



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Experience Application Package**  
Fire Alarm Systems



## Basic Instructions

Certification candidates must submit both the Test Application Package and the Experience Application Package. The Test Application Package applies to any NICET computer-based testing program. The Experience Application Package is a separate package for the specific certification that you are pursuing. See the booklet “Applying for NICET Certification” (at [www.nicet.org](http://www.nicet.org)) for more details. The contents of both packages are described below:

# Test

Section I: Candidate Information

Section II: Test Selection and Payment

# Experience

There is a unique Experience Package for each certification program. This Experience Package contains the materials for applying for certification in **Fire Alarm Systems**.

Part I: Work History

- A position is a job title at a company. You may have held different positions at the same company. Be sure to include each Position you have held.

Part II: Verifier Data

- A responsible third-party must complete this information form and then verify your on-the-job performance (Part III) and, at Level IV, your major project (Part V).

Part III: Performance Verification

- View the certification criteria on the next page to find out which performance measures must be verified for the Level of certification that you are pursuing.

Part IV: Personal Recommendation (required at Levels III and IV)

- To be completed by a responsible government official, Professional Engineer, or customer representative who has not been your Verifier.

Part V: Major Project Write-Up (required at Level IV)

- Write up a project for which you have held substantial responsibility.

If you're mailing this Experience package separately from the Test package, send it to:

NICET  
1420 King Street  
Alexandria VA 22314

If you're mailing this Experience package together with the Test package and an exam fee payment, then send your mailing to:

NICET  
c/o Bank of America  
Dept 0037  
Washington, DC 20055

**REMEMBER!**

- **Make a copy of the entire application and keep it with your testing/certification records.**
- **Include name and identification number on every page of every part of the application.**



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application Package**  
 Fire Alarm Systems



## Requirements for Fire Alarm Systems Certification

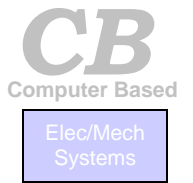
Level I	Level II	Level III	Level IV
<b>Examination – Pass the:</b>			
Level I exam	Levels I and II exams	Levels I, II, and III exams	Levels I, II, III, and IV exams
<b>Performance Verification – Obtain supervisor verification of:</b>			
All Level I Performance Measures	All Levels I and II Performance Measures	All Levels I, II, and III Performance Measures	All Levels I, II, III, and IV Performance Measures
<b>Work History – Provide complete, detailed position descriptions and time allocations showing<sup>1</sup>:</b>			
A minimum of 3 months of technical experience with fire detection and signaling systems.	A minimum of 2 years of fire detection and signaling systems experience, which <b>MUST</b> include:  At least 12 months of fire alarm systems experience, including alarm and detection, notification, sprinkler monitoring, and interfaces and controls for agent releasing suppression systems (either agent or water-based systems) in any of the following roles/functions: installation, inspection, testing, commissioning, technical system estimating and sales, plans preparation, or maintenance.  The 2 years <b>MAY</b> include up to 12 months of related experience <sup>2</sup> .	The minimum required for Level II, <b>PLUS</b> 3 additional years (for a total of 5 years) of fire detection and signaling systems experience, which <b>MUST</b> include:  At least 33 months of fire alarm systems experience, including installation, maintenance, inspection, testing, commissioning, technical system estimating and sales, plan preparation, code compliance review, project management, and/or technical business management. The three years must include field experience, team leadership, and at least one year in a fire alarm systems technical management role.  The 3 years <b>MAY</b> include up to 3 months of related experience <sup>2</sup> .	The minimum required for Level III, <b>PLUS</b> 5 additional years (for a total of 10 years) of fire detection and signaling systems experience, which <b>MUST</b> include:  At least 45 months of fire alarm systems experience, including technical business management and/or or a management role in installation, maintenance, inspection, testing, commissioning, technical system estimating and sales, plan preparation, and/or code compliance review. The five years must include at least two years of overseeing fire alarm systems project management.  The 5 years <b>MAY</b> include up to 15 months of related experience <sup>2</sup> .
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
<i>(not required)</i>	<i>(not required)</i>	Independent engineering technician responsibilities	Senior engineering technician responsibilities
<b>Major Project – Provide a detailed description of a major project and your role in it showing:</b>			
<i>(not required)</i>	<i>(not required)</i>	<i>(not required)</i>	Senior responsibility for a fire alarm system project of substantial complexity

<sup>1</sup> Time periods are full time equivalent.

