



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) 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**.

Candidate Information and Payment Form

- If you are applying only for an Experience Evaluation at this time, then please complete only Parts B and C on the payment form.

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).

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.

Mail your application with payment to:

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

If you're submitting a form that supplements a previously-paid experience evaluation, then send to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314

REMEMBER!

- **Ensure that you are submitting the correct application materials and fee payment. Access the current certification criteria and fee information at www.nicet.org.**
- **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
Examination – Pass the:			
Level I exam	Levels I and II exams	Levels I, II, and III exams	Levels I, II, III, and IV exams
Performance Verification – Obtain supervisor verification of:			
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
Work History – Provide complete, detailed position descriptions and time allocations showing¹:			
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 MUST 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 MAY include up to 12 months of related experience ² .	The minimum required for Level II, PLUS 3 additional years (for a total of 5 years) of fire detection and signaling systems experience, which MUST 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 MAY include up to 3 months of related experience ² .	The minimum required for Level III, PLUS 5 additional years (for a total of 10 years) of fire detection and signaling systems experience, which MUST 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 MAY include up to 15 months of related experience ² .
Personal Recommendation – Obtain recommendation ratings showing a capacity for:			
<i>(not required)</i>	<i>(not required)</i>	Independent engineering technician responsibilities	Senior engineering technician responsibilities
Major Project – Provide a detailed description of a major project and your role in it showing:			
<i>(not required)</i>	<i>(not required)</i>	<i>(not required)</i>	Senior responsibility for a fire alarm system project of substantial complexity

¹ Time periods are full time equivalent.

² 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
Test Application - Section 1: Candidate Information

(Please print clearly or type)

Mr. Ms. **Name:** _____

Last Name First Name Middle Initial

Note: At your test site, you will be required to present a government-issued photo ID; the name on your ID must be identical to the name that you provide above. This name will also appear on all correspondence and any certification documents issued to you by NICET.

Name Change? If your name has changed since your last application, enter your previous name here: _____

ID Number

Indicate your status below. You must write your ID number in the space provided at the top right corner of each page of the application.

I have a NICET ID my number is: _____. **Note:** If you have achieved NICET certification, your NICET ID number is NOT the same as the certification number that appears on your certificate and wallet card. Your NICET ID number can be found on most of your personal NICET records. If you do not know your NICET ID number, please call NICET at 888-476-4238.

This is my first application. **First-time applicants must provide ONE of the government ID numbers requested below. In the Test Application Package and the Experience Application package, when a space is provided in the top right corner for a NICET ID number, please write your Government ID number. Once NICET has processed your test application, you will be issued a permanent NICET ID number.**

Social Security Number: _____

Drivers License No.: _____ State: _____ Expiration date: _____

Government-issued photo ID no.: _____ Issue date: _____ Expiration date: _____
Issuing agency: _____

Passport No.: _____ Issuing country: _____ Issue date: _____

NICET reserves the right to require a photocopy of this ID to confirm the submitted information (name, ID number, address, signature).

Address Information

Home Address:

Street Apt.

City State Zip Code +4

When receiving items by mail, which address do you prefer? Business Home

Present Employer:

Company Name

Business Address:

Street

City State Zip Code +4

Present Position Title: _____

Electronic Contact Information and Preferences

Phone Numbers Business: _____ Home: _____
Mobile/cell: _____ Fax: _____

Email Addresses Business: _____
(Please print carefully) Home: _____

May we contact you about NICET business by:

- Email?** yes no **If yes, preferred email address?** Business Home
If you permit NICET to contact you by e-mail, then your testing authorization notice and other correspondence about your upcoming exam will be delivered via e-mail. Please ensure that your e-mail filter can accept messages from the domain @nicet.org
- Fax?** yes no

Applicant's Statement of Understanding

I certify that the information given on this page is accurate and current, that NICET may use the information as indicated to identify me and to send me information, and that it is my responsibility to notify NICET should any of the information provided on this page change. I have read, understood, and accept the NICET Conditions of Application. I have read, understood, and agree to abide by the NICET Code of Ethics.

Candidate Name: _____

NICET ID No.: _____



**NICET ENGINEERING TECHNICIAN CERTIFICATION
Applications - Section 2:
EXAMINATION AND EXPERIENCE APPLICATIONS PAYMENT FORM**

NICET certification requires both testing and work experience evaluation. You may apply for them separately or together, but you **must specifically order and complete each process**. You must use this order form, together with the Experience Application forms, to apply for experience evaluation. You may apply for testing using either this form or the online application at www.nicet.org.

