



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
Inspection and Testing of Water-Based Systems



Basic Instructions

Certification candidates must submit the entire Certification Application Package, including the Test Application and the Experience Application. After a candidate passes a written exam requirement, his or her work experience will be evaluated by NICET.

At minimum, a candidate must submit the Test Application in order to schedule and sit for an exam. However, to prevent delays in certification, candidates are recommended to submit their completed Experience Application at the time they apply for the exam.

Each NICET Standard Model program has a specialized Certification Application Package, which can be found on NICET's website. Each Certification Application Package is comprised of the following parts:

Requirements for Certification

Test Application

Section I: Candidate Information

Section II: Payment Form

Experience Application

Part I: Work History

Part II: Verifier Data

Part III: Performance Verification

Part IV: Personal Recommendation (required at Level III)

Mail your application with payment to:

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

If you're submitting a form that supplements a previously-paid experience evaluation, then send to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314

REMEMBER!

- **Ensure that you are submitting the correct application materials and fee payment. Access the current certification criteria and fee information at www.nicet.org.**
- **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
Certification Application Package
 Inspection and Testing of Water-Based Systems



Requirements for Inspection and Testing of Water-Based Systems Certification

Level I	Level II	Level III
Examination – Pass the Required Tests:		
Level I exam	Level I and II exams	Level I, II, and III exams
Performance Verification – Obtain Supervisor Verification of all Performance Measures for:		
Level I	Levels I and II	Levels I, II, and III
¹Work Experience – Provide complete, detailed position descriptions and time allocations showing:		
<p>A minimum of 6 months of involvement with water-based fire protection systems inspection and testing activities. This may include up to 3 months of any combination of the following activities:</p> <ul style="list-style-type: none"> • Water-based systems installation, service, maintenance, and/or acceptance testing • Governmental enforcement of inspection and testing requirements for water-based systems • Insurance review of inspection and testing activities for water-based systems • Water-based systems layout • Fire alarm systems inspection 	<p>A minimum of 2 years of work experience in the inspection and periodic testing of water-based fire protection systems. This may include up to 3 months of any combination of the following activities:</p> <ul style="list-style-type: none"> • Water-based systems installation, service, maintenance, and/or acceptance testing • Governmental enforcement of inspection and testing requirements for water-based systems • Insurance review of inspection and testing activities for water-based systems • Water-based systems layout • Fire alarm systems inspection 	<p>A minimum of 5 years of work experience in the inspection and periodic testing of water-based fire protection systems, including a full range of inspection, testing, reporting, impairment management and supervisory activities, and involving a variety of systems and facilities.</p>
Personal Recommendation – Obtain recommendation ratings showing a capacity for:		
<i>(not required)</i>	<i>(not required)</i>	Independent Engineering Technician Responsibilities

¹ Time periods are full time equivalent.




National Institute for Certification in Engineering Technologies®

A division of the National Society of Professional Engineers
www.nicet.org



NICET ENGINEERING TECHNICIAN CERTIFICATION Test Application - Section 1: Candidate Information

(Please print clearly or type) 
ID Number

Mr. Ms. _____
Name: _____
Last Name First Name Middle Initial

Name Change? If your name has changed since your last application, enter your previous name here: _____

Note: At your test site, you will be required to present a government-issued photo ID; the name on your ID must be identical to the name that you provide above. This name will also appear on all correspondence and any certification documents issued to you by NICET.

Indicate your status below. You must write your ID number in the space provided at the top right corner of each page of the application.

I have a NICET ID my number is: _____. **Note:** If you have achieved NICET certification, your NICET ID number is NOT the same as the certification number that appears on your certificate and wallet card. Your NICET ID number can be found on most of your personal NICET records. If you do not know your NICET ID number, please call NICET at 888-476-4238.

This is my first application.
First-time applicants must provide ONE of the government ID numbers requested below. In the Test Application Package and the Experience Application package, when a space is provided in the top right corner for a NICET ID number, please write your Government ID number. Once NICET has processed your test application, you will be issued a permanent NICET ID number.

