



# NICET Technologist Application Instructions

## General Instructions/Procedures

Technologist certification is intended for individuals who have graduated from an engineering technology bachelor's degree program accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

### *What do I need to submit?*

Application materials include a three-part application form and a college transcript. To apply for the:

**AT grade**, you must submit:

- Part I (Applicant Information)
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation.

**CT grade**, you must submit:

- Part I (Applicant Information)
- Part II (Work History) detailing at least 5 years of engineering technologist level work experience acquired after graduation
- Part III (Endorsement – two required)
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. (This is not required if you were previously certified at the AT grade.)

**Make a copy of everything you send to NICET** and keep it in your testing/certification records.

Note that **your name and identification number must appear on every page** of your application.

### *Where do I mail the application?*

Mail your completed application form with payment to:

**NICET**  
**c/o SUNTRUST Bank**  
**P.O. Box 79439**  
**Baltimore, MD 21279-0439**

### *Where should the transcript be mailed?*

For initial technologist certification, you must have the institution that granted your engineering technology baccalaureate degree send to NICET an official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. This transcript should be mailed to:

NICET  
1420 King Street  
Alexandria, VA 22314

### ***When will I hear from NICET?***

Upon receiving all supporting application materials (transcript, work history, and/or endorsements, as required for the grade), NICET will begin the evaluation process. About two months later, you will receive either your certificate and approval letter/wallet card or a “conditional decision letter” explaining which criteria remain unmet.

When a candidate responds to a conditional decision letter with additional materials, these are again placed in the queue for evaluation. Evaluation of these materials is generally completed within 60 days of receipt.

# **Part I: Applicant Information**

Part I must be submitted with any application. You may also use it to notify NICET of changes in your name or address.

## **Section 1: Personal Information**

Please provide the requested identification, address, prior certification, and education information. Indicate whether NICET should mail correspondence (letters, score reports, certificates, etc.) to your home or to your business address. Your email address will be used for some correspondence, but not for official documents such as certificates, wallet cards, etc.

P.S. – Don't forget to add us to your list of organizations to be notified if your address should change!

## **Section 2: Objectives**

Tell us which type of initial certification or upgrade you are requesting.

## **Section 3: Applicant's Statement of Understanding**

To ensure that you understand some important conditions of certification, NICET requires that you read and sign the Statement of Understanding after reading the "Conditions of Application for Technologists" on the next page of these instructions.

## **Payment**

You must include the Application Review Fee with your application. Please make a check/money order payable to NICET or provide the requested credit card information. For current fees, visit the NICET website ([www.nicet.org](http://www.nicet.org)) or contact NICET staff ([cert@nicet.org](mailto:cert@nicet.org) or 888-476-4238, press "3").

# Conditions of Application for Technologists

By signing your name at the end of Section 3, "Applicant's Statement of Understanding", you are acknowledging that you have read, understood, and you accept the following conditions. Your application will not be processed without your signature.

## *I UNDERSTAND THAT:*

1. NICET's certification decisions and interactions with applicants are governed by established policies and procedures. Each applicant, by signing the "Applicant's Statement of Understanding" in Part I of the Application, accepts and agrees to follow these policies and procedures. NICET's policies and procedures are available from NICET's Website or NICET staff.
2. The NICET fees, rules, and procedures for applicants and certificants are posted on the NICET website. Those who do not have access to the Internet must obtain the information from NICET (A nominal fee may be charged.). NICET's fees, policies, and procedures are subject to change without notice. Such changes, along with dates for their implementation, will be posted on the website as early as possible.
3. On a prescribed date, or upon publication of a new version of any program description, form, policy, procedure, or fee, all previous versions are considered obsolete. The effective date for each will be printed on the appropriate document.
4. The NICET name and logo are the property of NICET and may not be used without written permission.
5. Each applicant, candidate for certification, or certification holder is responsible for informing NICET of any address or name changes in a timely manner in order to receive correspondence and, if certified, registry and recertification invoices and applications, the NICET Newsletter, and proper representation in the NICET registry of certificants.
6. NICET certification is open to all individuals residing and/or working in the United States and its territories and to certain others living outside the United States who meet the certification criteria.
7. NICET certification does not constitute a license to practice engineering.
8. There are multiple criteria for each NICET technologist certification: typically college graduation, work history, and endorsement requirements. These criteria are described on the NICET website and all must be met to achieve certification.
9. The criteria for certification in any particular area are subject to updating or revision without notice. A schedule indicating when candidates must meet the new criteria in order to become certified will be published, along with the criteria themselves, on the NICET website.
10. Once initial certification is obtained, an annual registry fee must be paid at the end of each of the first two years of certification to maintain Active Status. A certificate must be in Active Status to be included in NICET's registry of currently certified individuals; to be upgraded by the certificant to a higher level (through evaluation of additional materials); or to receive the NICET Newsletter. If registry fees are not paid on time, late fees will be incurred.
11. At the end of the initial three-year period, and every third year thereafter, the certification will expire. Several months before expiration, each certificant will be sent a recertification application. Maintaining Active Status will then depend upon meeting the requirements set forth in NICET's Policy # 30, "Continuing Professional Development", and paying the recertification processing fee. No additional registry fees will be incurred.
12. If a recertification application with payment of all fees owed 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 certificates and evaluation records will be purged from the NICET database. (If my expiration date is 12/02, for example, then I have until December 1, 2005 to reinstate my certification(s) before all my records are deleted.) At that point, certification can be regained only by reapplying as a new applicant and meeting the current certification criteria.