<sup>2</sup> Related experience may include involvement in fire alarm or other code-driven and/or life safety electrical building systems work beyond the scope of the core experience defined above for this Level, including, but not limited to, low voltage systems, building electrical power or control systems, special hazards systems, or smoke control systems in the role/function of installation, inspection, testing, commissioning, maintenance, technical system estimating and sales, plans preparation, code compliance review, project management, or technical business management. It may also include providing full-time technical support or training to fire alarm systems technicians.



## NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part I: Work History



Applicants must complete one form for each position held at each employer and supply all of the information requested below.  
(Every time either your job title or employer changed, you had a new position that should be represented by an additional form.)

### Section 1 – Position Identification

employer:	location of employer (city, state):	name of supervisor:
job title:	dates position held From: _____ To: _____	full or part time: _____ if part time, hours per week: _____

### Section 2 – Time Allocation

Check/complete the appropriate box below for every type of system worked with in this position. This must include all system types and work performed in this position. To the right, indicate the type(s) of work that you did on each system type. In the last column, sum the percentage of your time in the position devoted to each system or work type.

		Responsibilities										Total time devoted to system or work type:
		Installation	Service/Maintenance	Testing/Commissioning	Inspection	System Plan Preparation	Technical System Estimating & Sales	Project Management	Code Compliance	Technical Business Management	Other	
<b>System Types</b>	● Fire Alarm	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Special Hazards Suppression	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Water-Based Fire Protection	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Video Security	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Audio	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Industrial Instrumentation	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
<b>Other Work</b>	● General administration	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	● Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
<b>Important:</b> The sum of the far right column must equal 100%):											<b>100 %</b>	

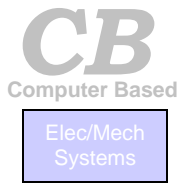
*Other system types might include--but are not limited to--the following: plumbing; access control; burglar alarms; mass notification; computer networking; HVAC; electrical power (distribution, production, substation, transmission); etc.*

You must also complete Section 3 (Position Description) on the following page.

Candidate: \_\_\_\_\_ NICET ID No.: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION  
Experience Application, Part I: Work History**



**Section 3 – Position Description**

In your own words, describe the types of components of the various systems that you have worked on, including controls and interfaces between two or more types of systems; what activities you engaged in to fulfill your roles/functions; and some examples of the types of projects (size of project, facilities/applications, level of responsibility) that you have been involved with in this position.

(Please print legibly or type)

**AFFIDAVIT:** I certify that the above is a true and complete representation of my functions and responsibilities in the listed position. I understand that any misrepresentation of information is in violation of the NICET Code of Ethics and can result in the rejection of this application or the revocation of any certificate NICET has issued in my name.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If mailing this form with a test application and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington, DC 20055  
If mailing this form separately from a test application, send to: NICET Evaluation, 1420 King Street, Alexandria, VA 22314

Candidate: \_\_\_\_\_

Candidate NICET ID No.: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION  
Experience Application, Part II: Verifier Data**

(Please print legibly or type)

*To be completed by the Verifier only*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Current employer: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Professional licenses/certifications: \_\_\_\_\_

My observation of the candidate occurred during my employment at:

Current employer

Previous employer: \_\_\_\_\_

My observation of the candidate occurred as a part of my role as:

Candidate's direct supervisor

Candidate's indirect supervisor/manager responsible for the candidate's work results/outcomes

Engineer on one of the candidate's projects

Governmental authority: \_\_\_\_\_

Contract supervisor for:  client, or  general contractor

Other: \_\_\_\_\_

I have (Check all that apply):

directly observed the candidate's work.

directly observed the results of the candidate's work.

received reliable reports from those who have directly observed the candidate's work.

observed the candidate's ability to supervise others who are doing this work.

During what time period were you in the above-indicated relationship with the candidate?

From \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Mo. Yr. Mo. Yr.

