



NICET Technician Upgrade Application Instructions

General Knowledge Programs

General Instructions/Procedures

In order to upgrade in a General Knowledge program, the applicant must hold an active-status AET or ET grade certification.

Because the General Knowledge certification exams were discontinued at the end of 2005, NICET is no longer offering TT and AET certifications. General Knowledge certificants will be able to retain their certification by recertifying in compliance with NICET Policy #30.

What am I applying for?

If you are unsure about how your background, job needs, and career goals fit with NICET's certification programs, or if you want more information about certification procedures, start with a review of the descriptive materials 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).

What do I need to complete in order to upgrade to the ET or SET grade?

You must complete the following Parts of the application:

- Part I (Applicant Information)
- Part IV (Work History)
- Part V (Personal Recommendation – 1 for ET grade and 2 for SET)

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

Note that **your name and identification number must appear on every page** of your application.

Applicants must submit the Application Review fee.

Where do I mail the application?

If your mailing includes a check for the Application Review Fee, then you should mail it to:

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

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

When will I hear from NICET?

NICET will process upgrade applications in the order they are received. All materials received from you (work history, personal recommendation) will be evaluated and, about 60 days after NICET receives the materials, 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 materials, these are again placed in the queue for evaluation. Evaluation of these materials is generally completed within 60 days of receipt.

Part I: Applicant Information

Part I must be submitted with your upgrade application. You may also use it to notify NICET of changes in your name or address.

Section 1: Personal Information

Please provide the requested identification and contact information. Indicate whether NICET should mail correspondence (letters, certificates, etc.) to your home or to your business address. Your email address will be used for some correspondence, but not for official documents such as certificates, wallet cards, etc.

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

Section 2: Objectives

Tell us your plans related to NICET certification. Which grade are you pursuing? (If you plan to pursue certification in more than one program, please list each on a separate line.) Your answers to these questions will not prevent you from changing your objectives in the future, but will help NICET to provide you with better service.

Materials on the NICET website contain information on program content and certification requirements. NICET staff is also available to answer your questions.

Section 3: Applicant's Statement of Understanding

To ensure that you understand some important conditions of certification, NICET requires that you read and sign the Statement of Understanding after reading the "Conditions of Application for Technicians" on the next pages of these instructions.

Conditions of Application for Technicians

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

Conditions 1 – 11 apply to all applicants for NICET certification.

I UNDERSTAND THAT:

1. NICET's certification decisions and interactions with applicants are governed by established policies and procedures. Each applicant, by signing the "Applicant's Statement of Understanding" in Part I of the application, accepts and agrees to follow these policies and procedures. NICET's policies and procedures are available from the NICET website or from NICET staff.
2. The NICET fees, rules, and procedures for applicants and certificants are posted on the NICET website. Those who do not have access to the Internet must obtain the information from NICET (A nominal fee may be charged.). NICET's fees, policies, and procedures are subject to change without notice. Such changes, along with dates for their implementation, will be posted on the website as early as possible.
3. Effective upon the publication of new descriptive materials for any program, all previous materials become obsolete.
4. The NICET name and logo are the property of NICET and may not be used without written permission.
5. Each applicant, candidate for certification, or certification holder is responsible for informing NICET of any address changes in a timely manner in order to receive correspondence, score reports, and, if certified, registry and recertification invoices and applications, the NICET Newsletter, and proper representation in the NICET registry of certificants.
6. Except as specifically noted in some program detail manuals, NICET certification is restricted to individuals residing in the United States and its territories and to all U.S. citizens living abroad who meet the established certification criteria.
7. NICET certification does not constitute a license to practice engineering.
8. There are multiple criteria for each NICET certification: typically examination, work history, personal recommendation, and, in some programs, performance verification requirements. These criteria are described in the program descriptive materials on the website and all must be met to achieve certification.
9. The criteria for certification in any particular area are subject to updating or revision without notice. A schedule indicating when candidates must meet the new criteria in order to become certified will be published, along with the criteria themselves, in the most current version of the program descriptive materials.
10. A certificate must be in Active Status to be included in NICET's directories of certified individuals, to be upgraded by the certificant to a higher grade (through additional testing and evaluation), gain crossover credit, or to receive the NICET Newsletter.
11. At the end of the initial three-year period, and every third year thereafter, the certification will expire. Several months before expiration, each certificant will be sent a recertification application. Maintaining Active Status will then depend upon meeting the requirements set forth in NICET's Policy # 30, "Continuing Professional Development", and paying the recertification processing fee.
12. If a recertification application with payment of all fees owed is not received by NICET prior to the expiration date, the certificate will expire. Reinstatement to Active Status will involve an additional fee. If reinstatement has not occurred three years after the expiration date, all certificates and testing records will be purged from the NICET database. (If my expiration date is 12/02, for example, I have until December 1, 2005 to reinstate my certification(s) before all my records are deleted.)

