

99019005007000

Apply for admission to the retraining examination

Heruntergeladen am 29.07.2025

<https://fimportal.de/xzufi-services/218733385/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99019005007000
Leistungsbezeichnung I	Apply for admission to the retraining examination
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Zulassung (007)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung

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Lagen Portalverbund	Berufsausbildung (1030200), Aus-, Weiterbildung und Sachkunde (2030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	
Fachlich freigegeben durch	
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 examination. By passing the retraining examination, you demonstrate your professional competence in a specific occupation.
Volltext	<p>Retraining is used for professional reorientation, usually because you are no longer able to carry out your previous profession. There are group retraining measures at the retraining provider (here: training provider) or individual retraining measures at a company.</p> <p>All retraining takes place on the basis of a recognized training occupation and, just like vocational training, ends with a final examination, the retraining examination. Retraining examinations consist of a written examination section and a practical or oral examination section. Both parts of the examination usually take place on different days. The written part of the examination takes place on a fixed day at the same time throughout Germany.</p> <p>A retraining examination is conducted regionally by the bodies 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 part in the retraining examination, you must have</p>

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completed the retraining course. This takes two thirds of the usual training period in the respective occupation.

The responsible office will start the registration process for the retraining examination by post or electronically. It will either contact your company or training provider, who will register you and inform you. The responsible body will also organize the retraining examination. The examination board that conducts the examination consists of an employer representative, employee representative and teacher representative. It will examine and assess your examination performance.

The retraining relationship ends when the examination board announces the result. If you do not pass the retraining examination, you have the opportunity to retake the examination twice. The examination fees due will be paid by the training company or educational institution with which you have concluded a you have concluded a retraining contract with.

Erforderliche Unterlagen

Retraining contract (already submitted before the start of retraining)

Voraussetzungen

- You have completed the required period of retraining.
- If applicable, you have taken part in the prescribed final examination part 1.

Kosten

Retraining examinations are subject to a fee. The examination fee is based on the respective fee regulations of the regional authority responsible. The costs are usually covered by the body that also finances your retraining.

Verfahrensablauf

- You need to plan your participation in a retraining examination in advance and prepare well. Registration for the retraining examination is usually carried out by the training provider or the company.
- Once you have registered for the exam, the admission requirements will be checked.
- If you are admitted to the retraining examination, you will receive an invitation to all parts of the examination (written and practical or oral part).
- At the examination venue, you will need to provide

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	<p>proof of identity and the examination registration form.</p> <ul style="list-style-type: none"> • You can usually view the preliminary results of the written examination on the website of the relevant office before you take the oral/practical examination. • If you have taken all parts of the examination, you will be notified whether you have passed. • Once your overall result has been determined by the examination board, it will be sent to the relevant office. Your examination certificate will be sent to you.
Bearbeitungsdauer	<p>6 Monat(e)</p> <p>Retraining examination including registration, admission, invitation, performance of all parts of the examination, determination of results and issue/sending of the examination certificate</p>
Frist	<p>The registration deadline for the retraining examination is approximately four to five months before the written examination date. You can find out the exact registration deadline from your regional office.</p>
weiterführende Informationen	
Hinweise	<p>By successfully passing the retraining examination, you will achieve an educational qualification at level 4 of the German Qualifications Framework.</p>
Rechtsbehelf	<p>Appeal against the competent authority. Detailed information on how to lodge an objection can be found in the "Notification of non-admission" and the "Notification of non-existence".</p>
Kurztext	<ul style="list-style-type: none"> • Retraining examination according to BBiG Admission • Written retraining examinations take place nationwide on fixed dates • Regionally responsible body organizes retraining examination • Voluntary examination board conducts and assesses examination performance • Certificates are sent out by the responsible body • Retraining ends when the examination board announces the result • A failed retraining examination can be repeated twice

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	<ul style="list-style-type: none"> • Examination fees are charged for the retraining examination • Responsible body:
Ansprechpunkt	Please contact the chamber responsible for your profession.
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> • Form: "Application for retraining examination" required; • If applicable, application for "Company assignment", "Report", • "Project work" and "Specialist task" required • Form may be required: "Application for compensation for disadvantages" required • Online procedure possible: partially • Written form required: yes • Personal appearance for registration not required
Ursprungsportal	Zulassung zur Umschulungsprüfung beantragen, Apply for admission to the retraining examination