



European Lighting Expert Regulations and Quality Management Requirements for Exam Quality

December 2025

- Attachment 1:** ELE Taxonomy and Educational Objectives
- Attachment 2:** Code of Conduct for the European Lighting Expert
- Attachment 3:** Re-Registration Info Sheet

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§ 1 Preface

- (1) The 'European Lighting Expert Association' (ELEA) is an association according to Art. 60 et seq. of the Swiss Civil Code, based in Olten, Switzerland. It is politically and religiously independent. The association was founded by the German Association for Lighting Technology and Lighting Design (LiTG), the Austrian Association of Lighting Technology (LTG), the Dutch Association of Lighting (NSVV) and the Swiss Association of Lighting (SLG) and consists of the above-mentioned and the Danish Lighting Association Dansk Center for Lys (DCL) as well as the Romanian Lighting Association (A.R.I.).
- (2) This document enters into force following a unanimous decision by the Board. The ELEA agrees on any national deviations by majority vote or by tacit consent after three months.
- (3) The following regulations represent a minimum standard.
- (4) The aim of European Lighting Expert (ELE) training is to expand the range of knowledge in the field of lighting technology and raise its technical, economic and legal contexts to a standardized level, in both theory and practice. It also seeks to increase awareness of sustainability and environmental protection issues and to promote further education within the European network of the national member associations.

§ 2 Purpose of this document

- (1) This document outlines the competencies of the ELEA bodies in relation to the ELE examination (Board of Directors, Executive Committee, Quality Assurance Committee, Exam Director, Examination Expert, Task Expert), the procedure of the examination and assurance of its quality in all national member associations. The aim is to ensure that the standard of the examination is consistent within the ELEA and corresponds to the learning objectives of the ELE as amended (Appendix 1).
- (2) All rights, including copyright to the concept of the ELE, to this document and all other related materials such as advertising, website, etc. belong to the members of the ELEA. Any use by third parties, even in part, is only permitted with the written consent of the ELEA.
- (3) This document applies to all ELE examinations that lead to registration as an ELE with the ELEA.
- (4) The examination is subject to quality management and is to be monitored by the Quality Assurance Committee (QAC) to ensure compliance with this document.

§ 3 The Board of Directors

- (1) The Board of Directors of the ELEA represents the ELEA externally and makes decisions as the highest authority of the ELEA, unless stipulated otherwise by this document. The board consists of a president, two vice presidents and one additional member responsible for the departments of finance and statistics.

§ 4 Executive Committee (EC)

- (1) The Executive Committee (EC) is responsible for the organization of the ELE and maintains all ELEA documents.
- (2) The EC is composed of one delegate and one deputy from each of the national member lighting associations. Within the EC, the EC chairman and the EC deputy chairman are to be determined. The EC must be confirmed by the ELEA Board of Directors.
- (3) With the registration certificate, the EC awards the title "European Lighting Expert Interior Lighting and/or Exterior Lighting".
- (4) The detailed responsibilities of the EC are outlined in the document „Duties of the Executive Committee“.

§ 5 Quality Assurance Committee (QAC) and its tasks

- (1) The QAC is composed of one delegate and one deputy from each of the national member lighting associations. Within the QAC, the QAC chairman and the QAC deputy chairman are to be determined. The QAC must be confirmed by the ELEA Board of Directors.
- (2) Within the scope of its responsibilities, the QAC is free to act independently of instructions from the ELEA Board of Directors and the national ELEA members.
- (3) The QAC is entitled to oversee the proper conduct of the examination at any time. The QAC confirms the nominations by the national members of the ELEA or third-party organisations in relation to Exam Directors, Examination Experts, Task Experts and maintains a list of the persons mentioned.
- (4) Each national ELEA member and/or third-party organisation conducting examinations must in principle prepare their own examination tasks and submit them to the QAC. If necessary, examination tasks of other ELEA members may be adopted in anonymised form.
- (5) The national representative of the QAC coordinates the examination tasks with the respective examination director and submits them to the QAC for information.
- (6) In case of a lack of agreement, the QAC may veto the examination tasks with a suspensive effect and must inform the ELEA Board of Directors immediately.
- (7) The QAC may propose changes for development of this document and present them to the EC.