A. EXAMINATION APPLICATION		
For each exam selected, indicate the Window ID number of your preferred 3-month testing window (not to be more than six months from the postmark date on this application) from the Eligibility Schedule below.		
	Window ID	Fee
Electrical Power Testing		
<input type="checkbox"/>	Level I Exam (10027)	\$120
<input type="checkbox"/>	Level II Exam (10028)	\$150
<input type="checkbox"/>	Level III Exam (10029)	\$180
Fire Alarm Systems		
<input type="checkbox"/>	Level I Exam (10007)	\$120
<input type="checkbox"/>	Level II Exam (10008)	\$150
<input type="checkbox"/>	Level III Exam (10009)	\$180
<input type="checkbox"/>	Level IV Exam (10010)	\$210
Inspection and Testing of Water-Based Systems		
<input type="checkbox"/>	Level I Inspection & Testing Fundamentals (10017)	\$100
<input type="checkbox"/>	Level I Work Practices Exam (10018)	\$100
<input type="checkbox"/>	Level II Inspection Exam (10019)	\$115
<input type="checkbox"/>	Level II Testing Exam (10020)	\$115
<input type="checkbox"/>	Level II Work Practices Exam (10021)	\$115
<input type="checkbox"/>	Level III Inspection & Responsibilities Exam (10022)	\$130
<input type="checkbox"/>	Level III Advanced Testing Exam (10023)	\$130
Water-Based (formerly Automatic Sprinkler) Systems Layout		
<input type="checkbox"/>	Level I Exam (10011)	\$120
<input type="checkbox"/>	Level II Exam (10012)	\$150
<input type="checkbox"/>	Level III General Plan Preparation Exam (10013)	\$180
<input type="checkbox"/>	Level III Hydraulics & Water Supply Exam (10014)	\$180
<input type="checkbox"/>	Level IV Exam (10016)	\$360
Video Security Systems Technician		
<input type="checkbox"/>	Level I Exam (10001)	\$120
<input type="checkbox"/>	Level II Exam (10002)	\$150
<input type="checkbox"/>	Level III Exam (10003)	\$180
<input type="checkbox"/>	Level IV Exam (10004)	\$210
Video Security Systems Designer		
<input type="checkbox"/>	Level I Exam (10005)	\$150
<input type="checkbox"/>	Level II Exam (10006)	\$180
SUBTOTAL A :		

B. EXPERIENCE APPLICATION		
To have your Experience Application documents evaluated for certification, indicate the certification program ("subfield") for which you are applying, your current Level of certification in that subfield, and the Level(s) for which you seek evaluation. Mail your completed Experience Application with this form and payment to the address below. (Note: NICET will issue a Conditional Decision Letter (CDL) for applications deemed insufficient in meeting the certification requirements. One submission of additional materials in response to the CDL will be accepted, provided that the materials are received within one year of the date of the CDL.)		
Experience Evaluation		
Subfield (Program): _____		
Current Certification Level	Evaluate Experience for Certification at:	Fee
<input type="checkbox"/> Not certified	<input type="checkbox"/> Level I	\$75
	<input type="checkbox"/> Levels I & II (Evaluation for both)	\$150
	<input type="checkbox"/> Levels I & II & III (Evaluation for all 3)	\$240
	<input type="checkbox"/> Levels I & II & III & IV (Evaluation for all 4)	\$340
<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	\$100
	<input type="checkbox"/> Levels II & III (Evaluation for both)	\$190
	<input type="checkbox"/> Levels II & III & IV (Evaluation for all 3)	\$300
<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	\$125
	<input type="checkbox"/> Levels III & IV (Evaluation for both)	\$230
<input type="checkbox"/> Level III	<input type="checkbox"/> Level IV	\$150
Additional Services (Optional and in addition to other fees.)		
<input type="checkbox"/>	Expedited Evaluation: <i>For review within 5 business days after receipt of payment, please contact NICET via e-mail, evaluations@nicet.org, to arrange online payment.</i>	\$200
SUBTOTAL B:		

C. TOTAL AMOUNT DUE	
SUBTOTAL A + SUBTOTAL B =	

PAYMENT AND MAILING INFORMATION	
Payment of the amount in Box C, in the form of a check or money order made payable to NICET, must accompany this application form. Mail . . .	
Applications (Test and/or Experience) to:	
<i>Via U.S. Postal Service:</i> NICET c/o Bank of America PO Box 418651 Boston, MA 02241-8651	<i>Via FedEx, UPS:</i> NICET c/o Bank of America Lockbox Services Lockbox 418651 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125
Forms that supplement a previously-paid experience evaluation:	
Evaluations NICET 1420 King Street Alexandria, VA 22314	

