

U.S. Department of Housing and Urban Development
550 12th Street, S.W.
Suite 100
Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

TO: All HUD Inspectors Certified in the use of the
Uniform Physical Condition Standards (UPCS) inspection protocol

FROM: Robert L. Garrett
Inspector Administration

SUBJECT: Physical Inspections/Inspector Administration
Business Rules – Inspector Performance Monitoring

EFFECTIVE DATE: March 1, 2002
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Inspector Notice No. 2002-01

Maintaining Active Certification

Policy

An inspector must conduct a UPCS inspection successfully at least once in a 180 consecutive calendar day period to retain the HUD certification in the use of the UPCS inspection protocol. A UPCS inspection is considered successful only after the inspection results have been uploaded by the inspector and accepted by PIH-REAC.

DURING A 180 CONSECUTIVE CALENDAR DAY PERIOD, THERE ARE THE FOLLOWING MILESTONES:

90 days

If...	Then...
An inspector successfully conducts a UPCS inspection in any 90 consecutive calendar day period.	The inspector's M# remains active.
An inspector does not successfully conduct a UPCS inspection in a 90 consecutive calendar day period.	The inspector's M# is deactivated.

Important: A new 180-day period begins any time the inspector successfully conducts a UPCS inspection.

120 days

If...	Then...
An inspector takes and passes the Computer Based Training (CBT) before the 120 th day.	The inspector's M# is reactivated for a total of 180 consecutive calendar days from the date of the last successful UPCS inspection.
An inspector does not take and pass the CBT before the 120 th day.	The inspector's M# is deactivated and the inspector is decertified.

Example 1: An inspector successfully conducts a UPCS inspection on March 15, but does not successfully conduct another UPCS inspection within the next 90 days, i.e., before June 13th. The inspector's M# is deactivated. The inspector takes and passes the CBT on July 7 (before the 120th day).

The inspector's M# was deactivated on the 90th day (June 13) after the last successful UPCS inspection. Because the inspector took and passed the CBT before the 120th day (July 13), the inspector's M# was reactivated. The inspector must successfully conduct a UPCS inspection prior to the 180th day (September 11).

Example 2: An inspector successfully conducts a UPCS inspection on March 15, but does not successfully conduct another UPCS within the next 90 days, i.e., before June 13th. The inspector's M# is deactivated. The inspector **does not** take and pass the CBT before July 13 (120th day).

The inspector's M# was deactivated on the 90th day (June 13) after the last successful UPCS inspection. Because the inspector **did not** take and pass the CBT before the 120th day (July 13), the inspector's M# remains deactivated, and the inspector is decertified.

180 days

If...	Then...
An inspector takes and passes the CBT before the 120 th day, and successfully conducts a UPCS inspection before the 180 th day.	The inspector's M# remains active for a period not to exceed 180 days from the date of the last completed inspection, subject to all requirements for maintaining good standing.
An inspector takes and passes the CBT before the 120 th day, but does not successfully conduct a UPCS inspection before the 180 th day.	The inspector's M# is deactivated and the inspector is decertified on the 181 st day.

Important: Under no circumstances can an inspector remain certified beyond 180 consecutive calendar days unless the inspector conducts a UPCS inspection successfully.

Recertification An inspector who has been decertified must re-apply for UPCS training by completing an Inspector Administration Form.

For more information about the application and certification process, visit

<http://www.hud.gov/offices/reac/products/prodpass.cfm>