**March, 2002**

**RETAIN THESE CONDITIONS FOR YOUR RECORDS**

## Part II: Technologist Work History

The purpose of this form is to provide NICET with information about your work experience since receiving your engineering technology baccalaureate degree. Your write-up will be evaluated against the current criteria for the grade of CT (Certified Engineering Technologist). If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a letter requesting the additional information.

**No work experience is required for certification at the AT grade.**

**Certification at the CT grade requires at least 5 years of acceptable engineering technologist level work experience acquired after graduation.**

**If you have previously submitted** a complete and detailed work history to NICET, then you need submit an additional history only if requested by NICET.

**Make several copies** of this blank form. A separate page should be used for each position held.

**Complete** all blocks of information. Each piece of information has a role in the certification process.

**What is a “position?”** Every time your employer or job title changes, you have a new position and must complete a separate copy of the form. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your title changes from Technologist I to Technologist II, then you have a new position that should be reported separately.

**What is a “responsibility?”** Each position carries with it several areas of responsibility. They may be technical, administrative, or supervisory; they may be complex, involving the completion of many specific tasks, or relatively simple. All responsibilities should be listed, whether or not they are directly related to the certification subfield.

**Descriptions** of responsibilities: Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you a part of and what is your role in each?

**Percentage of time** allocated to each responsibility: Indicate what percentage of your total time spent in this position was allocated to performing the work involved in each responsibility. The sum of the percentages written in for all responsibilities listed on the form should equal 100%.

**Keep a copy** of your completed work history (send original to NICET). Besides being a useful record for future interactions with NICET, a carefully prepared work history is a valuable career development tool.

If sent in **separately** from your certification application (Part I), this form may be mailed to:

NICET  
1420 King Street  
Alexandria, VA 22314

## **Part III: Endorsement**

This endorsement is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the endorser's signature.

**Two current endorsements are required** for certification at the CT (Certified Engineering Technologist) grade. No endorsements are required at the AT grade.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant's work experience. NICET prefers endorsements by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists, but will also accept endorsements by other professionals such as graduate engineers, scientists, senior technologists, or responsible regulatory officials.

Endorsements may NOT be submitted by relatives of the applicant.

### **Section 1: Applicant's Statement**

The applicant must read, sign, and date this statement. A full statement of NICET's Policy # 2 may be found on the policies page of the NICET website.

*Sections 2, 3, 4, and 5 are to be completed by the endorser.*

### **Section 2: Endorser's Personal Information**

This section requests information about the identification and qualifications of the endorser.

### **Section 3: Endorser's Relationship with Applicant**

This section asks how well the endorser knows the applicant's work practices.

### **Section 4: Evaluation of Applicant**

The endorser provides a general assessment of the applicant's career path (To what extent is it that of an engineering technologist?), and of several important qualities and strengths that are relevant to an evaluation of competency and working character.

### **Section 5: Endorser's Statement**

The endorser must read, sign, and date the statement.

### **Mailing the form**

NICET requires the original endorsement (not a photocopy or fax) for its records.