- Social Security Number: _____
- Driver's License No.: _____ State: _____ Expiration date: _____
- Government-issued photo ID no.: _____ Issue date: _____ Expiration date: _____
Issuing agency: _____
- Passport No.: _____ Issuing country: _____ Issue date: _____

NICET reserves the right to require a photocopy of this ID to confirm the submitted information (name, ID number, address, signature).

Address Information

Home Address:

Street Apt.

City State Zip Code +4

Present Employer:

Company Name

Business Address:

Street

City State Zip Code +4

When receiving items by mail, which address do you prefer?

Business Home

Present Position Title: _____

Electronic Contact Information and Preferences

Phone Numbers Business: _____ Home: _____
Mobile/cell: _____ Fax: _____

Email Addresses Business: _____
(Please print carefully) Home: _____

May we contact you about NICET business by:

- **Email?** yes no If yes, preferred email address? Business Home
If you permit NICET to contact you by email, then your testing authorization notice and other correspondence about your upcoming exam will be delivered via email. Please ensure that your e-mail filter can accept messages from the domain @nicet.org
- **Fax?** yes no

Applicant's Statement of Understanding

I certify that the information given on this page is accurate and current, that NICET may use the information as indicated to identify me and to send me information, and that it is my responsibility to notify NICET should any of the information provided on this page change. I have read, understood, and accept the NICET Conditions of Application. I have read, understood, and agree to abide by the NICET Code of Ethics.

Signature

Date

Conditions of Application for Technicians

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 previous page) 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.
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 or government-issued ID 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. Recertification 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.

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.



**NICET ENGINEERING TECHNICIAN CERTIFICATION
Test Application - Section 2:
PAYMENT FORM**

Examination Selection

The fee includes an experience evaluation if the candidate passes the written exam.

	Fee
Electrical Power Testing	
<input type="checkbox"/> Level I Exam (10027)	\$230
<input type="checkbox"/> Level II Exam (10028)	\$300
<input type="checkbox"/> Level III Exam (10029)	\$355
<input type="checkbox"/> Level IV Exam (10030)	\$410
Inspection and Testing of Fire Alarm Systems	
<input type="checkbox"/> Level I Exam (10035)	\$230
<input type="checkbox"/> Level II Exam (10036)	\$300
Fire Alarm Systems	
<input type="checkbox"/> Level I Exam (10007)	\$230
<input type="checkbox"/> Level II Exam (10008)	\$300
<input type="checkbox"/> Level III Exam (10009)	\$355
<input type="checkbox"/> Level IV Exam (10010)	\$410
Inspection and Testing of Water-Based Systems	
<input type="checkbox"/> Level I Exam (10024)	\$230
<input type="checkbox"/> Level II Exam (10025)	\$300
<input type="checkbox"/> Level III Exam (10026)	\$355
<input type="checkbox"/> Level I Inspection & Testing Fundamentals (10017)	\$175
<input type="checkbox"/> Level I Work Practices Exam (10018)	\$175
<input type="checkbox"/> Level II Inspection Exam (10019)	\$185
<input type="checkbox"/> Level II Testing Exam (10020)	\$185
<input type="checkbox"/> Level II Work Practices Exam (10021)	\$185
<input type="checkbox"/> Level III Inspection & Responsibilities Exam (10022)	\$230
<input type="checkbox"/> Level III Advanced Testing Exam (10023)	\$230
Water-Based Systems Layout	
<input type="checkbox"/> Level I Exam (10011)	\$230
<input type="checkbox"/> Level II Exam (10012)	\$300
<input type="checkbox"/> Level III General Plan Preparation Exam (10013)	\$295
<input type="checkbox"/> Level III Hydraulics & Water Supply Exam (10014)	\$295
<input type="checkbox"/> Level IV Exam (10016)	\$410
Special Hazards Systems	
<input type="checkbox"/> Level I Exam (10031)	\$230
<input type="checkbox"/> Level II Exam (10032)	\$300
<input type="checkbox"/> Level III Exam (10033)	\$355
<input type="checkbox"/> Level IV Exam (10034)	\$410
Video Security Systems Technician	
<input type="checkbox"/> Level I Exam (10001)	\$230
<input type="checkbox"/> Level II Exam (10002)	\$300
<input type="checkbox"/> Level III Exam (10003)	\$355
<input type="checkbox"/> Level IV Exam (10004)	\$410
Video Security Systems Designer	
<input type="checkbox"/> Level I Exam (10005)	\$300
<input type="checkbox"/> Level II Exam (10006)	\$355
Total:	

Payment and mailing information

Payment of the total Examination fee in the form of a check or money order made payable to NICET, must accompany this application form.

