

99140001060011, 99140001060011

# Application for entry in the list of architects as an autodidact

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/401635052/L100040>

Modul	Sachverhalt
Leistungsschlüssel	99140001060011, 99140001060011
Leistungsbezeichnung I	Application for entry in the list of architects as an autodidact
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Niedersachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Architektur (140)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Eintragung, Änderung der Rechtsform oder Schließung eines Unternehmens (Registrierungsverfahren und Rechtsformen für geschäftliche Tätigkeiten)
Lagen Portalverbund	Anerkennung ausländischer Berufsqualifikationen

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	(1040400)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	02.09.2020
Fachlich freigegeben durch	Lower Saxony Chamber of Architects.
Handlungsgrundlage	<a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a> <a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a>
Teaser	The professional title of architect may only be used by those who are registered under this title in the list of architects of a chamber of architects. Registration can be based on practical professional experience and a supplementary examination.
Volltext	<p>The professional title "architect", "interior architect", "landscape architect" and "urban planner" may only be used by those who are entered under the respective title in the list of architects of the Lower Saxony Chamber of Architects, the corresponding list in another federal state or the list of external service providers. The same applies to word combinations with one of the professional designations or similar designations. The relevant regulations can be found in particular in Section 1 of the Lower Saxony Architects Act (NArchTG).</p> <p>In this way, it is ensured for the protection of consumers that only sufficiently qualified planners practice the profession and that they comply with certain professional rules. However, such protection of the professional title makes it necessary for the Chamber of Architects to demand proof of qualification from those to be registered.</p> <p>Persons without a corresponding university degree can also be entered in the list of architects as architects, interior architects, landscape architects or urban planners (Section 8 (1) NArchTG) if they meet the following requirements in particular:</p>

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- at least 7 years of professional practice in a specific field under the supervision of a member of the profession
- Submission of own work
- Passing a performance examination at university level

Entry in the list of architects pursuant to Section 8 (1) NArchtG requires, among other things, that you provide evidence of the acquisition of professional/practical knowledge and skills by passing a performance examination whose requirements are at least equivalent to those of a university degree. The performance test is conducted by at least three members of the registration committee who are professors at a university. Participation in such an examination is compulsory.

The performance examination consists of a written part, which can be supplemented by an oral part. The written examination consists of the following parts:

- Draft and design; duration 8 hours
- Technology and construction; duration 6 hours
- Building and planning law; duration 2 hours
- Construction execution; duration 2 hours

You become a member of the Chamber upon registration. For architects, membership is linked to the authorization to submit building plans in accordance with Section 53 (3) No. 1 of the Lower Saxony Building Code (NBauO).

### Type of employment

Entry in the list of architects depends on your activity in one of the following four types of employment:

- freelance
- employed as a builder
- employed
- civil servant

## Erforderliche Unterlagen

The following documents must be attached to the application:

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All documents in a non-German language must be accompanied by a translation certified by a publicly appointed and sworn translator.

- Practical professional experience:
- Certificate(s) from professionals in the respective field that the applicant has worked for at least 7 years in a field-related professional practice under supervision.
- Submission of own work Planning documents for generally at least 7 objects (design plans - scale 1 : 100) as well as at least 2 execution and detail drawings for one object (scale 1 : 50 or 1 : 20)
- Curriculum vitae and certificates of training and professional career

### Type of employment

- Proof of employment as a freelancer must be provided in the form of a certificate from the tax consultant, the tax office or the office partner(s).
- The type of employment is to be proven by a certificate from the employer. Unemployed applicants must submit a certificate from the employment agency and, if applicable, a copy of the grant notice.
- Civil servant applicants submit a copy of their certificate of appointment and a current certificate from their employer confirming the type of employment.
- Applicants working in the construction industry must submit a business registration or an extract from the commercial register with a list of shareholders.

### For freelance applicants

Proof of continuous liability insurance (see section 4 of the application)

### Note:

Registration requires the applicant to have a place of residence or a professional establishment in Lower Saxony or to exercise the profession in Lower Saxony in whole or in part, but not only temporarily and occasionally (Section 5 (1) No. 1 NArchG).

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### Voraussetzungen

#### Registration requirements

Registration in accordance with Section 8 (1) NArchtG is possible under the following conditions:

- The applicant has worked for at least seven years under the supervision of a professional in the specialty for which registration is sought,

- the acquisition of the knowledge, skills and competencies required to fulfill the professional tasks in accordance with Section 2 (1) to (5) NArchtG is demonstrated

a) by submitting their own work and documents that show the duration of the activity and the practical professional knowledge, experience and skills acquired in the process, and

b) by subsequently passing a performance examination, the requirements of which correspond to the requirements for the completion of the respective course of study in accordance with Section 6 (1) No. 1 NArchtG.

#### Details on the performance examination

#### Subject area Architecture

The performance examination consists of a written part, which can be supplemented by an oral part. The written examination consists of the following parts:

#### Draft and design; completion time 8 hours

A design task is to be completed which includes the management of a differentiated spatial program. The design of a multi-storey "hybrid" building (e.g. residential and administrative building) including urban planning aspects is to be developed. Building law and organizational criteria will be taken into account. It is expected that functional, technical and aesthetic interactions will be recognized and reflected in the building design.

