



4-1/2 Day Phase II Protocol 2/3/2022

Structure

1) Before getting started with Phase II – Field Training/Certification Testing:

- A. All Phase II inspections must be downloaded **prior to the scheduled Phase II** training to ensure sufficient time to resolve any issues that may arise. If not downloaded prior to the start of Phase II training, the scheduled Phase II training may be compromised, and you could lose valuable field training experience with a QA Trainer. Call the REAC TAC at 1-888-245-4860 *immediately* if there are any problems with the download or your password. Also, please let Robert (Whitt) Whittington immediately know of any download and/or RAPID software problems/issues.
- B. Should any issue arise regarding the Phase II inspections, the Phase II Inspector Candidate must immediately contact the PASS Training Team and the REAC TAC. It is critical that everyone is aware of any issues so that the Phase II training is successfully completed.
- C. Changes to any of the processes, procedures and requirements set forth in this document are at the sole discretion of the UPCS Training Team and PASS UPCS QA. Failure to comply with all of the processes, procedures and requirements will result in failing Phase II.

2) What to Expect during Phase II - Field Training/Certification Testing:

- A. Consist of 4-1/2 Days (Monday – Friday) in the field with a HUD QA Trainer. This week will include field training and instructions that cover how to successfully complete a UPCS inspection from start to finish.
- B. On Day-1 afternoon @ 1:00 pm – 5:00 PM: Inspector Candidates will meet at a property (TBD) and the Training Team will give a visual of how an inspection will proceed from start to finish. Then, we will break up into smaller groups. At this time, each group will visit all 5 Inspectable Areas with a QA Trainer. Team Trainers will explain what you are looking for and how to develop a good routine in each area.
- C. On Days 2, 3 & 4:
 - I. On Tuesday, Wednesday & Thursday mornings, arrive at your scheduled mock inspection at least 10 – 15 minutes early & ready to start your mock inspections with your QA Trainer. Exact locations of mock inspections and mock inspection numbers will be forwarded to you the week prior to starting your Phase IIs.
 - II. In the field, Day 2, 3 & 4 (morning only) will be Field Training and Coaching on mock inspections. Each group will consist of 2 students maximum with 1 QA Trainer.
- D. Certification Testing on Day-4 afternoon from 1:00 pm – 5:00 pm & Day-5 morning from 9:00 am – 1:00 pm:



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- I. One (1) Inspector Candidate will be tested on Thursday afternoon from 1 pm till 5 pm with a QA. The second Inspector Candidate will be tested Friday morning from 9 am till 1 pm. The certification test requires an Inspector Candidate to complete a UPCS inspection from start to finish without assistance from the QA using the UPCS protocol learned during the three (3) phases of training (Phase Ia - Online LMS Training, Phase Ib – Classroom In-Person Review & written Certification Testing, & Phase II Field Training & Certification Testing).
- II. How to determine which Inspector Candidate goes first (Thursday) & which student goes second (Friday):
 - a. If Inspector Candidates mutually agree on starting order, proceed accordingly.
 - b. If Inspector Candidates consist of one female and one male, then:
 - i. QA Trainer will flip a coin. Female gets to call the coin toss. Winner of the coin toss gets to choose their starting order, and the loser has to go with the remaining choice.
 - c. If Inspector Candidates are both female or both male:
 - i. QA Trainer will flip a coin. The oldest Inspector Candidate gets to call the coin toss. Winner of the coin toss gets to choose their starting order, and the loser has to go with the remaining choice.
- E. **As part of your testing, each Inspector Candidate is required to upload every mock inspection at the end of each day prior to the start of the next mock inspection.**
 - I. Failure to comply could result in being dismissed from training.
- 3) **PLEASE NOTE: REAC UPCS Training Team will be responsible for obtaining and scheduling all mock inspections for Phase II training.**
- 4) The preferred Phase II Training option will consist of four (4) mock inspections of various building counts and types. As a general rule:
 - A. REAC will provide the mock inspections with Inspection Numbers (these inspections are not Inspections of Record, nor does an inspector get paid for these inspections).
 - B. FYI (For Your Information) – mock inspections will be centered around the cities where the Phase II training & testing is going to take place.
 - I. Usually, a 20 mile or less radius when applicable.



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- 5) All Phase II UPCS inspections must be conducted in the presence of a PASS UPCS QA Trainer. A Phase II inspection that is not conducted in the presence of a PASS UPCS QA Trainer will be rejected and the Phase II candidate will automatically fail Phase II.
- 6) **Successful Completion of Phase II:**
- A. Those individuals who successfully complete Phase II training will be Fully Certified UPCS Inspectors after complying with IA (Inspector Administration) requirements for General Liability Insurance prior to conducting UPCS inspections. This Notice mandates UPCS Certified Inspectors to purchase, at their own expense, and carry General All Risk Liability insurance with the required limits not less than a Combined Single Limit of \$1,000,000 per occurrence and \$2,000,000 aggregate and provide evidence as follows:
- I. HUD must be named as the Certificate Holder of the policy,
 - II. The inspector's user ID number (the 5 characters "M-ID" or "I-ID number) must be on the face of the insurance certificate with the information naming the "Insured" party.
 - III. The inspector must submit a copy of the Certificate of Liability Insurance to HUD within five (5) days after successfully completing Phase II by:
 - a. Scanning and emailing a copy to REACInspectorInsurance@hud.gov
or
 - b. Uploading a PDF copy of the insurance certificate into HUD Secure Systems using the instructions below (see instructions below).
 - i. Log into Secure Systems
 - ii. Go to the inspector profile page
 - iii. Click on Attach Supporting Documents
 - iv. Select "Insurance Certificate" under Type
 - v. Click Browse and search for your document on your computer
 - vi. Select the pdf file of the Insurance Certificate
 - vii. Click the open button and the file will be transferred to the Website
 - viii. Add a description in the Description Box



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ix. Click Attach button

- B. UPCS certified inspectors are responsible for reading each Inspector Notice and complying with all the requirements set forth.
- C. **Download and become very familiar with IA (Inspector Administration) Business Rules – Inspector Performance Monitoring prior to attending the Phase II – Field Training/Certification Testing:**

[IA Business Rules – Inspector Notice No. 2016-02¹](#)

7) **What happens if you fail Phase II – Field Certification Testing:**

- A. The Phase II field exam rating is not appealable.
- B. The Phase II candidate, however, is given one additional opportunity to take Phase II.
- C. The second Phase II must be scheduled and completed within the next **thirty (30) after failing Phase II Field Training/Certification Testing.**
 - I. Failure to accomplish this will automatically count as a second Phase II fail.
- D. If the second attempt is not successful, the Phase II candidate will be required to complete the entire UPCS training (beginning with Phase Ia) to become a certified inspector (this will depend on training availability).

8) **CERTIFICATION OF RECEIPT OF PHASE II PROTOCOL**

Please sign below. Your signature certifies that you received, read, and understand the Phase II Protocol.

Printed Name

Date

Signature