

DFI Training Academy

NSPIRE Training Course Requirements

Effective Date: February 2026

Applies To: All NSPIRE Training Cohorts

Issued By: DFI Training Academy Administration

1. Purpose

This document outlines the requirements for participation in DFI Training Academy's NSPIRE Inspection Training Program. These requirements apply to all trainees enrolled in Phase 1 and Phase 2 training.

The purpose of this document is to ensure that all participants understand the expectations for eligibility, preparation, conduct, participation, and successful completion of training.

2. Eligibility & Enrollment

Participation in DFI Training Academy NSPIRE Training is limited to individuals:

- Included on the official training roster provided for the scheduled cohort
- Approved for participation by the appropriate vendor or program coordinator
- Registered using the assigned cohort registration code

Access to course materials is restricted to rostered trainees.

3. Required Pre-Class Preparation

Prior to the start of training, trainees must:

- Review the Phase 1 and Phase 2 syllabi
- Download required course documents
- Ensure access to a stable internet connection
- Confirm availability for full live-session attendance

Trainees are responsible for reviewing all materials provided in advance of class.

4. Technical Requirements

All trainees must have access to:

- A reliable high-speed internet connection
- A computer (desktop or laptop recommended) capable of running required applications
- A functioning webcam and microphone
- A quiet, distraction-free environment suitable for professional training

Participation via mobile phone for live instruction is not recommended and may not meet monitoring requirements.

Phase 2 Additional Device Requirement (Apple Devices Only)

In addition to a desktop or laptop computer, Phase 2 trainees are required to have access to:

- An **iPad (preferred)**, or
- An **iPhone**

The device must be capable of downloading and running the **ExAM4Inspections** application.

Android devices are not supported for Phase 2 training exercises.

During Phase 2 training, trainees will complete a guided mock inspection using the ExAM4Inspections application. This applied exercise is a required component of Phase 2 instruction.

Trainees are responsible for ensuring that their Apple device:

- Is operational and updated
- Has sufficient battery life or continuous power access during training
- Has the ExAM4Inspections application downloaded prior to the scheduled mock inspection session

Failure to have a compatible Apple device available may delay or prevent successful completion of Phase 2 applied training activities.

5. Attendance & Monitoring Requirements

All trainees are required to attend live sessions in full and comply with the DFI Training Academy Attendance & Attentiveness Policy.

Monitoring compliance is tracked and may be reported to HUD, as applicable.

Failure to meet attendance or monitoring standards may impact certification status.

(See “Attendance & Attentiveness Policy” for full details.)

6. Required Course Materials

Trainees are responsible for downloading and reviewing all required documents, including but not limited to:

Core Documents

- NSPIRE Training Course Requirements
- Attendance & Attentiveness Policy
- Phase 1 Syllabus
- Phase 2 Syllabus

Phase 1 Materials

- HUD NSPIRE Standards
- NSPIRE Inspection Protocol Guide
- NSPIRE Inspection Checklist

- Applicable HUD rules and notices

Phase 2 Materials

- Unit Sample Chart
- Inside, Outside, and Unit Health & Safety documents
- Software setup instructions

Document lists may be updated as necessary to reflect current HUD guidance.

7. Coursework & Evaluation

Trainees are required to:

- Participate in live instructional sessions
- Complete assigned coursework
- Successfully complete required examinations

Examinations may include knowledge assessments covering:

- NSPIRE standards
- Inspection protocols
- Scoring methodology
- Applied inspection processes

Passing scores are required for successful course completion.

8. Certification

Upon successful completion of coursework and examinations, trainees will receive a Certificate of Completion.

Certificates will indicate:

- Cohort identification
- Completion status
- Monitoring compliance status (“Met” or “Did Not Meet Monitoring Requirements”)

DFI Training Academy reserves the right to update certification criteria in accordance with program standards or HUD requirements.

9. Professional Conduct

Trainees are expected to conduct themselves in a professional manner consistent with a compliance-based certification program.

Disruptive behavior, failure to follow instructor direction, or failure to comply with training requirements may result in removal from the program.

10. Program Modifications

DFI Training Academy reserves the right to modify schedules, materials, evaluation methods, or requirements as necessary to align with HUD guidance, regulatory updates, or program improvements.