



<b>Crafts - Entry of a vocational training contract in the apprenticeship register</b> .....	2
<b>Prerequisites</b> .....	2
<b>Documents required</b> .....	2
<b>Forms</b> .....	3
<b>Fees</b> .....	3
<b>Legal basis</b> .....	3
<b>More information</b> .....	3

# Crafts - Entry of a vocational training contract in the apprenticeship register

The apprenticeship register is a register of vocational training relationships existing in the district of the Berlin Chamber of Skilled Crafts and Small Businesses, which must be kept in accordance with the Crafts Code for the regulation, monitoring, promotion and proof of vocational training.

For this purpose, the training company must submit a vocational training contract to the Berlin Chamber of Skilled Crafts and Small Businesses for entry in the apprenticeship register immediately after it has been concluded.

- Procedure sequence
  1. The training company submits the vocational training contract to the Berlin Chamber of Skilled Crafts immediately after conclusion of the contract.
  2. The Chamber of Skilled Crafts checks whether the training contract complies with the statutory provisions and the training regulations and whether the company is authorised to provide training.
  3. If these requirements are met, the Chamber enters the vocational training contract in the apprenticeship register.

## Prerequisites

- **Training authorisation**
  - Apprentices may only be recruited and trained if they are personally and professionally suitable.
  - Apprentices may only be recruited if the training centre is suitable for vocational training in terms of its type and facilities and the number of apprentices is in reasonable proportion to the number of skilled workers employed.
- **Compliance with legal requirements**

The vocational training contract can only be entered in the apprenticeship register if it complies with the statutory provisions and the training regulations.
- **For trainees under 18 years of age: Initial examination**

([https://www.gesetze-im-internet.de/jarbschg/\\_32.html](https://www.gesetze-im-internet.de/jarbschg/_32.html))
- **Responsibility of the Berlin Chamber of Skilled Crafts**

The training centre is located in the chamber district of Berlin. The training centre is 100% assigned to the skilled crafts sector and/or a skilled crafts occupation is being trained.

## Documents required

- **Application for entry in the apprenticeship register (vocational training contract)**
  - The vocational training contract consists of 2 pages and is available in 3 versions in the contract set. The application for entry in the register of vocational training relationships constitutes pages 1 and 2 of the

contract set.

- Before all copies of the contract are signed and sent in the original to the responsible guild or to the Berlin Chamber of Crafts, a copy of the contract should be made.

- **Initial medical examination certificate (copy)**

In the case of trainees who are not yet 18 years old at the start of training, a copy of the initial medical examination certificate in accordance with § 32 of the Youth Employment Protection Act must be attached to the contract. The certificate must not be older than 14 months.

- **Evidence for a possible reduction of the training period (copy)**

If the training period is shortened due to previous training or school-leaving qualifications, copies of the relevant documents (e.g. school reports, journeyman's certificate, etc.) must be attached to the contract.

- **Trainer sheet**

When appointing a new trainer, the trainer's sheet and proof of training authorisation must be attached to the contract.

## Forms

- **Application for entry in the apprenticeship register (vocational training contract)**

(<https://www.hwk-berlin.de/91,0,lvform.html>)

- **Trainer sheet**

(<https://www.hwk-berlin.de/downloads/ausbilderbogen-91,159.pdf>)

## Fees

- EUR 16.00: The registration fee is charged to the training company.
- If applicable, the fee is charged by the relevant guild and may differ in amount.

## Legal basis

- **Crafts Code (HWO) §§ 21 ff. and §§ 28 et seq.**

(<https://www.gesetze-im-internet.de/hwo/>)

- **Fee schedule of the Berlin Chamber of Crafts**

(<https://www.hwk-berlin.de/downloads/gebuehrenordnung-91,150.pdf>)

## More information

- **Information on completing the vocational training contract**

(<https://www.hwk-berlin.de/artikel/ausbildungsvertrag-91,109,295.html>)