

Foundation and recognition of a private vocational school

The establishment of a private vocational school in Bremen requires state recognition or a permit.

Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 22 - Ministerielle und schulbetriebliche Aufgaben, Berufsbildende Schulen](#)

Basic information

The establishment of a private vocational school in Bremen requires state recognition or approval. Private schools are all schools whose sponsor is not the state of Bremen or a municipality. Private schools cooperate with state schools in fulfilling the public educational mission within the framework set by the Basic Law for the Federal Republic of Germany and the state constitution of the Free Hanseatic City of Bremen. They supplement and enrich the public school system through special content and forms of education and instruction.

Requirements

Private schools are substitute or supplementary schools. Substitute schools are private schools that correspond to the educational programs specified in §§ 25 to 29 of the Bremen School Act or educational programs, with the exception of schools that provide training for professions for which there is no publicly funded school in the state of Bremen. Supplementary schools are all other private schools. The following is concerned only with these.

Private supplementary schools must be notified to the Senator for Children and Education before teaching begins.

A vocational supplementary school is granted the status of a recognized supplementary school upon application if it serves the purpose of training for a specific profession. Instruction must then be provided in accordance with a state-approved training regulation. Recognition gives the school the right to hold examinations in accordance with state-approved regulations.

Procedure

1. notification of a private vocational supplementary school.

The procedure for notification is informal.

- Pursuant to Section 4 of the Private Schools Act, private schools subject to approval or notification under this Act must have a name that identifies them as a private school. Incorrect or misleading names may not be used.
- The establishment of supplementary schools shall be notified to the Senator for Children and Education before instructional activities begin. The notification must contain precise information on the start of teaching, the type of school, the structure of teaching in accordance with § 14 para. 1 Brem. Private School Act and with reference to § 14 para. 3 Brem. Private School Act and the educational objective.

2 Recognition of a private supplementary vocational school

The procedure for the recognition of a private supplementary school is also possible informally. However, it is very extensive; as a rule, several personal interviews will be necessary. The following requirements are regulated by law:

- The presentation of the social importance or the existence of a public interest in the imparted education - according to the requirements of § 15 para. 1 and § 15 para. 3 Brem. Private School Act (training for a specific profession, teaching in accordance with a state-approved training regulation) is expected.
- The sponsor, the director and the teachers must have personal reliability (police clearance certificate).
- In addition, they must also possess the professional skills (curriculum vitae, evidence of acquired school and vocational qualifications, professional activities, pedagogical qualifications) required for the operation or management of a supplementary school or for teaching at it. Managers and teachers shall be subject to authorization in order to carry out their activities.
- The information of the students about the aim of education, admission requirements for education and examination, teaching hours by subjects, costs of school attendance, termination rights must be ensured. A sample of the training contract must be provided.
- An overview of all teaching rooms (including sanitary facilities), a description of the teaching and learning equipment, teaching and training plans and proof of the economic situation must be submitted. The curricula and training plans must be designed on the basis of the hourly requirements in such a way that successful completion is possible. The learning materials must meet the requirements and be appropriate for the number of students.
- The teaching and training plans must be submitted.
- According to § 15 para. 6 Brem. Private School Act, recognition expires if teaching at the school does not begin within one year or if the school is not operated for one year without the approval of the Senator for Children and Education or if it is closed.
- The sponsor of a recognized supplementary school is obligated to notify the competent authority immediately of any significant changes in the circumstances that are decisive for approval or recognition (§ 18 Para. 4 Brem. Private School Act).

- According to § 15 para. 5 Brem. Private School Act, the status of a recognized supplementary school is to be revoked if the requirements set out in paragraphs 1 to 3 are not met.
- The school needs an examination regulation. These regulations require the approval of the Senator for Children and Education.

The state recognition of a supplementary school and the approval of the examination regulations (these will be requested later depending on the occasion) are subject to costs according to the cost regulations of the Education and Science Administration.

What deadlines must be paid attention to?

There are no deadlines for the application procedure. However, the school may only start operating once state recognition or approval has been granted.

How long does it take to process

The Senator for Children and Education shall take a decision within three months of the complete submission of all necessary documents and evidence.

What are the costs?

For the recognition of a vocational private school, fees of up to 3,645.00 Euros are charged (No. 204.00 and 2014.02 of the Cost Regulations of the Education and Science Administration). For the approval of the Regulations on Education and Examination at a recognised supplementary school, fees of at least 1,980.00 Euros are charged, depending on the time required (No. 204.03 of the Cost Regulations of the Education and Science Administration).