

Employment History Addendum

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 and detailed work history to be adequately evaluated for certification.

If you've earned a degree in a directly related engineering technology program, you may be exempt from part of the work experience requirement for Level II certification. Please refer to Policy 33 and/or the "Education Credit Addendum" on NICET's 'Forms and Publications' web page.

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 because either:

- At the time of your last work history, you lacked sufficient work experience for the level for which you are currently testing, 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 must 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 a test application, this form may be mailed to:
NICET, 1420 King Street, Alexandria, VA 22314

