



Certified Passive House Consultant Training Application Instructions

To provide a professional accreditation for the ultra-energy efficient building and construction sectors, the Passive House Institute US (PHIUS) offers a series of three 3-day courses which must be taken in sequence, followed by a final exam which must be passed in order to obtain the Passive House Consultant Certificate. The content and agendas for the Consultants' Training Program are attached to the original email announcement.

Proof of relevant professional qualification and experience is a prerequisite for admission to the training. Experience and any professional accreditation, as well as appropriate supporting documentation, should be attached to the application found at the end of this document and e-mailed to PHIUS at:

admin@passivehouse.us

Please also direct any questions to the above email address.

Applicants will be notified by email as to the status of their application. Details regarding registration, event location, the exam, and Consultant Certification procedure will be promptly emailed to accepted candidates. Filing the application attached here in no way obligates the applicant to register for the training. Training registration and fees will also be addressed subsequent to admission.

Certified Passive House Consultants will be posted and promoted on the publicly accessible website of PHIUS, www.passivehouse.us. Certified Passive House Consultants will also be granted access to the Certified Passive House Consultant certification mark.

Candidate Pre-Qualification

The following list of pre-qualifications defines requirements for those applying for Passive House Consultant Certification Training.

Knowledge Base Pre-Requisites

Applicants should possess the following:

- a) Ability to read and understand architectural plans and specifications, general knowledge of conventional construction practice
- b) Demonstrated basic knowledge of building science, including:
 - Building durability
 - Defining the thermal boundary
 - Defining the pressure boundary
 - Understanding thermal bridges
- c) Basic understanding of energy flow and use in buildings, including:
 - Building energy losses
 - Peak loads
 - Energy load vs energy consumption
 - Annual load vs annual consumption
- d) Proficiency in Microsoft Excel v.2003 or later
- e) Confirmation of professional or educational qualifications; see "Paths to Candidate Acceptance" below

PHIUS reserves the right to admit applicants into training without all pre-qualifications complete, with the understanding that the candidate will demonstrate proficiency in all required areas prior to certification as a Consultant.

Paths to Application Acceptance

The following four “paths” define areas of professional or educational requirements that will qualify for entrance into Passive House Consultant training. Each path requires verification of the applicant’s qualifications, as noted. PHIUS will review each applicant’s qualifications and accept candidates for admission into training on a case-by-case basis.

a) Licensed Professional:

- i. Registered architect
- ii. Registered professional engineer

Verification requirements

- *Proof of current registration*
- *Professional resume with contact info of two professional references*

b) Recognized Professional:

- i. Building Science Specialist
- ii. Building Performance Specialist
- iii. Practicing Energy Consultant
- iv. Practicing Architectural Designer
- v. Practicing Engineering/Architectural Technician

Verification Requirements:

- *Resume with contact info of three professional references*
- *History of employment for past 3 years*

c) Education Qualified - Current student or college graduate in one of the following areas:

- i. Architecture
- ii. Engineering
- iii. Building Science
- iv. Environmental Science

Verification Requirements:

- *Current transcript*
- *Resume with contact info of three references from teachers or employers*

d) Field Experience Qualified - Practitioner in one of the following fields:

- i. Building Performance
- ii. Building Science
- iii. Building Diagnostics
- iv. Building Construction
- v. Building Systems (i.e. HVAC, plumbing, electrical)

Verification Requirements:

- *History of employment for past 3 years*
- *Resume with contact info of three references from professional associates or employers*

Protocol for Admission to Training Sessions

Basis is the receipt of a completed written application form with denotation of one of four paths to candidate acceptance and required attachments. If the applicant is clearly unqualified or the application is grossly incomplete, the application will be returned. If the application warrants investigation into the prospective candidate's eligibility, the applicant will receive an email to this effect with a request for additional information. Applicants will also be notified via email as to the status of the application.

Final Exam

Passing the exam is the final step to obtaining the PH Consultant Certificate, and it will be administered subsequent to the completion of Phase III of the training. Submitted exams will be graded by PHIUS within three weeks of the date of the exam. The exam counts as passed if a minimum of 70% of the possible point total has been achieved. Program registrant agrees to acknowledge and accept PHIUS grading and certification determination procedures.

Certified Passive House Consultant

Certified Passive House Consultants will be listed on PHIUS' website, authorized to describe themselves as Certified Passive House Consultants, and also be granted access to the Certified Passive House Consultant certification mark. Certification continues for a period of two years or until the Consultant has a building certified as a Certified Passive House, at which point the Consultant's certification is renewed for another two years.

Application to be admitted to Training and Exam, Certificate “Certified Passive House Consultant”

General Information for the Application Process	
Mr/Ms *	←
First Name * Last Name *	←
Street Address *	
City, State, ZIP *	
Phone *	
E-mail *	
Certificate Information to be published on www.passivehouse.us	
Street Address * <i>(if different from above)</i>	←
City, State, ZIP * <i>(if different from above)</i>	←
Path of Acceptance (see instructions) *	←
Please attach Verification Requirements according to the elected “Path of Acceptance” yes <input type="checkbox"/> no <input type="checkbox"/>	
Phone	
E-Mail *	
<i>(Personal email address for applicant required)</i>	
Website URL	http://
Member of a PH Alliance Organization <input type="checkbox"/> <input type="checkbox"/>	←
<i>yes (please specify) no</i>	
Please indicate date and location of the training program for which you are applying * (If you are interested in more than one program, please indicate order of preference):	
I have read and understood the “Certified Passive House Consultants Training Application Instructions.”	
Signature *	
Type “X” to indicate electronic signature	
Date *	

* Required Information

← This information may be published in the web database for Certified PH Consultants