



Certified Passive House Designer/Consultant Examination Regulations

Valid as of 01 July 2011

1 Introduction

The Passive House Institute (hereafter referred to as PHI) has developed the “Certified Passive House Designer/Consultant“ certificate so that special qualifications in the field of particularly energy-efficient construction can be substantiated.

The “Certified Passive House Designer” or “Certified Passive House Consultant” certificate can only be used by the certificate holder.

There two methods of attaining the Passive House Designer/Consultant certificate, which have been set out in Section 2 (Written Examination) and Section 3 (Qualification by means of a Passive House project).

In order to attain the “Passive House Designer” certificate, it is necessary to provide proof of a qualification that allows the holder to carry out planning of buildings or technical building services at his or her own responsibility (see Sections **Fehler! Verweisquelle konnte nicht gefunden werden.** and 3.4). Applicants who cannot provide proof of their qualifications or whose documents do not meet the requirements will receive the “Passive House Consultant” title. The PHI will decide whether to award the “Passive House Designer” or “Passive House Consultant” title.

The certified designers and consultants will be listed in a special publicly accessible website by the PHI. At the time of coming into effect of these Examination Regulations, this is as follows: www.passivhausplaner.eu.

The validity of each certificate is limited to 5 years (see Section 4). This may be renewed if the holder provides further proof as given in Section 5 .

2 Written Examination

The first alternative for attaining the “Certified Passive House Designer/Consultant” certificate is through completion of a written examination.

2.1 Examination dates

Examinations are offered at irregular intervals by institutions for further education that cooperate with the PHI under contract. All examination dates are set by the PHI and published on the internet (see Section 1), together with the names of the PHI-accredited examining institutions.

2.2 Requirements for participation in the examination

Every natural person can apply for any of the offered examination dates at any of the examining institutions. The institution providing the examination may limit the number of participants on a first come, first served basis according to the date on which the written application is received. The examining institutions are obliged to accept applications also from participants who have not attended a Passive House Designer Course. The examination may be repeated.

2.3 Location, time, number of participants, supervision

The examination location, number of participants and supervision shall be determined by the examining institution. The supervisors must be able to guarantee that the examination is carried out according to the rules laid out in these regulations.

2.4 Fees

Examination participation is subject to a fee. Every participant must pay a fee that shall be fixed by the institution organising the examination. This fee covers all expenses for the examination, marking and issue of the certificate (in case of successful completion of the examination), and for inclusion of the certified holder in the list on the www.passivhausplaner.eu website for a period of five years. The fees must be paid in advance and irrespective of examination success.

2.5 Examination questions and annulment

Examination questions will be compiled by the PHI according to the list of learning targets (Appendix I of these regulations) and forwarded to the examining institution one day before the examination. Examining bodies or other contracting parties that have been commissioned by the PHI with the translation of the examination in the respective country's language will receive the examination questions at least four days before the examination date. The correct number of documents with the examination questions required (one copy for each participant) shall be printed and tacked by the examining body who shall undertake to store these carefully and inaccessibly for participants. The examination questions may not be passed on to others or published, even after completion of the examination (e.g. for the purpose of examination preparation etc.).

If, in opposition to these regulations, it turns out that a participant has gained access to examination questions in advance of the examination date, the whole examination must be annulled. **In such a case examination fees will not be refunded. Any claims for damages on the part of the affected participants against the PHI are expressly excluded.** Participants who were involved in the attempted fraud will be barred from further examinations for at least one year. If the examining institution or any of its representatives is responsible for the fraud, it will be excluded from offering further examinations for at least one year and until credible evidence of reliability is produced. The PHI reserves the right to take further action.

2.6 Examination duration and procedure, written confirmation, permissible aids

The written examination will last three hours (processing time only).

The examining body must keep a record of the examination procedure. The original protocol must be handed over to the PHI together with the examination documents.

Participants must present proof of identity before the start of the examination.

Before the examination, every participant must present an application for admission to the “Certified Passive House Designer”/ “Consultant” Examination (Appendix II of these regulations) and accept the terms and conditions listed in these examination regulations by signing this. The original signed document must be handed over to the PHI by the examining institution together with the examination booklet.

A copy of the professional qualification must be provided on the date of the examination at the latest, if this has not already been done. This should also be handed over to the PHI together with the examination booklet.

