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Notifying training and retraining relationships at the IHK

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/6000727/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99019033060000
Leistungsbezeichnung I	Notifying training and retraining relationships at the IHK
Leistungsbezeichnung II	Notifying training and retraining relationships at the IHK
Typisierung	1 - Bund: Regelung und Vollzug, 3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

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Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegen durch	
Handlungsgrundlage	<ul style="list-style-type: none"> • [Berufsbildungsgesetz (BBiG)](https://www.gesetze-im-internet.de/bbig_2005/) <ul style="list-style-type: none"> • [Ausbilder-Eignungsverordnung (AusbEignVO)](http://bundesrecht.juris.de/ausbeignv_2009/) <ul style="list-style-type: none"> • [Jugendarbeitsschutzgesetz (JArbSchG)](http://bundesrecht.juris.de/jarbschg/index.html) • [Ausbildungsordnung](http://www.bmwi.de/SiteGlobals/BMWI/Forms/Listen/Gesetze-und-Verordnungen/Gesetze_Formular.html?&addSearchPathId=322908) <ul style="list-style-type: none"> • [Bundesurlaubsgesetz (BUUrlG)](https://amt24.sachsen.de/fehler-link-nicht-gefunden)
Teaser	<p>If you wish to train apprentices in your company, the responsible bodies must first determine whether all the necessary authorizations and aptitudes for hiring and training are given. The Chamber of Industry and Commerce (Industrie- und Handelskammer/IHK) checks the authorization for professional training in all non-trade training occupations in the commercial sector and keeps a register of professional training contracts for recognized training occupations. Essential contents of the professional training contract are entered in the register.</p>
Volltext	<p>If you wish to train apprentices in your company, the responsible bodies must first determine whether all the necessary authorizations and aptitudes for hiring and training are given. The Chamber of Industry and Commerce (Industrie- und Handelskammer/IHK) checks the authorization for professional training in all non-trade training occupations in the commercial sector and keeps a register of professional training contracts for recognized training occupations. Essential contents of the professional training contract are</p>

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entered in the register.

If you hire an apprentice, you must apply for entry in the register at the locally competent Chamber of Industry and Commerce immediately after the conclusion of the professional training contract.

Professional training or retraining contract and changes to its essential content are entered in the register by the competent CCI(IHK) if

- the vocational training contract complies with the Professional Training Act (Berufsbildungsgesetz/BBiG) and the training regulations,
- the personal and professional suitability as well as the suitability of the training facility for hiring and training for professional training are present and
- for trainees under 18 years of age, the medical certificate of the initial examination in accordance with Section 32 (1) of the Youth Employment Protection Act (JuArbSchG) is presented for inspection.

Single Point of Contact

For this procedure, you can use the service of the Single Point of Contact (Einheitlicher Ansprechpartner). They will guide you through the administrative procedure, take care of correspondence with all the offices responsible for your request and will be available to you as a competent advisor.

Erforderliche Unterlagen

Please use the forms of the Saxon Chambers of Industry and Commerce. The application for entry in the register of vocational training or retraining relationships is part of the vocational training and retraining contracts of the Chambers of Industry and Commerce.

- [Berufsausbildungsvertrag der IHK Chemnitz]([https://www.chemnitz.ihk24.de/aus_und_wweiterbildung/Ausbildungsbetrieb/Formulare_zur_Ausbildung](https://www.chemnitz.ihk24.de/aus_und_weiterbildung/Ausbildungsbetrieb/Formulare_zur_Ausbildung))
- [Umschulungsvertrag der IHK

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Chemnitz](<https://www.ihk.de/blueprint/servlet/resource/blob/1916474/f8ac7a4f97ddc56da7acd9591cfae60e/fo-uv-sws6-data.pdf>)

- [Berufsausbildungsvertrag der IHK

Dresden](http://www.dresden.ihk.de/servlet/pool?knoten_id=35975&ref_knoten_id=3901&ref_detail=portal&ref_sprache=deu)

- [Umschulungsvertrag der IHK

Dresden](http://www.dresden.ihk.de/servlet/link_file?link_id=4618&ref_knoten_id=3901&ref_detail=portal&ref_sprache=deu)

- [Berufsausbildungsvertrag der IHK

Leipzig](<https://www.zaw-leipzig.de/wp-content/uploads/2023/06/Berufsausbildungsvertrag-Antrag-auf-Eintragung.pdf>)

- [Umschulungsvertrag der IHK

Leipzig](<https://www.zaw-leipzig.de/wp-content/uploads/2023/06/Umschulungsvertrag-Antrag-auf-Eintragung.pdf>)

• [BABV-online, Antrag der IHK Chemnitz und der IHK zu Leipzig](<https://www.ihk.de/chemnitz/aus-und-weiterbildung/formulare/formulare-vordrucke-ausbildung/anmeldung-babv-online-4609114>)

The following documents are required for registration in the register of apprenticeships:

- Application for registration of a professional training relationship
- Vocational training contract
- Description of the factual and temporal structure of vocational training
 - for young people, the medical certificate of the initial examination in accordance with Section 32 (1) of the Youth Employment Protection Act
 - Amendment contract (in the case of amendments to already registered vocational training contracts)

Voraussetzungen

Professional training contract complies with the Professional Training Act (BBiG) and the training regulations, the personal and professional suitability as well as the suitability of the training facility for hiring

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	and training for vocational education and training are present, and for trainees under 18 years of age, the medical certificate of the initial examination pursuant to Section 32 (1) of the Youth Employment Protection Act (Jugendarbeitsschutzgesetz) is submitted for inspection.
Kosten	The fee for the registration and supervision of a professional training relationship can be found in the applicable fee schedule of the competent body (IHK) where the training relationship is registered.
Verfahrensablauf	<p>For registration in the register of professional training relationships, send the required documents by mail to professional training advisor responsible for the training occupation at the Chamber of Industry and Commerce (IHK). After registration, the submitted documents will be returned to the company by mail. You will receive a confirmation of registration.</p> <p>**Notes:**</p> <ul style="list-style-type: none"> • If essential contents of the professional training contract, such as the training occupation or the training period, change, you must notify the responsible IHK of these changes. After updating the entry in the directory, you will receive a notification. • The procedures essentially also apply to the registration of retraining contracts. • Complete electronic processing of this procedure is not possible, as the professional training contract must be signed by both the trainer and the trainee.
Bearbeitungsdauer	
Frist	none
weiterführende Informationen	
Hinweise	Companies that regularly provide training can use the online services of the Chemnitz Chamber of Industry and Commerce and the Dresden Chamber of Industry and Commerce.
Rechtsbehelf	

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Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	