



NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application Package
Video Security Systems Designer



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) for more details. The contents of both packages are described below:

Test

Part I: Candidate Information

Part 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 as a **Video Security Systems Designer**.

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) and, at Level II, your major project (Part V).

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

- 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 II)

- Write up a project for which you have held substantial responsibility.

If you're mailing this Experience package separately from the Test package, send it to:

NICET
1420 King Street
Alexandria VA 22314

If you're mailing this Experience package together with the Test package and an exam fee payment, then send your mailing to:

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

REMEMBER!

- **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
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Certification Criteria (by Level)

Level I	Level II
Examination	
Pass Level I exam	Pass Level I and II exams
Work Experience	
At least two years of Video Security Systems design experience (significant personal experience in preparation of system drawings, specifications, equipment selections, and proposals and plan documentation)	At least four years of Video Security Systems design experience (significant personal experience in preparation of system drawings, specifications, equipment selections, and proposals and plan documentation)
Performance Verification	
<p>All Level I Performance Measures</p> <p>Includes five video security system design projects or sections of projects that meet the following criteria:</p> <ul style="list-style-type: none"> • three or more personally designed by the candidate; remainder directly supervised by the candidate • three or more meet or exceed the criteria for a Type B system. • project description and candidate's role properly verified by appropriate third party • one or more Type B projects completed within the 12 months prior to the submittal date. 	<p>All Level I and II Performance Measures</p> <p>Includes seven video security system design projects or sections of projects that meet the following criteria:</p> <ul style="list-style-type: none"> • system design process carried out personally or directly supervised by the candidate • five or more meet or exceed the criteria for a Type B system • three or more meet or exceed the criteria for a Type C system <ul style="list-style-type: none"> ○ design process personally managed/supervised by the candidate ○ client requirements personally determined and plan details personally approved by the candidate • project description and candidate's role properly verified by appropriate third party • one or more Type C projects completed within the 3 years prior to the submittal date
Recommendation (valid for one year)	
One personal recommendation from an appropriate recommender	One personal recommendation from an appropriate recommender
Major Project Write-Up	
Write-up of a project in which the candidate has held substantial responsibility.	



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	Testing/Commissioning	Inspection	System Plan Preparation	Technical System Estimating & Sales	Project Management	Code Compliance	Technical Business Management	Other	
System Types	<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"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
Other Work	<input type="checkbox"/> General administration	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
	<input type="checkbox"/> Other:	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%	___%
Important: The sum of the far right column must equal 100%):											100 %	

Other system types might include--but are not limited to--the following: plumbing; access control; burglar alarms; mass notification; computer networking; HVAC; electrical power (distribution, production, substation, transmission); etc.

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

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 _____



Candidate: _____ Verifier: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
 Video Security Systems Designer

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed the candidate demonstrate proper performance of the task.

