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Crafts - Reporting the departure of an apprentice

The apprenticeship register is a register of vocational training relationships existing in the district of the Berlin Chamber of Skilled Crafts, which must be kept in accordance with the Crafts (see legal basis) for the regulation, monitoring, promotion and proof of vocational training.

If the apprenticeship relationship is terminated or dissolved, the Berlin Chamber of Skilled Crafts / Apprenticeship Register Unit must be informed immediately in writing so that it can delete the entry in the Apprenticeship Register.

Prerequisites

- **Vocational training relationship was terminated or dissolved**
- **The training company makes the notification**

In order to delete the vocational training contract, the training company must inform the Berlin Chamber of Skilled Crafts in writing of the date on which the vocational training relationship ended. The exact date must be stated.

Documents required

- **Departure notification for an apprentice**

The notice of termination can be made informally by e-mail, fax or in writing; if necessary, the form of the Berlin Chamber of Skilled Crafts can also be used.

- Enter the exact date on which the vocational training relationship ended.

Forms

- **Departure notification for an apprentice (optional)**

(<https://www.hwk-berlin.de/downloads/austrittsmeldung-fuer-einen-lehrling-91,681.pdf>)

Fees

none

Legal basis

- **Crafts and Trades Code (HWO) § 30**
(https://www.gesetze-im-internet.de/hwo/_30.html)
- **Vocational Training Act (BBiG) § 36 Para. 1**
(https://www.gesetze-im-internet.de/bbig_2005/_36.html)

Average time to process request

3 working days