



NICET Technologist Application Instructions

General Instructions/Procedures

Technologist certification is intended for individuals who have graduated from an engineering technology bachelor's degree program accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

What do I need to submit?

Application materials include a three-part application form and a college transcript. To apply for the:

AT grade, you must submit:

- Part I (Applicant Information)
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation.

CT grade, you must submit:

- Part I (Applicant Information)
- Part II (Work History) detailing at least 5 years of engineering technologist level work experience acquired after graduation
- Part III (Endorsement – two required)
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. (This is not required if you were previously certified at the AT grade.)

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 every part of the 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

Where should the transcript be mailed?

For initial technologist certification, you must have the institution that granted your engineering technology baccalaureate degree send to NICET an official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. This transcript should be mailed to:

NICET
1420 King Street
Alexandria, VA 22314

When will I hear from NICET?

Upon receiving all supporting application materials (transcript, work history, and/or endorsements, as required for the grade), 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.