Applying for

NICET Certification

**Completing the
Application Forms for
NICET Computer Based Testing Programs**

National Institute for Certification in Engineering Technologies

NICET Technician Application Instructions

Standard Model Programs

_____

The following pages contain information about the application process for NICET's standard model certification programs.

Contents

Introduction and Overview

Test Application Package

Experience Application Package

Apply for your exam online to pay by credit card and receive your test confirmation overnight.

At www.nicet.org, select the "Login" menu option to access your account and the online exam application.

**National Institute for Certification in Engineering Technologies**
**1420 King Street**
**Alexandria, Virginia**

**June 2014**

Introduction and Overview

Selecting a certification

To find out how your background, job needs, and career goals fit with NICET's certifications, please review the program information and career planning tips 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 (tech@nicet.org).

A NICET certification program that features standardized exams (as opposed to work element exams) is a Standard Model program. Each of these programs has a unique application package, which can be downloaded from NICET's website.

In each program's application package, the second page will hold the "Requirements for Certification" chart, which lists the criteria for each Level of certification. Please read these certification requirements very carefully before applying for an exam.

Application forms

The application package is divided into two applications: the Test Application and the Experience application. If you are applying for NICET certification, then you must submit both the Test Application and the Experience Application. (If you are applying only for a test—without certification—then you may submit only the Test Application.) If you have previously submitted a part of the Experience Application, see the instructions for that part to determine whether you will need to submit it again.

Test Application

This application applies to all standard model programs. Each time you apply for a standard model exam, you must complete these two sections:

    Section 1: Candidate Information
    Section 2: Test Selection and Payment

The Test Application may be completed quickly and easily online at www.nicet.org. If you apply online for your exam, then to be considered for certification, you must print and complete your Experience Application package, and mail it to NICET.

Experience Application

The Work History, Verifier Data, and Personal Recommendation forms are typically common to multiple standard model programs. However, the Performance Verification and Major Project Write-Up guidelines are specific to the program's practice area.

    Part I: Work History
    Part II: Verifier Data
    Part III: Performance Verification
    Part IV: Personal Recommendation (for higher-Level certifications)
    Part V: Major Project Write-Up (for top-Level certifications)

Standard model testing

Standard model exams are administered on computers (normal keyboard/mouse operation) at Pearson Vue's secure, proctored test centers, which are usually open several days per week.

Eligibility windows

On your application, you will choose an eligibility window, which is a 3-month period within which you must take your test. Windows begin on the 1st day of each month, and end on the last day of the third consecutive month (examples: January 1 – March 31, February 1 – April 30, etc. The testing windows and their ID numbers are listed in the table at right.

You may choose any window that starts within 6 months of the date of your application. If you are applying for more than one exam, then you may select the same eligibility window for your exams if you wish.

Eligibility Schedule	
Window ID	Window Months
1	January/February/March
2	February/March/April
3	March/April/May
4	April/May/June
5	May/June/July
6	June/July/August
7	July/August/September
8	August/September/October
9	September/October/November
10	October/November/December
11	November/December/January
12	December/January/February

Scheduling your exam

After receiving your complete test application and payment, NICET will inform its standard model test vendor, Pearson Vue, that you are authorized to schedule the exam. NICET will send you a Test Confirmation notice with instructions for scheduling your exam online or by phone. When you schedule, you will be prompted to select a test center and to select an available date within your eligibility window. Then, you will select your appointment time. To reserve your preferred location, date, and time, please schedule well in advance.

If you complete the Test Application online, you will receive your test confirmation notice overnight via email, and you'll be able to schedule your exam the next day.

Changing a scheduled test date

Up to a day or two before your scheduled test date, you may, if necessary, reschedule your exam without penalty. However, certain conditions will require the payment of a fee:

- rescheduling when you are close to your scheduled test date;
- failing to appear for your exam; or
- moving your test to a new eligibility window.

To reschedule your standard model exam, please follow the instructions at: http://www.nicet.org/default/assets/File/reschedulepv.pdf.

Applying 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.

Mailing the application

If your application includes a check or money order for payment of the exam fee, then mail it to:

NICET	to expedite: NICET
c/o Bank of America	c/o Bank of America Lockbox Services
PO Box 4188651	Lockbox 418651
Boston, MA 02241-8651	MA5-527-02-07
	2 Morrissey Blvd.
	Dorchester, MA 02125

If you already submitted payment of the exam fee, and you are now mailing NICET your Experience Application materials, then mail to:

NICET
Attn: Certification Services
1420 King Street
Alexandria, VA 22314

When you will hear from NICET

Before the exam

If you complete the Test Application online, then overnight you'll receive via email a confirmation notice with instructions for scheduling your exam. If you are mail the Test Application to NICET, then NICET will email your test confirmation notice within four weeks of receiving your application. If you do not receive a confirmation notice, then contact NICET at 888-476-4238 (press "3") or test@nicet.org.