Any Certification Application that includes a check or money order must be sent to NICET at:

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

Any Certification Application forms that do not include a payment must be sent to:

Evaluations
NICET
1420 King Street
Alexandria, VA 22314

Don't forget to:

- Sign and Date the Applicant's Statement of Understanding in Section 1.
- Enclose your payment.
- Keep a copy of this application for your records.
- Mail all sections of this application together.

You can apply for your test online.

You can submit payment for this application at NICET's website. Visit www.nicet.org, and login to your account. From there, you can submit/update your contact information, select your test, and pay with a credit card.

Express Evaluation (optional)

To speed up your experience evaluation, please contact NICET at 888-476-4238, Option 4, to ask for Express Evaluation instructions and arrange for electronic payment of the Express Evaluation fee of \$300 per subfield per Level. Express evaluations will be completed within 10 business days of the receipt of payment.

NICET OFFICE USE ONLY

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



Experience Application Part 1: Work History Sections 1, 2, and 3



INSTRUCTIONS and CHECKLIST

First-time applicants (and those specifically directed by NICET):

For the span of your entire career, complete one form **consisting of at least sections 1, 2, and 3** for each position held at each employer **and** for any period within a given position in which your responsibilities changed significantly.

Returning applicants

Follow the instructions above solely for the period of time from the end date of your last work history submittal to the date you submit a new application.

Section 1 – Position Identification

Section 2 – Time Allocation

Break out your experience into all applicable technical areas in which you worked while in the position listed in Section 1.

Section 3 – Detailed Description of Work Performed

For each Subfield / Technical Area (S/TA) into which you divided your work in Section 2 – Time Allocation, provide detailed descriptions, in your own words, of the work you performed.

- Detail the technical and supervisory nature of the work.
- Describe the types of tasks you performed and the types and scopes of projects on which you worked.
- Detail the types of materials, tools, machinery, systems, and system components with which you worked.

For all gaps in your work histories (e.g., unemployment periods, winter breaks, and so on.

In Section 2, line item “Other”, write “Gap” and in Section 3 on page 2 of 3 provide the reason for the gap.

If you are submitting a work history amendment you must submit the following:

- a signed and dated letter of explanation for the changes you made to your account
- the amended work history forms countersigned by your verifier, who by so doing indicates his or her attestation to the accuracy and completeness of the amended account

Work History Form Checklist – Do:

- Submit Sections 1, 2 and 3 of the form of the form for each position held.
- Ensure that the forms are completely and accurately filled out for the period from one submittal to the next.
- Make sure to provide the “Dates Positions Held” including **month** and **year**.
- Provide in Section 3, corresponding detailed descriptions for each Subfield / Technical Area (S/TA) in which your experience was broken out in Section 2, using your own words.
- Sign and date each page as indicated. Unsigned documents will not be accepted.

Work History Form Checklist - Do Not:

- Submit official position descriptions, resumes, testimonials, and marketing materials in lieu of completing Section 3 to describe your responsibilities.
- Submit amended work experience accounts without a signed letter of explanation for the changes in your work history unless directed to do so by NICET.
- Have verifier countersign work history forms unless directed by NICET to do so.
- Submit forms of your own design.