Jun 3, 2006

RETAIN THESE CONDITIONS FOR YOUR RECORDS

Part II: Examination

No examination is required for upgrading from the AET or ET grade to a higher grade. (All candidates must already hold an Active-status AET or ET grade certification.)

Part III: Performance Verification

No performance verification is required for certification in General Knowledge Programs (those based on the Part A/Part B exams).

Part IV: 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 be sent a letter requesting additional information. You must submit a complete work history to be evaluated for certification at the ET or SET grades.

If you have previously submitted a complete and detailed work history to NICET, then you need submit an additional history only if requested by NICET or if an update covering the time since your last submittal is needed because either:

- At the time of your last work history, you lacked sufficient work experience for the level for which you are currently applying, or:
- Your position or the nature of your work has changed since your last submittal.

Make several copies of this blank form. A separate page should be used 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 title changes from Technician I to Technician II, then you have a new position that should be reported separately.

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

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

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

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 the Upgrade application, this form may be mailed to:

NICET, 1420 King Street, Alexandria, VA 22314

Part V: Personal Recommendation

This recommendation serves 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 upgrade or test during that year.

Certification requirements include one personal recommendation for the grade of ET and two recommendations for the grade of SET.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant's work experience. NICET 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.

Recommendations may NOT be submitted by relatives of the applicant.

Section 1: Applicant's Statement

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

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

Section 2: Recommender's Personal Information

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

Section 3: Recommender's Relationship with Applicant

This section asks how well the recommender knows the applicant's work practices.

Section 4: Evaluation of Applicant

The recommender provides a general assessment of the applicant's career path (To what extent is it that of an engineering technician?), and of several important qualities and strengths that are relevant to an evaluation of competency and working character.

Section 5: Recommender's Statement

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

Mailing the form

NICET requires the original recommendation (not a photocopy or fax) for its records.

If sent in separately from an upgrade application, this form may be mailed to:

NICET, 1420 King Street, Alexandria, VA 22314



National Institute For Certification In Engineering Technologies®

sponsored by the National Society of Professional Engineers

www.nicet.org



NICET TECHNICIAN UPGRADE APPLICATION FORM

Part I: Applicant Information

Section 1- Personal Information (Please Print Clearly or Type)

A	B
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Last Name First Name Middle Initial </div> Home Address: _____ Street _____ Apt. _____ City _____ State _____ Zip Code _____ Social Security Number _____ Home Phone _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Area Code Number </div> E-mail _____ May NICET use your e-mail address to contact you? <input type="checkbox"/> yes <input type="checkbox"/> no To which address should NICET mail all correspondence? <input type="checkbox"/> Home <input type="checkbox"/> Business	Present Employer: _____ Business Address: _____ Company Name _____ City _____ State _____ Zip Code _____ Present Position Title: _____ Work Phone _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Area Code Number Ext. </div> Cell Phone _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Area Code Number </div> Fax _____ <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Area Code Number </div>

NICET-Certification Number:

- C. Has your last name changed since you submitted your last application? no yes, former last name _____
- D. Are you a student in an Engineering or Engineering Technology degree program? no yes (provide more information below)
- Institution _____ City/State _____
- Name of degree program _____ Expected Graduation Date _____

Section 2 – Objectives

A. Check off the item below that best describes your goal:

- I am applying for the following certification(s) and intend to submit all documents required for certification:

Program (field/subfield)	Level or Grade
_____	_____
_____	_____
_____	_____

Section 3 - Applicant's Statement of Understanding

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

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

Signature

Date

Application Fees are Non-Refundable

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

Mail your upgrade application to NICET, c/o Bank of America, Dept 0037, Washington, DC 20055

NICET OFFICE USE ONLY

Lockbox #1	Amt Paid	Lockbox #2	Amt Paid



Name: _____ Social Security Number: _____

Part II: Examination
(Please print clearly or type)

There is no Part II requirement for General Knowledge ET/SET Upgrade applicants.

