

Submit proof of completed further training as professional support

Professional supervisors must regularly submit proof of further training to the responsible parent authority.

Competent Department

- [Örtliche Betreuungsbehörde](#)

Basic information

Once you have registered as a professional caregiver, you are obliged to provide notification and evidence.

Professional supervisors must undergo regular training on their own responsibility. Proof of this professional training must be submitted to the competent parent authority.

You must submit the certificates yourself. You will not be reminded to submit them.

The competent authority is the authority in whose district your place of business is located. If you do not have a place of business, the care authority at your place of residence is responsible.

Requirements

- You are registered as a professional caregiver.
- You have completed vocational training.

What documents do I need?

- Proof of participation in job-related further training

Procedure

You can send proof that you have taken part in work-related training to your home authority in the following ways

- in writing by post
- by e-mail
- via the special electronic public authority mailbox (beBPo)

You can find the contact details under "Responsible authority".

Legal bases

- [§ 29 Betreuungsorganisationsgesetz \(BtOG\)](#)

What deadlines must be paid attention to?

There are no deadlines.

How long does it take to process

None.

What are the costs?

gebührenfrei