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# Apply for entry in the vocational training register

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/6005815/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99019033060000
Leistungsbezeichnung I	Apply for entry in the vocational training register
Leistungsbezeichnung II	Apply for entry in the vocational training register
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung, 1 - Bund: Regelung und Vollzug
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher	

Modul	Sachverhalt
Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<p>[§ 35 Berufsbildungsgesetz (BBiG)](<a href="https://www.gesetze-im-internet.de/bbig_2005/">https://www.gesetze-im-internet.de/bbig_2005/</a>) – Eintragen, Ändern, Löschen</p>
Teaser	<p>If your company employs trainees, you must have their vocational training entered in the register of vocational training relationships.</p>
Volltext	<p>#### Entry of vocational training in the register of vocational training relationships in accordance with Section 34 of the Vocational Training Act (BBiG)</p> <p>If your company employs trainees, you must have their vocational training entered in the register of vocational training relationships.</p> <p>This register is kept by the organisation responsible for training. It contains all recognised training occupations and records all essential contents of the vocational training contract.</p> <p>Once the contractual partners (trainee and company) have concluded the contract, you submit an application for registration to the regional authority responsible. The competent authority checks the legality of the contract and then confirms the registration of the vocational training relationship.</p> <p>The vocational training contract must contain certain minimum details:</p> <ul style="list-style-type: none"> <li>• Names and addresses of the contracting parties (in the case of minors, additionally the name and address of their legal representatives),</li> <li>• The type and objective of the training, as well as the subject and time structure of the training,</li> <li>• Start and duration of the training,</li> <li>• Duration of the trial period (minimum one month and maximum four months),</li> </ul>

## Modul

## Sachverhalt

- Place of training,
- Training measures outside the training centre,
- Payment and amount of the training allowance,
- Remuneration or compensation for overtime,
- Duration of the regular daily training period,
- Duration of holidays,
- Conditions under which the contract can be terminated,
- a general reference to the collective agreements, works or service agreements applicable to the training relationship,
- the form of the training certificate in accordance with § 13 sentence 2 number 7 BBiG,
- other agreements (e.g. co-operation agreements) and
- Signatures of all contractual partners.

A shortened training period can be agreed if prior vocational training such as a vocational school or a basic vocational training year has been completed.

**\*\*Note:\*\*** If the trainee is not yet of legal age when the contract is concluded, the consent of the person legally authorised to represent the trainee must be obtained before the contract is concluded. In principle, both parents are authorised to represent the trainee, in exceptional cases one parent or a guardian.

## Erforderliche Unterlagen

- Copy of the contract transcript (also in copy)
  - A complete factual and chronological structure in accordance with the training regulations
  - If the training period is shortened: copies of the relevant documents (e.g. school reports)
  - For trainees who are under the age of majority at the start of training: Copy of the medical certificate of the initial medical examination

## Voraussetzungen

- The vocational training contract must comply with the Vocational Training Act and the training regulations.
  - Training can only be provided in recognised training occupations. The exact name of the training occupation is entered, including the specialisation if applicable.

**Modul**
**Sachverhalt**

- The training personnel and the training centre must be personally and professionally suitable.
- If previous vocational training is recognised: previous vocational training recognised in the respective federal state
- For minors: According to the Youth Labour Protection Act, a young person may only be employed if he or she has been examined by a doctor within the last 14 months and the training provider has a certificate issued by this doctor.

**Kosten**

EUR 60.00

Training companies in accordance with § 12 of the Saxon Administrative Costs Act are exempt from the fees.

**Verfahrensablauf**

Once the training contract has been concluded, you as the representative of the training company must arrange for the registration.

- You send the application for registration, including all the necessary documents, to the relevant office.
- The competent body will check all the information and, if it is correct and complete, will send a confirmation of registration to the training company.
- Once the vocational training contract has been signed and registered with the competent body, you as the company providing training must immediately hand over a copy to the trainee and their legal representative.

If there are any changes to the contract during the training programme, you must notify them immediately.

**Bearbeitungsdauer**
**Frist**

after conclusion of the training contract and before the start of the training relationship

**weiterführende Informationen**

Modul	Sachverhalt
Hinweise	Exemption for authorities and municipalities of the Free State of Saxony
Rechtsbehelf	Objection (details in the notification)
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	