025

<https://fimportal.de/xzufi-services/408088516/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99019033011000
Leistungsbezeichnung I	Change entry in the register of vocational training relationships according to BBiG
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Änderung (011)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat,

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	einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Aus-, Weiterbildung und Sachkunde (2030300), Berufsausbildung (1030200), Mitarbeiterbezogene Meldepflichten (2030400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	04.04.2024
Fachlich freigegeben durch	Ministry of Labor, Social Affairs, Health and Equality of the State of Saxony-Anhalt
Handlungsgrundlage	https://www.gesetze-im-internet.de/bbig_2005/_35.html https://www.gesetze-im-internet.de/bbig_2005/_35.html
Teaser	If you employ trainees as an employer, you must enter their vocational training in the register of vocational training relationships and update or amend it as required.
Volltext	<p>The register of vocational training relationships is kept by the bodies responsible for training (e.g. Chamber of Industry and Commerce, Chamber of Crafts, other professional chambers). It contains all recognized training occupations and records all essential contents of the vocational training contract.</p> <p>If there are any changes after registration, you as the training provider can submit an application for changes to the regional competent authority. The competent authority will check the legality of the change and then confirm the change to the vocational training contract.</p> <p>Changes can also concern, for example, changes in weekly working hours, such as a change from full-time to part-time and vice versa, or a change of specialization or change of address.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Amended contract • Amended training plan

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	<ul style="list-style-type: none"> • Application by the trainee if previous school and/or vocational training is credited to the duration of training and if the duration of training is shortened • Application by the trainee if the training period is extended <p>In the event of changes affecting the duration of training:</p> <ul style="list-style-type: none"> • Statement from the training center • Justifying document
Voraussetzungen	<ul style="list-style-type: none"> • The vocational training relationship has already been registered. • The contract complies with the Vocational Training Act (BBiG) and the training regulations. • For underage trainees: Consent of the legal representatives
Kosten	<p>Gebühr: 0€ - 100€</p> <p>The change may be subject to a fee for you as a training center. The fee is based on the respective fee regulations of the regional authorities responsible.</p>
Verfahrensablauf	<p>As the training provider, you submit the application for the change to the responsible office in analog or electronic form.</p> <p>The competent body will check the relevant data and documents in accordance with the Vocational Training Act and record them in the register of vocational training relationships.</p> <p>During the change, the training contract and training plan, for example, can be checked again with regard to the legal requirements, as well as the training center with regard to suitability for training.</p> <p>If necessary, the responsible office will contact you for the following reasons:</p> <ul style="list-style-type: none"> • Queries • Additional requests for documents • Correction of deficiencies

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	At the end of the procedure, you as the trainer will receive a corresponding notification from the competent body as to whether the change has been made or rejected.
Bearbeitungsdauer	4 Woche(n)
Frist	1 Werktag(e) You must submit the application immediately after changing the contract.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	If a decision has been issued, you as the trainee can lodge an appeal with the relevant chamber.
Kurztext	<ul style="list-style-type: none"> • Register of vocational training relationships according to BBiG Amendment • Trainees in training occupations under the BBiG are entered in the register of vocational training relationships • In the event of changes after the start of training, the register must be amended • Entry by training center • Responsible body: Chambers
Ansprechpunkt	<p>Contact the responsible chamber. This can be, for example</p> <ul style="list-style-type: none"> • the Chamber of Skilled Crafts for vocational training in professions under the Crafts Code, • the Chamber of Industry and Commerce for vocational training in non-trade occupations, • the Chamber of Agriculture for vocational training in agricultural and rural domestic 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

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	healthcare professionals.
Zuständige Stelle	
Formulare	
Ursprungsportal	Change entry in the register of vocational training relationships according to BBiG, Eintragung im Verzeichnis der Berufsausbildungsverhältnisse nach BBiG ändern