§ 6 Managing Exam Director (ED)

- (1) The Exam Director is to be nominated by the national ELEA member or third-party organisations.
- (2) The Exam Director is responsible for the organisation of the examination, scheduling and organisational implementation.
- (3) The Exam Director nominates the Examination Experts and submits the respective proposal for the Examination Committee to the national ELEA member.

- (4) The Exam Director determines the location of the examination.
- (5) The language of the examination is determined by the Exam Director.
- (6) The Exam Director generally determines whether the examination is to be conducted in person or online. An online exam must be decided on a case-by-case basis by the respective national ELEA member.
- (7) The Exam Director determines the examination protocol.
- (8) The Exam Director documents the examination result and communicates it to the national member association.

§ 7 Examination Expert

- (1) An Examination Expert is a person who has specific theoretical and/or practical expertise in accordance with the ELE taxonomy and learning objectives. (Appendix 1)
- (2) The Examination Expert is responsible for evaluating content and evaluating the presentation of the candidates' project work.
- (3) The Examination Expert is responsible for evaluating the content of the candidates' answers during the technical discussion.

§ 8 Task Expert

- (1) The Task Expert is to be commissioned by the Exam Director to prepare the examination tasks (project work).
- (2) The examination tasks are to be prepared by the Task Expert.
- (3) The task must be formulated in a proper and comprehensible manner.
- (4) The task expert is obligated to report any potential conflicts of interest or biases to the Exam Director and must be replaced if necessary.

§ 9 Examination Committee

- (1) The Examination Committee must consist of an Exam Director and at least two Examination Experts.
- (2) The Examination Experts on the Committee determine the assessment of the candidate after the examination by unanimous vote, with equal voting rights.
- (3) Members of the Examination Committee must declare themselves biased, or be declared so by others, if they are unable to act objectively due to prejudice, personal connections or similar reasons in accordance with this document and/or relevant professional standards.

§ 10 Purpose of the Examination

- (1) The examination is used to determine whether the candidate has mastered the learning objectives specified by the ELEA, according to the requirements.
- (2) Passing the examination signifies that the candidate has demonstrated an understanding of the principles established in the learning objectives, as well as the associated practical aspects and cross-disciplinary subjects, and is able to apply this knowledge.
- (3) A positive result of the examination is the basis for registration as an ELE by and at ELEA.

§ 11 Examination Organisation

- (1) For transnational examinations, the candidate must obtain approval from the respective national ELEA members.
- (2) The examination date must adhere to the examination deadlines (see Appendix 1).
- (3) The examination date must be published on the website of the national ELEA members and/or third parties conducting the examination.
- (4) The examination date must be communicated by the Exam Director to the Examination Committee and the national representative of the QAC.
- (5) Participation in an examination requires that the candidate registers within the registration period. Late registrations can only be accepted if the candidate missed the deadline for reasons beyond their control.
- (6) If the option for an online examination is offered by the national ELEA member or third party, the candidate may apply for such with the Exam Director.
- (7) To ensure a proper examination process (e.g. ensuring impartiality), the names of the Examination Committee members must be disclosed to the candidate along with the examination date announcement. Any reservations the candidate has against one or more members of the Examination Committee must be submitted in writing with a detailed justification to the national ELEA member without delay. The ELEA member will forward the reservation to the national QAC member for review (deadlines as per Appendix 1).
- (8) If necessary, the national QAC member will consult within the QAC and will communicate the decision to the Exam Director and the national ELEA member. The decision is final and cannot be appealed.

§ 12 Content and Method of Examination

- (1) The content and focal points of the examination are based on the current learning objectives and competencies to be achieved in accordance with the applicable taxonomy.
- (2) The disciplines are derived accordingly from the Learning Objectives document and are organized into main subject areas with corresponding subcategories.

