



## 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:

**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**

**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). You will receive a score report approximately 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. Up to 90 days 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 you 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, and mail using the U.S. Postal Service, FedEx, or UPS to one of the following addresses:

### **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

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 III: Performance Verification



### **What is Verification?**

Performance verification for a work element exam program involves having a technically competent individual who is in a position to inspect and/or approve the applicant's work verify the repeated and correct completion of the task or application/or of the knowledge described in the work elements under a variety of conditions.

### **Who can provide verification?**

The person(s) who provides this verification should always be the applicant's 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 meets the qualifications indicated in the first sentence on this page. Guidance in identifying an alternate verifier is provided in a few of the program detail manuals. If you have questions about how to proceed with this or other verification processes, please contact the NICET staff (at 888-476-4238 or tech@nicet.org).

**More than one verifier?** It is an accepted practice to utilize more than one supervisor, past supervisor, or alternate verifiers to cover the variety of work elements being tested, provided that a completed copy of Part III (Performance Verification) is submitted for each person. If more than one individual will be verifying work element performance on a given exam application, make photocopies of the completed Part IV, Section 2, before any verification is provided, and provide a separate copy to each verifier.

### **Section 1: Applicant's Relationship with Verifier**

All applicants must complete "A and C".

Applicants must complete "B" if:

- They indicated in "A" that the verifier is not their immediate supervisor, or:
- Their verifier has not been listed as their supervisor of record in their work history.

### **Section 2: Verifier's Personal Information**

*Must be completed by the verifier.*

### **Section 3: Verifier's Statement**

*Must be completed by the verifier.* Misrepresentation can lead to denial or loss of certification. The signature, initials, and date must be originals, not photocopies.

## **Verification Procedures**

The verifier must record his/her verification of the applicant's competent performance of the work elements being tested on Part IV, Section 2 ("Work Element Selection and Verification").

The applicant must provide to the verifier both Part III for completion and Part IV completed (with work element numbers and titles, but without the initials). This may be done in either of two ways:

- **Verifications to be submitted with the Test Application:** The applicant provides to the verifier the completed original of Parts III and IV. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. All materials should be returned to the applicant who mails them, along with the test fee payment and any other parts of the application that are ready, to:

**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**

- **Verifications to be submitted later than the Test Application\*:** The applicant provides to the verifier Part III and a list of work elements to be verified: either a photocopy of Part IV of the test application (without "Verifier's Initials"), or a newly written list of work elements in Part IV, Section 2, of the Test Application form. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. Both parts should be returned to the applicant who mails them (with no fee payments) to:

**NICET  
1420 King Street  
Alexandria, VA 22314**

**Don't forget to keep a copy for your records!**

\* Note that, while a test can be administered with only Parts I and Part IV of the application, the applicant who wants to expedite the certification process will submit verifications and all other supporting materials with the Test Application or soon thereafter.

## **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.





# National Institute For Certification In Engineering Technologies®

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www.nicet.org



## NICET TECHNICIAN APPLICATION FORM

### Part I: Applicant Information

#### Section 1 - Applicant Information (Please print clearly or type)

<p><b>A</b></p> <p><input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Last Name                      First Name                      Middle Initial</p> <p>Home Address: _____ Street    Apt.</p> <p>City    State    Zip Code    +4</p> <p>Social Security Number _____</p> <p>Home Phone _____ Area Code    Number</p> <p>E-mail _____</p> <p>To which address should NICET mail all correspondence? <input type="checkbox"/> Home    <input type="checkbox"/> Business</p>	<p><b>B</b></p> <p>Present Employer: _____ Company Name</p> <p>Business Address: _____ City    State    Zip Code    +4</p> <p>Present Position Title: _____</p> <p>Work Phone _____ Area Code    Number    Ext.</p> <p>Cell Phone _____ Area Code    Number</p> <p>Fax _____ Area Code    Number</p>
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- C.** Has your last name changed since you submitted your last application?  no  yes, former last name \_\_\_\_\_
- D.** Do we have your permission to use your fax number to contact you about NICET business?  no  yes
- E.** Do we have your permission to use your email address to contact you about NICET business?  no  yes

#### Section 2 - Examination Information

Applicants for examination at a regular NICET test center must provide the information requested below.  
(Locations, dates, and postmark deadlines are listed on NICET's Website. If you do not have access to the Internet, please contact NICET at 888-476-4238 or 703-548-1518.)

1. 1st choice:	_____	City & State	_____	Test Center Code	Exam Date:	_____	Mo.	Day	Year
2. 2nd choice:	_____	City & State	_____	Test Center Code	Exam Date:	_____	Mo.	Day	Year

(If your 1st choice is full or you miss the postmark deadline for the 1st choice and you have no 2nd choice, your test will be scheduled for the next test date at the requested 1<sup>st</sup>-choice location.)

If you are testing at two or more different locations in the same cycle, please check here:  yes, testing twice  yes, testing 3 times  
Please check off the box below that applies to you:

- not tested before     tested before, but not NICET-certified     am NICET-certified, certification # \_\_\_\_\_

The date of my last exam was \_\_\_\_\_.

(Note: if you are not certified & you do not test in 5 years, your test history will be deleted, per NICET Policy #26 at www.nicet.org.)

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

I certify that all information given on 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 Technicians".

