

**SEMINAR NUMBER:** 101-015

**SCHEDULE:**

Day One: 8:00 A.M. Registration  
Day Two: 3:00 P.M. End of seminar  
5:00 P.M. End of exam

**MATERIALS:**

- *UPCS Quick Check Guide*
- UPCS seminar note pads
- UPCS handouts (OCE)
- NMA pen, pencil and bag

**CERTIFICATION EXAM:**

A certification exam is available for \$150 unless otherwise stated on the order form

**DELIVERY METHOD:**

A group-live seminar featuring PowerPoint, case studies, group discussion, class materials (quick check guide), and Q & A

**LENGTH:**

Two days

**AUDIENCE:**

UPCS inspectors and supervisors

**CREDITS:**

CPE units w/ exam = 15 in the field of Specialized Knowledge and Applications. CEU units w/ exam = 1.3

Basic Program Level. No advanced preparation required. No prerequisites required.

**PURPOSE:** Improve your physical score, know the UPCS! This seminar covers the five areas of inspection items and the defect definitions for each item. You can learn about sites, building exterior, systems, common areas, units, and health and safety. This seminar covers the inspection timeline, the "code of conduct" all REAC inspectors are required to follow, and the technical review/appeal process.

**LEARNING OUTCOMES:** Upon completion of the **UPCS Fundamentals Seminar**, using HUD regulations and guidance, you should understand:

- UPCS definitions, including building exterior, systems, common areas, units, and health and safety
- How to plan your workload from inspection to maintenance workflow
- An annual inspection overview, including the physical inspection timetable, contractors or inspectors, preparing for the inspection, and the inspection itself
- The communication of defects including identifying defects to site management staff and site maintenance
- The technical review and appeals
- How to improve your HA/AMP physical PHAS score
- How to increase your odds of a successful scoring appeal

For more information about this class, please call us at 800.783.3100, email [sales@nanmckay.com](mailto:sales@nanmckay.com), or visit our online store at [nanmckay.com](http://nanmckay.com) for current seminar locations and dates.

*\*All classes are subject to change. Please plan ahead by purchasing refundable airfare.*



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Nan McKay & Associates, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted



# UPCS Fundamentals

## SEMINAR REGISTRATION FORM

For more information about this class including current seminar locations and dates, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at nanmckay.com

### SEMINAR SCHEDULE

DAY ONE: Begins 8:00 A.M.  
DAY TWO: End of Seminar 3:00 P.M.  
End of Certification Exam 5:00 P.M.

### REGISTRATION OPTIONS

To register online, visit nanmckay.com  
**\*\*Standard pricing for this session is \$850 (without exam)**  
 Seminar & In-class Certification Exam #101-015.....\$750  
 Seminar & Online Certification Exam #11017-EXAM.....\$750

### SEMINAR DATES AND LOCATIONS

October 3 - 4 ~ Chicago, IL  
University Training Center  
525 S. State Street  
Chicago, IL 60605

Registration Contact: Jason Lee  
Email: jason@nanmckay.com  
Phone: (800) 783-3100 ext. 146

### HOTEL RECOMMENDATIONS

*Please note that these are only recommendations. We also recommend asking for the Government rate when booking rooms at any hotel.*

**Hilton Chicago**  
720 South Michigan Avenue, Chicago, IL 60605  
Phone: (312) 922-4400

**Renaissance Blackstone Chicago Hotel**  
636 South Michigan Avenue, Chicago, IL 60605  
(Lobby entrance on East Balbo Avenue)  
Phone: (312) 447-0955

**Palmer House A Hilton Hotel**  
17 East Monroe Street, Chicago, IL 60603  
Phone: (312) 726-7500

### POLICIES

**Cancellation & Substitution:** *Regional Seminars.* If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is cancelled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. **Retaking Exams:** Please contact our team of account manager at 800.783.3100, to find out what exam retake options are available as they vary depending upon the seminar. You are permitted to fail an exam three times before you are required to retake the seminar. **NMA reserves the right to change any policies or pricing at any time and in its sole discretion.** For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.

### ATTENDEE INFORMATION

Print names as you would like the name to appear on the certificate.

Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. A form will be sent to process your request.

ATTENDEE 1 FULL NAME: \_\_\_\_\_

E-MAIL ADDRESS (REQUIRED): \_\_\_\_\_

ATTENDEE 2 FULL NAME: \_\_\_\_\_

E-MAIL ADDRESS (REQUIRED): \_\_\_\_\_

ATTENDEE 3 FULL NAME: \_\_\_\_\_

E-MAIL ADDRESS (REQUIRED): \_\_\_\_\_

ATTENDEE 4 FULL NAME: \_\_\_\_\_

E-MAIL ADDRESS (REQUIRED): \_\_\_\_\_

Please include a shipping address that is not a P.O. Box. We will ship you a plaque if you purchase and pass the certification exam for this seminar.

AGENCY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SHIPPING ADDRESS (NO P.O. BOXES): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### PAYMENT OPTIONS

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc. and mail the registration form(s) with your check to 1810 Gillespie Way, Suite 202, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

ORDER TOTAL: \_\_\_\_\_

PURCHASE ORDER NUMBER: \_\_\_\_\_

CHECK PAYABLE TO NMA ENCLOSED: CHECK #: \_\_\_\_\_

CHARGE MY CREDIT CARD:  VISA  Master Card  American Express

NAME ON CREDIT CARD: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_

AUTHORIZED SIGNATURE (Please sign on the line below)  
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