



NICET Technologist Application Instructions

General Instructions/Procedures

Technologist certification is intended for individuals who have graduated from an engineering technology bachelor's degree program accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

What do I need to submit?

Application materials include a three-part application form and a college transcript. To apply for the:

AT grade, you must submit:

- Payment submittal form with all information provided.
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. An “original” transcript must be sent electronically from the school of graduation to evaluations@nicet.org.

CT grade, you must submit:

- Payment submittal form with all information provided.
- Work History detailing at least 5 years of engineering technologist level work experience acquired after graduation. The work history must be entered electronically into your profile in your candidate portal.
- Endorsements – two required
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. (This is not required if you were previously certified at the AT grade.) An “original” transcript must be sent electronically from the school of graduation to evaluations@nicet.org.

Where do I mail the application?

Mail your completed application form Via U.S. Postal Service with payment to:

NICET
c/o Bank of America
P.O. Box 418651
Boston, MA 02241-8651

Mail your completed application form Via FedEx, UPS with payment to:

NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrisey Blvd
Dorchester, MA 02125

When will I hear from NICET?

Upon receiving all supporting application materials (transcript, work history that should be submitted online through your candidate portal, and/or endorsements, as required for the grade), NICET will begin the evaluation process. The evaluation process can be 60 to 90 days, you will receive notification of certification a message” through your candidate account on the NICET clarus system explaining which criteria remain unmet.

When a candidate responds to a conditional decision letter with additional materials, these are again placed in the queue for evaluation. Evaluation of these resubmitted materials is generally completed within 60 days of receipt.

Personal Information

Please provide your name, address, prior NICET certification (if any), and education information on **both** the application for payment and on your created candidate account through the NICET clarus system.

Objectives

Tell us which type of initial certification or upgrade you are requesting.

Applicant’s Statement of Understanding

To ensure that you understand some important conditions of certification, NICET requires that you read and sign the Statement of Understanding after reading the “Conditions of Application for Technologists” on the next page of these instructions as well as thru your candidate portal.

Payment

You must include the Application Review Fee with your payment form. Please make a check/money order payable to NICET. For current fees, visit the NICET website (www.nicet.org) or contact NICET staff (cert@nicet.org or 888-476-4238, press ”3”).

Conditions of Application for Technologists

By signing your name at the end of Section 3, "Applicant's Statement of Understanding", you are acknowledging that you have read, understood, and you accept the following conditions. Your application will not be processed without your signature.

I UNDERSTAND THAT:

1. NICET's certification decisions and interactions with applicants are governed by established policies and procedures. Each applicant, by signing the "Applicant's Statement of Understanding" in Part I of the Application, accepts and agrees to follow these policies and procedures. NICET's policies and procedures are available from NICET's Website or NICET staff.
2. The NICET fees, rules, and procedures for applicants and certificants are posted on the NICET website. Those who do not have access to the Internet must obtain the information from NICET (A nominal fee may be charged.). NICET's fees, policies, and procedures are subject to change without notice. Such changes, along with dates for their implementation, will be posted on the website as early as possible.
3. On a prescribed date, or upon publication of a new version of any program description, form, policy, procedure, or fee, all previous versions are considered obsolete. The effective date for each will be printed on the appropriate document.
4. The NICET name and logo are the property of NICET and may not be used without written permission.
5. Each applicant, candidate for certification, or certification holder is responsible for informing NICET of any address or name changes in a timely manner to receive correspondence. For certified candidates this includes recertification notifications and the NICET Newsletter.
6. NICET certification is open to all individuals residing and/or working in the United States and its territories and to certain others living outside the United States who meet the certification criteria.
7. NICET certification does not constitute a license to practice engineering.
8. There are multiple criteria for each NICET technologist certification: typically, college graduation, work history, and endorsement requirements. These criteria are described on the NICET website, and all must be met to achieve certification.
9. The criteria for certification in any particular area are subject to updating or revision without notice. A schedule indicating when candidates must meet the new criteria in order to become certified will be published, along with the criteria themselves, on the NICET website.
10. Once initial certification is obtained, candidates are required to maintain an active certification through the recertification process. Maintaining Active Status will then depend upon meeting the requirements set forth in NICET's Policy # 30, "Continuing Professional Development", and paying the recertification processing fee.
12. If a recertification application with payment of all fees owed is not received by NICET prior to the expiration date, the certificate will expire. Reinstatement to Active Status will involve an additional fees and requirements to bring the expired certification back to Active Status. It may be required to regain the certification one must reapplying as a new applicant and meeting the current certification criteria.

