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# Craft - Notify changes to essential contents of the vocational training contract

If there are changes to the essential contents of the vocational training contract during the training, you must notify the Chamber of Skilled Crafts of the changes.

Essential contents of a vocational training contract are: Training occupation, specialisation, focus, compulsory elective module, training allowance and holiday entitlement.

## Procedure

1. Create a two-page declaration of intent, i.e. a letter with a request to change the contents of the vocational training contract in the apprenticeship register. The declaration of intent or notice of change must be signed by the training company and the apprentice and sent to the Berlin Chamber of Skilled Crafts.

- A change in remuneration or leave must only be notified if these are to be reduced.
- Changes made on the basis of statutory or collectively agreed regulations do not have to be notified.
- A separate application for reduction or extension must be submitted for a change in the duration of training (under "Further information").

2. The Chamber of Skilled Crafts examines the change application and changes the information in the apprenticeship register.

## Prerequisites

- **The vocational training contract is entered in the apprenticeship register**  
(<https://service.berlin.de/dienstleistung/331572/>)
- **Essential contents of a vocational training contract have changed**

## Documents required

- **Notice of change (two-page declaration of intent) in copy**  
The notification of change must be signed by the training company and the trainee.
  - A change in contact details, such as a change of address, can be notified by e-mail to [lehrlingsrolle@hwk-berlin.de](mailto:lehrlingsrolle@hwk-berlin.de).
- **If applicable, proof of change in case of name change**  
For name changes, official proof of this change is required, e.g. a marriage certificate or similar.

## Fees

None

## Legal basis

- **Law on the Order of Crafts (Crafts Code) § 30 Abs. 1**

([https://www.gesetze-im-internet.de/hwo/\\_\\_30.html](https://www.gesetze-im-internet.de/hwo/__30.html))

- **Vocational Training Act (BBiG) § 36 Abs. 1**

([https://www.gesetze-im-internet.de/bbig\\_2005/\\_\\_36.html](https://www.gesetze-im-internet.de/bbig_2005/__36.html))

## **Average time to process request**

innerhalb von 1 – 2 Werktagen bei Vollständigkeit der Unterlagen

## **More information**

- **Crafts - Shortening the duration of training**  
(<https://service.berlin.de/dienstleistung/331632/>)
- **Crafts - Extending the duration of training**  
(<https://service.berlin.de/dienstleistung/331629/>)

## **Average time to process request**

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Lehrling%20%c3%84nderung/index>