Part III: Performance Verification

**There is no Part III requirement for General Knowledge certification applicants.
Please move ahead to Part IV.**



Name: _____ Social Security Number: _____

NICET Technician Application, Part IV: Work History
(Please print clearly or type)

Applicants must complete one form for each position held and supply all of the information requested below. (You have started a new position each time either your job title or employer has changed.) Each responsibility/description must be in your own words; describe your specific job duties, responsibilities, and work tasks, and explicitly state your role in producing the final product.

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

List below your major responsibilities in this position and a detailed description of each.

Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
If necessary, you may list additional responsibilities on an attached sheet.	
Total	100 %

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

Signature

Date

Page ___ of ___ pages



Name: _____ Social Security Number: _____

NICET Technician Application, Part V: Personal Recommendation
(Please print clearly or type)

NICET will not accept duplicated or faxed copies of this form.

Section 1 –Applicant’s Statement

I understand NICET Policy #2, Section D, “Improper Personal Recommendations,” and I realize that NICET may suspend or revoke an applicant’s certification(s) if it is determined that a recommendation contains intentional misrepresentations.

Signature of Applicant Date

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

The recommender must complete the remainder of this form.

Section 2 –Recommender’s Personal Information

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

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant’s work experience. NICET 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.

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:

Section 3 – Recommender’s Relationship with Applicant

I am (very well, reasonably well) qualified to evaluate the applicant's character, abilities, and accomplishments.

I have known the applicant for a period of _____ years and _____ months through:

- ____ association within the company
- ____ association through contracting activities
- ____ association through professional activities
- ____ other: _____

Describe your professional relationship with the applicant:



Name: _____ Social Security Number: _____

NICET Technician Application, Part V - Personal Recommendation, continued
(Please print clearly or type)

Section 4 – Recommender’s Evaluation of Certification Candidate

NICET uses Personal Recommendation forms to help evaluate applicants’ qualifications for certification. The Institute wishes to certify only those technicians and technologists whose character, ethics, and technical competency promote the engineering technology industry. In your appraisal of the applicant, please provide the following information completely and honestly.

A. "The career path of a typical Engineering Technician begins with the individual carrying out, under supervision, operational tasks following well-defined and proven procedures, methods, and practices. Over time, the competent engineering technician is responsible for these tasks with minimum direction from an engineer or engineering technologist."

The description printed above of an engineering technician fits this applicant (circle one):
(fits poorly) 1 2 3 4 5 (fits well)

B. On a scale of 1 to 5, please rate the applicant in the following qualities and strengths:

	poor 1	below average 2	average 3	above average 4	excellent 5	Inadequate opportunity to observe
1) honest, ethical work habits	___	___	___	___	___	___
2) mastery of the fundamental knowledge of the field	___	___	___	___	___	___
3) common sense in solving problems	___	___	___	___	___	___
4) ability to quickly learn new and complex ideas	___	___	___	___	___	___
5) ability to communicate clearly	___	___	___	___	___	___
6) leadership abilities/supervisory skills	___	___	___	___	___	___
7) sense of responsibility	___	___	___	___	___	___
8) initiative	___	___	___	___	___	___

C. Additional remarks about the applicant's technical knowledge and achievements:

Section 5 – 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 certifications being revoked.

Name of Recommender (please print)

Signature of Recommender

Date

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

Incomplete recommendation forms will not be accepted by NICET.

**If not sent with the Upgrade application, please mail this form to:
NICET, 1420 King Street, Alexandria, VA 22314-2794**