



How to renew the certificate?

- The certificate is valid for **5 years**;
- There is an additional period of **6 months** before is deactivated on the [map](#) / [list](#);
- Validity begins with a new certificate;
- There are **two options to renew** (see the following pages):

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.



How to renew the certificate?

A

A. Renewal through the certified Passive House project:

(The title will be changed to **Passive House Consultant**. See page 18 and 19 [more info](#))

1. Building **project certification process is completed** (any PHI certification also PHI Low Energy Building);
2. Submit the required documents available [here](#) – section: **Project documentation**
3. It must be prepared and submitted a **project documentation** ([see examples](#)) and use one of these [templates](#) in: **Check the required documents!** ;
4. All project documentation must be **verified** by one of these [entities](#).
5. **Pay the fee** to the entity (450 € + VAT reference value);

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.



How to renew the certificate?

B

B. Renewal through credit points:

(The title will be changed to **Passive House Consultant**. See page 18 and 19 [more info](#))

1. Participation in [PHI approved training events](#) (within a period of certificate validity, or close after certificate validation is lapsed);
2. For each participation the organizer is asked for issuing a certificate of attendance;
3. **Collect 100** credit points;
4. All certificates of attendance are sent along with the fulfilled [application form](#) to PHI and send to planer@passiv.de;
5. **Pay the fee** to the PHI (450 € + VAT reference value);

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.

CERTIFIED
PASSIVE HOUSE
TRADESPERSON



How to renew the certificate?

- The certificate is valid for **5 years**;
- There is an additional period of **6 months** before is deactivated on the [map](#) / [list](#);
- Validity begins with a new certificate;
- There are **two options to renew** (see the following pages):

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.



A. Work on a Passive House project:

1. Work on a Passive House and document it [PHI criteria for your certificate renewal](#) (within a period of certificate validity, or close after certificate validation is lapsed);
2. It must be taken into account the [Requirements for project documentation for qualification](#);
Prepare the documentation and use a template in:
 - ▶ 1. Determine the climate zone
 - ▶ 2. Select trade discipline
 - ▶ 3. Prepare the documentation
3. **Collect 30** credit points;
4. It must be prepared and submitted a **project documentation** ([see examples](#)) and submit with this [application form](#) to PHI and send to planer@passiv.de;
5. **Pay the fee** to the PHI (450 € + VAT reference value);

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.



B. Renewal through credit points:

1. Participation in [PHI approved training events](#) (within a period of certificate validity, or close after certificate validation is lapsed);
2. For each participation the organizer is asked for issuing a certificate of attendance;
3. **Collect 30** credit points;
4. All certificates of attendance are sent along with the fulfilled [application form](#) to PHI and send to planer@passiv.de;
5. **Pay the fee** to the PHI (450 € + VAT reference value);

Disclaimer: We have only prepared this document to guide you in the renewal of your title, in case of doubt you should contact planer@passiv.de.