

# Apply for exemption from registration in the register of craftsmen

You would like to be entered in the register of skilled crafts and trades as an owner or proprietor or as a company manager, but the master craftsman's examination is an unreasonable burden? Then you may be able to apply for an exemption.

## Competent Department

- [Handwerkskammer Bremen](#)

## Basic information

Registration in the register of skilled crafts is required if you wish to operate a skilled craft subject to licensing on a self-employed basis in Germany or if you wish to act as a company manager.

This also applies if

- you want to practice a significant part of a craft subject to licensing on a self-employed basis.
- you want to practice several crafts subject to licensing on a self-employed basis. In this case, you need to be entered in the register of skilled crafts for each skilled craft subject to registration.

In order to be entered in the register of skilled crafts, you must usually pass a master craftsman's examination. If taking the master craftsman's examination is an unreasonable burden for you and you have knowledge and skills equivalent to those of a master craftsman, you can apply for an exemption from registration in the register of skilled crafts.

Reasons for exemption can be, among others:

- advanced age,
- family situations,
- serious illness or disability,
- existence of other examinations,
- long waiting periods for master examinations.

Each exceptional reason is examined on a case-by-case basis. In addition, you must demonstrate knowledge and skills necessary to practice the craft.

The exemption permit can be issued with ancillary conditions. For example, granting with a time-limited exemption is conceivable if taking the master craftsman's examination is only temporarily unreasonable.

## Requirements

- The master's examination must be an unreasonable burden for you.
- You must have knowledge and skills to practice the craft.

## What documents do I need?

- Application for the granting of an exemption for the entry in the register of craftsmen
- Evidence for the exception reason
- Evidence of knowledge and skills relevant to the trade

## Procedure

You must submit your application for an exemption permit and for entry in the register of skilled crafts electronically via the online procedure or in writing to your local Chamber of Skilled Crafts. Online application is also offered via administrative portals. In detail, there are the following procedural steps:

### 1. Application

- Go to the website of your local Chamber of Skilled Crafts and download the application forms for the granting of an exemption and for entry in the register of skilled crafts. You are also welcome to contact your Chamber of Crafts directly and have the necessary documents sent to you.
- Fill out the forms completely and send them together with the required documents to your responsible Chamber of Skilled Crafts.

Alternatively, it is possible to submit an application online via administrative portals.

### 1. Conducting the administrative procedure for issuing an exemption permit

- In the procedure for issuing an exemption permit, it is checked whether the following criteria are met:
- Existence of an exceptional reason (reason why taking a master craftsman's examination appears to be an undue hardship, such as family reasons, advanced age or a special opportunity to take over a business).
- Proof of the necessary knowledge and skills (the extent of the proof depends on the previous qualification and on whether the exemption permit is applied for for the entire craft or only for a partial area).

### 1. Decision on application

If the legal requirements are met, you will be granted an exemption. On this basis, you can then be entered in the register of skilled crafts. The exemption permit can be issued for an unlimited period or for a limited period. A time limit applies in particular if the grant is linked

to the requirement to pass the master craftsman's examination within a certain period of time.

### 1. Registration in the Register of Crafts

On the basis of a granted exemption, the registration in the register of skilled crafts can be carried out. Together with the notification of registration, the company receives the so-called craftsman's card (Section 10 (2) HwO).

## Legal bases

- [§ 8 Handwerksordnung \(HwO\)](#)

## More information

A granted exemption permit for registration in the register of skilled crafts does not entitle you to use the title of master craftsman.

## What deadlines must be paid attention to?

You can only practice a craft that is subject to licensing if you are entered in the register of crafts. An exemption permit must therefore be applied for in good time.

## What are the costs?

The specific fee results from the fee schedule of the Chamber of Crafts, which is available on the Chamber's website.