After the exam

Upon completing the exam, you will receive a preliminary examination score report at the test center. Then, you will receive your official score report from NICET by mail within 14 days of your exam.

Once you have passed an exam requirement, NICET will evaluate your Experience Application materials to determine whether you have satisfied all the criteria for the certification. This evaluation can take up to 90 days after your test date. If you are awarded the certification, you will receive a certificate and approval letter/wallet card by mail. If NICET determines that you have not satisfied all the criteria for the certification, then you will receive a Conditional Decision Letter requesting further information.

Privacy of Testing Information

NICET will give test results only to the examinee, unless the examinee submits a signed release form (www.nicet.org/candidates/scheduling.cfm).

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.

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.

Section 1: Candidate Information

Each time you apply for an exam, you must submit the Candidate Information form to provide NICET with the following information:

Name
Write your name as it appears on the government-issued photo ID that you will bring with you to the test center. At the test center, the proctor will check your ID to make sure that it is identical to the name you provided on your application. This name will appear on all correspondence and certification documents issued by NICET.

ID number
If you have previously applied for a NICET exam, then you have already been issued an ID number that you can use to identify yourself. If this is your first NICET exam, then you must provide NICET with a government- issued ID number. The acceptable types of ID numbers appear on the application form. NOTE: NICET reserves the right to require a photocopy of this ID to confirm the submitted information (i.e. name, ID number, address, and signature).

Address information
Please provide your up-to-date home and business address infomration.

Electronic contact information and preferences
Provide us with your phone numbers and email addresses, and indicate whether NICET may send correspondence such as letters and eligibility notifications via email. Note: NICET will send approval letters, certificates, and wallet cards only by post mail. **Please make sure that messages from nicet.org are NOT blocked by your email filters.**

Applicant's Statement of Understanding
Prior to signing this statement, you'll need to read NICET's Conditions of Application and NICET's Code of Ethics, both of which are included in the Test Application. After reading these materials, sign and date the form to indicate your agreement with the Statement of Understanding.

Applicants may opt to complete the Test Application (Candidate Information form and the Test Selection and Payment online). While the instructions may vary slightly for the online version of these forms, the requested information remains the same.

Section 2: Test Selection and Payment

Before applying for an exam, review program descriptions and certification requirements on NICET's website. Start at http://www.nicet.org/become-certified/what-certifications-are-available/, and click on a program name to visit the program's information page. There, you'll find information regarding the test content and references.

Examination Selection

Indicate the test(s) you wish to take by checking the box beside the test name.

For each exam you selected, indicate which 3-month eligibility window you prefer by entering the Window ID Number to the right of the selected test. The start date of the window must not be more than six months from the postmark date on the Test Application form.

Add the fees of your selected exams, and then write the sum in the "Total" box. Note: check NICET's website or call NICET at 888-476-4238 to ensure that you are using an up-to-date application which lists the current fee amounts.

Total Amount Due

If you are mailing your Test Application, then you must include a NICET examination fee voucher or a check or money order, payable to NICET, for the total amount due Mail the form with the voucher, check or money order to:

NICET
c/o Bank of America
PO Box 4188651
Boston, MA 02241-8651

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

If you complete the Test Application online, then you may submit your exam fee payment by credit card.

The purpose of this form is to provide NICET with information about your work experience. You must submit a complete and detailed work history to be adequately evaluated for certification. 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 receive Conditional Decision Letter requesting additional information.

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

Make several copies of the blank Work History form. A separate Work History form should be completed for each position held. Complete all blocks of information. Each piece of information has a role in the certification process.

Section 1 – Position Identification

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 job title changes from Technician I to Technician II, then you have a new position that should be reported separately.

Section 2 - Time Allocation

Because some candidates' scope of work covers a range of technical specialty areas, this form is prefilled with a variety of **system types**. Empty spaces labeled as "Other" are provided for types of systems that are not listed. If some of your work involves "integrated systems" (those that are pre-engineered with multiple functions or have a common control mechanism), these should also be listed separately from the types of systems that are involved in them. For example, "electronic special hazards systems" should be listed separately from special hazards systems that do not have an integrated fire detection system.

Section 3 – Detailed Description of Work Performed

Provide the details of what kind of work you are actually doing in regard to various systems/facilities/materials and responsibilities. What types of projects are you involved with? What work teams are you a part of and what is your role in each? How do you relate to other professionals, trades, and customers?

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

> If you've earned a degree in a directly related engineering technology program, you may be eligible for a work experience credit toward certification. Please refer to Policy 33. Work Experience Credit for Engineering Technology Degree (http://www.nicet.org/about-us/policies/policy33/).