ELIGIBILITY SCHEDULE			
Window ID	Window Period	Window ID	Window Period
1	January/February/March	7	July/August/September
2	Feb/March/Apr	8	August/September/October
3	March/April/May	9	September/October/November
4	April/May/June	10	October/November/December
5	May/June/July	11	November/December/January
6	June/July/August	12	December/January/February

NICET OFFICE USE ONLY						
Employer ID	Postmark Date	Spec. Cont.	ADA	App #	Lockbox #1	Amt. Paid

Did you remember to:

- Sign and Date the Applicant's Statement of Understanding in Section 1?
- Enclose your payment?
- Keep a copy of this application for your records?
- Mail all sections of this application together?

1. **NICET has established policies, procedures, and fees** that govern certification decisions, the uses of certification, and interactions with applicants and certificants. These policies, procedures, and fees may be changed by NICET at any time without prior notification. These policies, procedures, and fees are freely available on NICET's website (www.nicet.org). Each person who signs any NICET application accepts and agrees to follow these policies and procedures in all dealings with NICET.
2. **Each NICET certification may have multiple criteria** that must be met by a candidate in order for the certification to be conferred. These criteria may be changed by NICET at any time without prior notification. Current criteria, along with general information about NICET and its certification programs, are available from NICET's website (www.nicet.org). Individuals who are not resident in, or working in, the United States or its territories may not be eligible for certification. These individuals must contact NICET before applying and may be required to follow additional procedures, with additional fees, to demonstrate that they meet the criteria.
3. All applicants, candidates, and certificants **must comply with the NICET Code of Ethics** (see previous page) and follow generally accepted ethical practices at all times. For example, acquiring and/or providing specific knowledge of test questions prior to testing, or acquiring or providing assistance during an examination; intentionally providing information to NICET that is incomplete, or inaccurate; or knowingly providing technical services in an unsafe, inaccurate, or unprofessional manner may subject the offender to any number of sanctions, including legal prosecution.
4. NICET reserves the right to **deny, suspend, or revoke any certification** (pending or awarded) should the Institute determine that an applicant, candidate, or certificant has misrepresented information, violated a NICET policy or procedure, or violated the NICET Code of Ethics.
5. Maintenance of **current accurate contact information** is the responsibility of the applicant. NICET requires accurate contact information to communicate to the applicant important information related to testing, certification, and recertification.
6. **The NICET name, logo, and certification mark are the property of NICET and may not be used without the expressed written permission of the Institute.**
7. **NICET approval letters, wallet cards, and certificates** are issued to certificants for their use but remain NICET property at all times and may be recalled by the Institute at any time without prior notification.
8. **NICET test questions and examinations** are the copyrighted property of NICET. Any copying, sharing, or distribution of the content of those test questions and/or examinations constitutes copyright infringement and is a violation of U. S. federal law. Violators will be subject to suspension or revocation of NICET status and/or prosecution to the full extent of the law.
9. Each person who signs a NICET application grants NICET the **right to contact individuals** named in application materials or other communications with NICET to confirm the accuracy of information provided by the applicant.
10. **NICET certification must be used, represented, and displayed** in accordance with NICET policies. NICET certification does not constitute a license to practice engineering.
11. Each person who signs a NICET application grants NICET the **right to publish their name, address, and certification** information in its certification directories and to provide that information to others in response to bonafide inquiries. Test scores will be given to the test-taker only, unless the test-taker submits a release form authorizing NICET to give the scores to another specified individual.
12. The applicant's **Social Security number or government-issued ID number** is required for identification purposes. It will be used for NICET internal use ONLY and will not be given to anyone else without legitimate legal reason.
13. **An applicant's test records will be purged** for an individual certification area after five years if no further testing is completed in that certification area and the individual is not certified in that area. If the applicant has active certifications or is actively testing in other certification areas, the records for those other certification areas will not be affected.
14. **An applicant with a disability** as defined in Title III of the Americans with Disabilities Act who may be placed at a disadvantage when taking a NICET certification examination must advise NICET, in writing, of their needs by including a letter or other appropriate documentation with their application. NICET will respond by telephone or other means to make appropriate accommodations.
15. **All certifications expire** three years after an individual's initial certification is awarded and every third year thereafter. Re-certification will be based on the certificant's activities during that three-year period. Requirements and fees may be found in NICET's Continuing Professional Development Policy (See www.nicet.org). Several months before expiration, a recertification application will be sent to the last postal or email address provided by the certificant. If the application with payment is not received by NICET prior to the expiration date, the certificate will expire. Reinstatement to Active Status will involve an additional fee. If reinstatement has not occurred three years after the expiration date, all certifications and all testing records will be purged. Payment of new testing and/or application fees does not substitute for payment of the full recertification fee when due. Additionally, obtaining a higher-level NICET certification does not alter or "reset" the originally established three-year certification period.

