

99019004007000, 99019004007000

Apply for admission to the final examination or early final examination or repeat examination in a training occupation according to BBiG

Heruntergeladen am 24.06.2025

<https://fimportal.de/xzufi-services/394010208/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99019004007000, 99019004007000
Leistungsbezeichnung I	Apply for admission to the final examination or early final examination or repeat examination in a training occupation according to BBiG
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	

Modul	Sachverhalt
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Zulassung (007)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Berufsausbildung (1030200), Aus-, Weiterbildung und Sachkunde (2030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.09.2023
Fachlich freigegeben durch	Hessian Ministry of the Interior and Sport
Handlungsgrundlage	• Examination Regulations for the Conduct of Final Examinations in the Training Occupations "Administrative Assistant" and "Office Communication Specialist" of 10 April 2000, State Gazette p. 1291, last amended 26 July 2016, State Gazette p. 981 • Examination regulations for the conduct of the final examination in the training occupation "Specialist for Media and Information Services" of 29 August 2012, State Gazette p. 1061 https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html
Teaser	With the application for admission, you meet the registration requirements of the respective examination regulations and announce the topic of the practical examination in a binding manner.
Volltext	For trainees who have completed the training period or whose training ends no later than 2 months after the examination date, admission to the final examination must be applied for at the competent authority in accordance with the Vocational Training Act (BBiG).
Erforderliche Unterlagen	Admission to the final examination:

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- Depending on the topic of the practical exam, if necessary. special legal bases (e.g. local statutes)

Early admission to the final examination:

- Opinion of the training authority on the level of performance in practical training and in-service instruction
- If necessary, compensated training plan for the possibly compensated training plan. Shortened training period
- At least 2 vocational school certificates from the current calendar year

Admission to the repeat examination:

- If not already submitted: Amended contract and
- Amended training plan
- If necessary, application to the examination board for the remission of parts of the examination that have already been passed positively

Voraussetzungen

Prerequisites for admission are:

- the entry of the training relationship in the vocational training register
- the systematically completed training over the approved training period in vocational school, administrative seminar and practical training, including in-service instruction
- as a rule, participation in the intermediate examination
- As a rule, the submission of a duly written proof of training
- as well as all relevant provisions of the BBiG and the corresponding training regulations.

Kosten

Verfahrensablauf

The application for admission to the final examination can be submitted in writing or electronically to the competent authority.

The competent authority examines the relevant data

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	and documents under the Vocational Training Act and records them in the register of vocational training relationships. If necessary, the competent authority will contact you on the basis of queries, additional requests for documents or rectification of defects. At the end of the procedure, you will receive a corresponding letter of admission from the competent authority, at the same time the responsible examination board will receive the letter of admission, if necessary, with documents relevant to the examination as an order for the acceptance of the examination.
Bearbeitungsdauer	2 - 4 Woche(n) During busy periods (e.g. exam periods or before holidays), this period may increase.
Frist	3 Monat(e) The application must be submitted up to 3 months before the date of the written examinations. If the application is not submitted, participation in the upcoming examination date is not possible.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	Action before the Administrative Court
Kurztext	• Final examination in recognised training occupations according to BBiG approval • Application by training authority • Apprenticeships according to BBiG • Responsible: Regierungspräsidium Gießen
Ansprechpunkt	Please contact the Gießen Regional Council.
Zuständige Stelle	Regierungspräsidium Gießen https://rp-giessen.hessen.de/karriere/die-zustaendige-stelle https://rp-giessen.hessen.de/karriere/die-zustaendige-stelle

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Formulare	
Ursprungsportal	Apply for admission to the final examination or early final examination or repeat examination in a training occupation according to BBiG, Zulassung zur Abschlussprüfung oder vorzeitigen Abschlussprüfung oder Wiederholungsprüfung in einem Ausbildungsberuf nach BBiG beantragen