All information provided in candidate’s application is cross-evaluated with documents on file to verify the following:

- consistency of work experience accounts
- appearance of signatures and initials
- appropriateness of verifier and recommender

and, as needed, through third-party entities including the following:

- licensing bodies and authorities having jurisdiction
- previous and current employers
- other sources of official documentation

Note: Work experience documents submitted with applications to test are placed in the queue for evaluation when a candidate meets the exam requirements for a given subfield and level. Work experience documents received in response to Conditional Decision Letters (CDLs) are placed in the queue for evaluation upon their receipt. In both cases the documents are evaluated in the order they are placed in their respective queues. (first-come, first-served)

Based on the present workload, it may take up to 90 days from the date a candidate meets an exam requirement for work experience documents to be evaluated and up to 60 days from date of receipt for CDL responses to be evaluated.



Candidate: _____ NICET ID No: _____

**Experience Application - Part I: Work History****Section 1 – Position Identification**

Employer:	Location of employer (city, state):	Name of supervisor (s):
Candidate's Position:	Dates position / responsibilities held:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>
President / owner / co-owner	From: Month _____ Year _____ To: Month _____ Year _____	If part-time, hours per week: _____ If full-time seasonal, months worked per season ____

Section 2 – Time Allocation

Subfield / Technical Area (S/TA)	Description	Time devoted to S/TA (%)
Fire Alarm Systems (FA)	Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales.	%
Fire Alarm Systems Inspection / Testing (ITF)	Fire alarm systems work limited to performing, planning, and coordinating the inspection and testing of fire alarm systems.	%
Special Hazards Systems (SH)	Special hazards suppression systems specific activities including project management, system layout (plan preparation), equipment selection, installation, acceptance testing, troubleshooting, servicing, and sales.	%
Water-based Fire Protection Systems Layout (SP)	Water-based fire protection systems layout specific activities including project management, system layout (plan preparation), hydraulic calculations, site evaluation, equipment selection, plan approval, and sales.	%
Water-based Fire Protection Systems Inspection / Testing (ITS)	Specifically performing and managing the inspecting and testing of existing systems according to NFPA 25. Does not include work performed during installation and final testing / commissioning of new systems.	%
Water-based Fire Protection Systems Fitting / Fabrication (SF)	The performance and supervision of fitting, fabrication, maintenance, tests and inspections performed during installation and final testing / commissioning of new water-based fire protection systems or additions to systems.	%
Other Fire Protection Work (OFP)	This includes work with portable extinguishers, standpipe hoses and nozzles, municipal and private fire hydrants, fire-stopping, and firefighter duties.	%
Video Security System Technician (VST)	Video security systems specific activities including management, installation, preventative and corrective maintenance, tests and inspections, troubleshooting, and servicing.	%
Video Security System Designer (VSD)	Video security systems design and plan preparation specific activities including management, plan preparation, site evaluation, equipment selection, plan approval, and technical sales.	%
Industrial Instrumentation (I/I)	Industrial instrumentation work including management, design assistance, installation and maintenance of industrial measurement and control systems.	%
Audio Systems (AS)	Audio system specific activities including the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications.	%
Electrical Power Testing (EPT)	Specifically testing electrical power equipment, cabling, and systems operating in the range of 600 V and above. Does not include general wireman duties.	%
Other Low / Limited Voltage Systems (LV)	Work with non-fire alarm low/ limited voltage systems such as security, access control, nurse call, building control, computer networking, and emergency lighting.	%
Other Electrical Systems (GE)	General electrician work - residential and commercial wiring of loads including light machinery, lighting, HVAC components, and distribution panels and outlets.	%
Other	Specify: Gap:	%
The sum of all the values in this column must equal 100%.		100%

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature_____
Date_____
Verifier's Signature
(Only if directed by NICET)

Sections 1, 2, and 3 must be filled out for each position held.

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed

NICET cannot accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations. If supplementary space is needed use additional pages of Section 3.

S/TA	*EXAMPLE*	Detailed Description of Technical Work Performed
SF		Supervised and performed the installation, corrective maintenance, under construction testing, and commissioning of new fire sprinkler systems and system additions. Systems installed included wet, dry, pre-action, deluge, and foam. Components installed and maintained included piping, pipe hangers, earthquake bracing, alarm check valves, various cutout valves, flow sensors, FD connections, standpipe hose connections, jockey and fire pumps, and backflow preventers. Installed systems of 25 – 600 heads in a variety of building types including residential and commercial high rise, mercantile, manufacturing, school, and military.
S/TA	Detailed Description of Technical Work Performed	
S/TA	Detailed Description of Technical Work Performed	

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature

Date

Verifier's Signature
(Only if directed by NICET.)