A printed version of all written questions that have to be answered shall be handed to the participant at the time of the examination.

Each participant must answer the questions independently and without communicating with other persons. Only writing utensils with indelible ink may be used. In particular, the examining institution must ensure that no pencils are used. Every participant should ensure in his/her own interest that his/her writing is easily legible. Illegible parts will not be evaluated and will count as omissions.

As a rule, questions shall be answered in written form. Only the examination booklets provided by the examining institution shall be used. These will contain empty pages in case the space provided for answering the question is insufficient. Any other attachments are not allowed. Removal of papers is not permitted; however, the

participant may clearly strike out any of his work which he/she wishes to be disregarded. Immediately after the papers are submitted, the examining body shall check the examination booklets for completeness.

At the end of the written examination, all examination booklets which were provided to participants must be returned. There is no right of retention of the booklets.

Written confirmation of participation in the examination will be provided by the examining institution to each participant.

Permissible examination aids: Course documents and textbooks, calculator or other calculation aids.

Not permissible aids: Programmable calculators, mobile phones and all devices that allow connection to the internet or publishing of the examination questions afterwards.

2.7 Sample Solution

The PHI shall provide the examining institution with a sample solution with the number of points to be awarded. This sample solution will be made available solely to the first markers; the examining institution may not pass these on to anyone and they should be kept safely locked up. The PHI reserves the right to publish the sample solutions of completed examinations on the internet.

2.8 Correction

Correction will take place in accordance with the allocation of points as laid out by the PHI. The correctness of the answers shall be decisive for the awarding of points; these may differ from the sample solution, but must have the same worth as regards the contents. A point will be deducted for unclear representation. Spelling mistakes and phrasing errors etc. will be corrected; however they will incur a maximum deduction of 2 points from the overall result. The first correction shall be carried out on the original examination booklet in a manner that shall be clearly distinguishable from the examinee's work and shall be written for each part of the task in an easily comprehensible way with a coloured pen. The first correction of each examination booklet must be indicated clearly giving the name of the corrector on each booklet. The examining body shall carry out independent internal cross-checking of the first correction (four-eyes principle) for examinations which are not in German or English. This internal cross-checking must also be clearly indicated in each examination booklet giving the name of the corrector.

All first-marked examination booklets shall be sent to the PHI in the original, four weeks after the examination date at the latest, in a single batch together with the original application forms and the copies of the professional qualifications. The examining institution must ensure that the packet reaches the PHI safely, by choosing a suitable mode of dispatch. The examining institution may make copies of the first-marked examinations and keep them as an additional security. The examining institution will be responsible for the inaccessible and permanent safekeeping of these copies, in accordance with Section 2.5.

The PHI shall check the corrections within a further four weeks of receipt by the PHI of the complete examination documents and the completed processing chart in digital form.

2.9 Examination result, right for access

The examination shall be deemed to have been passed when at least 50% of the total possible marks have been achieved. Every participant shall be informed of his/her result via email (“pass” or “fail”) by the PHI.

In the event of varying correction results of the first correction and the second correction by the PHI, the result of the second correction by the PHI shall apply. In the case of any queries, the participant should refer to the examining institution. The PHI cannot deal with direct enquiries by examination participants.

In case of failure, the participant has the right to view the marked papers at the PHI within one year of the examination date, after making an appointment. The inspection shall last 45 minutes and shall take place individually. A separate fee will not be charged for this.

In the event that a journey to the PHI represents an unreasonable hardship, the papers may be viewed at the examining institution after agreement with the PHI; a copy of the finally corrected examination and a form for keeping a record of the procedure will be sent to the examining institution for this purpose. The examining institution shall ensure the confidential handling of these documents.

The examining institution shall also ensure that the inspection by the participant is supervised at all times by a person who is able to answer any questions about the examination contents and the correction procedure. The examining institution guarantees that no transcriptions, photographs or copying by any other means of the examination documents will be made during the inspection, which may enable publication of the examination later on. During the inspection, the participant may point out any assessments which are inappropriate in his/her view, of which a record will be made. Within two weeks the PHI shall decide whether any subsequent

correction is necessary (after receipt of the protocol by the PHI if the inspection took place at another location) and will carry these out within a further two weeks and will inform the examination participant of the result via e-mail (“pass” or “fail”). The correction made shall then be final and there will be no further right for access. Legal recourse is excluded.