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Your signature and the date must appear below the statement above; otherwise this application will not be accepted.)

**PHOTOCOPIES WILL NOT BE ACCEPTED.**

A check or money order, payable to NICET, must be enclosed with any testing 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.

**PLEASE NOTE: PARTS I & IV MUST BE SUBMITTED TOGETHER IN ORDER FOR NICET TO SCHEDULE YOUR EXAM.**

#### NICET OFFICE USE ONLY

Employer	Postmark Date	Spec. Cont.	ADA	Lockbox #1	Amt Paid	Lockbox #2	Amt Paid



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

**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

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**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.**



**NICET Technician Application, Part III: Performance Verification**

(Please print clearly or type)



**Section 1- Applicant's Relationship with Verifier**

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

A. Verification will be provided by Mr./Ms. \_\_\_\_\_.

This Individual:  has been my immediate supervisor  has never been my immediate supervisor

B. If verification is being provided by a person who has never been your immediate supervisor:

In what way was this person responsible for monitoring and/or approving your work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. During what time period did the verifier oversee your work? From    /   /    to    /   /     
mo / day / yr                      mo / day / yr

**Section 2 - Verifier's Personal Information**

**The verifier must complete the remainder of this form.**

Any person who provides work element verifications for this candidate cannot also submit a technician personal recommendation on his or her behalf.

Read carefully the function of the verifier and the work element descriptions in the program detail manual before initialing work elements in the "Selection" table in Part IV, Section 2. Please fill out the information below. Verification will not be accepted unless all items in the "Verifier's Statement" at the bottom of this page are filled in.

Verifier's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Verifier's Job Title \_\_\_\_\_

Verifier's Employer \_\_\_\_\_

Employer Address \_\_\_\_\_  
\_\_\_\_\_

Summarize your technical experience in the specialty area the applicant is testing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any registrations, certifications or licenses you hold: \_\_\_\_\_

**Section 3 - Verifier's Statement**

*I certify that I have been in a position to be responsible for the conduct or results of the applicant's work or that my approval has been required for the products or results of the applicant's work, and that the statement of "Applicant's Relationship with Verifier" at the top of this page is a true representation of my working relationship with the applicant. I further certify that I will verify competent performance or application of knowledge only when I am familiar with the meaning and application of the specific work element, and can, from personal experience, assess the applicant's capability to perform the work element. I certify that I have read the descriptions of the listed work elements in Part IV, Section 2, in the appropriate program detail manual, and that I have personally initialed work elements in Part IV, Section 2, allowing no one to act as my agent, and that my initials attest that I have personally monitored and approved the applicant's repeated and correct completion of the task or application of the knowledge required under a variety of conditions.*

Signature \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

Signature, initials, and date will not be accepted in photocopied form. Please use an ink color other than black.

**WARNING**  
**If NICET determines that any verification was obtained from a non-qualified verifier or was given for tasks not actually performed, the Institute may permanently deny the certification sought or revoke the certification(s) held by both the applicant and the verifier (if certified). Further, the Institute may revoke the verifier's right to submit personal recommendations or verify work element for any NICET certification candidates.**

If not sent with the Examination application, please mail this form to:  
1420 King Street, Alexandria, VA 22314



NICET Technician Application, Part IV: WORK ELEMENT SELECTION and VERIFICATION



Section 1 - Objectives

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

A. Check off the one item below that best describes your examination goal:

I am applying for the following certification(s) and intend to submit all documents required for certification:

Program (field/subfield) Level or Grade

Blank lines for program and level information.

I am applying to take an examination only and will notify NICET if I decide to pursue certification.

B. Are you currently participating in a related educational program? No Full Time Part Time

Degree Program: 2 Year 4 Year Certificate Program? no yes

Institution/Organization City/State

Name of program Graduation Date

Section 2 - Work Element Selection and Verification

List below the work elements that you are requesting for this exam. The field code # is printed on the front cover of the program detail manual and is necessary to fully identify the work element. The work element ID numbers and titles are in the "Work Element Listing" in each manual. The maximum number of elements you can select for one exam is 34.

Please write with care; you are responsible for the correct identification of work elements for your exam.

Table with 8 columns: 3-Digit Field Code No., 5-Digit Work Element ID No., Work Element Title, Verifier's Initials\*, 3-Digit Field Code No., 5-Digit Work Element ID No., Work Element Title, Verifier's Initials\*. Contains 15 empty rows.

\*The Verifier's Initials (Initial's MUST BE originals -photocopies WILL NOT be accepted) column is to be completed only by the verifier in accordance with the Statement of Verification in Part III, Section 3.

Mail forms with payment to:

U.S. Postal Service: NICET c/o Bank of America PO Box 418651 Boston, MA 02241-8651

Expedited mail (FedEx, UPS): NICET c/o Bank of America Lockbox Services Lockbox 418651 MA5-527-02-07 2 Morrissey Blvd. Dorchester, MA 02125

Did you remember to:

- Indicate a 2nd testing center?
Sign and Date the Applicant's Statement of Understanding?
Enclose your payment?
Keep a copy of this application for your records?
Mail all sections of this application together?

PLEASE NOTE: PARTS I AND IV MUST BE SUBMITTED TOGETHER WITH PAYMENT IN ORDER FOR NICET TO SCHEDULE YOUR EXAM.