



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Experience Application Package**



**Water-Based (formerly Automatic Sprinkler) Systems Layout**

## 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 **Water-Based (formerly Automatic Sprinkler) Systems Layout**.

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.

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 for Level III and IV)

- To be completed by a responsible government official, Professional Engineer, or customer representative who has not been your Verifier.

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**  
**Experience Application Package**



Water-Based (formerly Automatic Sprinkler) Systems Layout

**Requirements for Water-Based Systems Layout Certification**

Level I	Level II	Level III	Level IV
<b>Examination<sup>1</sup> – Pass the:</b>			
Level I exam	Level I exam Level II exam	Level I exam Level II exam Level III General exam Level III Hydraulics exam	Level I exam Level II exam Level III General exam Level III Hydraulics exam Level IV exam
<b>Performance Verification – Obtain Supervisor Verification of all Performance Measures for:</b>			
Level I	Levels I and II	Levels I, II, and III	Levels I, II, III, and IV
<b>Work Experience – Provide complete, detailed position descriptions and time allocations showing:</b>			
<p>A minimum of 6 months of technical experience with aspects of plan preparation for water-based fire protection systems, including preparation and compiling of CAD drawings, including layout of sprinklers, and assisting in field surveys.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>2 years of water-based fire protection systems layout core and related work experience. This must include at least 12 months of core water-based fire protection systems layout experience, including the complete layout of NFPA 13D, 13R, and/or 13 sprinkler systems, application of design specifications to NFPA 13 sprinkler and/or standpipe systems, field surveys for NFPA 13D, 13R, and/or 13 systems and standpipe systems, and detailing for other types of systems.</p> <p>The two years may include up to 12 months of related work experience, as defined below.</p> <p>1 year of related experience credit may be granted for 5 years' experience in any one or any combination of the following:</p> <ul style="list-style-type: none"> <li>• Special hazards suppression systems installation</li> <li>• Special hazards systems layout</li> <li>• Inspection and testing of water-based systems</li> <li>• Sprinkler system installation</li> </ul> <p>6 months of related experience credit may be granted for 3 years of experience in any one or two of the above work areas.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>Minimum experience required for Level II PLUS an additional 3 years of water-based fire protection systems layout, involving the complete layout of sprinkler and standpipe systems, including hydraulic calculations, for a variety of applications, and which may include management of water-based system layout projects and/or code compliance.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>The minimum required for Level III, plus 5 years of full-time involvement with layout of water-based systems*, which must include management of multiple layout projects involving multiple work teams, coordination with installers, and responsible interactions with clients, engineers, and AHJs.</p> <p>The 5 years may include up to one year's credit for 50% of the time involved as an AHJ in reviewing water-based system layouts for code compliance, up to a maximum of one year.</p> <p><i>*Note: Systems must include wet-pipe, dry-pipe, antifreeze, deluge, and pre-action, and may include foam and fixed water-spray.</i></p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
<i>(not required)</i>	<i>(not required)</i>	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>			
<i>(not required)</i>	<i>(not required)</i>	<i>(not required)</i>	Senior responsibility for a water-based system layout project of substantial complexity

<sup>1</sup> If you are currently certified at a particular Level in this program, you do NOT need to take any test listed for that Level or lower. For example, if you want to test for Level III and are certified in this program at Level II through previous work element testing, then you must pass the Level III General and the Level III Hydraulics exams, but do not need to take the Level I or Level II exams.



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

(Please print clearly or type)

Name: [ ] Mr. [ ] 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.

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.

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.

- 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: Home: (Please print carefully)

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.

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
<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>		
<b>Subfield (Program):</b> _____		
<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>	
<i>Via U.S. Postal Service:</i> NICET c/o Bank of America PO Box 418651 Boston, MA 02241-8651	<i>Via FedEx, UPS:</i> 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?

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 score 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. Recertification 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.



## 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%):											<b>100 %</b>	

*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 performance measure that I have verified or will verify.
- I have not verified, and will not verify, any performance measure 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**  
 Water-Based (formerly Automatic Sprinkler) Systems Layout

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her 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>				
0301-1101	maintain personal safety on the job site.			
0301-1102	reliably identify equipment and related materials commonly used in water-based fire protection systems.			
0301-1103	compile all necessary information about a building and its systems into one or more drawing(s) in preparation for sprinkler system layout.			
0301-1104	clean up layout drawings, add details, and prepare for supervisor review.			
0301-1105	compile submittal packages for supervisor review.			
0301-1106	follow verbal or written instructions, obtaining information when needed.			
0301-1107	prepare simple sprinkler system layouts, including basic piping configurations (e.g. tree, loop grid, etc.) and properly space sprinklers, to meet codes, standards, and specifications.			
0301-1108	perform the hydraulic calculations for a 13D system.			

