

***Applying for***

***NICET  
Certification***



***Completing the  
Application Forms for  
NICET Computer Based Testing Programs***



# NICET Technician Application Instructions

## Computer Based Testing Programs

The following pages contain information about the application process for those NICET certification programs that offer computer based testing.

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If you prefer later application deadlines, easy credit card payment, and faster test authorization, you may apply online for your CBT test at [www.nicet.org](http://www.nicet.org).

**National Institute for Certification in Engineering Technologies**  
**1420 King Street**  
**Alexandria, Virginia**

**November 2009**

# Introduction and Overview

## Selecting a Certification

To find out how your background, job needs, and career goals fit with NICET's certifications, please review the program information and career planning tips available on our website. After that, any remaining questions can be discussed with NICET staff by phone (888-476-4238 or 703-548-1518) or email (tech@nicet.org).


## Application Forms

The application forms are divided into two packages: the Test Application and the Experience application. If you are applying for NICET certification, then you must submit both the Test Application Package and the Experience Application Package. (If you are applying only for a test—without certification—then you may submit only the Test Application Package.) If you have previously submitted any parts of the Experience Application Package, see the instructions for the part(s) to determine whether you will need to submit it again.

### **Test Application Package**

*This package applies towards any computer-based test. Each time you apply for a computer-based exam, you must complete these forms.*

- Section 1: Candidate Information
- Section 2: Test Selection and Payment



**The Test Application process may be completed quickly and easily online** at [www.nicet.org](http://www.nicet.org). If you apply online, you will then be instructed to print and complete your Experience Application package and mail it to NICET.

### **Experience Application Package**

*Some of these forms are unique to each certification program – For specific program requirements see [www.nicet.org/candidates/information.cfm](http://www.nicet.org/candidates/information.cfm).*

- Part I: Work History
- Part II: Verifier Data
- Part III: Performance Verification
- Part IV: Personal Recommendation (for higher-Level certifications)
- Part V: Major Project Write-Up (for higher-Level certifications)

## Requesting Experience Evaluation Prior to Testing

You can have your work experience and verifications evaluated before you test by submitting a special application and an application review fee. Contact NICET (888-476-4238) for more information.

## Computer Based Testing (“CBT”)


NICET’s CBT exams are administered on computers (normal keyboard/mouse operation) at secure, proctored commercial sites that are usually open several days per week.

### “Eligibility Windows”

An eligibility window is a specific 3-month period within which you must take your test. New testing windows begin on the 1<sup>st</sup> day of each month, and end on the last day of the third consecutive month (examples: January 1 – March 31, February 1 – April 30, etc.) Once you have submitted your Test Application and NICET has sent you a test authorization for a particular window, you may schedule your CBT exam for any day that your preferred center is open and has available seating.

The testing windows, their ID numbers, and their postmark application deadlines are in the chart below:

Eligibility Schedule		
Window ID	Window Months	Postmark Deadline (Paper application)
1	January/February/March	November 12
2	Feb/March/April	December 13
3	March/April/May	January 10
4	April/May/June	February 10
5	May/June/July	March 12
6	June/July/August	April 12
7	July/August/September	May 12
8	August/September/October	June 12
9	September/October/November	July 13
10	October/November/December	August 12
11	November/December/January	September 12
12	December/January/February	October 12



**If you complete the Test Application online** by the 15<sup>th</sup> day of the month, then you may select the eligibility period that begins the following month. A list of start dates (based on your application date) will be displayed in your form, and you will be prompted to select one.

You may choose any window that starts within 6 months of the date of your application for each test that you select on your application. Be sure to mail your application no later than the Application Postmark Deadline for your earliest selected window.

After receiving your complete test application and payment, NICET will inform the company that operates the network of CBT centers that you are authorized to schedule the exam. NICET will also send you specific information on how to register for your test, either online or by phone. To reserve your preferred date, time, and location, please schedule well in advance.

