

Appendix HW- VI_EN
to Examination Regulations
"Certified Passive House Tradesperson"



Dr. Wolfgang Feist
Rheinstrasse 44/46
64283 Darmstadt,
Germany
www.passiv.de

Fee Schedule
for examination/course hosts and
assessing bodies

Valid from 01.05.2017

The described services may only be used by examination/course hosts accredited by the Passive House Institute. These services are a part of the services offered to third parties by the examination/course host. The examination/course hosts are free to organise their services and set the fees for these third parties.

Note: The application for renewal of the Tradesperson certificate through further training credit points will be made directly to the Passive House Institute by the certificate holder.

The following specifications apply for making use of the services provided by the Passive House Institute (hereafter referred to as PHI):

- The fees are payable regardless of the participant's success or approval by the PHI of the documents for renewal of the certificate.
- All stated fees are net prices and must be paid together with the applicable VAT. In the case of payments via payment services such as PayPal, 5% is to be paid additionally.

First-time certificate through an examination
Examination documents, final correction and hosting

A Fees will be due for each registered examination date, examination location and allocated participants.

B The examination host must register with the PHI for participation in an examination date, before the specified notification date at the latest, usually 2 weeks before the respective examination date.

C Free right of withdrawal of the examination/course host is possible up to 2 weeks before the respective examination date.

D A fee will be payable in case of withdrawal by the examination/course host within the 2 weeks before the examination and in case of non-implementation without notification.

E The examination for attaining the certificate formally consists of the Passive House Basics section and the freely selectable specialisation sections Building Envelope and Building Services.

F The certificate will be issued by the PHI.

10 or more examination participants	Fees
1 Basic fee	€ 500
2 Additional charge for each participant for <u>one</u> specialisation section	€ 50
3 Additional charge for each participant for <u>two</u> specialisation sections	€ 75

Less than 10 examination participants	Fees
1 For each participant for <u>one</u> specialisation section	€ 100
2 For each participant for <u>two</u> specialisation sections	€ 125

Withdrawal within the 2 week time limit before the examination	Fees
By the respective examination/course host before receipt of the examination documents	€ 150

Non-implementation of the examination after receipt of the examination documents	Fees
By the respective examination/course host without formal withdrawal before receipt of the examination documents	€ 300

Services provided by the PHI

Preparation of the examination documents and related processing files, dispatch to registered course providers, explanation of technical aspects, final correction with message for participants with sending of the PDF certificates, hosting of the examination participants over the period of 5 years and related data maintenance and updates on the website, handling for inspection with the transmission of the final correction.

Certificate renewal through trades-documentation

Sample document, final correction and hosting

A The fees will be due for each submitted trades-documentation.

B For the trades-documentation, the sample document in the Downloads section of the PHI websites should be used.

Final checking of the trades documentation, the preparation of which was supervised by the examination/course host	Fees
For a trades-documentation forwarded by the assessing body	€ 200

Services provided by the PHI

The fee covers all services for checking of the submitted documents by the PHI, the issue or renewal of the certificate respectively, sending of the PDF file and inclusion of the certificate holder in a list on a PHI website for a five-year period inclusive updating of name and address information on the website.

Training material / Tradesperson

Three days of training lectures, right to use and explanatory notes

A The course material devised for 3 training days covers the area of knowledge required for passing the Certified Passive House Tradesperson examination.

B The PHI will charge a one-off fee for use of the course material. A contractual agreement will be made for the right to use of the material.

C The PHI reserves the right to make any deviating individual provisions.

One-off fee for the course material/as of April 2012	Fees
Course material (German)	€ 3750,--
Course material (English, French, Italian, Latvian, Bulgarian, Croatian, Dutch, Portuguese, Polish, Swedish, Spanish)	€ 3950,--
Course materials in other languages	on request

One-off fee for the course material/as of April 2012 <u>for iPHA affiliates and IG passive house members</u>	Fees
Course material (German)	€ 3250,--
Course material (English, French, Italian, Latvian, Bulgarian, Croatian, Dutch, Portuguese, Polish, Swedish, Spanish)	€ 3450,--
Course materials in other languages	on request

Services provided by the PHI

The PHI prepares the documents and makes information on the course execution available to the course provider.