



NICET Engineering Technician Certification General Application Package



Computer Based Testing Programs

Basic Instructions

Certification candidates must submit both the General Application Package, which applies to any NICET computer-based testing program, and the Program Application Package for the specific certification that you are pursuing. See the booklet “Applying for NICET Certification” (at www.nicet.org) for more details.

General

Part I: Statement of Application

- Complete candidate information at top of page, then sign in two places
- Must submit with original signatures – NOT photocopy or fax

Part II: Test Application

1. Candidate Information
 - Candidate contact information and preferences
2. Test Selection and Payment Computation
 - Select the tests you are applying for
 - Compute total amount of testing fees and include check and/or vouchers for the total amount due

Part III: 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 IV: Personal Recommendation

- Required for some levels of certification. To be completed by a responsible government official, Professional Engineer, or customer representative who has not been your Verifier.

There is a unique Program Package for each certification program. Each is a separate download.

Program

Part I: Work Experience Analysis

Part II: Performance Verifier Information

Part III: Performance Verification

Part IV: Project Verification

See www.nicet.org for specific requirements

Send application with payment 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 APPLICATION

GEN-I

Page 1 of 2

General - Part I: Statement of Application

Section 1 – Name and Social Security Number (Please print clearly)

Mr.

Name: Ms. _____ **Social Security Number*:** _____
Last Name First Name Middle Initial

*NOTE: **Social Security Number is required** as a unique identifier for certification candidates. See Instructions for privacy information.

I am applying for: NICET certification and intend to fulfill all testing and documentation requirements.

NICET testing ONLY.

Section 2 – NICET Conditions of Application

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). 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). 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 below) 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.



NICET GENERAL APPLICATION

Part I - Statement of Application, Continued

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** 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). 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.

I have read, understood, and accept the NICET Conditions of Application.

Signature

Date

Your original signature – NOT a photocopy – is required.

Section 3 - 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.

I have read, understood, and agree to abide by the NICET Code of Ethics.

Signature

Date

Your original signature – NOT a photocopy – is required.

Candidate Name: _____ Social Security Number: _____



NICET GENERAL APPLICATION

GEN-II
Page 2 of 2

Part II: Test Application
Section 2 – Test Selection

Indicate, by checking the appropriate box, the exam (or exams) that you are now applying for. Each exam applied for MUST be completed within a 90-day window of eligibility. It will be your responsibility to contact the computer-based testing center network to schedule your test. More information about eligibility and scheduling is available in "Applying for NICET Certification" and at www.nicet.org.

Select, by checking, the tests that you want to take and indicate when you want your 90-day testing eligibility to begin – either As Soon As Possible or on a date (between one month and six months from the postmark date on this application) of your choosing.

- Video Security Systems Technician Level I Exam:** ASAP OR Begin eligibility on _____
Required for Certification at all Levels
- Video Security Systems Technician Level II Exam:** ASAP OR Begin eligibility on _____
Required for Certification at Levels II, III, & IV
- Video Security Systems Technician Level III Exam:** ASAP OR Begin eligibility on _____
Required for Certification at Levels III & IV
- Video Security Systems Technician Level IV Exam:** ASAP OR Begin eligibility on _____
Required for Certification at Level IV

- Video Security Systems Designer Level I Exam:** ASAP OR Begin eligibility on _____
Required for Certification at Levels I & II
- Video Security Systems Designer Level II Exam:** ASAP OR Begin eligibility on _____
Required for Certification at Level II

Enter the total number of exams selected here: _____

Multiply the number of exams selected by the current NICET exam fee and enter the Total Amount Due in the box below.
For the current exam fee, go to <http://www.nicet.org/candidates/fees.cfm>.

$$\underline{\hspace{2cm}} \quad \times \quad \underline{\hspace{2cm}} \quad = \quad \boxed{\$ \hspace{2cm}}$$

(Number of Exams) X (Exam Fee) = Total Amount Due

Payment for the Total Amount Due, in the form of a check, money order, or a NICET test voucher (or a combination) must accompany this application form. Make payable to "NICET". Fees are listed on our Website at <http://www.nicet.org/candidates/fees.cfm>, or can be obtained by calling 888-476-4238 or 703-548-1518.

Mail this form with fee payment to:

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

- DID YOU . . .**
- Keep a copy of this application for your records?
 - Mail all parts of this application together?
 - Enclose your payment?
 - Sign and Date the Applicant's Statement in Section 1?

NICET OFFICE USE ONLY

Employer ID	Postmark Date	Spec. Cont.	ADA	App #	Lockbox #1	Amt Paid

Candidate: _____ Social Security Number: _____



NICET GENERAL APPLICATION

Part III: Work History

Complete one box for each position you have held. A "position" is one job title at one employer.
Please print clearly and use additional pages as needed.

Company Name: _____ Co. Phone: _____
Area Code & Number

Business Address: _____
Street City State Zip

Position Title: _____ Dates of employment: / - /
mo. year mo. year

Name of Supervisor: _____ Position was: Full Time Part time

What types (not brands) of systems, structures (horizontal or vertical), materials, or plans/maps have you worked with or prepared?

Describe Tasks Performed in the office or at the project site (continue on back if necessary):

Company Name: _____ Co. Phone: _____
Area Code & Number

Business Address: _____
Street City State Zip

Position Title: _____ Dates of employment: / - /
mo. year mo. year

Name of Supervisor: _____ Position was: Full Time Part time

What types (not brands) of systems, structures (horizontal or vertical), materials, or plans/maps have you worked with or prepared?

Describe Tasks Performed in the office or at the project site (continue on back if necessary):

Applicant's Statement

I verify that the work descriptions above are an accurate representation of my work experience.

Signature Date

Candidate: _____ Last 4 digits of Social Security Number: _____



NICET GENERAL APPLICATION

GEN-IV
Page 1 of 2

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: _____