- (3) The exam consists of three parts:
- Project work
 - Presentation
 - Technical discussion

§ 13 Project Work

- (1) The project work is intended to show that the candidate is able to use the acquired knowledge to address and solve problems using a practical example in a situational manner.
- (2) The project work must be prepared in advance of the other parts of the examination and should comprise approx. 40 hours of work and 15-20 DIN A4 pages.
- (3) The result of the evaluation of the project work will not be disclosed before the technical discussion.
- (4) The originality of the project work is confirmed upon submission by the candidate. Contributions by "Artificial Intelligence (AI)", citations and the like are permitted but must be properly sourced.

§ 14 Presentation of Project Work

- (1) The candidate must prepare a presentation showcasing the result of the project work to the Examination Committee.
- (2) This presentation is intended to last 20 minutes and is limited to a maximum of 30 minutes. The Examination Committee must document whether the presentation was understandable in terms of content and whether the solution was correct.
- (3) The Examination Committee has the right to ask clarifying questions about the project work during and/or after the presentation.
- (4) The presentation of the project work to the Examination Committee is not public.

§ 15 Technical Discussion

- (1) In the technical discussion, the candidate's acquired knowledge will be assessed by the Examination Experts from each respective discipline and according to the learning objectives valid at the time of the presentation. The candidates' ability to explain the project based on their knowledge without the use of aids is also to be determined.
- (2) The duration of the technical discussion is 45 minutes.
- (3) The evaluation criteria of the technical discussion are the technical and factual content of the answers.
- (4) The Examination Committee can give the candidate a written task, which usually has to be answered in writing. Such written tasks may not exceed 50% of the total examination time.

- (5) No other candidates may be present at the technical discussion with the Examination Committee.

§ 16 Evaluation

- (1) The Examination Experts award the points together.
- (2) The candidate may request compensation for disadvantages, which, if applicable, must be taken into account in accordance with national regulations.
- (3) Evaluation criteria are expression, formal and content-related quality as well as time management and presence.
- (4) The evaluation must be carried out according to the following point distribution.
- (5) A maximum of 60 points can be awarded, which are weighted according to the examination parts as follows:
 - 30 points for project work,
 - 10 points for the presentation of the project work,
 - 20 points for the technical discussion.
- (6) The focus of the technical discussion is determined by the Examination Committee.

§ 17 Examination Protocol

- (1) The main topics and results of the project work, the presentation and the technical discussion must be recorded in the examination protocol.
- (2) The respective assessment notes of the Examination Experts must be attached to the protocol.
- (3) The protocol must be signed by the Examination Committee, including date and location, and be kept in the examination file.

§ 18 Passing and Failing the Examination

- (1) The points from all parts of the examination are added together.
- (2) The result of the examination is as follows:
 - Passed with distinction ($\geq 85\%$ of total points; ≥ 51 points)
 - Passed ($\geq 60\%$ of total points; ≥ 36 points)
 - Failed ($< 60\%$ of total points; < 36 points)
- (3) To pass the examination, at least 60% of the possible points must be achieved in each part of the exam.
- (4) The results must be announced by the Exam Director no later than 5 days after the examination date.
- (5) The candidate may request additional feedback from the Exam Director about the points achieved.

- (6) Candidates who fail the examination may retake it a maximum of two times. In this case, all parts of the examination that the candidate previously failed must be retaken within one year (370 days after the examination date). After this period, the entire examination must be retaken.
- (7) After passing the examination and after the candidate has submitted an application and paid the registration fee, the candidate will receive the ELEA certificate from ELEA.