**Verifier's Statement:**

*I certify that:*

- *I understand and have carefully considered each general and specific performance and/or project that I have verified or will verify.*
- *I have not verified, and will not verify, any performance or project that I have not either personally observed or received reliable and specific reports from one who has personally observed the performance.*
- *I have not signed, and will not sign, any verification statement on a form that does not have the candidate's name at the top.*
- *I have not asked nor will I ask anyone to sign my name in my stead.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_



Candidate: \_\_\_\_\_ Verifier: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Fire Alarm Systems

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her job.

<b>Level I Performance Measures</b>		<b>Verifier's Initials</b> Has the candidate's job performance <u>demonstrated</u> this capability?		
		Yes	No	Can't determine
<b>The candidate has repeatedly demonstrated:</b>				
0303-1101	awareness of job site safety procedures.			
0303-1102	an ability to reliably identify common fire alarm systems equipment and related materials as directed.			
0303-1103	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>select the appropriate simple hand and power tools for a given task and use them safely; or,</li> <li>select the appropriate software or drafting tools for a given task and use them properly.</li> </ul>			
0303-1104	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>proper installation techniques for conduit, wire, and junction boxes related to fire alarm systems; or,</li> <li>proper application of conduit, wire, and junction boxes related to fire alarm systems.</li> </ul>			

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Level II Performance Measures</b>		<b>Verifier's Initials</b> Has the candidate's job performance <u>demonstrated</u> this capability?		
		Yes	No	Can't determine
<b>The candidate has repeatedly demonstrated:</b>				
0303-3101	ethical behavior on the job, consistent with the NICET Code of Ethics.			
0303-3102	an ability to give complete and accurate reports on his or her activity, progress, and problems encountered.			
0303-3103	an ability to train end users in the operation and basic maintenance of the installed fire alarm system.			
0303-3104	an ability to direct the work of another individual on a fire alarm system job.			
0303-3105	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>mount control equipment, peripheral devices, and related hardware in conformance with manufacturers' specifications; or,</li> <li>document the correct placement of control equipment, peripheral devices, and related hardware in conformance with manufacturers' specifications.</li> </ul>			
0303-3106	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>connect test equipment such as voltage, current, and resistance meters in order to test and diagnose system problems; or,</li> <li>identify the appropriate calculations, codes and standards, and testing lab ratings required to prepare plans in accordance with project specifications.</li> </ul>			
0303-3107	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>routine installations of basic fire alarm systems following the project plans or shop drawings without immediate supervision; or,</li> <li>prepare basic documentation such as drawings and submittals, quotations, inspection reports, and record of completion reports in conformance with project specifications and applicable codes and standards.</li> </ul>			

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Verifier must have submitted one "Verifier Information" form related to this candidate.**

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 If mailing this form separately from a test application, send to: NICET Evaluation, 1420 King Street, Alexandria, VA 22314



Candidate: \_\_\_\_\_ Verifier: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Fire Alarm Systems

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her job.

Level III Performance Measures		Verifier's Initials		
		Has the candidate's job performance demonstrated this capability?		
<i>The candidate has repeatedly demonstrated an ability to:</i>		Yes	No	Can't determine
0303-5101	prepare or review bid or layout packages to meet the specifications and requirements of clients, design professionals, and AHJs.			
0303-5102	identify site conditions relevant to fire alarm system layout, and correctly identify the occupancy types and codes and standards involved.			
0303-5103	create or review fire alarm system shop drawings (including power supply) to meet device requirements, job specifications, and codes and standards.			
0303-5104	communicate, in writing, technical information that is clear and accurate.			
0303-5105	identify and implement contractual obligations.			
0303-5106	develop and implement an installation strategy, including resolution of on-site scheduling conflicts and issues with other trades and project stakeholders.			
0303-5107	identify fire stopping requirements that meet applicable codes and standards.			
0303-5108	plan and oversee a complete and successful system commissioning, including documentation of test completion and creation of as-built drawings.			
0303-5109	select and correctly use computer applications for programming a fire alarm system.			
0303-5110	determine whether a specific device will meet codes, standards, and project specifications.			
0303-5111	identify appropriate test procedures to effectively troubleshoot and repair system faults.			
0303-5112	recognize a skill deficiency and recommend appropriate training.			
0303-5113	directly manage two or more simultaneous fire alarm system activities, meeting time, budget, and technical requirements.			
0303-5114	monitor work practices to maintain safety and comply with environmental codes.			
0303-5115	engage in work practices that consistently comply with the NICET Code of Ethics.			

