

How do I become a UPCS Inspector?

Introduction

The Physical Assessment Sub System (PASS) of the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) facilitates the physical inspection of all HUD-affiliated properties. All HUD assisted and insured housing covered under the Department’s Uniform Physical Condition Standards (UPCS) regulations must be inspected by individuals certified in the use of the Department’s UPCS inspection protocol and procedures. The information below explains how to become an inspector certified in the use of the UPCS.

Procedure

The following 12 steps describe how to become a certified inspector.

Step	Who Does It	What Happens
1	Potential training participant	Access and read the web page to get information about inspector qualifications, training, forms, and schedules
2	Potential training participant	Electronically submits the Inspector Assessment Form to the Inspector Administration
3	PIH-REAC (Inspector Administration)	Reviews submitted information from potential training participant to determine whether or not the individual meets inspector qualifications
4	PIH-REAC (Inspector Administration)	Recommends qualified inspector candidates to the UPCS Inspection Training Coordinators
5	PIH-REAC (Training)	Registers qualified training participant for Module 1 (On-Line Training) and electronically mails notification to the training participant
6	Qualified Training participant	Receives and reviews email from reapasstraining, which includes the Welcome Letter, Learning Site User Guide and Module 3 Training Calendar
7	Qualified Training participant	Complete Module 1 and its surveys, successfully pass Module 1 Test, complete Module 2 and its surveys, successfully pass Module 2 Test
8	Qualified Training participant	Register for Module 3 Training (instructor led), successfully complete and pass the Certification Exam Part 1 and Certification Exam Part 2

9	Qualified Inspector candidate	Receives an inspector id badge and M number
10	Qualified Inspector candidate	Bids on and is awarded an inspection assignment on the Reverse Auction Website, or receives inspection assignment from a Servicing Mortgagee or a UPIC Contractor
11	Qualified Inspector candidate	Performs first inspections successfully under the supervision of designated HUD PIH/REAC staff
12	Certified Inspector	Approved by HUD PIH/REAC

Required Item to be submitted The following questionnaire must be downloaded, completed and submitted electronically to the Inspector Administration.

- **Inspector Assessment Form**
- Email completed Inspector Assessment Form to:

Contact Us For more information, call the REAC’s Technical Assistance Center at 1(888)245-4860 or email reacpassTraining@hud.gov
