

PHASE 1a and Phase 1b PROTOCOL

Structure

1. The Phase 1a UPCS Inspector Certification Training is a six week online web based training. Phase 1a training consists of lessons, simulations, exercises, and examinations.
2. This online training (OLT), which was designed, and based on HUD's revisions to the PASS Scoring Notice and deficiency definitions. In addition to the Uniform Physical Condition Standards (UPCS) inspection protocol, you will learn how to navigate through the new RAPID 4.0 software.
3. Phase 1b is the instructor led phase of training in which the inspector candidate will be invited upon completion of Phase 1a online end date.

How to Apply for Training

Inspector Qualifications

If you currently have a HUD User ID (ie; M-ID), click the link below to access the Inspector Candidate Assessment Questionnaire _ (MS-Word).

<http://portal.hud.gov/hudportal/documents/huddoc?id=50002A.doc>

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). Click the following URL:

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

Upon receipt of your ID, you must complete and submit the **Inspector Candidate Assessment Questionnaire** (MS-Word). The **Assessment Questionnaire must be submitted as an MS-Word Document.**

Please submit the form to **InspectorAssessmentForm@hud.gov**.

Process

1. To begin Phase 1a, 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 and the instructions posted on the web page at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/pa ss_trng

(Class sizes are limited. Inspector candidates are accepted on a first come first serve basis; once limitation has been reached enrollment period will close.)

In order to advance beyond Phase 1a, all inspectors will be required to successfully pass an in-depth background investigation that is incorporated into the Personal Identity Verification (PIV) process. Please review the Inspector Notice found at the below URL under General Information

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/inspectors

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

Inspector's candidates must indicate in the subject line of their email the preferred site location for Phase 1b when submitting your questionnaire form.

Housing Finance Agencies must submit form **HUD-50002B-HFA, provided by Pilot Team**

Housing Finance Agencies (HFA) also include in the subject line of their email their State and HFA and copy your portfolio manager on the email.

Failure to adhere to the above instructions will result in your questionnaire form being returned or rejected. No questionnaire forms will be processed after the enrollment period closes.

This website will be updated as each class closes or reach the maximum number of attendees and as additional classes open.

The enrollment period will close two weeks before the Phase 1a start date.

2. An individual who submits a complete application and meets the minimum inspector qualifications will be notified via email, from the Training Team. The email will include the dates of available training sessions, and other important information about UPCS Inspector Certification training.

3. Prior to being scheduled for Phase 1b onsite training and the certification exam, the Inspector Candidate must complete the entire online curriculum (phase 1a) on or before the end date.

4. To receive final confirmation to attend Phase 1b the inspector candidate must:

- successfully pass an in-depth background investigation
- complete Phase 1a (Online training)
- complete their profile in secure system
- upload photo in secure system

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

- **Download and install the RAPID 4.0 software on the computer he/she will be bringing to the training. The instructions are on the DCD 4.0 Web Page.**
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/prodpass/dcd4.0
- **Download or print out a copy of the REAC Compilation Bulletin.**
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/prodpass
- **Inspector candidate must have a wireless internet HUB device (wireless hotspot) that will enable them to connect their laptop to the internet. We do not recommend the use of a cell phone as a hotspot**
- Inspector candidate must bookmark or save the below URL to the LMS to your favorites
<http://hudreactraining1.c3learn.com/>
- **Download and bring to class a copy of Phase II Protocol**

Class Requirements

1. **Attendance.** Attendance throughout the entire training session is mandatory. Training Sessions start at 9:00 AM Tuesday and will end by 5:00 PM Friday. Daily start times and end times will be determined by the instructor. **An inspector candidate will:**

- Receive one verbal warning for being tardy, early departure, or any other absence.
- be dismissed from training for a second instance of tardiness, early departure, or other absence
- Receive notice of dismissal via email.

An Inspector Candidate who is dismissed from training may request to retake the entire training within 6 months from the date of dismissal. If 6 months elapses, the inspector candidate must re-apply by submitting the Inspector Candidate Assessment Questionnaire, form HUD-50002A

2. **Retaking the Course.** An individual who fails to complete Phase 1a within the six (6) weeks will not be granted an extension. They will be granted one opportunity to retake or complete Phase 1a. An individual may only take the Phase 1b training two (2) times. If the second attempt to pass Phase 1b UPCS Inspector Certification Training is unsuccessful, the Inspector Candidate may re-apply to take Phase 1a by re-submitting the form HUD-50002A but no later than six (6) months after the date the second failed Certification Exam was administered. If an Inspector Candidate fails the second Phase 1b training session, the individual may re-apply after within one (1) year after the last failed certification exam.

3. **Required Examinations.** To successfully complete Phase 1b training, the Inspector Candidate must pass the pre-exam and the certification exam

- Phase 1a Pre Certification exam. Passing is 75%. The Inspector Candidate may use the REAC Compilation Bulletin and the REAC Inspection Checklist documents during this exam. This exam is given on Thursday afternoon. The Inspector Candidate will be dismissed from training if he/she does not get a passing score and will not be allowed to proceed to take the certification exam.
- Phase 1a Certification. Passing is 75%. The Inspector Candidate may use the REAC Compilation Bulletin and the “Inspector Helpful Hints” document during this exam. This exam is given on Friday morning.

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

The Inspector Candidate will be dismissed from training if he/she does not get a passing score on the third attempt on any one or more of these three exams. A Notice of Failing Phase 1b will be sent to the Inspector Candidate via email. An Inspector Candidate who is dismissed from training may request to retake the entire training within six (6) months from the date of dismissal. The request must be sent to: InspectorAssessmentForm@hud.gov

An Inspector Candidate who does not get a passing score on the Phase 1b Certification exam will be allowed to retake the entire Phase 1b training within six (6) months of failing. To retake the training, the Inspector Candidate must send an email to InspectorAssessmentForm@hud.gov

3. Results: Notification of Phase 1b UPCS Certification Training exam, the Phase 1b score and the result (pass or fail) will be known immediate upon completion of exam. Those who successfully complete and pass Phase 1b will be considered “conditionally” certified inspectors. “Conditional” certification enables the inspector candidate to proceed to Phase II Training.

4. Phase II training: Phase II is a three day UPCS field training conducted for three days in a row in one week. The first two days are “field” training and the third day is a “field” exam. The two days of field training may consist of either one or two property inspections, at the discretion of PASS QA Scheduling. The third day, which is the exam, will be a separate inspection. For the Phase II protocol please go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/qa

6. Changes in Class Schedule

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

- Technical Assistance Center 1-888-245-4860

- Cancellations. A scheduled Phase 1b UPCS Inspector Certification Training session may be cancelled by HUD if the minimum number of students registered is not met. The minimum number is 10.
- In the event the federal government in the designated city of Phase 1b training is given an official “delayed arrival” or “early dismissal” on a day of training (e.g., for severe weather or other circumstances), the training will begin or be dismissed accordingly. Delayed arrivals are announced by the media. A liberal leave announcement is NOT an official delayed arrival. Early dismissal will be announced to the class after the training staff learns of the official OPM or HUD decision.
- Closings. If the federal government in in the designated city of training is officially closed, the training session for that day will not be held.
- In case of a federal government shut down or furlough there will no Phase 1a or 1b training.
- Impact on completion of class. In the event of an emergency or other situation beyond the control of HUD on any day of the Phase 1b 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 (e.g., what time of day, what day of the week)
 - B. How much time was lost (the number of hours/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.