Sections 1, 2, and 3 must be filled out for each position held.

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed (continue as needed)

NICET will not accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations.

S/TA	Detailed Description of Technical Work Performed

S/TA	Detailed Description of Technical Work Performed

S/TA	Detailed Description of Technical Work Performed

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature

Date

Verifier's Signature
(Only if directed by NICET.)

**Sections 1, 2, and 3 must
be filled out for each
position held.**

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed (continue as needed)

NICET will not accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations.

S/TA	Detailed Description of Technical Work Performed

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S/TA	Detailed Description of Technical Work Performed

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature

Date

Verifier's Signature
(Only if directed by NICET.)

**Sections 1, 2, and 3 must
be filled out for each
position held.**

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____

Candidate NICET ID No.: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part II: Verifier Data

(Please print legibly or type)

To be completed by the Verifier only

Name: _____ Title: _____

Current employer: _____

Daytime phone: _____ Email: _____

Professional licenses/certifications: _____

My observation of the candidate occurred during my employment at:

Current employer

Previous employer: _____

My observation of the candidate occurred as a part of my role as:

Candidate's direct supervisor

Candidate's indirect supervisor/manager responsible for the candidate's work results/outcomes

Engineer on one of the candidate's projects

Governmental authority: _____

Contract supervisor for: client, or general contractor

Other: _____

I have (Check all that apply):

directly observed the candidate's work.

directly observed the results of the candidate's work.

received reliable reports from those who have directly observed the candidate's work.

observed the candidate's ability to supervise others who are doing this work.

During what time period were you in the above-indicated relationship with the candidate?

From ____ / ____ to ____ / ____
Mo. Yr. Mo. Yr.

Verifier's Statement:

I certify that:

- *I understand and have carefully considered each performance measure that I have verified or will verify.*
- *I have not verified, and will not verify, any performance measure that I have not either personally observed or received reliable and specific reports from one who has personally observed the performance.*
- *I have not signed, and will not sign, any verification statement on a form that does not have the candidate's name at the top.*
- *I have not asked nor will I ask anyone to sign my name in my stead.*

Signature _____ Date _____ Initials _____

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
If this form supplements a previously-paid experience evaluation, send it to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: _____ Verifier: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
 Inspection and Testing of Water-Based Systems

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of their job.

Level I Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
0304-1101	maintain personal safety on the jobsite	
0304-1102	follow verbal or written instructions, obtaining information when needed	
0304-1103	locate basic information in NFPA 25	
0304-1104	reliably identify equipment commonly used tools and equipment in inspecting and testing water-based systems	
0304-1105	reliably identify commonly used components in water-based systems	
0304-1106	identify physical damage to components of water-based systems	
0304-1107	confirm that control valves are in the correct position	
0304-1108	determine whether existing signage is properly attached and legible	
0304-1109	accurately record inspection and testing data in the field	
0304-1110	responsibly use tools and equipment per their design **new December 2019	
0304-1111	effectively communicate with supervisor or co-workers **new December 2019	

Statement of Verification: I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: _____ Date: _____

Level II Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
0304-3101	plan a sequence of inspection and testing tasks that efficiently meet the requirements of codes and standards	
0304-3102	determine the age of different types of installed sprinklers	
0304-3103	determine the presence of foreign material in opened pipes by visual inspection	
0304-3104	read and interpret fire protection plans, acceptance reports, and inspection and testing reports	
0304-3105	conduct pre-inspection meetings that acquire sufficient information for complete and accurate inspections	
0304-3106	conduct inspections and tests without unnecessary disruption to the client's work processes	
0304-3107	conduct and report on a fire pump churn test without immediate supervision	
0304-3108	conduct and report on a full flow trip test of a dry pipe system without immediate supervision **modified into 0304-3113	no longer in use
0304-3109	work within the scope and limitations of the role of the inspector (avoiding evaluations based on design standards while performing NFPA 25-compliant inspection and testing activities)	
0304-3110	conduct post-inspection meetings that convey complete and accurate information to the owner/representative	
0304-3111	follow regulations for personal and/or crew safety **new December 2019	
0304-3112	manage the discharge from flow tests to avoid property damage or work disruption **new December 2019	
0304-3113	conduct and report on inspection, testing, and maintenance activities conducted on wet or dry water-based systems without immediate supervision **new December 2019	