RETAIN THESE CONDITIONS FOR YOUR RECORDS

Technologist Work History

You must provide NICET with information about your work experience since receiving your engineering technology baccalaureate degree directly into your candidate portal. Your write-up will be evaluated against the current criteria for the grade of CT (Certified Engineering Technologist). If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a message through your candidate portal requesting the additional information.

No work experience is required for certification at the AT grade.

Certification at the CT grade requires at least 5 years of acceptable engineering technologist level work experience acquired after graduation.

What is a “position?” Every time your employer or job title changes, you have a new position and must provide a complete work history in your candidate portal. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your title changes from Technologist I to Technologist II, then you have a new position that should be reported separately.

What is a “responsibility?” Each position carries with it several areas of responsibility. They may be technical, administrative, or supervisory; they may be complex, involving the completion of many specific tasks, or relatively simple. All responsibilities should be listed, whether or not they are directly related to the certification subfield.

Descriptions of responsibilities: Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you a part of and what is your role in each?

Percentage of time allocated to each responsibility: Indicate what percentage of your total time spent in this position was allocated to performing the work involved in each responsibility. The sum of the percentages written in for all responsibilities listed on the form should equal 100%.

Endorsement

This endorsement is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the endorser’s signature. NICET will email you the endorsement form once your application and fee are received.

Two current endorsements are required for certification at the CT (Certified Engineering Technologist) grade. No endorsements are required at the AT grade.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant’s work experience. NICET requires endorsements by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists, other professionals such as graduate engineers, scientists, senior technologists, or responsible regulatory officials.

Endorsements may NOT be submitted by relatives of the applicant.

Applicant's Statement

The applicant must read, sign, and date this statement. A full statement of NICET's Policy # 2 may be found on the policies page of the NICET website.

Sections 2, 3, 4, and 5 are to be completed by the endorser.

Endorser's Personal Information

This section requests information about the identification and qualifications of the endorser.

Endorser's Relationship with Applicant

This section asks how well the endorser knows the applicant's work practices. The working relationship must not be less than six months.

Evaluation of Applicant

The endorser provides a general assessment of the applicant's career path and of several important qualities and strengths that are relevant to an evaluation of competency and working character.

Endorser's Statement

The endorser must read, sign, and date the statement.

Submitting the form

You may email the completed and signed forms to evaluations@nicet.org.



National Institute for Certification in Engineering Technologies

sponsored by the National Society of Professional Engineers

www.nicet.org



NICET TECHNOLOGIST APPLICATION PAYMENT FORM

Preferred Mailing Address (as provided online in your candidate profile) to be listed below.

~ Mr.		
~ Ms.		
Last Name	First Name	Middle Initial
Street		Apt.
City	State	Zip Code
Primary Phone		
Area Code	Number	
E-mail		

C. Has your last name changed since you submitted your last application? ~ no ~ yes, former last name _____

D. Please provide below that applies to you:

I hold a NICET technician certificate. Technician certification #: _____

I hold a NICET technologist certificate. Technologist certification #: _____

Section 2 – Objectives

I am applying for:

- ~ initial certification as an Associate Engineering Technologist (AT)
- ~ initial certification as a Certified Engineering Technologist (CT)
- ~ an upgrade from Associate Engineering Technologist (AT) to Certified Engineering Technologist (CT)

Section 3 - Applicant's Statement of Understanding

(Your signature and the date must appear after the following statement; otherwise, this application will not be accepted.)

I certify that all information given on my application and any supporting materials is correct, factual, and complete. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate NICET has issued in my name. Further, I certify that I have read and understood the instructions for this application and that I have read, understood, and I accept the conditions set forth in the "Conditions of Application for Technologists".

Signature

Date

Application Review Fee

A check or money order must be enclosed with any certification application. Fees are listed on our website, www.nicet.org, or can be obtained by calling 888-476-4238 or 703-548-1518. Payments may be deductible under applicable provisions of the Internal Revenue Code (i.e., as educational or business expenses); however, payments are not deductible as charitable expenses. **The application review fee is non-refundable.**

Mail this application to NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651