

## Certificate in Home Energy Awareness (Level 1)

### Page 1: Course Information

The Certificate in Home Energy Awareness is designed to help professionals and volunteers working with households to become better equipped to support their clients to achieve a healthy home. In this one-day course participants will become aware of the main components of a healthy home and key issues related to energy use in New Zealand homes. Course participants will also learn when and where to refer clients to other services.

### 2016 Course fees

The following table indicates the appropriate registration fee for your organisation. Please note that the fee covers training (including exam), catering for the day, and your course materials.

Member of CEN	\$420.00 + GST
NGO's, Charities and NFP	\$600.00 + GST
All other organisations	\$840.00 + GST

Payment is required no later than 2 weeks prior to the start of the course (sorry we are unable to accept credit card payments). You will receive confirmation of acceptance onto the Home Performance Advisors course and an invoice for course fees within 5 working days of us receiving this completed registration form. Note the finances for HPA are managed by Beacon Pathway Incorporated who will send out the invoices. Please ensure your invoice is paid in advance of the course.

Cancellation of your registration will be refunded in full if received 1 month prior to the start date of the training. A 25% administration fee will be charged for cancellation received between 1 month and 2 weeks prior from the start date and no refund will be provided if cancellation is received with 2 weeks of the start date.

Please complete the second page of this form, scan and email to:  
[info@homeperformanceadvisor.org.nz](mailto:info@homeperformanceadvisor.org.nz)

For any queries please contact [info@homeperformanceadvisor.org.nz](mailto:info@homeperformanceadvisor.org.nz)

## Certificate in Home Energy Awareness (Level 1)

**Page 2: Registration Form (please complete, scan and email back to [info@homeperformanceadvisor.org.nz](mailto:info@homeperformanceadvisor.org.nz))**

Participant Full Name	
Position title	
Number of months/years in the role	
Postal Address	
Contact number	<i>Prefer mobile</i>
Email	<i>Prefer work email</i>
Any dietary requirements? (Fee covers food)	

Organisation Name			
Organisational Structure (Circle one)	Sole Trader	Charitable Trust*	NFP
	Ltd Liability	Partnership	Government
*Charity registration #			
2016 fee to be invoiced (Circle option)	CEN member	Not for Profit	Other
	\$420+gst	\$600+gst	\$840+gst
Contact details of the person and organisation <b>who will pay your HPA registration fee, i.e. where do we send the invoice?</b>	Name		Organisation
	Email		Phone
	Address		Purchase Order number

**Passing Level 1, Home Energy Awareness via an open book test at the end of the course is a pre-requisite to the Level 2, Home Energy Awareness certification.**

I acknowledge that if I do not pass the test and I wish to continue with the HPA programme I can either re-sit the test (a small administration fee will be charged), or I can re-enrol in the Certificate in Home Energy Awareness (level 1) at full cost (and must pass the test.)

**Circle one: YES/ NO**

Please sign to confirm the information provided in this form is true and correct.	<b>Signature:</b>  <b>Date:</b>
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