

99019050020000, 99019050020000

# Apply for an extended training period or part-time training

Heruntergeladen am 24.06.2025

<https://fimportal.de/xzufi-services/109167303/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99019050020000, 99019050020000
Leistungsbezeichnung I	Apply for an extended training period or part-time training
Leistungsbezeichnung II	Apply for an extended training period or part-time training
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	Part-time training, Maternity leave, Failed, Absences, Training deficiencies, Retake examination, Parental leave
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Verlängerung (020)

Modul	Sachverhalt
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)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.10.2020
Fachlich freigegeben durch	Association of German Chambers of Industry and Commerce
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/bbig_2005/__8.htm">https://www.gesetze-im-internet.de/bbig_2005/__8.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__7.htm">https://www.gesetze-im-internet.de/bbig_2005/__7.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__21.htm">https://www.gesetze-im-internet.de/bbig_2005/__21.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__7a.htm">https://www.gesetze-im-internet.de/bbig_2005/__7a.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__8.htm">https://www.gesetze-im-internet.de/bbig_2005/__8.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__21.htm">https://www.gesetze-im-internet.de/bbig_2005/__21.htm</a>   <a href="https://www.gesetze-im-internet.de/bbig_2005/__21.htm">https://www.gesetze-im-internet.de/bbig_2005/__21.htm</a>
Teaser	You can apply for an extension of your training period if you have problems during your training, have failed an examination or are training part-time.
Volltext	<p>There are three main reasons why you can extend your training period:</p> <p>1. Extension in exceptional cases</p> <p>There can be many personal or educational reasons for extending a training program.</p> <p>In order to extend the training relationship, there must be important reasons that justify this. These can be, for example, longer illnesses, significant deficiencies in the training, maternity protection periods or parental leave.</p>

## Modul

## Sachverhalt

### 1. Part-time training

The regular training period is also extended in the case of part-time vocational training. The agreement on part-time training is the subject of the contract and can be stipulated in the vocational training contract at the beginning of the training. However, it can also be agreed for a limited period of training. The following principle applies:

- The reduction in daily or weekly training time may not exceed 50 percent of full-time training.
- The duration of the training period is extended accordingly in proportion, up to a maximum of 1.5 times the regular training period.

Due to the required extension of the training period in part-time training, the end of the new contractual training period may not coincide perfectly with the central examination dates. At the trainee's request, an extension of the training period until the next possible examination can be requested.

You submit the application to the authority responsible for your vocational training. Depending on the profession, this may be the Chamber of Industry and Commerce, the Chamber of Agriculture or another chamber.

## Erforderliche Unterlagen

- Amendment contract
- For part-time instead: Training contract
- In case of extension in exceptional cases: if applicable, evidence justifying the extension of the training period

## Voraussetzungen

For the extension in exceptional cases:

- prolonged illness, due to which a lot of content was missed at vocational school and/or company
- Physical or mental disability
- Pregnancy and / or parental leave
- Very poor result in the intermediate examination, which does not allow completion within the regular training period to be expected

Modul	Sachverhalt
	<p>For an extension if the final examination is not passed:</p> <ul style="list-style-type: none"> <li>• Failure to pass the final examination</li> <li>• Consent of the company to the extension</li> </ul> <p>For part-time training:</p> <ul style="list-style-type: none"> <li>• Agreement on part-time training with the training company</li> </ul> <p>In the case of minors, the consent of their legal representatives is required in all cases.</p>
Kosten	<p>There are no additional costs for processing an extension application. The costs are calculated as part of the training fee/supervision fee.</p>
Verfahrensablauf	<p>You apply for an extension of the training period at the office responsible for you. The further procedure is slightly different depending on the reason for the extension:</p> <p>For extensions in exceptional cases:</p> <ul style="list-style-type: none"> <li>• You submit the application to extend the duration of training.</li> <li>• Upon receipt, the circumstances will be examined and your training company will be consulted. In individual cases, the vocational school may also be asked for an opinion.</li> <li>• You and your training company will receive confirmation of the change.</li> </ul> <p>For part-time training:</p> <ul style="list-style-type: none"> <li>• You can usually submit the application for the reduction due to part-time work together with the application for registration of your training relationship at the start of your training.</li> <li>• You will usually receive confirmation of the part-time training together with the confirmation of registration of the training relationship.</li> </ul> <p>In the event of an extension due to failure to pass the examination:</p>

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	<ul style="list-style-type: none"> <li>• You apply for an extension of the training period due to failing the examination immediately after receiving the notice of failure.</li> <li>• Your training company must agree to the extension.</li> <li>• You and your training company will receive confirmation of the change.</li> </ul>
Bearbeitungsdauer	If the documents are complete, processing usually takes place within 6 weeks.
Frist	You must submit an application for an extension or amendment before the end of the regular training period or immediately after receiving a notice of non-renewal.
weiterführende Informationen	Further information on the topic of training <a href="http://www.ihk.de/ausbildung">www.ihk.de/ausbildung</a>
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Objection</li> <li>• Detailed information on how to lodge an objection can be found in the notification of your application.</li> <li>• Administrative court action</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• In exceptional cases, the competent body / chamber may extend the training period at the trainee's request if the extension is necessary to achieve the training objective</li> <li>• The training period is also extended if the final examination is not passed or if an agreement on part-time training is made as part of the training contract</li> <li>• In all cases, an application must be submitted to the body responsible for the training (e.g. the Chamber of Industry and Commerce, Chamber of Crafts or other chamber)</li> <li>• As a rule, the training company must give its consent</li> </ul>
Ansprechpunkt	Training advisors at the IHK, HwK
Zuständige Stelle	<p>In the state of Brandenburg:</p> <p>IHK Potsdam, IHK Ostbrandenburg, IHK Cottbus</p>

Modul	Sachverhalt
	HwK Potsdam, HwK Frankfurt (Oder) Region Ostbrandenburg, HwK Cottbus
Formulare	<ul style="list-style-type: none"> <li>• Forms: Application for extension of the training period</li> <li>• Online procedure possible: partially</li> <li>• Written form required: yes</li> <li>• Personal appearance required: no</li> </ul> <p>The regional office responsible will provide you with all forms as downloads on the website.</p>
Ursprungsportal	Apply for an extended training period or part-time training, Verlängerte Ausbildungszeit oder Teilzeitausbildung beantragen