Level I Performance Measures (verification required for certification at Levels I and II)		Has the candidate demonstrated proper performance of the task?					
		Yes	No	Can't determine			
General	2702-1001	The candidate has repeatedly demonstrated an ability to prepare clear, accurate, and properly dimensioned and labeled system drawings, including proper title block and legend information.					
	2702-1002	The candidate consistently provides plans that are orderly and complete with all drawings, lists, documentation, and permits required for either client approval or installation work.					
	2702-1003	The candidate has repeatedly demonstrated an ability to design for varying and extreme lighting conditions, selecting and positioning cameras to optimize image quality and area of coverage.					
	2702-1004	The candidate has repeatedly demonstrated an ability to select transmission methods to overcome physical and environmental problems and maintain signal strength and signal-to-noise ratio sufficient to optimize image quality.					
	2702-1005	The candidate has repeatedly demonstrated an ability to design a video security system that constitutes a cost-effective solution that satisfies the client's security needs.					
	2702-1006	The candidate has repeatedly demonstrated an ability to recognize and avoid potential legal or privacy violations.					
	2702-1007	The candidate has consistently and reliably demonstrated ethical behavior on the job, consistent with the NICET Code of Ethics.					
	2702-2001	The candidate has selected and located 20 or more cameras within the previous year that meet the purpose and performance requirements of the client.					
	2702-2002	The candidate has designed five or more video security systems with two or more control locations that meet the purpose and performance requirements of the client and the operator.					
	2702-2003	The candidate has designed, for at least five video security systems, image storage and display that meet the purpose and performance requirements of the client.					
	2702-2004	The candidate prepared five or more proposals for video security systems that were approved by company management and given to prospective clients, including at least one that was accepted by the client.					
	2702-2005	The candidate has designed the interface between a video security system and a peripheral system (intercom, access control, burglar or fire alarms, or building environmental controls) to provide alarm conditions and response that meet the purpose and performance requirements of the client.					
Specific	2702-2006	<p>The candidate has completed at least five video security system design projects or sections of projects that meet the following criteria:</p> <ul style="list-style-type: none"> At least three of the projects meet or exceed the criteria for a Type B system as defined below; <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p align="center">Type B System:</p> <p>A complete system or subsystem with complete power and signal cabling AND:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>at least <u>three</u> of the following:</p> <ul style="list-style-type: none"> o 1 or more PT/Z cameras o 2 or more keyboards o Matrix interfaced with alarms, A/C, or intercom (GPI or dry contact) o Digital video recorders with programmable, alarm-based resolution and frame rate </td> <td style="vertical-align: top;"> <p>AND at least <u>two</u> of the following:</p> <ul style="list-style-type: none"> o Optical fiber transmission o Long cable runs (over 800 feet) o 1 or more low light cameras o 1 or more covert or portable cameras o RF modulators </td> </tr> </table> <p align="center">Candidate's personal involvement: Installation/Upgrade/Expansion project: all design work is personally performed by the candidate.</p> </div> In at least three of the projects, the system was personally designed by the candidate; in the remaining project(s), the design was directly supervised by the candidate. At least one Type B project was completed within the 12 months prior to today's date. <p>Note: This may or may not include projects verified elsewhere.</p>	<p>at least <u>three</u> of the following:</p> <ul style="list-style-type: none"> o 1 or more PT/Z cameras o 2 or more keyboards o Matrix interfaced with alarms, A/C, or intercom (GPI or dry contact) o Digital video recorders with programmable, alarm-based resolution and frame rate 	<p>AND at least <u>two</u> of the following:</p> <ul style="list-style-type: none"> o Optical fiber transmission o Long cable runs (over 800 feet) o 1 or more low light cameras o 1 or more covert or portable cameras o RF modulators 			
<p>at least <u>three</u> of the following:</p> <ul style="list-style-type: none"> o 1 or more PT/Z cameras o 2 or more keyboards o Matrix interfaced with alarms, A/C, or intercom (GPI or dry contact) o Digital video recorders with programmable, alarm-based resolution and frame rate 	<p>AND at least <u>two</u> of the following:</p> <ul style="list-style-type: none"> o Optical fiber transmission o Long cable runs (over 800 feet) o 1 or more low light cameras o 1 or more covert or portable cameras o RF modulators 						

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 mailing this form with the test application and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington DC 20055
 If mailing this form separately from the test application, send to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: _____

Verifier: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
 Video Security Systems Designer

Level II Performance Measures (verification required for certification at Level II)		Has the candidate demonstrated proper performance of the task?			
		Yes	No	Can't determine	
General	2702-3001	The candidate has repeatedly demonstrated an ability to work with the client's IT personnel to develop a complete set of IP address assignments for a video security system.			
	2702-3002	The candidate has repeatedly demonstrated an ability to communicate and work with IT and telecommunications personnel to achieve the communication infrastructure, bandwidth, and integration required for the designed functions and system purposes.			
	2702-3003	The candidate has repeatedly demonstrated an ability to accurately monitor labor hours and materials expended on a project.			
Specific	2702-4001	The candidate has designed a network-based video security system that utilizes a LAN for video and control communication and has met the purpose and performance requirements of the client.			
	2702-4002	The candidate has managed three or more complete Type C system design and installation projects within schedule and budget, and met the purpose and performance requirements of the client.			
	2702-4003	The candidate has designed a networked video security system that meets the purpose and performance requirements of the client for at least three of the following (indicate which by checking): ___ transit facility ___ industrial facility ___ port facility ___ office or educational campus ___ hospital ___ retail/entertainment facility with remote monitoring ___ prison ___ traffic control/monitoring ___ casino ___ system utilizing mobile cameras ___ municipal facilities ___ other: _____			
2702-4004	The candidate has completed at least seven video security system design projects or sections of projects that meet the following criteria: <ul style="list-style-type: none"> • At least five of the projects meet or exceed the criteria for a Type B system as defined at the bottom of this page. The system design process was carried out personally or directly supervised by the candidate. • At least three of the projects meet or exceed the criteria for a Type C system as defined at the bottom of this page. The design process was personally managed/supervised by the candidate. The client requirements were personally determined and plan details were personally approved by the candidate. • At least one Type C project was completed within the 3 years prior to today's date. Note: This may or may not include projects verified elsewhere.				

