



NICET Technologist Application Instructions Canadian Reciprocity

General Instructions/Procedures

Canadian Reciprocity Technologist certification is intended for individuals who, after establishing residency in the United States, would like NICET to grant technologist certification in reciprocity of an equivalent certification granted by a constituent member of the Canadian Council of Technicians and Technologists.

What do I need to submit?

Application materials include a two-part application form and a photocopy of the Canadian engineering technologist certificate. To apply for the:

AT grade, you must submit:

- Part I (Applicant Information)
- A photocopy of the CCTT constituent-issued engineering technologist certificate
- Application review fee

CT grade, you must submit:

- Part I (Applicant Information)
- Part II (Work History detailing at least 5 years acceptable engineering technologist level work experience)
- A photocopy of the CCTT constituent-issued engineering technologist certificate. (This is not required if you were previously certified at the AT grade.)
- 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.

Part I: Applicant Information

Part I must be submitted with any application. You may also use it to notify NICET of changes in your name or address.

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 initial certification or upgrade 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 Technologists" 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 in U.S. dollars to NICET or provide the requested credit card information. For current fees, visit the NICET website (www.nicet.org) or contact NICET staff (cert@nicet.org or 888-476-4238, press "3").

Conditions of Application for Canadian Reciprocity Technologists

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. There are multiple criteria for each NICET technologist certification: typically college graduation, work history, and endorsement requirements. These criteria are described on the NICET website and all must be met to achieve certification.
9. 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.
10. 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.
11. 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.
12. 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.
13. NICET recognizes technologist 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 for technologist Canadian reciprocity are described on the NICET website; all must be met to achieve certification.

March, 2002

RETAIN THESE CONDITIONS FOR YOUR RECORDS

Part II: Technologist Work History

The purpose of this form is to provide NICET with information about your work experience since receiving your engineering technology baccalaureate degree. Your write-up will be evaluated against the current criteria for the grade of CT (Certified Engineering Technologist). If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a letter requesting the additional information.

**No work experience is required for certification at the AT grade.
Certification at the CT grade requires at least 5 years of acceptable engineering technologist level work experience acquired after graduation.**

Make several copies of this blank form. A separate page should be used for each position held.

Complete all blocks of information. Each piece of information has a role in the certification process.

What is a “position?” Every time your employer or job title changes, you have a new position and must complete a separate copy of the form. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your title changes from Technologist I to Technologist II, then you have a new position that should be reported separately.

What is a “responsibility?” Each position carries with it several areas of responsibility. They may be technical, administrative, or supervisory; they may be complex, involving the completion of many specific tasks, or relatively simple. All responsibilities should be listed, whether or not they are directly related to the certification subfield.

Descriptions of responsibilities: Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you a part of and what is your role in each?

Percentage of time allocated to each responsibility: Indicate what percentage of your total time spent in this position was allocated to performing the work involved in each responsibility. The sum of the percentages written in for all responsibilities listed on the form should equal 100%.

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

If sent in **separately** from your certification application (Part I), this form may be mailed to:

NICET
1420 King Street
Alexandria, VA 22314



Name: _____ Social Security/Insurance Number: _____

NICET Canadian Reciprocity Technologist Application, Part II: Work History

(Please print clearly or type)

Applicants must complete one form for each position held and supply all of the information requested below. (You have started a new position each time either your job title or employer has changed.) Each responsibility/description must be in your own words; describe your specific job duties, responsibilities, and work tasks, and explicitly state your role in producing the final product.

employer:	location of employer : (city, state/province)
job title:	full or part time: _____ if part time, hours per week: _____
name of supervisor:	dates position held From: _____ To: _____

List below your major responsibilities in this position and a detailed description of each.

Responsibility: _____ Description: _____ _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
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Total 100 %	

If necessary, you may list additional responsibilities on an attached sheet.

Affidavit: I certify that the above is a true and complete representation of my responsibilities in the listed position. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate NICET has issued in my name.

Signature

Date

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