### Changing a scheduled CBT test date

Up to a day or two before your scheduled test date, you may, if necessary, reschedule your exam without penalty. However, certain conditions will require the payment of a fee:

- rescheduling when you are close to your scheduled test date;
- failing to appear for your exam; or
- moving your test to a new eligibility window.

Because some of these conditions depend upon the policies of the test center network, you should look for your program’s current rescheduling information on NICET’s website.

## Applying to Test as Part of a Group

If you are testing as part of a group, you should check with your sponsor for any special conditions associated with your test. If a single company check is accompanying several applications, accurate and timely processing of the applications requires that either:

- a. all the applications are mailed together with the check in the same envelope, **or**
- b. a list of all applicant names is attached to the check.

## Mailing the Application

**If your mailing includes a payment** for any purpose, then you must mail it to:

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

**Note:** If you wish to use overnight/express service to speed up the arrival of your application, you must use the US Postal Service to get it to Bank of America (only the Postal Service delivers overnight/express mail to post office boxes).


**If your mailing does NOT include a payment (check or money order)**, then you should mail it to:

NICET  
1420 King Street  
Alexandria, VA 22314

**Note:** All payments must go to the bank address. NICET will not be responsible for delays caused by incorrectly addressed applications.

## When you will hear from NICET

NICET will process test applications in the order they are received from the bank. If there is a problem with the application or the requested testing, the applicant will be notified and, whenever possible, given a chance to make amendments or corrections. Within 4 weeks of receiving your completed Test Application, NICET will e-mail you an Eligibility letter with instructions for scheduling your exam. If you have not received your eligibility letter within 5 or 6 weeks after sending your application, contact NICET at 888-476-4238 (press “3”) or [test@nicet.org](mailto:test@nicet.org).



**If you submit your Test Application online**, NICET will e-mail your Eligibility letter by the end of the next business day.

Your examination score report will be printed at the computer-based testing center immediately after you complete your exam. After you meet an exam requirement, NICET will evaluate your work experience documentation. About 60 to 90 days after your test date, you will receive either your certificate and approval letter/wallet card or a “conditional decision letter” explaining which criteria remain unmet.

When a candidate responds to a conditional decision letter with additional application materials, the follow-up evaluation by NICET is generally completed within 45 to 60 days of receipt. To minimize these additional rounds of evaluation, **NICET strongly encourages applicants for certification to submit all parts of the application, carefully completed, with the test application or shortly thereafter.**

## Privacy of Testing Information

NICET will give test results only to the examinee, unless the examinee submits a signed release form ([www.nicet.org/candidates/scheduling.cfm](http://www.nicet.org/candidates/scheduling.cfm)).

NICET does not sell mailing lists, phone numbers, or email addresses of applicants and/or certificants. NICET may occasionally provide such lists for one-time use by bona fide organizations for educational or professional development purposes.

**Make a copy of everything you send to NICET** and keep it with your testing/certification records.

**Your name and identification number must appear on every page** of every part of the application.



## Section 1: Candidate Information

A completed Candidate Information form must be submitted;

1. With any Test Selection form (examination application)
2. Whenever your contact information changes (this information may also be updated by phone or email)

Name – Name. At the test site a government-issued photo ID must be presented, and the name on the ID must be identical to the name provided on the application. This name will be on all correspondence and certification documents issued by NICET.

ID Number – Testing status with NICET, NICET ID number, or Government ID number. A NICET ID number is provided once you have a record established with NICET. All you need to do is provide contact information and a Government-issued ID number, and for future tests you won't need to supply the Government ID number again; simply refer to your NICET ID. NOTE: NICET reserves the right to require a photocopy of this ID to confirm the submitted information (i.e. name, ID number, address, signature).

Address Information – Home address, preferred mailing address, present employer, business address, present position title.

