

PHASE II PROTOCOL

Structure



1. Phase II is a three-day UPCS field training conducted three consecutive days in one week. The first two days are “field” training and the third day is a “field” exam. The training can be completed in one of two ways. The preferred way is having the Phase II candidate complete three one-day inspections. The second way is having the Phase II candidate complete two inspections, with the first being a two-day inspection and the second being a one-day inspection. The latter option is at the discretion of PASS QA Scheduling, depending on the property locations and size.

The preferred Phase II Training option will consist of three inspections of various building counts and types. As a general rule:

- a. A recommended one-day inspection is a property with 14 – 75 units.
 - b. When properties with a large number of buildings are selected, there should be a smaller number of units. For example, a property with 1 building and 75 units may be acceptable, whereas a property with 10 buildings and 75 units may not be acceptable due to the length of time the inspection would likely take because of the increased number of buildings.
- Day 1 Field Training. A PASS QA inspector will provide field training while the Phase II candidate conducts the inspection. Every effort will be made to train the Phase II candidate on all aspects of a UPCS inspection, including, but not limited to, profile verification, sample generation, inspection of all five inspectable areas, and completion of the Exigent Health and Safety (EH&S) certificate, if applicable.
 - Day 2 Field Training. A PASS QA inspector will continue to provide field training while the Phase II candidate conducts the inspection. Again, every effort will be made to train the Phase II candidate on all aspects of a UPCS inspection, including, but not limited to, profile verification, sample generation, inspection of all five inspectable areas, and completion of the EH&S certificate, if applicable.
 - Day 3 Field Exam. A PASS QA inspector will conduct a final exam evaluating the Phase II candidate’s ability to conduct a REAC inspection independently and without QA assistance. No training is provided. The Phase II candidate will be evaluated on all aspects of conducting an inspection in accordance with the UPCS inspection protocol, which includes, but is not limited to, profile verification, sample generation, inspection of all five inspectable areas, and completion of the EH&S certificate, if applicable. Phase II candidates will be rated as “Within Standard” or “Outside Standard” based on the PASS QA Collaborative Quality Assurance (CQA) review procedures.
2. All Phase II UPCS inspections must be conducted in the presence of a PASS QA inspector. A Phase II inspection that is not conducted in the presence of a PASS QA inspector will be rejected and the Phase II candidate will automatically fail Phase II.
 3. PASS QA staff must approve the properties that will be inspected for Phase II and the order in which inspections will be conducted. This is the official schedule and must be followed. Any modification to the schedule after it is sent to the Phase II candidate by PASS QA must be approved by PASS QA. If a PASS QA Phase II trainer notices any deviation in the schedule on site or from reviewing the REAC Scheduler, the QA Phase II trainer will contact PASS QA management prior to permitting the Phase II candidate to start an inspection.
 4. The Phase II field exam rating is not appealable. The Phase II candidate, however, is given one additional opportunity to take Phase II. The second Phase II must be scheduled and completed within three months. If the second attempt is not successful, the Phase II candidate will be required to retake and successfully

complete the entire UPCS training (beginning with Phase I) within six months in order to become a certified inspector.

Process

1. To begin Phase II, a Phase II candidate must immediately identify a minimum of five possible properties for the Phase II inspections. Each of the properties proposed for Phase II must meet all criteria described in Phase I training, including being a size that will allow you to be trained and tested on all five inspectable areas (i.e., site, building exterior, common areas, building systems and dwelling units) and complete each inspection in one inspection day.
2. After identifying the proposed properties, a Phase II candidate must:
 - Complete the Phase II Inspection Option form by filling in all applicable fields. Double click on one of the paperclips listed below to view the Inspection Option form in Excel or PDF (if you are viewing the hard copy of this protocol, the electronic copy can be found at http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17193.pdf and will allow the links listed below to work):
 - Excel version (preferred): 
 - PDF version (please scan and email): 
 - Send the completed form by email to: Michele.P.Schmidt@hud.gov, Ava.M.Gordon2@hud.gov, and Pablo.Galman@hud.gov.
 - The title (subject) of the email must read: *Your name, Your M ID/I-ID number – Phase II request.*
3. Inspections are not to be scheduled at any property until PASS QA Scheduling confirms the properties with the Phase II candidate in writing. After receiving confirmation, Phase II candidates must follow the PASS QA Scheduler's instructions for contacting the properties.
4. For all inspections, the time and date MUST be *mutually* agreed upon with PASS QA and the property. It is against UPCS protocol to dictate the day and time of an inspection to a public housing agency or to a property representative.
5. After all inspections have been confirmed, the PASS QA scheduler will update HUD Secured Systems (i.e., type "Phase II" inspection date, inspection time and inspector id) and notify the Phase II candidate that they can download at any time.
6. All Phase II inspections must be downloaded **at least two weeks prior to the scheduled Phase II** training to ensure sufficient time to rectify any issues that may arise. If not, the scheduled Phase II training may be compromised. Call the REAC TAC at 1-888-245-4860 *immediately* if there are any problems with the download or your password.
7. Should any issue arise regarding the Phase II inspections, the Phase II candidate must immediately contact the PASS QA scheduler, the PASS Training staff, and the REAC TAC. It is critical that everyone is aware of any issues so that the Phase II training is successfully completed.
8. Changes to any of the processes, procedures, and requirements set forth above are in the sole discretion of PASS QA. Failure to comply with all of the above processes, procedures, and requirements will result in failing Phase II.

Certification

1. Those individuals who successfully complete Phase II will be fully certified UPCS inspectors and must comply with Inspector Notice 2015-01, UPCS Inspector Protocol General Liability Insurance Requirement, 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:
 - HUD must be named as the Certificate Holder of the policy
 - The inspector’s user ID number (the 5 character “M-ID” or “I-ID number) must be on the face of the insurance certificate with the information naming the “Insured” party.
 - The inspector must submit a copy of the Certificate of Liability Insurance to HUD within five (5) days after successfully completing Phase II by:
 - Email to PASSTrainingInsurance@hud.gov or by uploading a pdf copy of the insurance certificate into HUD Secure Systems using the instructions below.
 - NOTE: Insurance certificate MUST be uploaded in pdf format.

2. Instructions for uploading Insurance Certificates in HUD Secure Systems:
 - Log into Secure Systems
 - Go to the inspector profile page
 - Click on upload documents
 - Search the document directory on your computer
 - Select the pdf file of the Insurance Certificate
 - Click the open button and the file will be transferred to the website

3. UPCS certified inspectors are responsible for reading the entire Notice and complying with all of the requirements set forth.

CERTIFICATION OF RECEIPT OF PHASE II PROTOCOL

PLEASE SIGN BELOW. YOUR SIGNATURE CERTIFIES THAT YOU RECEIVED, READ, AND UNDERSTAND THE PHASE II PROTOCOL.

Inspector Name
(Please Print)

Signature

Date