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Verifier must have submitted one "Verifier Information" form related to this candidate.**

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 If mailing this form separately from a test application, send to: NICET Evaluation, 1420 King Street, Alexandria, VA 22314



Candidate: \_\_\_\_\_ Verifier: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Fire Alarm Systems

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her job.

Level IV Performance Measures		Verifier's Initials		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
<i>The candidate has repeatedly demonstrated an ability to:</i>		Yes	No	Can't determine
0303-7101	prepare a complete, accurate, and realistic response to an RFP/RFQ.			
0303-7102	develop contractual criteria for fire alarm system projects that meet legal and AHJ requirements.			
0303-7103	evaluate the requirements for a new or existing fire alarm system and its components, and to provide a clear rationale, based on functionality, codes and standards, and cost, for either replacement or repair of any deficiencies.			
0303-7104	develop and accurately document project budgets that meet the client's needs, contractual obligations, codes and standards, and the company's resource constraints.			
0303-7105	coordinate multiple project plans and schedules to meet project objectives, minimize conflict with other trades, and optimize use of company resources.			
0303-7106	communicate with design professionals and AHJs while maintaining a professional bearing and demonstrating subject matter expertise.			
0303-7107	review shop drawings for technical accuracy, including, but not limited to, power and battery calculations and component compatibility.			
0303-7108	establish clear and correct guidelines for the selection of system components that will meet applicable criteria*.			
0303-7109	recognize and mitigate potential threats to a fire alarm system's functionality or reliability from severe environments, nuisance alarms, or other sources.			
0303-7110	accurately evaluate the completion of a fire alarm system installation project to assure that applicable criteria* have been met.			
0303-7111	coordinate and oversee multiple project teams, assuring that each meets budget, schedule, and other contractual requirements, as well as applicable code requirements.			
0303-7112	monitor the general and job-specific capabilities of staff, to assure that they have received adequate training on technical, safety, and communication issues.			
0303-7113	accurately report technical information and standards interpretations, both verbally and in writing.			
0303-7114	engage in work practices that consistently comply with the NICET Code of Ethics.			
**applicable criteria" may include codes and standards, AHJ requirements, contractual obligations, project specifications, or client needs, as appropriate.				

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Verifier must have submitted one "Verifier Information" form related to this candidate.**

If mailing the Major Project Write-up with a test application and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington, DC 20055  
 If mailing this form separately from a test application, send to: NICET Evaluation, 1420 King Street, Alexandria, VA 22314



Candidate: \_\_\_\_\_

Candidate's NICET ID No: \_\_\_\_\_



# NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part IV: Personal Recommendation (Please print legibly or type)

## Section 1 – Recommender's Personal Information

*This form must be completed by a professional who is familiar with the technical capabilities and background of the applicant and can attest to the technical quality, responsibility, and ethics demonstrated in the applicant's work experience. NICET prefers recommendations from licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations from other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.*

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Position Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

My highest degree is: \_\_\_\_\_ in: \_\_\_\_\_ field from: \_\_\_\_\_ school

I am (registered, certified, licensed) as: \_\_\_\_\_ by: \_\_\_\_\_

Registration/Certification/License Number: \_\_\_\_\_ Date granted: \_\_\_\_\_

Describe your technical background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person who completes this recommendation form cannot also provide Performance Measure verifications for this candidate. NICET will not accept recommendation forms that are completed by relatives or subordinates of the applicant.

