

# Recognition of events as a period of education according to the Bremische Bildungszeitgesetz

In Bremen, all employees are legally entitled to paid time off for participation in education. The continuing education event must be recognized as education time.

## Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 23 - Allgemeine, berufliche und politische Weiterbildung, außerschulische Berufsbildung](#)

## Basic information

In Bremen, all employees are legally entitled to paid time off for participation in education. The continuing education event must be recognized as educational time. The regulations on the recognition procedure can be found in the Bremen Education Time Act (BremBZG) and in the Ordinance on the Recognition of Educational Events under the Bremen Education Time Act (BremBZG-VO).

## Requirements

- The organizer has at least one year of experience in planning and organizing educational events.
- The full-time pedagogical planning and supervision of the educational events is carried out by task-specific qualified personnel.
- The organizer is suitable. The organizer is suitable if it is a state institution or if it is proven by an external certification that the organizer has a quality management system and there are no other circumstances that contradict the suitability of the organizer.
- The event must be open to all persons. To this end, it must be publicly announced and participation may not be restricted according to membership of political parties, trade unions, religious communities, companies or other associations.
- The event must last at least one day. In the case of one-day events, the lessons must comprise at least eight lessons of 45 minutes each
- in the case of events lasting several days, at least six lessons of 45 minutes each must be held on average per day. Times of arrival and departure are not taken into account.

## What documents do I need?

- Completed application form
- Competence oriented seminar plan

- from which the educational objective, the content fields, the competence expectations and the learning objects emerge
- Schedule
- Proof of an externally certified quality management system
  - for non-governmental institutions

## Procedure

The Senator for Children and Education is responsible for the recognition of educational events according to the BremBZG. The requirements for recognition are defined in the Regulation on the Recognition of Educational Events under the BremBZG.

The application for recognition of an educational event as educational time must be submitted by the organizer in writing by mail or e-mail and in German to:

The Senator for Children and Education  
 Department 23  
 Rembertiring 8 - 12  
 28195 Bremen

E-mail: [bildungszeit@bildung.bremen.de](mailto:bildungszeit@bildung.bremen.de)

For this purpose, the form issued by the Senator for Children and Education is to be used.

## Legal bases

- [Bremisches Bildungszeitgesetz](#)
- [Verordnung über die Anerkennung von Bildungsveranstaltungen nach dem Bremischen Bildungszeitgesetz vom 17. Oktober 2017](#)

## What deadlines must be paid attention to?

The application must be submitted to the competent authority in writing, i.e. by mail or e-mail, no later than three months before the start of the event.

## How long does it take to process

Processing takes place approximately 2 to 3 months before the start of the event (regardless of the date of receipt).

## What are the costs?

The application processing is free of charge. By fulfilling the requirements (certification procedure for the quality management system), the applying institution may incur costs that will not be covered.