

Certification and professional development requirements

The Home Performance Advisor (HPA) training programme is a pathway for practitioners to become highly competent and effective advisors.

Certification helps New Zealanders know who to trust for high quality, independent, personalised advice to help them improve the performance of their homes and their quality of life. It also allows qualified advisors to demonstrate their competency and professional standards. To be certified as a Home Performance Advisor, an advisor must:

1. Meet the entry requirements for the Home Performance Advisor (Level II) training course,
2. Attain a pass mark (75%) or above on all assessment requirements for the Home Performance Advisor (Level II) training course,
3. Sign and comply with the Home Performance Advisor Code of Conduct
4. Meet ongoing professional development requirements and renew certification after 3 years.

To maintain certification a practising Home Performance Advisor must meet the requirements outlined below. These requirements ensure Home performance Advisors remain up to date with latest technology, research and best practice and are actively practicing within the sector.

1. Demonstration of on-going practice

Home Performance Advisors must be able to demonstrate they are maintaining an active practice by completing;

- i. A minimum of 10 whole of house assessments per year, or
- ii. Demonstrating other regular on-going practice as agreed by the HPA registrar¹.

2. On going learning and professional development

Home Performance Advisors must be able to demonstrate a commitment to on-going learning and professional development. To renew certification a Home Performance Advisor must be able to demonstrate the following during the 3-year term. .

- i. Attendance at one or more Eco Design Advisor conferences,
- ii. Attendance at one or more BRANZ seminars or webinars,
- iii. Registration on the Practitioners' Hub website within first year
- iv. Participation in at least 3 Practitioners' Hub forum topics per year
- v. Other relevant professional development opportunities that may be promoted from time to time.

3. Code of Conduct

Home Performance Advisors must be able to demonstrate they comply in all ways with the Code of Conduct to maintain their accreditation. This includes not having any substantiated complaints made in relation to a breach of the Code of Conduct. In particular, if a complaint is received and later

¹ Note that this provision is to account for exceptional circumstances only and will be at the sole discretion of the registrar.

substantiated, this will lead to loss of certification and the advisor will no longer be eligible to apply for certification. The administrators reserve the right to audit the performance of advisors if deemed necessary.

To renew your certification as a Home Performance Advice complete this form and email it to hpa@communityenergy.org.nz or post to CEN PO Box 13134, Tauranga Central, Tauranga 3141, not less than 2 weeks prior to your anniversary of certification each year.

Name:

Organisation:

Date of Certification:

Contact email & phone:

Whole of House assessments²: (minimum 10 each year)			
Date	Address	Signed by Advisor	Signed by Manager
EDA conference (minimum 1 per 3 years)			
Date	Conference Title	Signed by Advisor	Signed by EDA
BRANZ seminar or webinars (minimum 1 per 3 years)			
Date	Seminar/Webinar title	Signed by Advisor	Signed by BRANZ

² Where the advisor is applying for other recognition of on-going practice, please enter the details in this section.

