

99058007060009, 99058007060009

Registration of engineers and graduates of technical colleges and technical colleges

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/381430623/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99058007060009, 99058007060009
Leistungsbezeichnung I	Registration of engineers and graduates of technical colleges and technical colleges
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und

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	Führung eines Unternehmens
Lagen Portalverbund	Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	29.09.2023
Fachlich freigegeben durch	Hessian Ministry of Economic Affairs, Energy, Transport and Housing
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html
Teaser	<p>If you have successfully completed an engineering degree or obtained a technician's degree, you can become self-employed in the trade subject to licensing to which the study or school focus of your examination corresponds.</p>
Volltext	<p>The Craftsman's Roll is a register in which all</p> <ul style="list-style-type: none"> • natural and • legal entities, as well as • Partnerships with legal capacity <p>who operate a craft subject to licensing as a standing trade. Standing trade does not include the travel trade and market traffic.</p> <p>A complete list of crafts requiring approval can be found in Appendix A to the Crafts Code (HwO). The craft does not have to be carried out as a whole, as the exercise of essential (partial) activities can also be considered. Conversely, it is conceivable that several crafts or essential activities of several crafts are to be carried out. If several crafts subject to authorisation are practised, as a rule each of these crafts subject to authorisation must be entered in the register of craftsmen.</p> <p>In addition, the management of the business is entered in the register of craftsmen, who is</p>

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responsible for the professional and technical management of the craft business and who has the necessary professional qualification to practise the craft subject to licensing. The owners of craft businesses as well as employees can be considered as business managers. Proof of qualification can be provided by presenting a university degree certificate or a certificate of passing a technician's examination. The focus of the training must correspond to the craft that is to be practiced.

Erforderliche Unterlagen

1. In the case of sole proprietorships:

- Copy of identity card or comparable identification document
- Copy of the university's degree certificate or certificate of passing the technician's examination
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. In the case of civil law companies (GbR):

- Copies of the identity card or a comparable identification document of the shareholders or persons authorised to represent them
- Copy of the articles of association (unless informally concluded)
- Copy of the university's degree certificate or certificate of passing the technician's examination
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. In the case of commercial partnerships with legal capacity, i.e. general partnerships (OHG), limited partnerships (KG) and corresponding foreign company forms:

- Copies of the identity card or a comparable identification document of the shareholders or persons authorised to represent them
- For proof of the entrepreneurial legal form at the company's registered office in Germany: in the case of companies registered in the commercial register: extract from the register, in the case of a general partnership, a copy of the articles of association if no

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registration has been made: copy of the articles of association

- For proof of entrepreneurial legal form in the case of foreign legal forms: Extract from the register of the competent foreign register in the case of companies entered in registers, otherwise Copy of the articles of association
- Copy of the university's degree certificate or certificate of passing the technician's examination
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. In the case of legal entities (limited liability company (GmbH), entrepreneurial company (limited liability) or UG (limited liability), stock corporation (AG), registered cooperative (eG)):

- Copies of the identity card or a comparable identification document of the persons authorised to represent
- for proof of entrepreneurial legal form: if the company is based in Germany: Excerpt from the register of the commercial or cooperative register in the case of foreign legal forms: extract from the register of the competent foreign register
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)
- Information on management: see 5.

1. If an operations manager is employed, the following documents must also be submitted:

- Operator's Declaration
- Proof of managerial activity (copy of employment contract)
- Proof of social security of the management
- Copy of the university's degree certificate or certificate of passing the technician's examination

Voraussetzungen

- Successful completion of a university degree or training as a state-certified technician.
- The study or school focus of their examination must correspond to the craft that is to be practised, which is subject to licensing.

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Kosten	<p>The specific fee can be found in the Chamber of Crafts' schedule of fees, which can be accessed on the Chamber's website.</p>
Verfahrensablauf	<p>You must apply for entry in the register of craftsmen electronically via online procedure or in writing.</p> <p>Online application:</p> <ul style="list-style-type: none"> • Various administrative portals of the federal states provide for an online application. In addition, the Chambers of Crafts and Crafts offer online access to their administrative procedures. • Go to the website of your local Chamber of Crafts or the service portal of your federal state and select the right online service. • The online service guides you step by step through the application. • You can submit the required documents digitally. • On the basis of the certificate, the Chamber of Crafts checks whether the focus of the degree corresponds to the craft to be practiced. In cases of doubt, evidence of individual achievements (e.g. seminar papers or diploma theses) in training as well as framework curricula, training regulations, etc. can be consulted and checked. • After checking your documents, you will receive a notification of the registration if the requirements are met. • Together with the notification of registration, the company receives the so-called craftsman's card (§ 10 para. 2 HwO). <p>Written application:</p> <ul style="list-style-type: none"> • Go to the website of your local Chamber of Crafts and download the application form. You are also welcome to contact your Chamber of Crafts directly and have the necessary documents sent to you. • Fill out the form completely and send it to your local Chamber of Crafts together with the required documents. • On the basis of the certificate, the Chamber of Crafts checks whether the focus of the degree corresponds to the craft to be practiced. In cases of doubt, evidence of

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	<p>individual achievements (e.g. seminar papers or diploma theses) in training as well as framework curricula, training regulations, etc. can be consulted and checked.</p> <ul style="list-style-type: none"> • After checking your documents, you will receive a notification of the registration if the requirements are met. • Together with the notification of registration, the company receives the so-called craftsman's card (§ 10 para. 2 HwO).
Bearbeitungsdauer	The processing time depends on the completeness of the submitted documents. Once all documents have been submitted in full and no further information is required, the entry in the register of craftsmen can be completed quickly.
Frist	Notification of craft activity: before the start
weiterführende Informationen	Advice from your Chamber of Crafts – contact details of the Chambers of Crafts https://www.handwerkskammer.de
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Registration of engineers and graduates of technical colleges and technical colleges • Craftsman's roll as a register of all owners of a business of a craft subject to licensing in the standing trade (not itinerant trade or market traffic), exercised by natural and legal persons as well as partnerships with legal capacity. • Recording of the management of the respective company. • There is a legal obligation to register in the register of craftsmen. • Deadline: Immediately upon commencement of the craft activity. • Application in writing or online with authentication. • Application form can be downloaded from the website of the responsible Chamber of Crafts or online via administrative portals. • The fees are set out in the fee schedule of the respective Chamber of Crafts, which can be viewed on

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	<p>the Chamber's website.</p> <ul style="list-style-type: none"> • Responsible: Chamber of Crafts in whose district the commercial establishment is located.
Ansprechpunkt	
Zuständige Stelle	The Chamber of Crafts in whose district the main commercial establishment is located is responsible.
Formulare	
Ursprungsportal	<p>Registration of engineers and graduates of technical colleges and technical colleges, Handwerksrolle</p> <p>Eintragung von Ingenieuren und Absolventen von technischen Hochschulen und Fachschulen für Technik</p>