UPCS Inspection Certification Training

Online LMS Training, Classroom Review/Testing & Field Training/Certification Testing

What to expect from Start to Certification

There are three (3) segments to the Uniform Physical Condition Standards (UPCS) Contract Inspector Physical Inspection certification process. Each segment has to be completed with a passing grade before moving onto the next segment.

1. <u>Phase Ia - Online LMS Training</u>: Online LMS UPCS Inspector Certification Training is a four-week online web-based training. Online LMS training consists of lessons, simulations, exercises, examinations and learning how to navigate through the 4.0 RAPID Software.

2. <u>Phase Ib - Classroom Review/Testing</u>: Is a one-week classroom consisting of training, reviewing selected online training materials and an examination led by a certified HUD instructor. Inspector candidates will be invited to this segment after completing and passing the 1st segment.

   (PLEASE NOTE: Classroom sizes are limited. Inspector candidates are accepted for the classroom training on a first come first serve basis as they complete the Online LMS Inspector Certification Training, with priority going to the contract inspector candidates. Once the maximum number of inspector candidate students have been reached, enrollment period will close for that specific class. However, as additional inspector candidate students complete the online training, they will go to the top of the list for the next classroom training. Locations of classroom trainings are determined on a variety of conditions.)

3. <u>Phase II - Field Training/Certification Testing</u>: Consist of 4-Days (Monday – Thursday or Tuesday – Friday) in the field with a HUD QA. This week will include field training and instructions that cover how to successfully complete a UPCS inspection from start to finish. The last day will consist of a certification test. The certification test requires an inspector candidate to complete a UPCS inspection from start to finish using the UPCS protocol learned during the three (3) segments of training (Online LMS Training, Classroom Review/Testing & Field Training/Certification Testing). A HUD QA will be present for the certification test.

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How to Apply for UPCS Certification Training

1) Online LMS Training

A. **The Physical Assessment Subsystem (PASS) Uniform Physical Condition Standards (UPCS) Training webpage will be used for the following:**

   I. To announce upcoming training locations and/or dates for Phase Ia Online LMS Training and classes for one-week of Phase Ib - Classroom Review/Testing.

   II. To announce closure dates for Phase Ia - Online LMS Training and dates for classes for Phase Ib - Classroom Review/Testing.

   III. To announce when classes for Phase Ib - Classroom Review/Testing are full.

   IV. Enrollment period for Online LMS Training will only be allowed after inspector candidates have passed (or pending review of) Inspector Qualifications.

   V. The Training Team will notify each inspector candidate via email whether they met the minimum inspector qualifications required to be accepted into the Online LMS Training.

B. **Inspector Qualifications**

   I. Two years of recent (within the last 4 years) full-time experience as a certified Combination Inspector (or similar certified position) by a national or government-recognized agency.

   II. Completed a minimum of 250 physical inspections (commercial real estate inspections or residential inspections) in which the individual was solely responsible for conducting the inspections. The experience will include Site, Building Exteriors, Building Interiors, Building Systems and inside of Units. (This does not include FEMA inspections, termite inspections, appraisals, and site visits from property owners, managers, or real estate brokers).

   III. Provide 25 inspections you have completed on the excel spreadsheet provided below and titled "Commercial Inspection Log (.xlsx format only), with all required information. Failure to do this will delay the review of your inspector qualifications. By using the excel spreadsheet provided below, this will help reviewers to more quickly complete your review.

   Commercial Inspection Log (.xlsx format only)

   IV. Possess good knowledge and understanding of all construction trades.

V. Possess general computer skills.

VI. High school education or equivalent.

C. Must have a HUD issued ID

I. If you already have a HUD issued ID (i.e., "M" - ID or "I" - ID), processed to "D." below. Existing HUD issued IDs can be reused, even if HUD ID is currently inactive.

II. If you are a new inspector candidate, and you do not have a HUD User ID, you must apply for an independent user ID ("I" - ID). To obtain a HUD issued ID, please click the URL below and follow the directions:

https://hudapps.hud.gov/public/wass/public/independent/indreg_page.jsp

D. How to get enrolled for the Phase Ia - Online LMS UPCS Inspector Training

I. To begin the Online LMS UPCS Inspector Certification Training, an individual must submit the Inspector Candidate Assessment Questionnaire (form HUD-50002A). The individual must complete the form in accordance with the instructions on the form.

   a. Click the link below to access the Inspector Candidate Assessment Questionnaire (form HUD-50002A). The Assessment Questionnaire must be submitted as a PDF Document.

