

Fee schedule for conduction of the "Certified Passive House Designer/Consultant" examination

Effective from 01.05.2016

The fees are payable by the examination host to the Passive House Institute (hereafter referred to as the PHI). All charges are stated without the statutory VAT.

The fees cover all services for the preparation of the examination documents, checking of submitted documents, issuing of the certificates and inclusion of the certificate holder in the list on the www.passivhausplaner.eu website for a five-year period including updating of names and addresses on the website.

The certificates will only be issued by the PHI if all conditions have been met.

Irrespective of the success of the examination, the fees will be payable for each examination date that has been declared and for each registered participant (also for repeating the examination), and comprise of the following parts:

10 or more examination participants	
Basic fee A basic fee will be charged for all examination locations (also with the same examination host)	€ 900
Additional charge for each participant	€ 85
Less than 10 participants	
Charge for each participant	€ 175 (without the basic fee)

The examination host must register for an examination date with the PHI at least two weeks before the respective date, otherwise participation on this examination date will not be possible.

Cost-free right of withdrawal is possible up to two weeks before the respective examination date. Withdrawal after this time will entail a charge of € 200.

€ 500 will be charged in case of withdrawal after the examination documents have been received (the appointed time varies depending on the language of the documents and can be requested from the PHI) or in the event that a planned examination is not conducted. The same will apply if no examination documents are forwarded to the PHI afterwards. The corrected examination documents must be sent to the PHI within four weeks of the examination date.

Fee schedule for checking of project documentation for qualification as a "Certified Passive House Designer/Consultant" (initial qualification or renewal of certificate)

The fees are payable by the assessing body to the PHI.
All charges are stated without the statutory VAT.

The fee covers all services for checking of the submitted documents by the PHI, issue or renewal of the certificate, and inclusion of the certificate holder in the list on the www.passivhausplaner.eu website for a five-year period including updating of names and addresses on the website.

The certificates will only be issued or renewed by the PHI if all conditions have been met.
The responsibility for providing proof of this lies with the applicant.

The fees are payable irrespective of the successful verification of the submitted project documentation.

Charge for each project documentation forwarded to the PHI by the assessing body	€ 200
--	-------