2.10 Passive House Designer or Passive House Consultant

The PHI shall issue the “Passive House Designer” or “Passive House Consultant” certificate after successful completion of the examination.

In order to qualify for a certificate, evidence of a qualification in an appropriate professional field is required, which allows the holder to carry out planning of buildings or technical building services at his or her own responsibility. A copy of a letter (e.g. diploma, master craftsman’s diploma, or similar document, translated into German or English if applicable) proving this qualification must be provided to the examining institution. On the basis of these documents the examining institution shall decide whether to issue a Passive House Designer or Passive House Consultant certificate to the applicant upon successful completion and shall also recommend the professional title under which he/she will be listed on the internet later on. The examining institution shall forward a copy of the qualification document to the PHI, together with the original signed application and the examination booklet.

Applicants who cannot provide proof of their qualifications or whose documents do not meet the required conditions will receive the “Passive House Consultant” title.

The final decision regarding the award of the “Passive House Designer” or “Passive House Consultant” title will be made by the PHI .

3 Qualification through a Passive House model project

The qualification described in this Section is an alternative method of attaining the “Certified Passive House Designer/Consultant” certificate.

Credible proof that the applicant has exercised full responsibility for the project planning and design of the building is a prerequisite for achieving the title of a “Certified Passive House Designer/Consultant” by means of a Passive House model project.

3.1 Definition: Passive House model project

According to these regulations a Passive House model project is a building, which fulfils the following conditions:

- The building has been completed and is being used for residential purposes.
- The building is a Passive House which has been certified according to PHI criteria by a PHI-approved certification authority or a quality approved modernisation using Passive House components (EnerPHit) according to PHI criteria.
- The building is listed in the internet database “Built Passive House Projects”

3.2 Application procedure

The designer shall make an application to the PHI for the “Certified Passive House Designer/Consultant” certificate in accordance with Appendix IIa. This application should include the following:

- A copy of the building certificate of the model project including the name of the certifying authority
- A PHPP calculation for the Passive House model project in electronic form (unprotected Excel file)
- A detailed description of the object as laid out in Appendix III in German or English. This should be provided to the PHI in electronic form as a pdf **and** as Word file (please save as a “Word 2000” file or alternatively in the rtf file format). The PHI has the right to demand correction of this object description and to publish it on the internet.
- The project ID number of the building as listed in the online Passive House database (www.passivhausprojekte.de).
- A copy of a document (e.g. diploma, master craftsman’s diploma, or similar document, translated into German or English if applicable) proving the applicant’s qualifications (see Section 3.4).
- If the applicant is not the same as the designer of the building, an informal written explanation by the designer is necessary, to the effect that the applicant was responsible for the parts of the planning relevant for the Passive House (particularly the energy balance calculation with the PHPP and the planning of the details).

By signing the application form (Appendix IIa), the applicant confirms that he/she assumed full responsibility for planning of the Passive House model project described in the object documentation. The certificate will be revoked if this information should prove to be false. The PHI reserves the right to ban the applicant for an indefinite period of time.

3.3 Evaluation and fees

After receipt of the application, the PHI will make out an invoice for the evaluation fee according to the fee schedule (Appendix VI). This charge covers all services for grading, issue of the certificate (if applicable) and inclusion in the database (see Section **Fehler! Verweisquelle konnte nicht gefunden werden.**) for a period of five years. The fee is payable in advance; the certificate will only be issued if all requirements are fulfilled. The burden of proof rests with the applicant.

The PHI shall verify the documents upon receipt of the fee. The PHI reserves the right to obtain further information in order to verify the suitability of the respective Passive House project for certification as a Passive House Designer/Consultant. The PHI also reserves the right to demand changes in the documents, which must then be revised and resubmitted by the applicant. The applicant will be informed by the PHI if the building is suitable as a Passive House model project and shall publish the reviewed object documentation as well as the applicant on the internet (see Section 1) as a certified Passive House Designer Consultant.

3.4 Passive House Designer or Passive House Consultant

After the successful process of qualification through a Passive House model project, the PHI shall issue the “Certified Passive House Designer” or “Certified Passive House Consultant” certificate.

In order to attain the “Passive House Designer” certificate, it is necessary to provide proof of a qualification that allows the holder to carry out planning of buildings or technical building services at his or her own responsibility. A copy of a letter (e.g. diploma, master craftsman’s diploma, or similar document, translated into German or English if applicable) proving this qualification must be provided to the PHI.