NICET Code of Ethics

NICET-certified engineering technicians and technologists recognize that the services they render have a significant impact on the quality of life for everyone. As they perform their duties and responsibilities on behalf of the public, employers, and clients, they shall demonstrate personal integrity and competence. Accordingly, certificants shall:

1. Have due regard for the physical environment and for public safety, health, and well being. If their judgment is overruled under circumstances where the safety, health, property, or welfare of the public may be endangered, they shall notify their employer, client, and such other authority as may be appropriate. An employee shall initially express those concerns to the employer.
2. Undertake only those assignments for which they are competent by way of their education, training, and experience.
3. Perform their duties in an efficient and competent manner with fidelity and honesty.
4. Admit and accept their own errors when proven wrong and never distort nor alter the facts in an attempt to justify their decisions.
5. Avoid conflicts of interest whenever possible. When unavoidable, they shall disclose to their employer or client, in writing, any action that might create the appearance of a conflict of interest.
6. Avoid receiving and granting bribery in all its forms.
7. Strive to maintain their proficiency by updating their technical knowledge and skills in engineering technology.
8. Not misrepresent or permit misrepresentation of their own or their associate's academic or professional qualifications nor exaggerate their degree of responsibility for any work.
9. Not reveal facts, data, or information obtained in connection with services rendered without prior consent of the client or employer except as authorized by law.



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	Acceptance Testing/Commissioning	Inspection and Periodic Testing	System Plan Preparation	Technical System Estimating & Sales	Project Management	Code Compliance	Technical Business Management	Other	
System Types	<input type="checkbox"/> Fire Alarm	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Special Hazards Suppression	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Water-Based Fire Protection	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Video Security	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Audio	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Industrial Instrumentation	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Electrical Power	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
Other Work	<input type="checkbox"/> General administration	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
Important: The sum of the far right column must equal 100%):											100 %	

Other system types might include, but are not limited to: plumbing; access control; burglar alarms; mass notification; computer networking; HVAC; etc.

AFFIDAVIT: I certify that the above is a true and complete representation of the systems that I worked on and my 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

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

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
If this form supplements a previously-paid experience evaluation, send it 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 performance measure that I have verified or will verify.*
- *I have not verified, and will not verify, any performance measure 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 _____

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
If this form supplements a previously-paid experience evaluation, send it 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 I Performance Measures		Verifier's Initials		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
The candidate has repeatedly demonstrated:		Yes	No	Can't determine
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"> • select the appropriate simple hand and power tools for a given task and use them safely; or, • select the appropriate software or drafting tools for a given task and use them properly. 			
0303-1104	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> • proper installation techniques for conduit, wire, and junction boxes related to fire alarm systems; or, • proper application of conduit, wire, and junction boxes related to fire alarm systems. 			

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: _____

Level II Performance Measures		Verifier's Initials		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
The candidate has repeatedly demonstrated:		Yes	No	Can't determine
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"> • mount control equipment, peripheral devices, and related hardware in conformance with manufacturers' specifications; or, • document the correct placement of control equipment, peripheral devices, and related hardware in conformance with manufacturers' specifications. 			
0303-3106	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> • connect test equipment such as voltage, current, and resistance meters in order to test and diagnose system problems; or, • identify the appropriate calculations, codes and standards, and testing lab ratings required to prepare plans in accordance with project specifications. 			
0303-3107	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> • routine installations of basic fire alarm systems following the project plans or shop drawings without immediate supervision; or, • 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. 			

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 this form supplements a previously-paid experience evaluation, send it 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 <u>demonstrated</u> this capability?		
The candidate has repeatedly demonstrated an ability to:		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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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 demonstrated 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.

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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: _____



Candidate: _____

Candidate's NICET ID No: _____



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:

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.

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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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