Inspector Candidate Assessment Questionnaire (.pdf format only)

II. In addition to submitting the Inspector Candidate Assessment Questionnaire (form HUD-50002A), inspector candidates are required to submit supporting documentation that includes a minimum of 25 verifiable inspections of the 250 required inspections completed by the inspector candidate.

   a. When submitting the 25 verifiable inspections, please include Inspection Date, Full Address, Building Count, Unit Count, Property Contact Name, Property Contact Phone, and Property Contact Email. Use the Excel Spreadsheet provided below and titled "Commercial Inspection Log (.xlsx format only) to submit your 25 inspections:

Commercial Inspection Log (.xlsx format only)

III. Forms Inspector Candidate Assessment Questionnaire (form HUD-50002A) and 25 verifiable inspections must be submitted via email to:

REAC_TAC@hud.gov   &   OnlineTrainingRegistration@hud.gov

IV. Subject Line for all Inspector Candidates when submitting your questionnaire form and 25 verifiable inspections must read as follows or could result in your application package not being reviewed:

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V. HFA (Housing Finance Agencies) inspector candidates will submit your questionnaire form only to:

   REAC_TAC@hud.gov   &   OnlineTrainingRegistration@hud.gov

VI. Subject Line for HFA Inspector Candidates when submitting your questionnaire form must read as follows or could result in your application package not being reviewed or rejected. **NOTE**: HFA inspectors will not be required to submit 25 verifiable inspections.

Full Name – State – HFA Affiliation – St. Louis 2020

VII. Failure for Contract Inspector Candidates or HFA Inspector Candidates to follow the above instructions will result in your submitted package being returned or rejected.

   a. It is important that the forms are completed in their entirety and the subject line includes the information outlined above.

   b. **Incomplete forms will be immediately returned via email, and you will have to submit them again**

   c. **No submitted packages will be processed after the enrollment period closes.**

VIII. **Acceptance into Phase Ia - Online LMS UPCS Inspector Training**

   a. Once REAC accepts the completed documents, Inspector Candidates will be reviewed and will be contacted via email and notified of your status.

   b. When an Inspector Candidate is approved, you will be provided with further instructions for enrollment in the online LMS.

   c. When an Inspector Candidate is not approved, you will be provided with the information in your documentation that disqualified you from the program.

E. Passing Phase Ia - Online LMS Training

I. Requires an inspector candidate to complete the General Knowledge Exam and score a 75% or higher.

II. Requires an inspector candidate to complete Module 100 Series Lessons – Protocol and score a 75% or higher on each section within Module 100.

III. Requires an inspector candidate to complete Module 200 Series Lessons – Identifying UPCS Inspection Defects and score a 75% or higher on each section within Module 200.

IV. Requires an inspector candidate to complete Module 400 Series Lessons – Inspection Software.

V. Requires an inspector candidate to complete and pass the Protocol Exam with 75% or better.

    a. Inspector candidates will know if they passed or failed immediately after completing the exam.

    b. Inspector candidates are allowed multiple attempts to pass the Protocol Exam.

VI. Requires an inspector candidate to complete and pass the Compilation Bulletin Exam with 75% or better.

    a. Inspector candidates will know if they passed or failed immediately after completing the exam.

    b. Inspector candidates are allowed multiple attempts to pass the Compilation Bulletin Exam.

VII. Requires an inspector candidate to complete all Exercises and upload the completed inspections xml files into the LMS.

VIII. When an inspector candidate has successfully completed the Online LMS Training:

    a. The student will be notified immediately when the course has been successfully completed.

    b. The student qualifies to attend the Second Segment – Phase Ib - Classroom Review/Testing course.

    c. The student will receive a certificate of completion as soon as possible via email.

F. Retaking the Phase Ia - Online LMS Training Course

I. Inspector candidates failing to complete Online LMS Training within the four (4) weeks will not be granted an extension.

II. Inspector candidates will be granted one opportunity to retake or complete Online LMS Training.

G. In order to advance beyond the Phase Ia - Online LMS Training to the Second Segment – Phase Ib - Classroom Review/Testing, all inspector candidates will be required to:

I. Pass an in-depth background investigation that is incorporated into the Personal Identity Verification (PIV) process.

   a. Please review the Inspector Administration's Inspector Notice titled "Revised – Personal Identity Verification (PIV) Requirements" at:

https://www.hud.gov/sites/documents/INSPECT_NOTICE2014-1REV.PDF

(NOTE: This does not apply to Housing Finance Agencies (HFA) candidates.)

II. Complete and pass all Phase Ia - Online LMS Training with a passing grade of 75% or higher before being allowed to move onto the Phase Ib - Classroom Review/Testing.

III. Complete their profile in secure system.

IV. Upload photo in secure system.

2) **Phase I b - Classroom Review/Testing**

A. Prior to arriving for the first day of the training session, the Inspector Candidate is required to:

I. Download and install the RAPID 4.0 software on the computer you will be bringing to the training. The instructions are on the DCD 4.0 Web Page.

