

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



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Fee Schedule
for renewal of the certificate and modifications

Valid from 01.05.2017

Applications for the renewal of certificates or for modifications in the database can be made to the Passive House Institute (hereafter referred to as PHI) by the holders of Passive House Tradesperson certificates themselves.

Note: First-time certificates will be issued by PHI accredited course/examination hosts after successful completion of an examination. Addresses and contact details can be found on the website www.passivehouse-trades.org. The certificates will be awarded and managed by the PHI. The course/examination hosts are free to organise their services and set their fees.

The following specifications apply for making use of the services provided by the 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.

Renewal through further training credit points
Application documents, checking, certificate and hosting

- A The fees are due in advance for each submitted application form.
- B The sample form in the Downloads section of the PHI websites should be used.

One-off fee for certificate renewal	Fees
Certificate renewal through further training credit points on the basis of a completed form.	€ 450
... for iPHA or IG-Passivhaus members	€ 360

Services provided by the PHI

The fee covers all services for checking of the submitted documents by the PHI, the renewal of the certificate, sending of the PDF file and inclusion of the certificate holder in a list on a PHI website for a five-year period. Modification of the saved address data will be free of charge.

Renewal through trades documentation

Templates, checking, certificate and hosting

A The fees are due in advance for each trades documentation.

B The templates in the Downloads section of the PHI websites should be used.

One-off fee for certificate renewal	Fees
Certificate renewal through trades documentation on the basis of submitted documents	€ 450
... for iPHA or IG-Passivhaus members	€ 360

Services provided by the PHI

The fee covers all services for checking of the submitted documents by the PHI, the renewal of the certificate, sending of the PDF file and inclusion of the certificate holder in a list on a PHI website for a five-year period. Modification of the saved address data will be free of charge.