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# Teacher Training Admission

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/S1000020010000012877/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99019034007000
Leistungsbezeichnung I	Teacher Training Admission
Leistungsbezeichnung II	Teacher Training Admission
Typisierung	4 - Land: Regelung
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Legal clerkship</div> , <div lang="en-x-mtfrom-de">Admission</div>, <div lang="en-x-mtfrom-de">Preparatory service</div>, <div lang="en-x-mtfrom-de">Training teacher</div>, <div lang="en-x-mtfrom-de">Trainee teacher</div>, <div lang="en-x-mtfrom-de">Student trainees</div>, <div lang="en-x-mtfrom-de">Second State Examination</div>, <div lang="en-x-mtfrom-de">State examination</div>, <div lang="en-x-mtfrom-de">Teacher Training Admission Access</div>, <div lang="en-x-mtfrom-de">Teacher trainees</div>, <div lang="en-x-mtfrom-de">Application process for traineeship</div>

Modul	Sachverhalt
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	18.12.2023
Fachlich freigegeben durch	
Handlungsgrundlage	<p>\- Regulation on admission to preparatory service for teaching positions at Hamburg schools</p> <p>\- <a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen">https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen</a></p>
Teaser	<p>If you are studying to become a teacher or have already completed one and are interested in applying for a preparatory service in Hamburg, then you have come to the right place!</p>
Volltext	<p>You intend to apply for a position in the preparatory service for a teaching profession in Hamburg. Please apply well before the respective application deadlines, even if you have not yet completed your Master's degree or the 1st state examination. Please send your application in writing to:</p> <p>Authority for Schools and Vocational Education          Personnel Service V 442          Hamburger Strasse 31          22083 Hamburg</p> <p>For several years now, we have been conducting two recruitment processes per year. The recruitment dates are February 1st and August 1st of each year.</p> <p>The application deadline for February 1st ends on September 15th of the previous year and for August</p>

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1st on April 1st of the same year. The deadline for submitting the Master's degree or the first state examination ends for February 1st on November 1st of the previous year and for August 1st on May 15th of the same year.

The most important principle for the procedure is equal opportunities for all applicants. The application is always valid for the whole of Hamburg. Please note that you are not entitled to training at a specific training school.

All parties involved are making every effort to match the available training capacities, the number of applicants and the applicants' wishes.

## Erforderliche Unterlagen

- a CV in tabular form
  - Proof of higher education entrance qualification
  - Bachelor's certificate (including certificate and transcript of records/performance overview/module certificate)
    - Certificate of Master's degree (including certificate and transcript of records/performance overview/module certificate)
    - Certificate of the First State Examination
    - Certificate from the responsible examination office confirming that the master's examination or the first state examination has been passed, including the subjects and the examination result
      - Proof of completed vocational training in the field of study or of a company internship of at least twelve months in the professional field (only applies to teaching at vocational schools)
      - Certificates or certificates for additional or extended examinations
  - a temporary religious community assignment from the religious community responsible for Hamburg and the religion/denomination being studied (only applies to the subject of religion in its various forms)
    - proof from the responsible religious community that you have already applied for temporary assignment from the North Church/ the Archdiocese of Hamburg/ the Jewish Community/ the Alevi Community of Germany/ the Islamic religious communities in Hamburg.

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- Certificate of military service or certificate of service from the Federal Office for Family and Civil Affairs
- Certificate of completion from the provider of the Voluntary Social or Ecological Year, the Development Service, the Federal Voluntary Service
- Evidence of periods of childcare (e.g. birth certificates, evidence of interruption of studies, existing evidence of activities before and after the childcare period and in any case a written affidavit that the childcare was actually carried out and that no employment/study/further training/etc. was pursued during this time)
- Proof of severe disability (valid severely disabled person's card/equal treatment certificate)
- an application with a detailed justification and appropriate evidence of the hardship aspects claimed. Please ask your responsible clerk for the necessary evidence.
- Evidence of teaching or teaching-like activity at a state/state-recognized school (only full employment contracts with at least 25% of regular working hours, no fee contracts or practical semesters during studies!)
- Evidence of work as a foreign language assistant within the framework of the educational exchange service in foreign language teaching at a foreign educational institution for at least six months (certificate from the Educational Exchange Service of the KMK on the scope and duration of the activity after completion of the measure - if necessary in German translation)

## Voraussetzungen

In order to be accepted into the preparatory service, a completed teaching degree (Bachelor's/Master's degree or first state examination for a teaching profession) is required.

Further requirements are a clean, extended certificate of good conduct to be presented to an authority and a commitment to the free democratic basic order. In addition, the applicant must be medically fit for the civil service position on probation. Original proof of two measles vaccinations or equivalent measles immunity must be presented at the time of employment.

## Kosten

Gebühr: Es fallen keine Kosten an

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Verfahrensablauf	<p>Please apply to us in writing and include all documents from the application form. You can then submit your Master's degree or your first state examination up until the relevant deadline if you do not have them at the time of application. If you are only able to submit your Master's degree or your first state examination after the relevant deadline, this is also possible. Your application will then be considered late and we will check whether there are still any training places available.</p> <p>After processing, you will receive a confirmation of receipt from us and, if applicable, a notification about which documents are still missing.</p> <p>The Authority for Schools and Vocational Training carries out the selection and admission procedure in accordance with the admission regulations. Allocation to the training school then takes place after admission and after you have been accepted by the State Institute for Teacher Training and School Development, where the training also takes place.</p>
Bearbeitungsdauer	Until the respective hiring date.
Frist	Hiring dates are: 1 February (application deadline 15 September of the previous year) and August 1st (application deadline April 1st). Please note: The deadline for submitting your Master's degree or the first state examination is November 1st of the previous year for February 1st and May 15th of the same year for August 1st.
weiterführende Informationen	<a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen">https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen</a> <a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen">https://www.landesrecht-hamburg.de/bsha/document/jlr-SchulLehrVHA2018rahmen</a> <a href="https://www.hamburg.de/bsb/vorbereitungsdienst">https://www.hamburg.de/bsb/vorbereitungsdienst</a> <a href="https://www.hamburg.de/bsb/vorbereitungsdienst">https://www.hamburg.de/bsb/vorbereitungsdienst</a>
Hinweise	Please apply well before the respective application deadlines, even if you have not yet completed your Master's degree or the first state examination. Only then will we be able to inform you in advance which documents are still missing and you will have the opportunity to respond to them in good time.

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Rechtsbehelf	<ul style="list-style-type: none"> <li>• Objection</li> <li>• Contradiction</li> <li>• legal action</li> </ul>
Kurztext	<p>Admission to the traineeship / preparatory service for teaching positions in Hamburg</p> <p>Written applications to o Authority for Schools and Vocational Education Personnel Service V 442 Hamburger Strasse 31 22083 Hamburg</p> <p>No entitlement to training school</p> <p>The recruitment dates are February 1st and August 1st of each year. The application deadline for February 1st ends on September 15th of the previous year and for August 1st on April 1st of the same year. The deadline for submitting the Master's degree or the first state examination ends on November 1st of the previous year for February 1st and on May 15th of the same year for August 1st. If necessary, refer to the website: <a href="http://www.hamburg.de/vorbereitungsdienst">www.hamburg.de/vorbereitungsdienst</a></p>
Ansprechpunkt	
Zuständige Stelle	School and Vocational Training Authority
Formulare	
Ursprungsportal	Behördenfinder Hamburg, Authority finder Hamburg (Currently this link is only available in german)