Electronic Contact Information and Preferences – Phone numbers, email addresses, and email preferences (would you like NICET to send correspondence - letters, eligibility notifications, test result confirmations, etc. - by email, and to what address? Note: NICET will send approval letters, certificates, and wallet cards only by post.)

Email provides rapid communication, but does not work if the electronic door is closed. **Please be sure that email from nicet.org is NOT blocked by your filters.**

P.S. – Don't forget to add us to your list of organizations to be notified if your address should change!

Applicant's Statement of Understanding – Prior to reading the statement you'll need to read the attached NICET Conditions of Application and NICET Code of Ethics. Read the statement and sign and date the form.

Applicants may opt to complete the Candidate Information form and the Test Selection and Payment online. While the instructions may vary slightly for the online version of these forms, the requested information remains the same.




## Section 2: Test Selection and Payment

To determine the testing requirements for certification, for advice on test selection, and for test descriptions, certification requirements, content outlines, and general references, refer to [www.nicet.org/candidates/information.cfm](http://www.nicet.org/candidates/information.cfm).

### Test Selection

Review the program descriptions, including certification requirements at [www.nicet.org/candidates/information.cfm](http://www.nicet.org/candidates/information.cfm). Then, on the form, select the tests that you wish to take by checking the boxes next to the tests in the list.

For each exam, indicate which 3-month testing/eligibility window you prefer by entering the Window ID Number to the right of the selected test. The start date of the window must not be more than six months from the postmark date on the Test Application form. The application forms must be mailed and postmarked no later than the postmark deadline date for the earliest testing window that you have chosen.




**If you complete the Test Application online** by the 15<sup>th</sup> day of the month, then you may select the eligibility period that begins the following month. A list of start dates (based on your application date) will be displayed in your form, and you will be prompted to select one.

### Payment

To calculate your payment amount, enter in the space provided the number of tests that you have selected. Then multiply this number by the current NICET exam fee (which may be found at [www.nicet.org/candidates/fees.cfm](http://www.nicet.org/candidates/fees.cfm) or by calling 888-476-4238). Enter this amount in the “Total Amount Due” box.

A NICET examination fee voucher; or a check or money order, payable to NICET, for the total amount due must be included with your Test Application. Mail the form with the voucher, check or money order to:



**If you complete the Test Application online**, then you may submit your exam fee payment by either credit card or NICET voucher.

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

**Note:** The regular NICET Examination Fee includes evaluation of work experience after you have met an exam requirement. If you wish to have your experience evaluated before your test, for an additional Application Review Fee, please call NICET at 888-476-4238 to request a Pre-Test Evaluation form.



# Experience Application

## Part I

# Work History

The purpose of this form is to provide NICET with information about your work experience. Your write-up will be evaluated against the current criteria for the level of certification you are seeking. If sufficient experience is lacking, or if sufficient detail has not been provided, you will receive Conditional Decision Letter requesting additional information. You must submit a complete and detailed work history to be adequately evaluated for certification.

**If you have previously submitted** a complete and detailed work history to NICET, then you need to submit only an update covering the time since your last submittal, unless otherwise requested by NICET.

**Make several copies** of this blank, two-page form. A separate Work History form should be completed for each position held.

**Complete** all blocks of information. Each piece of information has a role in the certification process.

**What is a “position?”** Every time your employer or job title changes, you have a new position and must complete a separate copy of the form. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your job title changes from Technician I to Technician II, then you have a new position that should be reported separately.

**Time Allocation:** Because some candidates’ scope of work covers a range of technical specialty areas, this form is prefilled with a variety of **system types**. Empty spaces labeled as “Other” are provided for types of systems that are not listed. If some of your work involves “integrated systems” (those that are pre-engineered with multiple functions or have a common control mechanism), these should also be listed separately from the types of systems that are involved in them. For example, “electronic special hazards systems” should be listed separately from special hazards systems that do not have an integrated fire detection system. The form also includes a list of **responsibilities** common to many types of engineering technology work. For each system type included in the position’s scope of work, you must estimate the amount of time spent in each responsibility.


