

Part III: Performance Verification



What is Verification?

Performance verification for a work element exam program involves having a technically competent individual who is in a position to inspect and/or approve the applicant's work verify the repeated and correct completion of the task or application/or of the knowledge described in the work elements under a variety of conditions.

Who can provide verification?

The person or people who provides this verification should always be the applicant's immediate supervisor unless:

- The applicant is either the owner of the business or the highest-ranking manager in the organization, or:
- The applicant's immediate supervisor is not technically knowledgeable in the specialty area.

In these cases, an alternate verifier must be found; one who meets the qualifications indicated in the first sentence on this page. Guidance in identifying an alternate verifier is provided in a few of the program detail manuals. If you have questions about how to proceed with this or other verification processes, please contact the NICET staff (at 888-476-4238 or tech@nicet.org).

More than one verifier? It is an accepted practice to utilize more than one supervisor, past supervisor, or alternate verifiers to cover the variety of work elements being tested, provided that a completed copy of Part III (Performance Verification) is submitted for each person. If more than one individual will be verifying work element performance on a given exam application, make photocopies of the completed Part IV, Section 2, before any verification is provided, and provide a separate copy to each verifier.

Section 1: Applicant's Relationship with Verifier

All applicants must complete "A and C".

Applicants must complete "B" if:

- They indicated in "A" that the verifier is not their immediate supervisor, or:
- Their verifier has not been listed as their supervisor of record in their work history.

Section 2: Verifier's Personal Information

Must be completed by the verifier.

Section 3: Verifier's Statement

Must be completed by the verifier. Misrepresentation can lead to denial or loss of certification. The signature, initials, and date must be originals, not photocopies.

Verification Procedures

The verifier must record his/her verification of the applicant's competent performance of the work elements being tested on Part IV, Section 2 ("Work Element Selection and Verification").

The applicant must provide to the verifier both Part III for completion and Part IV completed (with work element numbers and titles, but without the initials). This may be done in either of two ways:

- **Verifications to be submitted with the Test Application:** The applicant provides to the verifier the completed original of Parts III and IV. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. All materials should be returned to the applicant who mails them, along with the test fee payment and any other parts of the application that are ready, to:

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

- **Verifications to be submitted later than the Test Application*:** The applicant provides to the verifier Part III and a list of work elements to be verified: either a photocopy of Part IV of the test application (without "Verifier's Initials"), or a newly written list of work elements in Part IV, Section 2, of the Test Application form. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. Both parts should be returned to the applicant who mails them (with no fee payments) to:

**NICET
1420 King Street
Alexandria, VA 22314**

Don't forget to keep a copy for your records!

- * Note that, while a test can be administered with only Parts I and Part IV of the application, the applicant who wants to expedite the certification process will submit verifications and all other supporting materials with the Test Application or soon thereafter.

Part IV: Work Element Selection & Verification



To determine the testing requirements for certification, for advice on work element selection, and for work element listings and descriptions, refer to the program detail manual for your program. Definitions of work elements and work element categories (“General”, “Special”, “Core”) will also be found in the manual.

Section 1: Objectives

Tell us your plans related to NICET certification. What are your examination and/or certification goals? What programs are you interested in obtaining certification? Your answers to these questions will not prevent you from changing your objectives in the future, but will help NICET to provide you with better service.

Program Detail Manuals contain information on program content and certification requirements. NICET staff is also available to answer your questions, or you may apply for a pre-test evaluation of your work experience (by a separate application).

Section 2: Work Element Selection and Verification

Enter up to 34 work elements into the grid. The 3-digit field code is to be found in the program detail manual, normally on the cover page. (Please use care to enter the correct field code for each work element.)

The “Verifier’s Initials” are part of the verification process described in Part III, “Performance Verification”. Please review the instructions for that part before beginning the verification process.



NICET Technician Application, Part III: Performance Verification

(Please print clearly or type)



Section 1- Applicant's Relationship with Verifier

Applicant Name: _____ Social Security Number: _____

A. Verification will be provided by Mr./Ms. _____.

This Individual: has been my immediate supervisor has never been my immediate supervisor

B. If verification is being provided by a person who has never been your immediate supervisor:

In what way was this person responsible for monitoring and/or approving your work?

C. During what time period did the verifier oversee your work? From / / to / /
mo / day / yr mo / day / yr

Section 2 - Verifier's Personal Information

The verifier must complete the remainder of this form.

Any person who provides work element verifications for this candidate cannot also submit a technician personal recommendation on his or her behalf.

Read carefully the function of the verifier and the work element descriptions in the program detail manual before initialing work elements in the "Selection" table in Part IV, Section 2. Please fill out the information below. Verification will not be accepted unless all items in the "Verifier's Statement" at the bottom of this page are filled in.

Verifier's Name _____ Phone No. _____

Verifier's Job Title _____

Verifier's Employer _____

Employer Address _____

Summarize your technical experience in the specialty area the applicant is testing: _____

List any registrations, certifications or licenses you hold: _____

Section 3 - Verifier's Statement

I certify that I have been in a position to be responsible for the conduct or results of the applicant's work or that my approval has been required for the products or results of the applicant's work, and that the statement of "Applicant's Relationship with Verifier" at the top of this page is a true representation of my working relationship with the applicant. I further certify that I will verify competent performance or application of knowledge only when I am familiar with the meaning and application of the specific work element, and can, from personal experience, assess the applicant's capability to perform the work element. I certify that I have read the descriptions of the listed work elements in Part IV, Section 2, in the appropriate program detail manual, and that I have personally initialed work elements in Part IV, Section 2, allowing no one to act as my agent, and that my initials attest that I have personally monitored and approved the applicant's repeated and correct completion of the task or application of the knowledge required under a variety of conditions.

Signature _____ Initials _____ Date _____

Signature, initials, and date will not be accepted in photocopied form. Please use an ink color other than black.

WARNING

If NICET determines that any verification was obtained from a non-qualified verifier or was given for tasks not actually performed, the Institute may permanently deny the certification sought or revoke the certification(s) held by both the applicant and the verifier (if certified). Further, the Institute may revoke the verifier's right to submit personal recommendations or verify work element for any NICET certification candidates.

If not sent with the Examination application, please mail this form to:
1420 King Street, Alexandria, VA 22314