§ 19 Deception

- (1) Any attempt by the candidate to influence the outcome of the examination by cheating or using unauthorised aids of any kind will be considered deception and the examination will be terminated immediately.
- (2) Anyone who has made it impossible to conduct or to properly complete the examination, either through deception or culpable behaviour, is deemed guilty of deception.
- (3) Aids are permitted in individual cases at the discretion of the Examination Experts.
- (4) The candidate in question must be given the opportunity to make a written statement.
- (5) Candidates who repeatedly disrupt the course of the examination will be excluded from further participation. The examination will be considered failed.
- (6) In the event of an attempt at cheating and/or cheating, all parts of the examination are considered failed.
- (7) If the Examination Committee determines that the candidate has not independently developed and/or completed the project work, the examination is deemed to have been failed.
- (8) If the ELE has already been registered as a European Lighting Expert, and if deception is discovered later, the examination is deemed not to have been passed, the registration cancelled and the certificate declared invalid. The examination may be retaken on the next examination date, at the earliest.
- (9) The national QAC and the national ELEA member are to be informed of all deceptions and infractions.
- (10) The national ELEA member and the ELEA reserve the right to take further legal action.

§ 20 Access to the Examination File

- (1) The candidate may request access to the examination file within the appeal period in accordance with Appendix I.
- (2) The Exam Director decides on the admissibility of the objection on a case-by-case basis and, if necessary, sets a date for inspection.

§ 21 Appeals Procedure

- (1) Objections to the examination result and/or decisions of an examination procedure and/or deception and infractions are admissible and must be submitted in writing,

including justification, via the national ELEA member. The national ELEA member will forward the appeal to the QAC for processing.

- (2) The deadlines are specified in Appendix I.

§ 22 Registration

- (1) Registration takes place with the national ELEA member.
- (2) The registration form along with proof of payment is to be sent by e-mail to the office of the national ELEA member.
- (3) The Code of Conduct must be accepted in writing by the person to be registered.
- (4) Interior and Exterior Lighting must be registered separately.

§ 23 Validity of Registration

- (1) The registration is valid in all European countries that participate in the ELEA program or recognize the ELEA certificate.
- (2) The registration is valid for five years from the date of passing the examination, or for five years after the last re-registration.
- (3) The validity of the registration expires automatically (see Appendix I).
- (4) Re-registration is required to maintain ongoing registration.

§ 24 Re-Registration

- (1) The ELE may submit a written application for re-registration starting six months before the registration expires up until six weeks before expiry, at the very latest. Along with the application, the ELE must present the training courses completed and relevant certificates. In addition, the ELE must prove that their professional activity lies within the field of light and lighting technology and that their expertise complies with current rules and state-of-the-art practices. The credited periods are to be determined on the basis of the points system (see Attachment 3).
- (2) The application must be submitted to the national ELEA member that conducted the original examination and initial registration.
- (3) A new examination at another national ELEA member with a new registration is possible.
- (4) The activities and credited periods must be formally documented in a chronological listing as part of the application, along with relevant certificates in accordance with the Info Sheet in Attachment 3.
- (5) Within the 5-year period, a total of 60 points must be earned in each discipline, ideally 12 points per year. Further information can be found in the Info Sheet on Re-Registration.
- (6) The regulations on specifications, content and weightings, etc. can be found in Attachment 3 (Info Sheet on Re-Registration).

- (7) For the calculation of the five-year period, the date of the examination is always taken as the baseline. Any changes in personal data (work address, name, telephone number, etc.) during the registration period must be reported in writing to the office of the national ELEA member.
- (8) For the application for re-registration of the entry, a fee must be paid per discipline in the amount prescribed by the national member.
- (9) If no application is submitted to maintain the registration, the registration expires automatically. A later application for re-registration is possible at any time (fee-based). (see Info Sheet on Re-Registration).

§ 25 Technical Discussion Re-Registration

- (1) In the context of re-registration, the national ELEA member has the authority to determine if and when a technical discussion is to be held and/or an in-depth document review is required.
- (2) In the event of a technical discussion and/or in-depth document review, the national ELEA member has the option of adjusting the fee for re-registration.
- (3) A technical discussion must not exceed the following framework conditions:
 - In-depth discussion of the submitted documents (approx. 45 min).
 - The discussion aims to verify whether projects have in fact been carried out independently.
 - The aim of the discussion is to determine whether the candidate has mastered the learning objectives of the taxonomy.
 - Another aim is to clarify whether the submitted documents are based on a general understanding of light and lighting.