**Position Description:** Provide the details of what kind of work you are actually doing in regard to various systems/facilities/materials and responsibilities. What types of projects are you involved with? What work teams are you a part of and what is your role in each? How do you relate to other professionals, trades, and customers?

**Keep a copy** of your completed work history (send the original to NICET). Besides being a useful record for future interactions with NICET, a carefully prepared work history is a valuable career development tool.

If sent in **separately** from a test application, this form may be mailed to:

NICET, 1420 King Street, Alexandria, VA 22314

If you’ve earned a degree in a directly related engineering technology program, you may be eligible for a work experience credit toward certification. Please refer to Policy 33. Work Experience Credit for Engineering Technology Degree ([www.nicet.org/about/policies.cfm#policy33](http://www.nicet.org/about/policies.cfm#policy33)).



# Experience Application

## Part II

# Verifier Data

## Verification of Performance and Major Project

A responsible and technically competent individual who is in a position to inspect and/or approve the applicant's work must verify that the candidate has demonstrated general competencies, specific accomplishments, and project work related to the certification.

NICET requires verification of competent performance of the General and Specific Performance Measures listed in Part III of the application package. (Procedures for completing these are continued in the instructions for Part III.) At a program's highest Level of certification, an additional requirement is a verified write-up of his or her role in a major project.

Each individual who acts as a NICET candidate's verifier (for either the performance measures and/or the major project) must complete the Verifier Data form for the candidate's records.

## Verification Procedures

Choosing a Verifier: You must first secure one or more qualified individuals to act as your verifier(s). Your verifier should be your immediate supervisor **unless**:

- The applicant is either the owner of the business or the highest-ranking manager in the organization, or;
- The applicant's immediate supervisor is not technically knowledgeable in the specialty area.

In these cases, an alternate verifier must be found; one who has been in a position to inspect and/or approve the applicant's work. If you have questions about who may act as your verifier or how to proceed with this or other verification processes, please contact the NICET staff at 888-476-4238 (press "4") or at [tech@nicet.org](mailto:tech@nicet.org).

You may utilize more than one supervisor, past supervisor, or alternate verifier to cover the variety of performance measures (and Level IV major project) to be verified.

Completing the Form: Print your name and Candidate NICET ID Number at the top of the Performance Verification form (or Major Project form). Then give the form(s), along with a copy of the "Verifier Instructions" (found on the following page in this instruction booklet) to each person who will be acting as your Verifier. After they have completed and signed the form, it must be mailed to the following address:

NICET  
1420 King Street  
Alexandria, VA 22314

NICET cannot approve any verifications until the Verifier's "Verifier Information" form has been received and approved.

## Verifier Instructions

The Verifier plays a vital role in the process of evaluating candidates for certification. NICET asks that you treat this role with seriousness, integrity, and professionalism.

The appropriate forms should be provided to you by the candidate. You will need to complete Part II (Verifier's Data). The candidate may then ask you to verify either Part III (Performance Verification) or Part V (Major Project) or both.

Part II: Verifier Data: This form provides information about your qualifications and your relationship with the candidate. It must be submitted one time for each candidate whose performance you are verifying. After filling in the requested information, carefully read the "Verifier's Statement" and sign the document. Please mail the completed form to the following address:

NICET  
1420 King Street  
Alexandria, VA 22314

Part III: Performance Verification: The candidate's name and your name must be printed at the top of the form.


Part III contains the General Performance Measures (GPMs) and Specific Performance Measures (SPMs) for the program, organized by certification level.

The question next to each Performance Measure asks if the candidate has demonstrated proper performance of the task. Initial in the appropriate box. Read carefully the Statement of Verification and then, if you can, within your professional responsibility and judgment, attest to the statement in regard to the work of the candidate, complete and sign the Verification form (Part III).