RAPID 4.0 software

   a. To increase your chances of passing, it is highly recommended that each inspector candidate uses the same laptop in all three (3) segments of training if possible (Online LMS Training, Classroom Review/Testing & Field Training/Certification Testing).

II. Download or print out a copy of the REAC Compilation Bulletin.

REAC Compilation Bulletin

III. Inspector candidate must have a wireless internet HUB device (wireless hotspot) that will enable them to connect their laptop to the internet.

   a. It is recommended that each inspector candidate practice downloading and uploading exercises using their hotspot. Get use to using it and get comfortable using it.

IV. Download, sign and bring to class a copy of Phase II - Field Training/Certification Testing Protocol.

4 Day Field Training & Certification Testing

B. Class Requirements

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I. **Attendance**. Attendance throughout the entire training session is mandatory. Training Sessions are Monday through Friday. Training Sessions will start at 9:00 AM and go no later than 5:00 PM each day. Daily start times and end times may vary with instructor's discretion and in the best interest of the inspector candidate students.

II. **An inspector candidate will:**

   a. Receive one verbal warning for being tardy, early departure, or any other absence.

   b. Be dismissed from training for a second instance of tardiness, early departure, or other absence.

   c. Will also receive notice of dismissal via email.

   d. An Inspector Candidate who is dismissed from Phase Ib - Classroom training may request to retake the entire training starting with the Online LMS Training after 6 months from the date of dismissal.

III. **Passing Classroom Review/Testing**

   a. Passing the Protocol Exam with a 75% or better. This is a one-hour exam given during the afternoon on the first day.

   b. Passing the REAC Compilation Bulletin (CB) Exam with a 75% or better. This is a one-hour exam given during the afternoon on the first day.

      i.   The Protocol Exam and REAC Compilation Bulletin Exam may be taken up to three (3) times. Make up exams are only administered either before class, during lunch breaks, or after class.

      ii. If an inspector candidate does not pass either exam after three (3) attempts, the individual will be dismissed from class.

      iii. Reference **C.** below for directions on retaking the Classroom Review/Testing course.

   c. Passing the Certification Exam with a 75% or better on Friday. This exam is given on Friday morning.

      i.   The certification exam will be similar to Exercises 200, 300, 400, 500 and 600 that were completed during the Online LMS Training.

C. **Retaking the Classroom Review/Testing Course**

   I. An Inspector Candidate may only take the Classroom Review/Testing two (2) times.

II. If the first attempt to pass Classroom Review/Testing UPCS Inspector Certification Training is unsuccessful, the Inspector Candidate may re-apply to take Classroom Review/Testing by re-submitting the form HUD-50002A.

    a. The second attempt to pass Classroom Review/Testing has to be within six (6) months or less after the first unsuccessful attempt.

III. If the inspector candidate fails the second attempt to pass Classroom Review/Testing, the individual may re-apply one (1) year after the date of the last failed certification exam.

    a. The inspector candidate will be required to start from the Initial Segment – Phase Ia - Online LMS Training.

3) **Phase II - Field Training/Certification Testing**

A. Click on the link below to get the details concerning Field Training/Certification Testing for the Uniform Physical Condition Standards (UPCS) Contract Inspector Physical Inspection certification process:

[4 Day Field Training & Certification Testing](#)

4) **General Information**

A. REAC provides the following phone numbers to all Inspector Candidates in case of any questions:

Technical Assistance Center (TAC): 1-888-245-4860

B. Changes in Class Schedule:

I. Cancellations: A scheduled Phase Ib - Classroom Review/Testing UPCS Inspector Certification course may be cancelled by HUD if the minimum number of students registered is not met. The minimum number is 10.

II. In the event the federal government in the designated city for Classroom Review/Testing course is given an official "delayed arrival" or "early dismissal" on a day of training (Example: for severe weather or other circumstances), the training will begin or be dismissed accordingly.

    a. Delayed arrivals and/or early dismissals are announced by OPM through the media.

    b. A liberal leave announcement is NOT an official delayed arrival.

III. Early dismissal will be announced to the class after the training staff learns of the official OPM or HUD decision.

IV. Closings: If the federal government in the designated city of training is officially closed, the training session for that day will not be held.

V. In case of a federal government shut down or furlough there will be no Online LMS Training, Classroom Review/Testing or Field Training/Certification Testing.

VI. Impact on completion of class. In the event of an emergency or other situation beyond the control of HUD on any day of the Classroom Review/Testing UPCS Inspector Certification Training, every attempt will be made to complete the class. This decision is made on a situation-by-situation basis considering:

   a. When the delay/cancellation occurs (Example: what time of day, what day of the week, duration of delay, etc.)

   b. How much time was lost (the number of hours and/or days).

   c. How much time is needed to complete the course and how much time remains.

   d. How the time allotted on the agenda can be modified, including break times and lunch time.

   e. The class willingness and availability to change the start and end time of the class each day.