



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Experience Application Package**  
Electrical Power Testing



## 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](http://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 **Electrical Power Testing**.

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. Be sure to include all work performed in each position, not just electrical power testing.

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 professional engineer, senior-level engineering technologist or technician, or other similar technical professional.

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](http://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  
Requirements for Electrical Power Testing Certification**



**Scope of Electrical Power Testing Program**

*This certification program is intended for technicians who are engaged in inspection, testing, and periodic maintenance of electrical power equipment, and evaluation of such equipment for acceptance for service, continued serviceability, or required maintenance.*

<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
<b>Examination – Pass the:</b>			
Level I exam	Levels I and II exams	Levels I, II, and III exams	Levels I, II, III, and IV exams
<b>Performance Verification – Obtain supervisor verification of:</b>			
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
<b>Work History – Provide complete, detailed position descriptions and time allocations showing<sup>1,2</sup>:</b>			
Minimum of one year of practical experience in support of testing and maintenance of electrical power equipment, including basic electrical safety procedures. This may include up to six months of practical electrical power work such as: <ul style="list-style-type: none"> <li>• Electrical Lineman</li> <li>• Industrial Electrician</li> </ul>	Minimum required for Level I plus one additional year (two years total) of practical experience in the inspection, testing, and maintenance of electrical power equipment.	Minimum required for Level II plus three additional years (five years total) of practical experience in the testing of electrical power equipment, including a full range of equipment in low, medium, and high voltage systems. This must include 1 year of supervision and project management of two or three-person test crews.	Minimum required for Level III plus five additional years (ten years total) of practical experience in the testing of complex electrical power equipment and systems, technical evaluation of tests and test data, and recommendations of additional diagnostic testing and corrective actions. This must include at least two years of supervision and project management of multi-crew projects.
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
(not required)	(not required)	Independent engineering technician responsibilities	Senior engineering technician responsibilities
<b>Major Project – Provide a detailed description of a major project and your role in it showing:</b>			
(not required)	(not required)	(not required)	Senior responsibility for an electrical power testing project of substantial complexity

<sup>1</sup> Time periods are full time equivalent.

<sup>2</sup> Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.



## NICET ENGINEERING TECHNICIAN CERTIFICATION Test Application - Section 1: Candidate Information

(Please print clearly or type)

Mr.  
**Name:**  Ms. \_\_\_\_\_  
Last Name First Name Middle Initial

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

**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:

\_\_\_\_\_  
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](http://www.nicet.org).

<b>A. EXAMINATION APPLICATION</b>			
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.			
	<b>Window ID</b>	<b>Fee</b>	
<b>Electrical Power Testing</b>			
<input type="checkbox"/>	Level I Exam (10027)		\$120
<input type="checkbox"/>	Level II Exam (10028)		\$150
<input type="checkbox"/>	Level III Exam (10029)		\$180
<input type="checkbox"/>	Level IV Exam (10030)		\$210
<b>Fire Alarm Systems</b>			
<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
<b>Inspection and Testing of Water-Based Systems</b>			
<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
<b>Water-Based (formerly Automatic Sprinkler) Systems Layout</b>			
<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
<b>Video Security Systems Technician</b>			
<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
<b>Video Security Systems Designer</b>			
<input type="checkbox"/>	Level I Exam (10005)		\$150
<input type="checkbox"/>	Level II Exam (10006)		\$180
<b>SUBTOTAL A :</b>			

<b>B. EXPERIENCE APPLICATION</b>		
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.)		
<b>Experience Evaluation</b>		
Subfield (Program): _____		
<b>Current Certification Level</b>	<b>Evaluate Experience for Certification at:</b>	<b>Fee</b>
<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
<b>Additional Services (Optional and in addition to other fees.)</b>		
<input type="checkbox"/> Expedited Evaluation: <i>For review within 5 business days after receipt of payment, please contact NICET via e-mail, <a href="mailto:evaluations@nicet.org">evaluations@nicet.org</a>, to arrange online payment.</i>		\$200
<b>SUBTOTAL B:</b>		

<b>C. TOTAL AMOUNT DUE</b>	
<b>SUBTOTAL A + SUBTOTAL B =</b>	

<b>PAYMENT AND MAILING INFORMATION</b>	
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 . . .	
<b>Applications (Test and/or Experience) to:</b>	
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
<b>Forms that supplement a previously-paid experience evaluation:</b>	
Evaluations NICET 1420 King Street Alexandria, VA 22314	

<b>ELIGIBILITY SCHEDULE</b>			
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

<b>NICET OFFICE USE ONLY</b>						
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](http://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](http://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](http://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.

