



## 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](http://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:

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

**Note:** If you wish to use overnight/express service to speed up the arrival of your application, you must use the US Postal Service to get it to Bank of America (only the Postal Service delivers overnight/express mail to post office boxes).

**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](mailto:test@nicet.org)). You will receive a score report about 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. About two to three months 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 your 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. Mail the forms with your payment to:

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

## **Exam Rescheduling**

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 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.



