

99019015029000

# IHK professions, apply for recognition of suitability for training

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/6000820/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99019015029000
Leistungsbezeichnung I	IHK professions, apply for recognition of suitability for training
Leistungsbezeichnung II	IHK professions, apply for recognition of suitability for training
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• § 30 [Berufsbildungsgesetz (BBiG)](<a href="https://www.gesetze-im-internet.de/bbig_2005/">https://www.gesetze-im-internet.de/bbig_2005/</a>) – Fachliche Eignung</li> <li>• § 5 [Berufsbildungsgesetz](<a href="http://www.gesetze-im-internet.de/bbig_2005/">http://www.gesetze-im-internet.de/bbig_2005/</a>)-Ausbildungsordnung</li> <li>• [Ausbilder-Eignungsverordnung (AEVO)](<a href="http://bundesrecht.juris.de/ausbeignv_2009/">http://bundesrecht.juris.de/ausbeignv_2009/</a>)</li> <li>• [Jugendarbeitsschutzgesetz (JArbSchG)](<a href="http://bundesrecht.juris.de/jarbschg/index.html">http://bundesrecht.juris.de/jarbschg/index.html</a>)</li> <li>• [Bundesurlaubsgesetz (BUrlG)](<a href="https://amt24.sachsen.de/fehler-link-nicht-gefunden">https://amt24.sachsen.de/fehler-link-nicht-gefunden</a>)</li> </ul>
Teaser	<p>If you wish to train apprentices in your company, the relevant authorities must first determine whether you have all the necessary authorizations and aptitudes for hiring and training. This is done by the Chamber of Industry and Commerce for vocational training in all non-trade training occupations in the commercial sector.</p>
Volltext	<p>If you wish to train apprentices in your company, the relevant authorities must first determine whether you have all the necessary authorizations and aptitudes for hiring and training. This is done by the Chamber of Industry and Commerce for vocational training in all non-trade training occupations in the commercial sector.</p> <p>The training authorization is checked</p> <ul style="list-style-type: none"> <li>• before initial training,</li> <li>• for each additional training in the following years,</li> </ul>

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- when the training program is expanded to include another training occupation,
- in the event of a change in the legal situation.

### \*\*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

- completed application form
- Trainer card
- Application for registration including vocational training contracts

## Voraussetzungen

As an entrepreneur, you are entitled to provide training if the training facility and the training personnel are suitable.

The training facility is suitable if

- the skills, knowledge and abilities according to the training ordinance can be imparted and
- the number of trainees is in reasonable proportion to the number of places or the number of skilled workers employed.
- The training personnel is suitable if the personal and professional requirements are met.

A person is considered suitable if he or she possesses the professional skills, knowledge and abilities as well as the vocational and occupational pedagogical skills, knowledge and abilities required to teach the contents of the training.

The required professional skills, knowledge and abilities are possessed by anyone who has

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- has passed the final examination in a subject area corresponding to the training occupation,
- has passed a recognized examination at a training facility or before an examination authority or a final examination at a state or state-recognized school in a subject area corresponding to the training occupation, or
- has passed a final examination at a German university in a subject area corresponding to the training occupation and has spent an appropriate period of practical work in his or her occupation.

**\*\*Note:\*\*** Personally unsuitable for vocational training are, for example, persons who are not allowed to employ children due to relevant criminal records or who have repeatedly or seriously violated the Vocational Training Act.

## Kosten

Procedure fee: Calculation according to the IHK fee schedule

## Verfahrensablauf

For the examination of the training authorization, you can submit the application to the respective responsible IHK

- informally or
- using the contact form

The responsible vocational training advisor will arrange an appointment to check the prerequisites for training on site. At this appointment, comprehensive information will be provided on the legal framework of the training and all necessary documents will be handed out.

**\*\*Note:\*\*** It is also possible to make an appointment with an IHK advisor by telephone. Once the company has established that it is entitled to provide training, it can take on trainees. Immediately after concluding the vocational training contract with the trainee, the company providing the training must apply to the

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	<p>locally competent IHK for registration in the register of vocational training relationships.</p> <p>The procedures essentially also apply to the registration of retraining contracts</p>
Bearbeitungsdauer	
Frist	
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	