## Section 2 – Recommender's Relationship with the Candidate

Familiarity with the candidate's character, abilities, and accomplishments:

- Unfamiliar – little relevant interaction
- Somewhat familiar – occasional interaction
- Reasonably familiar – regular interaction
- Very familiar – frequent interaction

Length of time that you have known the candidate: \_\_\_\_\_ years and \_\_\_\_\_ months

Nature of your relationship with the candidate:

- association within the company
- association through professional activities
- association through contracting activities
- other: \_\_\_\_\_

Describe your professional relationship with the applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part IV: Personal Recommendation

### Section 3 – Recommender’s Evaluation of the Candidate

**Role of the Engineering Technician:**  
**Apply well-defined and proven procedures, methods, and practices, derived from established or real-time engineering guidance, to specific technical assignments, and do so in an ethical and responsible manner.**

Regarding the role described in the box above:

- I do not recommend this candidate for this role.
- I recommend this candidate for this role because he/she has (check all that apply):
- made substantial progress toward independent capability in this role.
  - fulfilled this role, demonstrating good, Independent technical judgment and self-management.
  - fulfilled this role, demonstrating a capability to resolve complex technical issues and lead a team of technicians.

Please indicate by placing a mark in the one most appropriate box to the right of each statement, whether, and to what degree, the candidate demonstrates each of the following attributes.

	Never	Some-times	Mostly	Always	Don't know
The candidate consistently works hard to achieve the objectives of his/her job.					
The candidate is attentive to his/her own work and to the work of others that impacts his/her own responsibilities.					
The candidate shows initiative and equanimity in dealing with new jobs, changed circumstances, or problems, and accepts responsibility for outcomes.					
The candidate organizes and directs the activities of work teams to achieve their objectives in a timely and cost-effective manner.					
The candidate develops and maintains cordial and goal-oriented relationships with work team members and with clients.					
The candidate encourages, uses, and appreciates the ideas and initiative of others.					
The candidate communicates clearly and effectively with work team members and clients.					
The candidate's actions are ethical and his/her statements are truthful and do not conceal or hold back relevant information.					

*Additional comments or observations on the candidate's capabilities, responsibility, and achievements:*

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### Section 4 – Recommender’s Statement

I attest that all information I have provided is, to the best of my knowledge, true. I understand that falsifying information on this form can affect my right to serve as a recommender or a verifier for other NICET certification candidates and can result in my own NICET certification(s) being revoked.

\_\_\_\_\_  
 Name of Recommender (please print) Signature of Recommender Date

***Incomplete recommendation forms will not be accepted by NICET.***

**This form expires one year after being signed by the recommender.**



Candidate: \_\_\_\_\_ Verifier: \_\_\_\_\_

**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part V: Major Project**  
Fire Alarm Systems

*Each candidate for certification at Level IV in Fire Alarm Systems must submit a write-up (in narrative/essay format) of their role in a large and technically complex fire alarm system project demonstrating senior-level engineering technician capabilities and responsibilities.*

**General Guidelines**

The Major Project Write-up must be a concise, detailed, 2 to 3 page written description of the candidate's role in one\* major fire alarm system project.

The major project write-up must be type-written, identified by the candidate's name and NICET ID number, and on separate pages from other application documents. (The write-up is not a part of the work history in Part I of the application.)

The write-up must specifically identify the project and your role/title in it.

The candidate must be the sole author of the major project write-up. (Official job or project descriptions or testimonials from others will not be accepted.)

The project must be recent (within the last 4 years) and must have been completed.

Your involvement in the project must include a range of fire alarm systems activities\*.

The candidate's involvement in the project must demonstrate independent, senior-level engineering technician work, including delegation of responsibilities and duties.

The write-up must reflect senior-level understanding of the nature and importance of the various aspects of the system and the project, and the roles of the various people involved in the completion and acceptance of the project.

**Guidelines for Description of the Project**

The write-up should address each of the following in a detailed narrative:

- The location of the project, the type of facility, and the purpose or objective of the project
- Size of the project (square footage, number of stories, installation time, etc.)
- Time period (start/stop dates, dates of candidate's involvement, amount of time candidate spent on project)
- Scope of fire alarm system project (risers, circuits, interconnections, spacing of components, etc.)

**Guidelines for Description of the Candidate's Role**

The write-up should address each of the following in a detailed narrative:

- Supervisory or oversight responsibilities (number of people, the tasks they performed, and your relationship to them)
- Range/scope of activities and role in each activity (hazard analysis, design calculations, approvals, proposals, system installation, check-out and final approval test, etc.)

*\*Note: If all of these activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects.*

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