

HFA UPCS PHASE I REGISTRATION

To enroll for REAC UPCS Training:

- (1) Obtain a Web Access Security System (WASS) user ID. For Housing Finance Agencies (HFAs) with Performance-Based Contract Administration work, register [here](#) for a user ID; i.e., an M ID. For HFAs without Performance-Based Contract Administration (PBCA) work, register [here](#) for an I ID. This ID will allow you to log into our secure system to access training, and eventually, to access inspection reports.
- (2) After you have a WASS user ID (or if you already had one), please complete the inspector questionnaire. The questionnaire form is attached, and the instructions are found [here](#) (and also attached). **Please be sure to fully read all instructions**, as the questionnaire must be submitted properly to register.

The questionnaire must be in the form of a Word document (not PDF) and it should be labeled with your “Last Name, First Name.” The subject line of the email should include the name of your HFA and the training location you wish to attend.

The enrollment period always ends on a Thursday, the online training period will begin the following Monday. Phase 1a (online training) is an intensive six-week, self-paced training that takes about 40 hours to complete — it’s recommended to complete one module per day. Once this six-week period is over, the online training may no longer be completed, and if the online training is not completed, the candidate cannot move on to Phase 1b (classroom training). Internet Explorer is the browser that’s compatible with Uniform Physical Condition Standard (UPCS) training.

After the online training period closes and the candidate has successfully completed the online portion, the Phase 1b class will begin the following week. Travel and lodging are the responsibility of the HFA. Each inspector candidate must bring a computer that meets our requirements, which can be found [here](#). This includes a camera and the latest versions of the following software: Record and Process Inspection Data (RAPID) software client, found [here](#), Flash, found [here](#), and Java, found [here](#).

Upon completion of Phase 1b, the candidate may schedule Phase II field training. Instructions for Phase II are provided in a separate document.