Statement of Verification: I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: _____ Date: _____

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
 If this form supplements a previously-paid experience evaluation, send it to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: _____ Verifier: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
 Inspection and Testing of Water-Based Systems

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of their job.

Level III Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
0304-5101	ensure that inspection and testing team members have the qualifications, knowledge, and tools to properly complete assigned jobs	
0304-5102	identify the presence of special systems such as foam, water mist, or ultra-high-speed water spray	
0304-5103	create the flow required for various tests	
0304-5104	manage the discharge from flow tests to avoid property damage or work disruption	
0304-5105	use a pitot gauge to accurately measure water flow **modified into 0304-5110	no longer in use
0304-5106	inspect and test systems protecting freezers and cold storage areas	no longer in use
0304-5107	test supervisory devices on tanks	no longer in use
0304-5108	identify and test various types and configurations of detection systems that cause the activation of pre-action and deluge systems	
0304-5109	complete formal reports on a variety of testing and inspection activities that clearly and accurately present and interpret the results to the designated parties	
0304-5110	use test equipment to accurately measure water flow **new December 2019	
0304-5111	Follow regulations for personal and/or crew safety **new December 2019	
0304-5112	Identify potential and real hazards in inspection, testing, and maintenance activities **new December 2019	
0304-5113	Maintain personal safety on the jobsite **new December 2019	

Statement of Verification: I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: _____ Date: _____

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Note: Verifier must have submitted one "Verifier Information" form related to this candidate.



Candidate: _____

Candidate's NICET ID No: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, 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: _____



Candidate: _____

Candidate's NICET ID No: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part IV: Personal Recommendation

Section 3 – Recommender's Evaluation of the Candidate

Role of the Engineering Technician:

Apply well-defined and proven procedures, methods, and practices, derived from established or real-time engineering guidance, to specific technical assignments, and do so in an ethical and responsible manner.

Regarding the role described in the box above:

I do not recommend this candidate for this role.

I recommend this candidate for this role because they have (check all that apply):

made substantial progress toward independent capability in this role.

fulfilled this role, demonstrating good, Independent technical judgment and self-management.

fulfilled this role, demonstrating a capability to resolve complex technical issues and lead a team of technicians.

Please indicate by placing a mark in the one most appropriate box to the right of each statement, whether, and to what degree, the candidate demonstrates each of the following attributes.

	Never	Some-times	Mostly	Always	Don't know
The candidate consistently works hard to achieve the objectives of his/her job.					
The candidate is attentive to their own work and to the work of others that impacts their own responsibilities.					
The candidate shows initiative and equanimity in dealing with new jobs, changed circumstances, or problems, and accepts responsibility for outcomes.					
The candidate organizes and directs the activities of work teams to achieve their objectives in a timely and cost-effective manner.					
The candidate develops and maintains cordial and goal-oriented relationships with work team members and with clients.					
The candidate encourages, uses, and appreciates the ideas and initiative of others.					
The candidate communicates clearly and effectively with work team members and clients.					
The candidate's actions are ethical and his/her statements are truthful and do not conceal or hold back relevant information.					

Additional comments or observations on the candidate's capabilities, responsibility, and achievements:

Section 4 – Recommender's Statement

I attest that all information I have provided is, to the best of my knowledge, true. I understand that falsifying information on this form can affect my right to serve as a recommender or a verifier for other NICET certification candidates and can result in my own NICET certification(s) being revoked.

Name of Recommender (please print)

Signature of Recommender

Date

Incomplete recommendation forms will not be accepted by NICET.

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

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