



# NICET Technician Application Instructions Canadian Reciprocity

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## General Instructions/Procedures

Canadian Reciprocity Technician certification is intended for individuals who, after establishing residency in the United States, would like NICET to grant Level III Construction Materials Testing or Geotechnical Generalist technician certification in reciprocity of an equivalent certification granted by a constituent member of the Canadian Council of Technicians and Technologists. All recipients of technician certification by reciprocity must take and pass a special examination within three years.

### *What do I need to submit?*

Application materials include:

- NICET Canadian Reciprocity Technician Application Form (Applicant Information)
- A photocopy of the CCTT constituent-issued engineering technician certificate
- Application Review Fee

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

Note that **your name and identification number must appear on every page** of your application.

### *Where do I mail the application?*

Mail your completed application form with payment to:

**NICET  
c/o SUNTRUST BANK  
P.O. Box 79439  
Baltimore, MD 21279-0439**

### *When will I hear from NICET?*

Upon receiving all supporting application materials, NICET will begin the evaluation process. About two months later, 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.

# **Applicant Information**

## **Section 1: Personal Information**

Please provide the requested identification, address, prior certification, and education information. Indicate whether NICET should mail correspondence (letters, score reports, certificates, etc.) to your home or to your business address. Your email address will be used for some correspondence, but not for official documents such as certificates, wallet cards, etc.

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

## **Section 2: Objectives**

Tell us which type of Level III certification you are requesting.

## **Section 3: Applicant's Statement of Understanding**

To ensure that you understand some important conditions of certification, NICET requires that you read and sign the Statement of Understanding after reading the "Conditions of Application for Canadian Reciprocity Technicians" on the next page of these instructions.

## **Payment**

You must include the Application Review Fee with your application. Please make a check/money order payable to NICET or provide the requested credit card information. For current fees, visit the NICET website ([www.nicet.org](http://www.nicet.org)) or contact NICET staff ([cert@nicet.org](mailto:cert@nicet.org) or 888-476-4238, press "3").

# Conditions of Application for Canadian Reciprocity Technicians

By signing your name at the end of 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.

## ***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 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. 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 must 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.
3. On a prescribed date, or upon publication of a new version of any program description, form, policy, procedure, or fee, all previous versions are considered obsolete. The effective date for each will be printed on the appropriate document.
4. The NICET name and logo are the property of NICET and may not be used without written permission.
5. 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 and, if certified, registry and recertification invoices and applications, the NICET Newsletter, and proper representation in the NICET registry of certificants.
6. 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.
7. NICET certification does not constitute a license to practice engineering.
8. 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, on the NICET website.
9. Once initial certification is obtained, an annual registry fee must be paid at the end of each of the first two years of certification to maintain Active Status. A certificate must be in Active Status to be included in NICET's registry of currently certified individuals; to be upgraded by the certificant to a higher level (through evaluation of additional materials); or to receive the NICET Newsletter. If registry fees are not paid on time, late fees will be incurred.
10. At the end of the initial three-year 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. No additional registry fees will be incurred.
11. 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 evaluation records will be purged from the NICET database. (If my expiration date is 12/02, for example, then I have until December 1, 2005 to reinstate my certification(s) before all my records are deleted.) At that point, certification can be regained only by reapplying as a new applicant and meeting the current certification criteria.
12. NICET recognizes technician certifications awarded by all current constituent members of the Canadian Council of Technicians and Technologists. Reciprocity candidates must first establish residence in the United States. Criteria are described on the NICET website; all must be met to achieve certification. All recipients of technician certification by reciprocity must take and pass a special examination within three years.

March, 2002

**RETAIN THESE CONDITIONS FOR YOUR RECORDS**



# National Institute For Certification In Engineering Technologies®

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## NICET CANADIAN RECIPROCITY TECHNICIAN APPLICATION FORM

### Applicant Information



#### Section 1- Personal Information (Please Print Clearly or Type)

**A**

**B**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Last Name                      First Name                      Middle Initial Home Address: _____ Street _____ Apt. _____ City _____ State _____ Zip Code _____ Social Security/Insurance No. _____ Home Phone _____ Area Code _____ Number _____ E-mail _____ May NICET use your e-mail address to contact you? <input type="checkbox"/> yes <input type="checkbox"/> no To which address should NICET mail all correspondence? <input type="checkbox"/> Home <input type="checkbox"/> Business	Present Employer: _____ Company Name _____ Business Address: _____ City _____ State/Province _____ Zip/Postal Code _____ Present Position Title: _____ Work Phone _____ Area Code _____ Number _____ Ext. _____ Cell Phone _____ Area Code _____ Number _____ Fax _____ Area Code _____ Number _____
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**C. Has your last name changed since you submitted your last application?**     no     yes, former last name \_\_\_\_\_

**D. Please check off either box below that applies to you:**

I hold a NICET technician certificate. Technician certification #: \_\_\_\_\_

I hold a NICET technologist certificate. Technologist certification #: \_\_\_\_\_

**E. A technician certification from a constituent member of the Canadian Council of Technicians and Technologists is required:**

Certification area and title: \_\_\_\_\_

This certification was awarded by (CCTT Constituent member): \_\_\_\_\_ Date awarded \_\_\_\_\_

### Section 2 – Objectives

I am applying for:

Level III NICET technician certification in Asphalt, Concrete, and Soils

Level III NICET technician certification as a Geotechnical Generalist

### Section 3 - Applicant's Statement of Understanding

*(Your signature and the date must appear after the following statement; otherwise this application will not be accepted.)*

*I certify that all information given 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. Further, I certify that I have read and understood the instructions for this application and that I have read, understood, and I accept the conditions set forth in the "Conditions of Application for Canadian Reciprocity Technicians".*

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Application Review Fee

A check/money order payable in U.S. dollars or credit card information must be enclosed with any certification application. Fees are listed on our Website, www.nicet.org, or can be obtained by calling 888-476-4238 or 703-548-1518. Payments may be deductible under applicable provisions of the Internal Revenue Code (i.e., as educational or business expenses); however, payments are not deductible as charitable expenses. The application review fee is non-refundable.

You must enter a payment in box

Amount Enclosed: \$ \_\_\_\_\_

Check/Money Order attached (payable to NICET)

Charge to:     Visa     MasterCard     Discover

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**NICET OFFICE USE ONLY**

<b>Lockbox #1</b>	<b>Amt Paid</b>	<b>Lockbox #2</b>	
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