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## **Application for accreditation as an examination host for the "Certified Passive House Designer / Consultant", the "Certified Passive House Tradesperson" and the related additional certificates of the Passive House Institute**

The Passive House is the leading standard for energy efficient construction worldwide. The aim of the advanced training opportunity "Certified Passive House Designer/Consultant" and "Certified Passive House Tradesperson" is to improve the qualification of construction specialists, architects and engineers significantly and to ensure a high quality of planning and construction of Passive Houses and refurbishments with Passive House components (EnerPHit).

For verification of this qualification the Passive House Institute (PHI) has developed the "Certified Passive House Designer/Consultant" and the "Certified Passive House Tradesperson" certificate and various additional certificates.



This certificates may be obtained by passing an exam. The Passive House Institute offers interested persons the opportunity to be accredited as examination providers. In addition to this, it is possible to obtain the right to use course material provided by the PHI in exam preparatory courses in order to impart sufficient knowledge required for a high quality of planning and construction of Passive Houses and refurbishments with Passive House components.

Basis for the certification through exams are the examination regulations and the catalogue of learning targets provided by the PHI. Information regarding fees for offering these examinations as well as a one-time fee for the right to use the course material can be found

in the respective fee schedules. The examination regulations, learning targets and fee schedules are available at [www.passivehouse.com/training](http://www.passivehouse.com/training).

In order to achieve a high standard of training, it is necessary that examination hosts respectively course providers maintain a high-quality standard, which significantly depends on the technical know-how and teaching skills of the instructors. Thus, specialist knowledge and project experience regarding Passive House as well as experience with continuing education is a prerequisite for the accreditation as an examination host and acquisition of the right of material use.

To prepare instructors for the continuing education the Passive House Institute offers a two-day "Train-the-Trainer-Course", usually in the framework of the annual international Passive House conference. In this course, contents and organisation as well as didactic concepts of the course materials are presented. Technical knowledge and project experience regarding Passive House is assumed.

If you would like to be accredited as an examination host and would like to acquire the right of use of the course material, please fill in and sign Attachment 1 ("information about examination hosts") and a copy of Attachment 2 ("information about instructors") for each instructor and submit these to the PHI for assessment (by post or email). If the application is accepted, the PHI will send the corresponding contracts to the applicant. There is one contract for the accreditation as an examination host and one for the right to use the course material.

The data of the applicant and the instructors obtained for this accreditation shall be stored and used by the PHI for the purpose of implementing the contractual agreement. The applicant and the instructors may withdraw consent for this use of this data at any time by contacting the PHI.



Instructors ( last name, first name) Further information: see Attachment 2
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I request assessment of the conditions for accreditation as an examination host for the "Certified Passive House Designer/Consultant" or / and the "Certified Passive House Tradesperson" certificate and confirm that the information provided above is correct. I am aware that the "Certified Passive House Designer/Consultant" and the "Certified Passive House Tradesperson" training course, the training course for the related additional certificates, the conducting and supervising of all examinations and the first-marking of all examination documents may only be offered by the instructors named above who have been approved by the Passive House Institute.

For acquiring the right to use the PHI-course materials:  
I declare that the PHI-course materials will only be used for preparatory courses for the "Certified Passive House Designer/Consultant" or the "Certified Passive House Tradesperson" examination or for training courses for the related additional.

I agree that the data obtained for this accreditation shall be stored and used by the PHI for the purpose of implementing the contractual agreement. I can revoke my consent to this use of my data at any time by contacting the PHI.

.....  
Location, date

.....  
Signature and company stamp

Attachment 2: Information about instructor

<b>Instructor</b>					
Name of institution					
Last name, first name of the instructor					
Qualification					
Street address					
Postal code, city					
Country					
Telephone number					
Fax					
Email					
Certified Passive House designer, consultant or tradesperson? If yes, please state where and when this qualification was attained					
Certified Passive House? If yes, please give the name of the certifier, Project ID in <a href="http://www.passivehouse-database.org">www.passivehouse-database.org</a>					
<input type="checkbox"/> I would like to take part in the "Train-the-Trainer-Course". Please inform me about schedule / fees of the next courses <table style="display: inline-table; vertical-align: middle;"> <tr> <td>in German</td> <td><input type="checkbox"/></td> </tr> <tr> <td>in English</td> <td><input type="checkbox"/></td> </tr> </table>		in German	<input type="checkbox"/>	in English	<input type="checkbox"/>
in German	<input type="checkbox"/>				
in English	<input type="checkbox"/>				
Instructor experience (key points: organisers, date, type and extent of relevant events, target groups):					

Further experience with Passive House (key points: consultancy services, start of involvement with this subject, publications and activities, participation in specialist events, membership in IG Passivhaus/iPHA) or projects listed on [www.passivehouse-database.org](http://www.passivehouse-database.org)

I would like to request assessment of my eligibility as an instructor for the "Certified Passive House Designer/Consultant" or / and the "Certified Passive House Tradesperson" training course and confirm that the information provided above is correct.

I affirm that the PHI-course material which will be provided to me will not be transferred to any third party and that these will only be used for the purpose of training for the "Certified Passive House Designer/Consultant" or the "Certified Passive House Tradesperson" qualification or for training courses for the related additional certificates.

I agree that the data obtained for this accreditation shall be stored and used by the PHI for the purpose of implementing the contractual agreement. I can revoke my consent to this use of my data at any time by contacting the PHI.

.....  
Location, date

.....  
Signature