Part V: Major Project Write-up: The candidate's name and NICET ID Number should be printed at the top of this form. Please review the Project Description and the Project Write-up for accuracy. Read carefully the Verifier's Statement and then, if you can, within your professional responsibility and judgment, attest to those statements in regard to the work of the candidate on the project described, complete and sign the Verification form (Part V).

The completed Part III and/or Part IV forms and Part VI should either be:

mailed to:	NICET 1420 King Street Alexandria, VA 22314	or faxed to:	NICET 703-682-2756
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**Experience Application**

**Part III**

**Performance Verification**

## Performance Verification

While Part II collects information about the Verifier, Part III lists the program's General and Specific Performance Measures by Level.

**General Performance Measures:** Each General Performance Measure (GPM) is an aspect of quality work that should be exhibited by the candidate prior to being certified at the level where it is listed, or any higher level. Certification at any level requires proper verification of all GPMs at that level and all lower levels.

**Specific Performance Measures:** Each Specific Performance Measure (SPM) is a definable, observable, measurable type of work product or outcome that should be accomplished by a technician prior to being certified at the level where it is listed, or at any higher level. Certification at any level requires proper verification of all SPMs at that level and all lower levels.

## Verification Procedures

**Part III: Performance Verification:** First, identify those levels for which you must submit performance verification. This will include all levels in the program up to and including the level of certification that you are seeking.

Print your name and the name of your Verifier at the top of each page of the forms with the GPMs and SPMs for the levels that you need verified. Then, give the forms to your Verifier(s).

After your Verifier completes the Part III forms, they should either be:

mailed to: NICET  
1420 King Street  
Alexandria, VA 22314

or faxed to: NICET  
703-682-2756



# Experience Application

## Part IV

# Personal Recommendation

A current Personal Recommendation is a requirement for certification in all programs, but not necessarily all levels; check your program's requirements to see which levels require recommendation.

This recommendation is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the recommender's signature. If approved, it will apply to any related program in which you test during that year.

This form must be completed by professionals who are 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 by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations by other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.

**Recommendation and verification may NOT be performed by the same individual. Recommendations may NOT be submitted by relatives or subordinates of the applicant.**

Print the candidate's name and NICET ID Number at the top of the two pages of the form. The remainder of the form is to be completed by the Recommender.

### **Section 1: Recommender's Personal Information**

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

### **Section 2: Recommender's Relationship with the Candidate**

This section asks how well the Recommender knows the candidate's work practices.

### **Section 3: Recommender's Evaluation of the Candidate**

The recommender provides an overall recommendation of the candidate for engineering technician work, followed by a more specific assessment of the candidate's work practices and capabilities.

### **Section 4: Recommender's Statement**

The recommender must read, sign, and date the Recommender's Statement.

### **Mailing the form**

If sent in separately from a test application, this form may be mailed to:

NICET  
1420 King Street  
Alexandria, VA 22314



# Experience Application

## Part V

# Major Project Write-Up

## Major Project Write-up

At a program's highest level of certification, an additional requirement is typically your description and write-up of a complete project (or a section of a project) for which you held substantial responsibility.

The write-up must be a separate document that describes the purpose of the project, your role in the project, and the system involved in the project. Specific project requirements vary from program to program; more information related to your write-up might be available on your Part V. After you have completed your write-up, you must sign and date the Candidate's Statement.

A responsible and technically competent individual who was in a position to inspect and/or approve the applicant's work on the project must verify that the project description is accurate, that the candidate's work was performed properly and professionally, and that the results met or exceeded project specifications. The Verifier must read the Verifier's Statement and sign if he/she agrees with the statements. NICET must receive Part II (Verifier Data), completed by the Verifier, before approving the project verification. The major project verifier may or may not be the same individual who verifies Part III (Performance Verification).

If sent in **separately** from a test application, the Major Project Write-up form may be mailed to:

NICET  
1420 King Street  
Alexandria, VA 22314