

Principles of Home Performance

Page 1: Course Information

The Principles of Home Performance course 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.

2020 Course fees

The following table indicates the appropriate course fee for your organisation.

HPA Partners (CEN, Beacon, Toimata Foundation)	\$550.00 + GST
NGO's, Charities and NFP	\$660.00 + GST
All other organisations	\$860.00 + GST

The fee covers training (including a post course online exam¹), catering for the day, and your course materials. Please ensure you accurately complete the contact details of the organisation who will pay the fee, including where necessary a purchase order number. An invoice will be sent. Payment is not possible via credit card.

Please note the following **cancellation conditions** that apply:

1. If you cancel your registration at least 10 working days before the course date the course fee will be cancelled but a **cancellation fee of \$150 + GST** will be payable.
2. If you do not cancel your registration as above and do not attend, **the full course fee will still be payable.**

¹ An online exam with a result of 85% or above is required in order to pass the course, the link will be emailed after the course and the timeframe for completion will be communicated by email.

Please complete the second page of this form, scan and email to:

info@homeperformanceadvisor.org.nz

For any queries please contact info@homeperformanceadvisor.org.nz

Principles of Home Performance
Page 2: Registration Form (please complete this page, scan and email back to info@homeperformanceadvisor.org.nz)

Participant Full Name	
Position title	
Number of months/years in the role	
Postal Address	<i>Post Code:</i>
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 #			
2019 course fee (Circle option)	HPA Partner \$550+gst	Not for Profit \$660+gst	Other \$860+gst
Contact details of the person and organisation who will pay the course fee, i.e. where do we send the invoice?	Name		Organisation
	Email		Phone
	Address		Purchase Order number

Passing the Principles of Home Performance (85%) via an open book online exam post course is a pre-requisite to the Home Performance Advisor certification course.

I acknowledge that if I do not pass the exam and I wish to continue with the HPA programme I can either re-sit the exam (a small administration fee will be charged), or I can re-enrol in the Principles of Home Performance at full cost (and must pass the exam.) **Circle one: YES/ NO**

Are you attending this course as a pre-requisite for another organisation or programme? If so please name that organisation or programme. Do you consent for HPA to share your course results (pass/fail only) with that organisation?	<p>Organisation/programme requiring you to pass HPA's Principles of Home Performance:</p> <input type="checkbox"/> YES I give permission for my results to be shared <input type="checkbox"/> NO Please don't share
Please sign to confirm the information provided in this form is true and correct.	<p>Signature _____ Date _____</p>