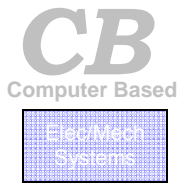
### NICET Code of Ethics

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.



Candidate: \_\_\_\_\_ NICET ID No.: \_\_\_\_\_



## 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	
<b>System Types</b>	<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:	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%
<b>Other Work</b>	<input type="checkbox"/> General administration	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%
	<input type="checkbox"/> Other:	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%	__%
<b>Important:</b> 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 general and specific performance and/or project that I have verified or will verify.*
- *I have not verified, and will not verify, any performance or project 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**  
**Electrical Power Testing**

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

<b>Level I Performance Measures</b>		<b>Verifier's Initials</b>		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
		Yes	No	Can't determine
<b><i>The candidate has repeatedly demonstrated an ability to:</i></b>				
7011101	Recognize, interpret, and correctly respond to various sources of safety-related information on the job site.			
7011102	Recognize and correctly respond to the hazards associated with working with and around various types of electrical power equipment.			
7011103	Identify and wear personal protective equipment correctly, recognizing and avoiding damaged or ill-fitting equipment.			
7011104	Identify the nominal voltage of electrical power equipment (as it pertains to safe approach distances).			
7011105	Select and connect test equipment in order to safely and correctly measure voltage and current.			
7011106	Follow written and verbal instructions related to electrical equipment, test procedures, and safety.			

**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.**

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**  
**Electrical Power Testing**

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

<b>Level II Performance Measures</b>		<b>Verifier's Initials</b>		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
		Yes	No	Can't determine
<b><i>The candidate has repeatedly demonstrated an ability to:</i></b>				
7013101	Identify, interpret, and apply the standards that govern assigned visual and mechanical inspections.			
7013102	Perform an onsite inspection of a power transformer and accurately record transformer data on a datasheet.			
7013103	Draw an oil sample from a power transformer, in accordance with standards, for dissolved gas and quality analysis.			
7013104	Perform a transformer insulation resistance test.			
7013105	Perform a transformer turns ratio test and calculate the turns ratio.			
7013106	Clean, inspect, and operate the functional components of low- and medium-voltage circuit breakers.			
7013107	Perform a high-current injection test on a low-voltage circuit breaker.			
7013108	Measure the contact resistance and insulation resistance of low- and medium-voltage circuit breakers.			
7013109	Inspect low- and medium-voltage circuit breaker cells for properly working interlocks and stored energy release mechanisms.			
7013110	Perform an overpotential withstand test on a cable.			
7013111	Perform an overcurrent protective relay test with a relay test set.			
7013112	Perform a polarization index test on a motor.			
7013113	Conduct a battery bank inspection.			
7013114	Perform fuse continuity tests.			
7013115	Perform continuity and ground grid tests.			
7013116	Ensure that a circuit is electrically safe in accordance with NFPA 70E.			
7013117	Read, interpret, and follow switching instructions.			
7013118	Identify electrical hazards encountered in the work place and take appropriate action.			
7013119	Select and use proper personal protective equipment for a switching or grounding task.			
7013120	Enter data into an electronic spreadsheet and send it as an email attachment.			
7013121	Convey accurate information about job procedures, requirements, and impacts to the client, and report to the company accurately on work performed, results, recommendations or advice given to the client, and information received from the client that affects either the work performed or future plans.			

**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.**

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**  
**Electrical Power Testing**