§ 26 Extraordinary ELE-Registration

- (1) In addition to or in deviation from § 24, ELE registration may also be obtained based on specialist practical experience (the 'autodidacts' regulation").
- (2) Extraordinary ELE registration requires that the ELE examination in accordance with § 12 et seq. is successfully passed. Only the project work according to § 13 is replaced by the practical projects.
- (3) The application for registration is made by submission within the meaning of § 24 and written proof of:
 - 5 years of professional experience
 - 5 projects that were independently developed, worked on and completed.
 - Letter of motivation including a statement on own work focuses and approach
- (4) Practical projects:
 - Planning (objectives and results of projects, design planning, implementation and detailed drawings, tender documents, calculations, etc.), independent courses, research work, etc. At least three of the projects must be in the field of lighting design.

- The projects are to be presented in accordance with § 14. The project to be presented is determined by the examination committee in consultation with the examinee.
- (5) Advanced training certificates and a formal project work as defined by § 13 will not be required.
 - (6) Questions regarding the submitted projects and regarding the content of the learning objectives will be asked in an oral examination in accordance with § 15.
 - (7) For the application for extraordinary registration of the entry, a fee must be paid per discipline in the amount prescribed by the national member.

§ 27 Cancellation of Registration

- (1) The ELEA Board of Directors shall withdraw registration for the ELE if:
 - if an attempt at deception or infraction becomes known.
 - the requirements for registration were not met and the wrongfully registered person provided false information in this regard.
 - the registered person has violated due diligence or the ELE Code of Conduct.
- (2) If re-registration is not submitted within the specified deadlines, the entry in the ELE registry will be cancelled one month after the registration's validity expires.
- (3) The withdrawal of the registration results in deletion from the ELE registry and removal from the ELEA website.
- (4) The party in question has the right to file an objection in accordance with § 19.
- (5) The national ELEA member and the ELEA reserve the right to take further legal action.

§ 28 Legal validity

- (1) The respective version of the ELEA members is valid. For interpretation and clarification, the English version applies.

Appendix I Deadlines

(in days)

Task	Day of Examination (E)	Time span (days)	Responsible
Announcement of the examination date and announcement of the Examination Experts	Minimum -100	-300 bis -100	Exam Director
Deadline for registration	Minimum -65	-100 bis -65	Candidate
Deadline for appeals	-65	-100 bis -65	Candidate
Confirmation of registration	-65	-100 bis -65	Exam Director
Issue of project work to candidates	Maximum -65	-65 bis -55*	Exam Director
Submission of project work	Minimum -15	-25 bis -15*	Candidate
Examination	(E)	(E)	
Announcement of results	+5		Exam Director
Deadline for requesting access to examination files	+60		Candidate
Deadline for appeals	+60		Candidate
Deadline for retaking failed parts of the examination	+370		Candidate

* Depending on the time of issue of the project work, each candidate has a maximum of 40 days to complete the project.

Appendix II Learning Objectives and Degrees of Competence

Memorised facts and knowledge alone will not suffice in order to pass the examination for European Lighting Expert in Interior or Exterior Lighting. To achieve the required level of competence, the learning objectives must be mastered by means of independent thinking.

Therefore, the learning objectives are categorised according to the level of competency to be achieved. The following three levels of difficulty are covered by the examination:

C1: Knowledge	Reproduction of knowledge acquired through memorisation or practice: e.g. listing, naming, describing, identifying, distinguishing, defining, presenting, knowledge of contexts, principles and applications.
C2: Comprehension	What has been learned is understood and can be explained, even in an unfamiliar context. This includes processing facts and problems, preferably supported by practical experience with calculations, graphic representations, and explanatory descriptions.
C3: Application	What has been learned must be applied in a new, previously unknown situation. Knowledge transfer takes place in a new application context: working on complex, multi-layered problems, such as those that can arise in everyday professional life, and finding the optimal solution from among various possibilities.

The difficulty increases from C1 to C3. The level required in a specific subject is indicated accordingly.