



## 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.