Applicants who cannot provide proof of their qualifications or whose documents do not meet the required conditions will receive the “Passive House Consultant” title. The PHI will decide whether to award the “Passive House Designer” or “Passive House Consultant” title.

4 Issuance of the certificate, validity

After successful completion of the written examination (Section 2) or the successful completion of the process of qualification by means of a Passive House model project (Section 3), the PHI will issue the “Certified Passive House Designer” or “Certified Passive House Consultant” certificate and will automatically send it to the applicant. The applicant will be included in the list of “Certified Passive House Designers”, which will be published on a special website by the PHI. At the time of coming into effect of these Examination Regulations, this is: www.passivhausplaner.eu.

The certificate will be valid for a period of five years. The regulations for a possible renewal are laid out in Section 5.

The participant is permitted to use his/her certificate and the electronically conveyed logo (“Certified Passive House Designer/Consultant”) for advertising purposes and only in an unchanged form. The certificate and logo may only be used during the period of validity of the certificate. The PHI reserves the right to take legal action in the case of non-compliance.

The certified designer/consultant has no right to use other copyright symbols of the PHI unless this has been expressly agreed.

5 Renewal of the certificate “Certified Passive House Designer” / “Certified Passive House Consultant”

The certificate may only be renewed by means of a Passive House model project; renewal will be valid for another five years.

5.1 Application for renewal of the certificate

The application form for this is included in Appendix V of these Examination Regulations. Fees will be charged in accordance with Appendix VI for renewal of the certification for applications made within the validity period of the existing certificate. The date on which the full documents are received by the PHI will be decisive for the application. The fees applicable for a new application shall be charged if the application reaches the PHI after the expiry of the validity period of the certificate.

The application for renewal of the certificate must be accompanied by documentation for an as yet unsubmitted Passive House model project that has been realised within the last five years before the application is made, as described in Section 3.2.

5.2 Verification and fees for renewal

After receipt of the application for renewal, the PHI will make out an invoice for the verification fee according to the fee schedule (Appendix VI). This charge covers all services for the evaluation of the documents, the renewal of the certificate (if applicable) and inclusion of the certificate holder on the internet (see Section 4) for another five years. The fee is payable in advance; the certificate will only be renewed if all requirements have been fulfilled. The burden of proof rests with the applicant.

The PHI shall review the submitted documents upon receipt of the fee. The PHI reserves the right to demand changes to the documents, which must then be carried out and resubmitted by the applicant. If the building is eligible as a Passive House model project, the PHI will inform the applicant of this. After successful verification, the object documentation will be published on the internet and the "Passive House Designer" or "Passive House Consultant" certificate will be renewed.

6 Cases of fraud, annulment of certificate

Should it transpire that a participant has consciously provided incorrect information or violated any of the provisions in these Examination Regulations or should her/she commit an unlawful act or breach of the professional ethics, thereby jeopardising the image of Certified Passive House Designers or the Passive House concept, the PHI may revoke his/her certificate. He/she will be informed of this in writing. In such a case, the participant must cease using the "Certified Passive House Designer" logo with immediate effect, and must also remove it from all distributed documents and appearances (e.g. internet). In serious cases the PHI reserves the right to take legal action and to ban the participant from further examinations indefinitely.

7 Written form, acknowledgement of the examination regulations, validity period of the present Examination Regulations, severability clause, court of jurisdiction

All agreements between the applicant, the examining institution, and the PHI must be made in written form.

With this application for admission to the examination or the application for qualification through a Passive House model project, the applicant acknowledges the provisions of these Examination Regulations, in particular the exclusion of legal action regarding the correction of the examination and verification of the Passive House model projects.

This agreement comes into effect on 01.07.2011 and is valid indefinitely until a new version becomes effective. The validity of all older examination regulations expires with the coming into effect of the present version of the Examination Regulations. The participants are bound by the provisions of these Examination Regulations for the duration of the agreed period.

The PHI reserves the right to make any changes which will be published before their coming into effect.

If a provision of this contract becomes invalid, this shall not affect the validity of the remaining provisions. The invalid provision shall be replaced by another provision that comes closest to the purpose of this agreement.

The place of jurisdiction is Darmstadt.