

Schedule of fees for the organisation of examinations by the Passive House Institute

Valid as from 15. Nov. 2021

The fees are to be paid by the examination provider to the Passive House Institute (hereinafter PHI). All figures are exclusive of VAT at the statutory rate.

The fees cover all services for the preparation of the examination documents, the verification of the submitted documents, the issuing of the certificates and the listing of the certificate holders on the website www.passivehouse.com/training for a period of five years, including the entry of name and address changes on this website.

The certificates are issued by the PHI and only if all requirements are met.

The fees for each registered examination date and for each registered participant (including repeats), irrespective of the success of the examination, are as follows:

1) "Certified Passive House Designer / Consultant"

From 10 participants	
Basic fee A basic fee is charged for each examination location (even with the same examination provider)	€ 900
Additional fee per participant	€ 85
Under 10 participants	
Fee per participant	€ 175 (without basic fee)

2) “Certified Passive House Tradesperson“

From 10 participants	
Basic fee	€ 500
Additionally per participant <u>one</u> specialisation	€ 50
Additionally per participant <u>two</u> specialisations	€ 75

Under 10 participants	
Additionally per participant <u>one</u> specialisation	€ 100
Additionally per participant <u>two</u> specialisations	€125

3) Additional Seals

(e.g. PHPP Expert, Construction Verifier, Site Supervisor)

From 10 participants	
Basic fee	€ 700 *
Additional fee per participant	€ 70
Under 10 participants	
Fee per participant	€ 140 (without basic fee)

The following applies in general to the examinations:

The registration of an examination provider for an examination date must be received by the Passive House Institute at least 2 weeks before the respective examination date. Otherwise, participation in this examination date is not possible.

There is a right of withdrawal free of charge up to 2 weeks before the respective examination date. In case of withdrawal after this date, an expense allowance of 150 euros will be charged*.

In case of withdrawal after receipt of the paper examination materials (the time for this varies depending on the language of the materials and must be requested from the PHI) or if the scheduled examination does not take place, a fee of €300 will be charged*. The same applies if no examination documents are sent to the PHI following the examination. Examination documents must be sent to the PHI within four weeks of the examination date.

Universities, colleges and vocational schools are exempt from the basic fee (the fee for groups of less than 10 participants does not apply).

Please note that for home office online exams, a maximum of 20 participants is allowed. For classroom online exams, the group size is arbitrary.

* If the examination is held at more than one location, this fee applies separately for each examination location.

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
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