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### **Application for accreditation as a course provider for the education programmes of the Passive House Institute**

The PHI's education programmes aim to significantly improve the qualifications of building professionals and ensure the high quality required for the planning and construction of highly energy efficient buildings. The PHI has developed the "Certified Passive House Designer/Consultant", "Certified Passive House Tradesperson" certificates and various additional seals as proof of qualification.

The criteria for this qualification are the same worldwide, so the qualification of construction professionals is internationally comparable and is of a consistently high standard.



These certificates may be obtained by passing an exam. The Passive House Institute offers interested persons the opportunity to be accredited as course 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 regulations for continuing education and the catalogue of learning targets provided by the PHI. Information regarding fees for offering the 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 regulations for continuing education, 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 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 course provider and acquisition of the right of material use.

To prepare instructors for the continuing education the Passive House Institute offers a "Train-the-Trainer-Course". 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 course provider and would like to acquire the right of use of the course material, please fill in and sign Attachment 1 ("information about course provider") and a copy of Attachment 2 ("information about instructors") for each instructor and submit these to the PHI for assessment (by email). If the application is accepted, the PHI will send the corresponding contracts to the applicant.

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.

## Attachment 1: Information about course provider

| <b>Prospective course provider</b>  |  |
|---|--|
| Name of institution   |  |
| Street address  |  |
| Postal code, city   |  |
| Country   |  |
| Contact person  |  |
| Telephone number  |  |
| Fax   |  |
| Email   |  |
| <p>The above-named institution</p> <p><input type="checkbox"/> already is an course provider for the education programmes of the Passive House Institute.</p> <p><input type="checkbox"/> would like to apply for accreditation as course provider for the education programmes of the Passive House Institute.</p> <p><input type="checkbox"/> would like to acquire the right to use the course material for the "Certified Passive House Designer / Consultant", "Certified Passive House Tradesperson" training course or for training courses for the related additional seals</p> |  |
| <p>Training experience (key points: date of event organised, type of event, extent, number of participants, target group):</p><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>  |  |
| Instructors (last name, first name)   |  |
| Further information: see Attachment 2   |  |
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I request assessment of the conditions for accreditation as an course provider for the education programmes of the Passive House Institute 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 seals, the conducting and supervising of all examinations 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 seals.

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

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Instructor   |  |  |  |  |  |
| 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,<br>consultant or tradesperson? If yes,<br>please state where and when this<br>qualification was attained   |  |  |  |  |  |
| Certified Passive House? If yes,<br>please give the name of the certifier,<br>Project ID in <a href="http://www.passivehouse-database.org">www.passivehouse-<br/>database.org</a>  |  |  |  |  |  |
| <input type="checkbox"/> I would like to take part in the "Train-the-Trainer-Course". Please inform me about<br>schedule / fees of the next courses      in German <input type="checkbox"/><br>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 seals.

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