



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

- Provide your identification and contact information, and sign the Statement of Understanding.

Section II: Test Selection and Payment

- Select the tests you are applying for.
- Compute total amount of testing fees and include check and/or vouchers for the total amount due.

Experience

There is a unique Experience Package for each certification program. You must separately download the Experience Package for each certification area you are pursuing.

Section I: Candidate Information and Payment

Part I: Work History

Part II: Verifier Data

Part III: Performance Verification

Part IV: Personal Recommendation

Part V: Major Project Write-Up

Mail this Test Package, with payment, to:

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

To send by expedited mail (e.g. – FedEx, UPS):

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

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 Test Application - Section 1: Candidate Information

(Please print clearly or type)

Mr.

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

Name: Ms. _____
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.

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:

Business Address: Company Name

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
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:		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Via U.S. Postal Service: NICET c/o Bank of America PO Box 418651 Boston, MA 02241-8651</td> <td style="width: 50%; border: none;">Via FedEx, UPS: NICET c/o Bank of America Lockbox Services Lockbox 418651 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125</td> </tr> </table>	Via U.S. Postal Service: NICET c/o Bank of America PO Box 418651 Boston, MA 02241-8651	Via FedEx, UPS: NICET c/o Bank of America Lockbox Services Lockbox 418651 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125
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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?

Conditions of Application for Technicians

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.