



# NICET Technician Application Instructions

## Part V: Personal Recommendation

**A current Personal Recommendation is a requirement for certification at Levels III and IV.**

This recommendation is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the recommender's signature. If approved, it will apply to any related program in which you test during that year.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant's work experience.

NICET prefers recommendations by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations by other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.

Recommendation and verification may NOT be performed by the same individual. Recommendations may NOT be submitted by relatives of the applicant.

### **Section 1: Applicant's Statement**

The applicant must read, sign, and date this statement. A full statement of NICET's Policy # 2 may be found on the policies page of the NICET website.

*Sections 2, 3, 4, and 5 are to be completed by the recommender.*

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

This section requests information about the identification and qualifications of the recommender.

### **Section 3: Recommender's Relationship with Applicant**

This section asks how well the recommender knows the applicant's work practices.

### **Section 4: Evaluation of Applicant**

The recommender provides a general assessment of the applicant's career path (To what extent is it that of an engineering technician?), and of several important qualities and strengths that are relevant to an evaluation of competency and working character.

### **Section 5: Recommender's Statement**

The recommender must read, sign, and date the statement.

### **Mailing the form**

NICET requires the original recommendation (not a photocopy or fax) for its records.

If sent in separately from a test application, this form may be mailed to:

NICET, 1420 King Street, Alexandria, VA 22314



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

**NICET Technician Application, Part V: Personal Recommendation**  
(Please print clearly or type)

NICET will not accept duplicated or faxed copies of this form.

**Section 1 –Applicant’s Statement**

I understand NICET Policy #2, Section D, “Improper Personal Recommendations,” and I realize that NICET may suspend or revoke an applicant’s certification(s) if it is determined that a recommendation contains intentional misrepresentations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This form expires one year after being signed by the recommender.

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

**Section 2 –Recommender’s Personal Information**

The person who completes this recommendation form cannot also provide work element verifications for this candidate. NICET will not accept recommendation forms that are completed by relatives of the applicant.

**This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant’s work experience. NICET prefers recommendations by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations by other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.**

Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Position Title \_\_\_\_\_

Company Name \_\_\_\_\_

My highest degree is \_\_\_\_\_ in \_\_\_\_\_ field from \_\_\_\_\_ school

I am (registered, certified, licensed) as \_\_\_\_\_ by \_\_\_\_\_

Registration/Certification/License Number: \_\_\_\_\_ Date granted: \_\_\_\_\_

Describe your technical background:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3 – Recommender’s Relationship with Applicant**

I am (very well, reasonably well) qualified to evaluate the applicant's character, abilities, and accomplishments.

I have known the applicant for a period of \_\_\_\_\_ years and \_\_\_\_\_ months through:  
\_\_\_\_ association within the company      \_\_\_\_ association through contracting activities  
\_\_\_\_ association through professional activities      \_\_\_\_ other: \_\_\_\_\_

Describe your professional relationship with the applicant:  
\_\_\_\_\_  
\_\_\_\_\_



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

**NICET Technician Application, Part V - Personal Recommendation, continued**  
(Please print clearly or type)

**Section 4 – Recommender’s Evaluation of Certification Candidate**

NICET uses Personal Recommendation forms to help evaluate applicants’ qualifications for certification. The Institute wishes to certify only those technicians and technologists whose character, ethics, and technical competency promote the engineering technology industry. In your appraisal of the applicant, please provide the following information completely and honestly.

**A. "The career path of a typical Engineering Technician begins with the individual carrying out, under supervision, operational tasks following well-defined and proven procedures, methods, and practices. Over time, the competent engineering technician is responsible for these tasks with minimum direction from an engineer or engineering technologist."**

The description printed above of an engineering technician fits this applicant (circle one):  
(fits poorly)    1        2        3        4        5        (fits well)

**B. On a scale of 1 to 5, please rate the applicant in the following qualities and strengths:**

	poor 1	below average 2	average 3	above average 4	excellent 5	Inadequate opportunity to observe
1) honest, ethical work habits	___	___	___	___	___	___
2) mastery of the fundamental knowledge of the field	___	___	___	___	___	___
3) common sense in solving problems	___	___	___	___	___	___
4) ability to quickly learn new and complex ideas	___	___	___	___	___	___
5) ability to communicate clearly	___	___	___	___	___	___
6) leadership abilities/supervisory skills	___	___	___	___	___	___
7) sense of responsibility	___	___	___	___	___	___
8) initiative	___	___	___	___	___	___

**C. Additional remarks about the applicant's technical knowledge and achievements:**

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

**Section 5 – Recommender’s Statement**

I attest that all information I have provided is, to the best of my knowledge, true. I understand that falsifying information on this form can affect my right to serve as a recommender or a verifier for other NICET certification candidates and can result in my own NICET certifications being revoked.

\_\_\_\_\_  
Name of Recommender (please print)

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Date

This form expires one year after being signed by the recommender.

**Incomplete recommendation forms will not be accepted by NICET.**

**If not sent with the Examination application, please mail this form to:  
NICET, 1420 King Street, Alexandria, VA 22314-2794**