If sent in separately from a certification application (Part I), this form may be mailed to:

NICET  
1420 King Street  
Alexandria, VA 22314



# National Institute For Certification In Engineering Technologies®

sponsored by the National Society of Professional Engineers

www.nicet.org



## NICET TECHNOLOGIST APPLICATION FORM

### Part I: Applicant Information

#### Section 1- Personal Information (Please Print Clearly or Type)

A	B
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Last Name</span> <span>First Name</span> <span>Middle Initial</span> </div> Home Address: _____ Street _____ Apt. _____ City _____ State _____ Zip Code _____ Social Security Number _____ Home Phone _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Area Code</span> <span>Number</span> </div> E-mail _____ May NICET use your e-mail address to contact you? <input type="checkbox"/> yes <input type="checkbox"/> no To which address should NICET mail all correspondence? <input type="checkbox"/> Home <input type="checkbox"/> Business	Present Employer: _____ Business Address: _____ Company Name _____ City _____ State _____ Zip Code _____ Present Position Title: _____ Work Phone _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Area Code</span> <span>Number</span> <span>Ext.</span> </div> Cell Phone _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Area Code</span> <span>Number</span> </div> Fax _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Area Code</span> <span>Number</span> </div>

C. Has your last name changed since you submitted your last application?  no  yes, former last name \_\_\_\_\_

D. Please check off either box below that applies to you:

I hold a NICET technician certificate. Technician certification #: \_\_\_\_\_

I hold a NICET technologist certificate. Technologist certification #: \_\_\_\_\_

E. A bachelor's degree from a TAC/ABET-accredited engineering technology program is required for Technologist certification:

Degree \_\_\_\_\_ Date conferred \_\_\_\_\_

Institution \_\_\_\_\_ City/State \_\_\_\_\_

#### Section 2 – Objectives

I am applying for:

- initial certification as an Associate Engineering Technologist (AT)
- initial certification as a Certified Engineering Technologist (CT)
- an upgrade from Associate Engineering Technologist (AT) to Certified Engineering Technologist (CT)

#### Section 3 - Applicant's Statement of Understanding

*(Your signature and the date must appear after the following statement; otherwise this application will not be accepted.)*

*I certify that all information given on my application and any supporting materials is correct, factual, and complete. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate NICET has issued in my name. Further, I certify that I have read and understood the instructions for this application and that I have read, understood, and I accept the conditions set forth in the "Conditions of Application for Technologists".*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Application Review Fee

A check/money order or credit card information must be enclosed with any certification application. Fees are listed on our Website, www.nicet.org, or can be obtained by calling 888-476-4238 or 703-548-1518. Payments may be deductible under applicable provisions of the Internal Revenue Code (i.e., as educational or business expenses); however, payments are not deductible as charitable expenses. The application review fee is non-refundable.

You must enter a payment in box

Amount Enclosed: \$ \_\_\_\_\_

Check/Money Order attached (payable to NICET)

Charge to: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

***Application Review Fee is non-refundable***

#### NICET OFFICE USE ONLY

Lockbox #1	Amt Paid	Lockbox #2	
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Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### NICET Technologist Application, Part III: Endorsement

(Please print clearly or type)

NICET will not accept duplicated or faxed copies of this form.

#### Section 1 –Applicant’s Statement

I understand NICET Policy #2, Section D, “Improper Personal Recommendations,” and I realize that NICET may suspend or revoke an applicant’s certification(s) if it is determined that an endorsement contains intentional misrepresentations.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

This form expires one year after being signed by the endorser.

**The endorser must complete the remainder of this form.**

#### Section 2 –Endorser’s Personal Information

NICET will not accept endorsement forms that are completed by relatives of the applicant.

**This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant’s work experience. NICET prefers endorsements by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists, but will also accept endorsements by other professionals such as graduate engineers, scientists, senior technologists, or responsible regulatory officials.**

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:

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

#### Section 3 – Endorser’s Relationship with Applicant

I am (very well, reasonably well) qualified to evaluate the applicant's character, abilities, and accomplishments.

I have known the applicant for a period of \_\_\_\_\_ years and \_\_\_\_\_ months through:

\_\_\_\_ association within the company      \_\_\_\_ association through contracting activities

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

Describe your professional relationship with the applicant:

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