If submitted without a fee payment, this form may be mailed to:
NICET Evaluation, 1420 King Street, Alexandria, VA 22314

Verification of Performance

A responsible and technically competent individual who is in a position to inspect and/or approve the applicant's work must verify that the candidate has demonstrated general competencies, specific accomplishments, and project work related to the certification.

NICET requires verification of competent performance of the Performance Measures listed in Part III of the application package. (Procedures for completing these are continued in the instructions for Part III.)
Each individual who acts as a NICET candidate's verifier must complete the Verifier Data form for the candidate's records.

Verification Procedures

Choosing a Verifier: You must first secure one or more qualified individuals to act as your verifier(s). Your verifier should be your 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 has been in a position to inspect and/or approve the applicant's work. If you have questions about who may act as your verifier or how to proceed with this or other verification processes, please contact the NICET staff at 888-476-4238 (press "4") or at tech@nicet.org.

You may utilize more than one supervisor, past supervisor, or alternate verifier to cover the variety of performance measures to be verified.

While Part II collects information about the Verifier, Part III lists the program's Performance Measures by Level. First, identify those levels for which you must submit performance verification. This will include all levels in the program up to and including the level of certification that you are seeking.

Print your name and Candidate NICET ID Number at the top of the Performance Verification form. Then give the form(s), along with a copy of the "Verifier Instructions" (found on the following page in this instruction booklet) to each person who will be acting as your Verifier.

If submitted without a payment, the completed and signed Parts II and IIIs must be mailed to the following address:

> NICET Evaluation
> 1420 King Street
> Alexandria, VA 22314

NICET cannot approve any verifications until the Verifier's "Verifier Information" form has been received and approved.

Verifier Instructions

The Verifier plays a vital role in the process of evaluating candidates for certification. NICET asks that you treat this role with seriousness, integrity, and professionalism.

The appropriate forms should be provided to you by the candidate. You will need to complete Part II (Verifier's Data) and then verify Part III (Performance Verification).

Part II: Verifier Data: This form provides information about your qualifications and your relationship with the candidate. It must be submitted one time for each candidate whose performance you are verifying. After filling in the requested information, carefully read the "Verifier's Statement" and sign the document. Please mail the completed form to the following address:

> NICET
> 1420 King Street
> Alexandria, VA 22314

Part III: Performance Verification: The candidate's name and your name must be printed at the top of the form.

Part III contains the Performance Measures for the program, organized by certification level.

The question next to each Performance Measure asks if the candidate's job performance has demonstrated the capability required for proper performance of the task. Initial in the appropriate box. Read carefully the Statement of Verification and then, if you can, within your professional responsibility and judgment, attest to the statement in regard to the work of the candidate, complete and sign the Verification form (Part III).

If submitted without a fee payment, the completed Part III forms should either be:

mailed to: NICET Evaluation   or faxed to: NICET Evaluation
            1420 King Street   703-682-2756
            Alexandria, VA 22314

Experience Application

Part IV — Personal Recommendation

A current Personal Recommendation is a requirement for certification in all programs, but not necessarily all levels; check your program's requirements to see which levels require recommendation.

This recommendation is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the recommender's signature. If approved, it will apply to any related program in which you test during that year.

This form must be completed by professionals who <u>are familiar with the technical capabilities and background of the applicant</u> and can attest to the technical quality, responsibility, and ethics demonstrated in the applicant's work experience. NICET prefers recommendations by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations by other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.

Recommendation and verification may NOT be performed by the same individual. Recommendations may NOT be submitted by relatives or subordinates of the applicant.

Print the candidate's name and NICET ID Number at the top of the two pages of the form. The remainder of the form is to be completed by the Recommender.

Section 1: Recommender's Personal Information

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

Section 2: Recommender's Relationship with the Candidate

This section asks how well the Recommender knows the candidate's work practices.

Section 3: Recommender's Evaluation of the Candidate

The recommender provides an overall recommendation of the candidate for engineering technician work, followed by a more specific assessment of the candidate's work practices and capabilities.

Section 4: Recommender's Statement

The recommender must read, sign, and date the Recommender's Statement.

Mailing the form

If submitted without payment, this form may be mailed to:

> NICET Evaluation
> 1420 King Street
> Alexandria, VA 22314

Major Project Write-up

At a program's highest level of certification, an additional requirement is typically your description and write-up of a complete project (or a section of a project) for which you held substantial responsibility.

The write-up must be a separate document that describes the purpose of the project, your role in the project, and the system involved in the project. Specific project requirements vary from program to program; more information related to your write-up is available in the guidelines listed in Part V of your Experience Application.

If submitted without payment, the Major Project Write-up form may be mailed to:

> NICET Evaluation
> 1420 King Street
> Alexandria, VA 22314