

How to join the EUCERT education programme and certification scheme – a quick guide for interested parties

One of the goals of the EUCERT programme is to establish a standard education for heat pump installers throughout all participating countries. To achieve this, certain minimum requirements have to be met by heat pump associations, the National Coordinators who will manage the training and training centres.

1. Organisational requirements

The EUCERT programme is coordinated by the European Heat Pump Association (EHPA) Education Committee. Information on the current members of the committee can be found on the EHPA website (<http://www.ehpa.org/european-certified-hp-installer/>).

In order for a new country to join the programme:

- A **national heat pump association** must exist. If this is not the case, it must be created and become a member of the EHPA before applying to join the EUCERT programme.
- The national heat pump association nominates a **National Coordinator** to maintain contact with the Education Committee. That may be the national heat pump association itself or another body that can take on the role of National Coordinator¹. Such nomination must be documented in writing to the Education Committee.
- The National Coordinator appoints a representative who will participate in meetings of the Education Committee. Delegation is possible! The appointment of a representative (and changes thereof) require written notification to the Chair of the Education Committee.
- The National Coordinator will oversee the execution of training in the applicant country. They will assign training institutes and maintain quality assurance of the training centre, the trainers and the training.

2. Application

The national heat pump association that meets the requirements listed above can apply for their country to join the EUCERT programme by completing the information on the attached form.

3. Acceptance / rejection of application

Applications will be considered and voted on by the members of the Education Committee. Further evidence of the suitability of the applicant and their proposed National Coordinator may be requested.

¹ It is not required that a nominated National Coordinator should be a member of the EHPA at the time of application but they should become a member of EHPA once the application is accepted.

Discussions in committee concerning an application are confidential and voting is anonymous. Where appropriate the Chair may provide feedback to rejected applications so that problem issues can be addressed and a new application submitted. The decision of the committee is final.

Once the application has been accepted, the applicant will be invoiced for the non-refundable one-time joining fee and the National Coordinator will be asked to sign an agreement to abide by the rules of the Education Committee and the EUCERT programme. The national coordinator must present detailed information on the training centres and must ensure their compliance with EUCERT requirements.

4. Fees

- The one-time fee to join the EUCERT programme in 2013 has been set to 750 euro (plus VAT if applicable). EHPA will invoice the applicant for this amount.
- The training levy for 2013 payable to EHPA has been set to 15 euro per trainee. EHPA will invoice the National Coordinator for this amount. There is cap of 5.000 euro per country per year.

5. Know-how transfer and exchange of documents

Once the application has been accepted by the committee and the fee paid, the National Coordinator can:

- Participate as a voting member in meetings of the Education Committee
- Receive a password for the secure area of EHPA website
- Receive know-how and training materials (in English)

To receive know-how the applicant should choose an existing member of the committee to act as mentor during development of the training. This member will provide a “train the trainer” session and explain the material and the examination procedures. The applicant should pay the mentor directly for reasonable time and travel expenses as may be agreed.

Translated material in languages other than English may be available from another member of the programme. In this situation it is up to the National Coordinator and that member to reach a mutual agreement on the use of the translated material, with or without payment. Otherwise it is up to the National Coordinator (or national heat pump association) to arrange a new translation at their own cost.

5. Change of National Coordinator

In the event of resignation or dismissal of the National Coordinator the national heat pump association will be asked to propose a replacement. Membership of the EUCERT programme by that country will be suspended until a new National

Coordinator is accepted by the committee and the relevant contracts signed.

If a new National Coordinator is not appointed within 6 months of the date of resignation or dismissal then membership of the EUCERT programme by that country will be terminated.

5. Termination of agreement

The procedures for termination of membership of the EUCERT programme are detailed in the rules of the Education Committee and in the contract with the National Coordinator.

Grounds for suspension or termination of membership could include gross misconduct, bringing the EUCERT programme into disrepute, failure to pay the training levy, failure to provide training statistics or failure to participate in the Education Committee meetings for more than one year without reasonable explanation.

6. Further information

For further information about this process, please contact Jan Lhoëst, Gundula Tschernigg or Pieter-Jan Cluyse:

Jan Lhoëst, Chair of
jan.lhoest@ode.be

Gundula Tschernigg, Vice Chair of
gundula.tschernigg@ait.ac.at

Pieter-Jan Cluyse, Policy assistant of EHPA
pieterjan.cluyse@ehpa.org

Application to join the EUCERT programme

| | |
|--|---|
| Applicant country | |
| | Details of heat pump association |
| Name of association | |
| Address | |
| Website | |
| Contact person | |
| Contact email | |
| Contact telephone | |
| Other trade associations in the country that support this application (if any) | |
| Other EHPA members in the country that support this application (if any) | |
| Invoice address for joining fee (this invoice will not be sent until the application has been accepted by the Education Committee) | |
| | Details of proposed National Coordinator (if different from above) |
| Name of organisation (must be a legal body) | |
| Address | |
| Website | |
| Contact person | |
| Contact email | |
| Contact telephone | |
| Is the organisation a member of the EHPA? | |
| | General information to support the application |
| Proposed month/year of commencing training | |
| Number of training centres in second year | |
| Number of trainees in second year | |

| | |
|--|--|
| Number of members of heat pump association | |
| Languages to be used in training | |
| Will the national scheme offer training and EUCERT certification OR training-only? | |
| Will the training be recognised by the national government and educational bodies? | |

| | | |
|---------------|--|---------------------------|
| Signed by: | | for heat pump association |
| Print name: | | |
| Position: | | |
| On behalf of: | | |
| Date: | | |
| | | |
| Signed by: | | for National Coordinator |
| Print name: | | |
| Position: | | |
| On behalf of: | | |
| Date: | | |

Please send this form by email to eucert@ehpa.org by post to:

Dipl.-Kfm. Thomas Nowak
Secretary General
European Heat Pump Association (EHPA)
Rue d'Arlon 63-67
B-1040 Brussels