**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.**

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



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Water-Based (formerly Automatic Sprinkler) Systems Layout

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her 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>				
0301-3101	survey buildings and existing systems to acquire accurate information about features that could impact a fire protection system design.			
0301-3102	identify types of existing water-based systems.			
0301-3103	evaluate water flow test results to determine the adequacy of the water supply.			
0301-3104	prepare complete layouts for wet pipe and dry pipe sprinkler systems that comply with codes, standards, and project specifications.			
0301-3105	Incorporate various devices in wet pipe (including antifreeze) and dry pipe sprinkler system layouts.			
0301-3106	apply design criteria related to various buildings, materials, occupancies, and hazards, to the layout of wet pipe (including antifreeze) and dry pipe sprinkler systems that meet codes, standards, and specifications.			
0301-3107	detail a fire pump system layout, including related equipment, to meet codes, standards, and specifications.			
0301-3108	incorporate different water supply types and their relation to system requirements.			
0301-3109	select, locate, and place on drawings hangers, bracings, and restraints to meet standards and system requirements.			
0301-3110	prepare a fabrication stocklist and a materials list for a system.			
0301-3111	communicate with AHJs and others in a professional manner.			

**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: \_\_\_\_\_

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



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Water-Based (formerly Automatic Sprinkler) Systems Layout

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<b>Level III 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>				
0301-5101	evaluate an existing water-based system, including water supply data, for compliance with applicable NFPA standards, identify deficiencies, and recommend corrective actions.			
0301-5102	identify project requirements in contract documents and apply them to the development of a system layout.			
0301-5103	identify applicable listing requirements and manufacturers' recommendations and apply them to component selection and system configuration to comply with codes, standards, and project specifications.			
0301-5104	select, size, and lay out fire pumps and accessories to meet system requirements.			
0301-5105	correctly perform the hydraulic calculations for NFPA 13, 13D, and 13R system layouts.			
0301-5106	prepare clear and accurate responses to comments from a plan reviewer, and discuss them in a coherent manner with concerned parties.			
0301-5107	generally obtain approval of his/her system plans upon first submittal to the AHJ (with the possible exception of minor corrections).			
0301-5108	complete layout projects from concept through plan approval.			
0301-5109	provide technical support to the installation team for his/her system plans.			
0301-5110	review system acceptance testing results, including those for fire pumps, for completeness and for indications of possible problems.			

**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: \_\_\_\_\_

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



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Water-Based (formerly Automatic Sprinkler) Systems Layout

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her 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>				
0301-7101	Evaluate contract documents for feasibility and potential liabilities.			
0301-7102	Evaluate the fire protection provided by existing systems to either: <ul style="list-style-type: none"> <li>• a high-rise building, or;</li> <li>• an industrial facility requiring unusual design criteria or applications of standards.</li> </ul>			
0301-7103	Evaluate the fire protection currently provided to an area of an existing facility which has either: <ul style="list-style-type: none"> <li>• flammable liquid storage, or;</li> <li>• high-piled storage.</li> </ul>			
0301-7104	Evaluate 2 of the following types of systems for the adequacy of fire protection provided to existing facilities: <ul style="list-style-type: none"> <li>• pre-action</li> <li>• foam-water</li> <li>• fire pump with variable-speed drivers.</li> </ul>			
0301-7105	Evaluate the proposed water-based systems for a building in which there is complex hydraulic requirements resulting from multiple occupancies, hazard classifications, and/or water supplies.			
0301-7106	During design, anticipate problems and proactively deal with them.			
0301-7107	Interpret project concept and specifications for the design team.			
0301-7108	Identify the costs and benefits of system design options.			
0301-7109	Review hydraulic design to optimize system efficiency, identify errors in calculations, and suggest corrections.			
0301-7110	Manage a project layout team from concept through plan approval.			
0301-7111	Negotiate a compromise among project stakeholders who have conflicting requirements for fire protection systems.			

**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.**

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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 contracting activities
- association through professional activities       other: \_\_\_\_\_

Describe your professional relationship with the applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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:*

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**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.**



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

**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part V: Major Project**  
Water-Based Systems Layout

*Each candidate for certification at Level IV in Water-Based (formerly Automatic Sprinkler) Systems Layout must submit a write-up (in narrative/essay format) of their role in a large and technically complex water-based system layout 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 water-based fire protection system layout project.

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 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 system and the project, and the roles of the various people involved in the completion and acceptance of the project.

Your involvement in the project must include a range of water-based systems layout activities\*.

The project must be recent (within the last 4 years) and must have been completed.

The major project write-up must:

- be type-written
- be on separate pages from other application documents. (The write-up is not a part of the work history in Part I of the application.)
- be identified by the candidate's name and NICET ID number
- specifically identify the project and your role/title in it.

**Guidelines for Description of the Project**

The write-up should address each of the following in a detailed narrative:

- Location of the project and type of facility (factory, warehouse, shopping mall, theater, hotel, etc.)
- Size of the project (number of sprinkler heads, approximate layout and installation times, dates of candidate's involvement, etc.)
- Scope and complexity of the project (number and types of systems, water supply sources, occupancies, hazards, hydraulic issues, design complications encountered and resolved, 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 (hazard analysis, design calculations, approvals, proposals, system installation, check-out, final approval test, etc.)

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

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