



General Instructions/Procedures

What am I applying for?

Most applicants are seeking NICET's national certification, but some are only testing to meet an employer's requirement. The latter need not submit all of the application materials required for full certification.

If you are unsure about how your background, job needs, and career goals fit with NICET's certification programs, or if you want more information about certification procedures, start with a review of the program details manuals and other descriptive materials available on our website. After that, any remaining questions can be discussed with NICET staff by phone (888-476-4238 or 703-548-1518) or email ("Ask NICET" at www.nicet.org).

What do I need to complete?

The application form comes in five parts. Which ones you complete depends, first, upon whether or not your goal is certification and, second, whether you have previously completed an application. If you are applying for a:

- a) NICET exam only (without certification), you must complete 2 parts:
 - Part I: Applicant Information, Sections 1, 2, & 3
 - Part IV: Work Element Selection & Verification, Section 2
- b) NICET certification and exam at Level I or II, you must complete the following parts:
 - Part I: Applicant Information, Sections 1, 2, & 3
 - Part II: Work History
 - Part III: Performance Verification
 - Part IV: Work Element Selection & Verification, Sections 1 & 2
- c) NICET certification and exam at Level III or IV, you must complete the following parts:
 - Part I: Applicant Information, Sections 1, 2, & 3
 - Part II: Work History
 - Part III: Performance Verification
 - Part IV: Work Element Selection & Verification, Sections 1 & 2
 - Part V: Personal Recommendation (available on NICET's website)
 - Certification at Level IV also requires a Major Project Write-up

If you have previously submitted any parts of this application, the instructions for that part will indicate whether you need to submit it again.

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

Your name and identification number must appear on every page of every part of the application.

Can I apply to test as part of a group?

If you are testing as part of a group, you should check with your sponsor for any special conditions associated with your test. If a single company check is accompanying several applications, accurate and timely processing of the applications requires that either:

- a. all the applications are mailed together with the check in the same envelope, **or**
- b. a list of all applicant names is attached to the check.

Where do I mail the application?

If your mailing includes Parts I & IV or includes a payment for any purpose, then you must mail it to:

Via U.S. Postal Service:

**NICET
c/o Bank of America
PO Box 418651
Boston, MA 02241-8651**

Via FedEx, UPS:

**NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125**

If your mailing does NOT include a payment (check or money order), then you should mail it to:

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

Note: If an exam application with payment is mailed to the NICET office, the original postmark date will be invalidated; the new postmark date will be the date we mail it to Bank of America. This may result in your application missing the deadline. NICET will not be responsible for delays caused by redirecting applications to the bank address.

When will I hear from NICET?

NICET will process test applications in the order they are received. If there is a problem with the application or the requested testing, the applicant will be notified and, whenever possible, given a chance to make amendments or corrections. Confirmation letters, containing test date, time, and location details, are generally mailed about 30 days prior to the test date. If you have not received your letter two weeks before the test date, contact NICET (at 888-476-4238 or test@nicet.org). You will receive a score report approximately two weeks after the exam.

After you meet an exam requirement, NICET will evaluate your work history and performance verifications. If you're applying for Level III or IV, NICET will also review your personal recommendation. Up to 90 days after your test date, 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. To minimize these additional rounds of evaluation, **NICET strongly encourages applicants for certification to submit all parts of the application, carefully completed, with the test application or shortly thereafter.**

Will my testing information be private?

Under NICET Policy 22, test results may be given only to the examinee, unless the examinee submits a signed release form.

Under NICET Policy 7, NICET does not sell mailing lists, phone numbers or email addresses of applicants and/or certificants. NICET may occasionally provide such lists for one-time use by bona fide organizations for educational or professional development purposes.

Part I: Applicant Information



Part I (Sections 1, 2, and 3) must be submitted with any examination application. You may also use it to notify NICET of changes in your name or address.

Section 1: Applicant Information

Please provide the requested identification and contact information. Indicate whether NICET should mail correspondence (letters, score reports, certificates, etc.) to your home or to your business address.

Please make sure that you have indicated whether we have your permission to contact you on NICET business via email and fax as noted in Items D & E.

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

Section 2: Examination Information

In this section, you will specify your first and second choices for test location and date. Information on test centers, exam dates, and application postmark deadlines, may be found at the NICET website.

NICET will honor your preferences if possible, but any application that was postmarked after the deadline will be held until the next test date at the selected test center. If you have indicated a second choice with a later deadline, the application will be processed for the second choice (if the application was postmarked before the second choice deadline and space is available).

Applications are treated on a "first-come, first-served" basis: once the test room is full, no more examination requests will be processed for that session, even if the postmark deadline was met. Therefore, it is recommended that you mail your application early.

Payment

All examination applications must include payment in full and be accompanied by, at least, Part I (Sections 1, 2, and 3) and Part IV (Section 2). Current fees are given on the website. Please make the check/money order payable to NICET, and mail using the U.S. Postal Service, FedEx, or UPS to one of the following addresses:

Via U.S. Postal Service:

NICET
c/o Bank of America
PO Box 418651
Boston, MA 02241-8651

Via FedEx, UPS:

NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

Refer to Policy #24 or contact NICET (at 888-476-4238 or test@nicet.org) for guidance on rescheduling an exam. A fee may be required to reschedule an exam. A "No-Show" who does not notify NICET within 5 business days after the test date forfeits the entire exam fee and must pay the full exam fee again to reschedule an exam.