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

**Level III Performance Measures**

70151XX	<i>The candidate has repeatedly demonstrated an ability to:</i>	Yes	No	Can't Determine	70151XX	<i>The candidate has repeatedly demonstrated an ability to:</i>	Yes	No	Can't Determine
01	Measure an LTC turns-ratio on all tap positions.				15	Inspect, test, and evaluate the operation of a capacitor.			
02	Test transformer protective devices and gauges.				16	Collect an SF6 gas sample for testing.			
03	Test the functionality of circuit breaker interlock devices.				17	Interpret a thermographic survey of a medium or high-voltage electrical power system and accurately report the electrical anomalies identified.			
04	Perform a time/travel analysis of a circuit breaker.				18	Interpret and analyze historical test data for indications of equipment deterioration or failure trends.			
05	Conduct power-factor/dissipation-factor testing of medium and high-voltage transformers, circuit breakers, and cables.				19	Recognize anomalous results; investigate and analyze test procedures and environmental factors to evaluate the validity of the results.			
06	Inspect medium and high-voltage cable and evaluate for correct cable supports, bending radius, lug compressions, and shield terminations.				20	Develop a sequence-of-operations and a switching procedure to provide isolation for one section of a power distribution system.			
07	Perform point-to-point wiring checks, electrical tests, and mechanical checks to evaluate overloads, potential transformers, RTD's, ground fault devices, and zone interlock devices on new switchgear installations.				21	Select appropriate inspections, tests, and test equipment to fulfill a scope of work involving transformers, circuit breakers, switchgear, and cables.			
08	Program relays for CT/PT ratio, significant digits, and any operations specified for a relay protection scheme.				22	Analyze control and protection schemes involving differential, power, and multifunction relays, and other control circuits, and select the inspections, tests, test sequences, and test equipment.			
09	Inspect, test, and evaluate the operation of a differential relay.				23	Develop a worksite safety plan by reviewing the testing plan, surveying site hazards, and gathering facility rules and other site specific safety information.			
10	Use a 3-phase test set to inspect, test, and evaluate each function of a relay.				24	Plan and supervise lock-out, tag-out, and verification of de-energization of circuits.			
11	Inspect, test, and evaluate the operation of standard multifunction relays.				25	Work with the client to plan job requirements, including manpower, time, space, power, PPE, etc., for efficient and productive time on-site.			
12	Inspect, test, and evaluate the accuracy of watt meters, VAR meters, and multifunction power meters.				26	Directly supervise 3 test technicians throughout the safe and correct performance of a scope of work involving inspection and testing of a complete substation or distribution system.			
13	Inspect, test, and evaluate a substation battery system for physical condition, electrical impedance and capacity, and load equalization.				27	Prepare written reports on test results & evaluations that are clear, accurate, thorough, and honest.			
14	Inspect and evaluate grounding bonds, clamps, and welds, and verify proper torquing of bolted connections on a new grounding system installation.								

**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.**

If this form accompanies a Test Application Package and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington DC 20055  
 If this form does NOT accompany a Test Application Package, send to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: \_\_\_\_\_ Verifier: \_\_\_\_\_



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
**Electrical Power Testing**

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

<b>Level IV Performance Measures</b>		<b>Verifier's Initials</b>		
		Has the candidate's job performance <u>demonstrated</u> this capability?		
		Yes	No	Can't determine
<b><i>The candidate has repeatedly demonstrated an ability to:</i></b>				
7017101	Evaluate the client's testing requirements to determine the applicable standards, proper test procedures, and required test equipment for a testing project.			
7017102	Evaluate test procedures for, and determine the serviceability of, electrical safety equipment.			
7017103	Develop testing procedures to accurately determine the functionality of power system protection, metering, and controls.			
7017104	Correctly test relay schemes for transmission line protection, breaker failure, generator protection, and metering.			
7017105	Correctly test the communication functions of power system fault data recorders, DCS, RTU, and SCADA systems.			
7017106	Correctly perform and document a variety of electrical tests, as specified by NETA's ATS and MTS standards, for each of the following: <ul style="list-style-type: none"> <li>• power generation systems and equipment;</li> <li>• power transmission systems and equipment; and</li> <li>• power distribution systems and equipment.</li> </ul>			
7017107	Evaluate electrical test data for transformers, regulators, circuit breakers, cables, switchgear, motor control centers, switches, fuses, relays, meters, motors, generators, battery systems, surge arresters, and grounding systems to determine their serviceability.			
7017108	Evaluate proposed repairs, modifications, or upgrades to electrical equipment, for adherence to appropriate industry standards.			
7017109	Evaluate the real-time load data for an equipment installation.			
7017110	Based on project test results and equipment data, determine the serviceability of a power system and any corrective measures needed to meet industry standards.			
7017111	Plan and supervise testing projects that involve two or more crews totaling four or more technicians, and that meet budget, scheduling, and technical requirements.			
7017112	Develop a facility electrical preventative maintenance program that meets the needs of the owner and the specifications of the client, equipment manufacturers, and applicable electrical 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.**

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'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.**

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 V: Major Project Electrical Power Testing

*Each candidate for certification at Level IV in Electrical Power Testing must submit a write-up (in narrative/essay format) of their role in a large and technically complex electrical power testing 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 electrical power system testing 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 electrical power testing 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 electrical power 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 (duration of project, number of technicians, etc.)
- Time period (start/stop dates, dates of candidate's involvement, amount of time candidate spent on project)
- Scope of work of the project (description of facility power system, voltage and capacities of switchgear and transformers, unique or complex features, access constraints or time pressures, 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 (proposals, design review, project planning, hazard analysis, approvals, testing, equipment acceptance and commissioning, start-up functions, equipment/system evaluation, corrective actions, etc.)

*\*Note: If all of these activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects.*

---