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: _____

Type B System:

A complete system or subsystem with complete power and signal cabling AND:
 at least three of the following:

- o 1 or more PT/Z cameras
- o 2 or more keyboards
- o Matrix interfaced with alarms, A/C, or intercom (GPI or dry contact)
- o Digital video recorders with programmable, alarm-based resolution and frame rate

AND at least two of the following:

- o Optical fiber transmission
- o Long cable runs (over 800 feet)
- o 1 or more low light cameras
- o 1 or more covert or portable cameras
- o RF modulators

Candidate's personal involvement:
 Type B **Installation/Upgrade/Expansion** project: all design work is personally performed by the candidate.

Type C System:

A complete complex system or subsystem with complete power and signal cabling AND:

- o LAN/WAN connectivity
- o IP addressing
- o Serial communications
- o PC-based control
- o Digital video recorders with remote interface
- o Network integration with other security or building systems
- o Custom graphical operator interface
- o Remote operation
- o Wireless communication

Candidate's personal involvement:
 Type C **Installation/Upgrade/Expansion** project: all design work is personally performed or managed/supervised, checked, and approved by the candidate.

Note: Verifier must have submitted one "Verifier Information" form related to this candidate.

If mailing this form with the test application and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington DC 20055
 If mailing this form separately from the test application, send 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: _____



**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.

Candidate: _____

Candidate's NICET ID No: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part V: Major Project Write-up
Video Security Systems Designer, Level II

(Please print legibly or type)

All information provided on this form must relate to a single video security systems design project.

Section 1: Project Description

Candidate's job title: (at the time your involvement in the project ended) _____

Company/Branch (at the time your involvement in the project ended): _____

Supervisor (at the time your involvement in the project ended): _____

Name of the facility for which the system was designed (If client confidentiality requires it, you may use an artificial name/identifier for the facility provided that your Verifier will recognize it.): _____

Is this name: ___ the true name ___ an artificial name

Type of facility: _____

Location of the facility: City: _____ State: _____

Required government inspections or approvals, if any:

Type of inspection/approval: _____

Performed by what agency: _____

Approved? Yes No Yes No Yes No

Your hours assigned to project: _____

Section 2: Project Write-up

Please provide the following information about the project, using the back of the form or additional sheets as needed.

Purpose of the project: What problem was the CCTV system intended to solve or prevent, and how did the system fulfill that purpose?

Your role on the project: Include the parts or phases for which you were responsible; the number and functions of individuals you supervised (if any); and your work with the customer, consultants, government authorities, and other trades (if any).

The system: Describe all of the equipment and technologies that were involved in this project--in plans prepared by you or by people working under you as a part of this project--as well as your function related to that equipment (select, develop configurations or programming, etc.).

Candidate's Statement:

I certify that the description and write-up for this project are in my own words and are an accurate representation of my work on this project.

Candidate Signature _____ Date _____

Section 3: Project Verification

Verifier's Statement:

I certify that:

- I have read the candidate's project description and write-up, and am familiar with the scope and purpose of the project;
I understand and can recognize proper set-up and functioning of the system and component equipment involved;

I further certify that I have:

- Supervised the candidate's work on this project; OR,
Closely monitored the candidate's work on this project through competent and reliable intermediaries; OR,
Personally inspected the completed project after determining what work was performed by the candidate.

I verify that:

- The description on this form accurately describes the project and the candidate's role in it.
The candidate's completed work on this project was workmanlike and resulted in proper equipment and system functioning.
The candidate's work satisfied the objectives and requirements for this project that were within his/her responsibility, and met the customer's expressed expectations.

Verifier Signature _____ Date _____

Note: Verifier must have submitted one "Verifier Data" form related to this candidate.

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