



CPHC[®] Training Terms & Conditions

To help building professionals attain professional accreditation for the passive building energy sector, the Passive House Institute US (PHIUS) offers a CPHC professional certificate training course. The course may be offered in two configurations:

- One phase: A single eight-day course taken on consecutive days
- Two phases: Phase I online segment (approximately 40 hrs of instruction) followed at a later date by a 5-day phase II in class segment

Multi-phase schedules must be completed in sequence.

To achieve CPHC accreditation, students must take and pass a computer based exam and complete a take home Passive Design exercise.

Trainees may elect to postpone the exam and join other training courses in various locations to take the exam at a later time.

Information on content and agendas for the CPHC training programs are available for download at the PHIUS Web site.

Relevant professional qualification and experience is a prerequisite for admission to the training and the exam. PHIUS may request proof of professional accreditation, as well as supporting documentation. In that instance, documentations should be e-mailed to PHIUS at: training@passivehouse.us

(Please also direct any questions to the above email address.)

Details regarding registration and payment, event location, the exam, and CPHC consultant certification procedure will be emailed to accepted candidates. Submitting the online application in no way obligates the applicant to register for the training.

Consultants receiving CPHC certification will be listed and promoted on the publicly accessible websites of PHIUS and the Passive House Alliance US (PHAUS), www.phius.org and www.phaus.org.

Candidate Prerequisites

The following list of prerequisites defines basic requirements for admission to CPHC training.

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) 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.

Paths to Application Acceptance

Students can qualify for the CPHC consultant training by any one of four professional or educational paths, outlined below. PHIUS may require verification of qualifications, also noted below. PHIUS will review qualifications and accept candidates 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 (any one of the following):

- *Current class schedule*
- *Unofficial transcript or copy of diploma*
- *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*

Admission Process

Candidates must supply to PHIUS a completed application form indicating one of four acceptance paths (typically an online form). If the applicant clearly does not meet qualifications, the applicant misrepresents qualifications, or the application is substantially incomplete, the application will be rejected and returned. If the application requires further documentation or clarification, the applicant will receive an email request for information. Applicants will be notified by email about admission status.

Final Exam

Passing the exam is the final step to obtaining the CPHC consultant certificate. The exam consists of two parts, a computer based portion and a take home design portion. The computer based portion is being administered subsequent to the completion of the last phase of the training via the online training platform, and there will be a fee for exam administration. The final result of the exam will be available to the trainee instantly upon completion of the exam. Exam takers have the opportunity to inspect their graded exam online and can request a review of possible contested points for a time period of 24 hours after the exam has been completed. No further appeal is possible after this time period. Students must score an overall combined percentage of 70%. The exam is weighted as follows:

Computerized Portion

10% - General Building Science

30% - Passive House/Building Standard Comprehension

30% - Passive House/Building Calculations

Take Home Portion

30% - Passive Design Project

The minimum score on the computerized portion to still have a possibility of passing the exam overall is 57.2%. At 57.2% passing score 100% of the design exercise is needed to pass overall.

The take home portion has to be postmarked three weeks after the issuing date of the exercise. It will be graded by PHIUS within four weeks of receipt and the final pass/fail results will be sent out via e-mail. In the case of passing a signed and water-marked paper certificate will be mailed via postal service. Exam takers have the opportunity to inspect their graded take home portion at the office of PHIUS and can request a review of possible contested points. PHIUS will consider the request and make a final determination after one week. No further appeal is possible after the examinee has been informed about the decision. Any legal challenge of the exam result is excluded.

CPHC Privileges and Obligations

- CPHC consultants will be listed on the PHIUS and PHAUS Web sites. Subject to the terms of a separate written license, a successful candidate may describe himself or herself as a CPHC certified consultant in passive building design and use the CPHC professional designation and the graphic passive house logo.
- CPHC consultants will be granted access to the CPHC logos according to use guidelines issued by PHIUS to designate their certified consultant status.
- The CPHC status qualifies consultants for certain discounts for pre-certification and consulting services as publicized on the PHIUS web site.
- Please note that PHIUS *does not* offer the qualification path for consultants through a passive house or building model project. The only qualification path to obtain the designation CPHC is to pass the exam.
- Certification continues for a period of three years or until the Consultant has a building verified as a Certified Passive House or Building with PHIUS under the PHIUS+ program, at which point

the Consultant's certification is renewed for another three years.

- A Certified Passive House or Building project is required to secure a three-year extension of the certificate thereafter. All projects certified and verified by PHIUS and its affiliates will automatically count towards extension of the certificate for an additional three years and no other step or fee is necessary to extend the Certificate.
- An alternative path to maintain certification is to complete a minimum of 36 continuing education credits per three year period. PHAUS is offering CEU-approved webinars throughout the year. Also, local chapter conferences and the national conference offer opportunities of obtaining CEUs.
- Consultants who have earned the CPHC credential agree to adhere to quality assurance measures and best practices guidelines as issued by PHIUS from time to time.
- CPHC consultants desiring to obtain the designation "PHIUS+ Certified Passive House" for their particular building projects, agree to submit modeled software files and project drawings to a licensed third party verifying agency such as PHIUS in order to obtain the designation.
- Consultants are *not entitled* by PHIUS to self-certify.
- CPHC consultants can qualify as pre-certification providers or as certified trainers for the PHIUS CPHC training programs. For more information on these limited programs please contact PHIUS directly.
- PHIUS reserves the right to terminate and revoke the CPHC Consultant Certificate and all rights of use of the graphic passive house logo and CPHC if the consultant:
 - Does not adhere to PHIUS quality assurance measures or best practices guidelines; or
 - Provides erroneous, inaccurate, invalid, or unsound consulting services; or
 - Falsely represented his/her qualifications in the marketplace, the application, documents submitted with the application, or any material misrepresentation made by the consultant; or

- Submitted falsified information to obtain the pre-certification for a project, or
 - Is claiming to pre-certify without being licensed to do so, or
 - Promotes projects as PHIUS+ verified Passive House or Building projects when they are not, or
 - Otherwise mis-uses the CPHC credential.
- An applicant who signs the application form acknowledges that he/she has read and agrees to the terms herein. The registrant who signs the application also agrees to acknowledge, accept, and abide by PHIUS grading and certification determination procedures.