Section 3: Applicant's Statement of Understanding

To ensure that you understand some important conditions of testing and certification, NICET **requires** that you read and sign the Applicant's Statement of Understanding after reading the "Conditions of Application for Technicians" on the next pages of these instructions.

Conditions of Application for Technicians



By signing your name at the end of Part I, 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.

Conditions 1 – 9 apply to all applicants for NICET testing or certification.

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, Section 3 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. Any applicant with a disability as defined in Title III of the Americans with Disabilities Act that 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.
3. 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 may 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.
4. On a prescribed date, or upon publication of a new edition of any program detail manual, form, policy, procedure, or fee, all previous editions are considered obsolete. The effective date for each will be printed on the appropriate document.
5. The certification Examination Score Report is released only to the examinee. NICET will release examination scores to employers and others only if the examinee submits NICET's release form to authorize release of the scores.
6. All test records for an individual certification area will be purged from the live database after five years if no further testing is done 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 area, those certification areas will not be affected.
7. The NICET name and logo are the property of NICET, and may not be used without the expressed written permission of the Institute.
8. 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, score reports, and, if certified, renewal invoices and applications, the NICET Newsletter, and proper representation in the NICET registry of certificants.
9. To maintain an equitable testing and certification process, it is incumbent on all applicants to:
 - Follow normal testing etiquette during examinations
 - Represent oneself honestly on exams and in other materials
 - Maintain the confidentiality of test questions

Conditions 10 – 16 apply to candidates for NICET certification.



I UNDERSTAND THAT:

10. 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.
11. NICET certification does not constitute a license to practice engineering.
12. There are multiple criteria for each NICET certification: typically examination, work history, performance verification, and personal recommendation requirements. These criteria are described in the program detail manual and all must be met to achieve certification.
13. 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, in the most current edition of the program detail manual.
14. A certificate must be in Active Status to be included in NICET's directories of certified individuals, to be upgraded by the certificant to a higher level (through additional testing and evaluation), or to gain crossover credit.
15. At the end of the initial three-year certification 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.
16. 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 testing records will be purged from the NICET database. (If my expiration date was January 1, 2007, for example, then I have until January 1, 2010 to reinstate my certification(s) before all my records are deleted.)

January 2007

RETAIN THESE CONDITIONS FOR YOUR RECORDS

Part II: Work History

The purpose of this form is to provide NICET with information about your work experience. Your write-up will be evaluated against the current criteria for the level of certification you are seeking. If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a letter requesting additional information. You must submit a complete and detailed work history to be adequately evaluated for certification.

If you've earned a degree in a directly related engineering technology program, you may be exempt from part of the work experience requirement for Level II certification. Please refer to Policy 33 and/or the "Education Credit Addendum" on NICET's 'Forms and Publications' web page.

If you have previously submitted a complete and detailed work history to NICET, then you need to submit only an update covering the time since your last submittal, unless otherwise requested by NICET because either:

- At the time of your last work history, you lacked sufficient work experience for the level for which you are currently testing, or:
- Your position or the nature of your work has changed since your last submittal.

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 Technician I to Technician 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 must equal 100%.

Keep a copy of your completed work history (send the 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 a test application, this form may be mailed to:

NICET, 1420 King Street, Alexandria, VA 22314

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(s) 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:

Via U.S. Postal Service:

**NICET
c/o Bank of America
PO Box 418651
Boston, MA 02241-8651**

Via FedEx, UPS:

**NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125**

- **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 FORM

Part I: Applicant Information

Section 1 - Applicant Information (Please print clearly or type)

Form with two columns labeled A and B. Column A contains personal information fields like Mr./Ms., Home Address, Social Security Number, Home Phone, and E-mail. Column B contains employment information fields like Present Employer, Business Address, Present Position Title, Work Phone, Cell Phone, and Fax.

- C. Has your last name changed since you submitted your last application?
D. Do we have your permission to use your fax number to contact you about NICET business?
E. Do we have your permission to use your email address to contact you about NICET business?

Section 2 - Examination Information

Applicants for examination at a regular NICET test center must provide the information requested below. (Locations, dates, and postmark deadlines are listed on NICET's Website. If you do not have access to the Internet, please contact NICET at 888-476-4238 or 703-548-1518.)

1. 1st choice: City & State, Test Center Code, Exam Date: Mo. Day Year
2. 2nd choice: City & State, Test Center Code, Exam Date: Mo. Day Year

(If your 1st choice is full or you miss the postmark deadline for the 1st choice and you have no 2nd choice, your test will be scheduled for the next test date at the requested 1st-choice location.)

If you are testing at two or more different locations in the same cycle, please check here:
Please check off the box below that applies to you:

- not tested before, tested before, but not NICET-certified, am NICET-certified, certification #

The date of my last exam was

(Note: if you are not certified & you do not test in 5 years, your test history will be deleted, per NICET Policy #26 at www.nicet.org.)

Section 3 - Applicant's Statement of Understanding

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.

Signature Date

(Your signature and the date must appear below the statement above; otherwise this application will not be accepted.)

PHOTOCOPIES WILL NOT BE ACCEPTED.)

A check or money order, payable to NICET, must be enclosed with any testing application. Fees are listed on our Website, www.nicet.org, or can be obtained by calling 888-476-4238 or 703-548-1518.

PLEASE NOTE: PARTS I & IV MUST BE SUBMITTED TOGETHER IN ORDER FOR NICET TO SCHEDULE YOUR EXAM.

NICET OFFICE USE ONLY

Table with 8 columns: Employer, Postmark Date, Spec. Cont., ADA, Lockbox #1, Amt Paid, Lockbox #2, Amt Paid