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### Services

- Sketchy building mass study (representation in spatial sketches)
- Floor plans
- sections
- elevations
- Conception of facilities

### Aids

- Housing construction standards
- Neufert building design theory

### Technology and construction; duration 6 hours

From the comprehensive performance area of the execution-oriented elaboration of given design concepts, questions on shell construction work (masonry and skeleton construction) and finishing work (heavy/light finishing) are to be dealt with. This includes solutions for structural design. Furthermore, questions on technical building equipment must be answered (heating, ventilation, sanitary installations, electrical installations, gas and water supply, waste water and rainwater disposal). In addition, sufficient knowledge of building materials, building physics (thermal and sound insulation) and fire protection must be demonstrated.

### Services

- Sketched and drawn representations of constructive sections
- Textual descriptions
- Rough calculations

### Aids

- Relevant standards
- Construction table books
- Relevant specialist literature on the above-mentioned topics

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Building and planning law; duration 2 hours

Knowledge of the basics of public building law is expected, based on the general issues involved in working on a design task. The ability to apply the knowledge described above in the complex context of architecture-related planning of building projects with particular consideration of urban development planning law, building regulations law including monument protection and the associated administrative procedures must be demonstrated.

Services

- Textual descriptions (answers) to individual questions (written examination tasks)
- If necessary, sketched and drawn additions to the above answers

Resources

Text editions of the above regulations (e.g. BauGB, BauNVO, NBauO incl. DVO, NDSchG)

Construction implementation; processing time 2 hours

Knowledge of private building law must be demonstrated, which is based on the general issues relating to the implementation of a construction project. In particular, knowledge of the fundamentals of work contract law as well as the general fundamentals of construction site organization and planning and cooperation with the client is expected.

Knowledge of the principles of the BGB and VOB, HOAI, basic knowledge of public procurement law (VOB/A, VgV) etc. and in particular their practical application in the execution of construction work is expected, as well as knowledge of the main features of contractual relationships between client and contractor; the law on contracts for work and services according to the BGB, forms of contractor deployment, liability risks and procedural disputes.

Services

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- Textual descriptions (answers) to individual questions (written assignments)
- If necessary, sketched and drawn additions to the above answers

### Resources

- Text editions of the above regulations

The aids mentioned in the explanatory notes to the application as well as a drawing board for DIN A 2 and drawing equipment, drawing and sketch paper and writing paper must be brought along by the participant.

Specializations in interior design, landscape architecture or urban planning

The above information on the performance test in the field of architecture applies accordingly.

## Kosten

Fee for registration: EUR 1,585.00

If you do not use the fully electronic application procedure including the online payment function, please enclose a receipt with your application for registration, e.g. a printout of the bank transfer made via online banking. The bank details are

Nord/LB Hannover: BIC NOLADE2HXXX-IBAN: DE55 2505 0000 0101 4747 81

Commerzbank Hannover: BIC COBADEFFXXX - IBAN: DE97 2504 0066 0338 8345

The following payment methods are possible online:

- Credit card

## Verfahrensablauf

An application for registration must be submitted in writing or online using the form provided. The documents listed under "Required documents" must be enclosed with the application.



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	<p>The procedure is essentially described in §12 NArchtG  <a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a>  <a href="https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf">https://www.aknds.de/fileadmin/aknds/PDFs/Kammerr echt/00031-narchtg.03.pdf</a></p>
Bearbeitungsdauer	
Frist	No deadlines need to be observed.
weiterführende Informationen	
Hinweise	<p><a href="https://www.aknds.de/architekt-werden/eintragung-bei -der-architektenkammer">https://www.aknds.de/architekt-werden/eintragung-bei -der-architektenkammer</a>  <a href="https://www.aknds.de/architekt-werden/eintragung-bei -der-architektenkammer">https://www.aknds.de/architekt-werden/eintragung-bei -der-architektenkammer</a></p>
Rechtsbehelf	Legal action before the Hanover Administrative Court
Kurztext	<p>The professional titles "architect", "interior architect", "landscape architect" and "urban planner" and similar designations (e.g. architectural office) are protected. Only persons who are registered with a chamber of architects may use the professional title. Registration is possible on the basis of at least 7 years of professional practice and a supplementary examination (Section 8 (1) NArchtG).</p>
Ansprechpunkt	<p><a href="https://service.niedersachsen.de/dlp/ea">https://service.niedersachsen.de/dlp/ea</a>  <a href="https://service.niedersachsen.de/dlp/ea">https://service.niedersachsen.de/dlp/ea</a></p>
Zuständige Stelle	
Formulare	<p>Forms:</p> <ul style="list-style-type: none"> <li>• Application for entry in the list of architects of the Lower Saxony Chamber of Architects together with the above-mentioned proofs</li> <li>• online (insert link as soon as set up)</li> </ul> <p>or in writing</p>
Ursprungsportal	Application for entry in the list of architects as an autodidact, Antrag auf Eintragung in die Architektenliste als Autodidakt