CANDIDATE HANDBOOK

CONTENTS

The clipboard with checkmarks icon indicates important information concerning completing the application.

The hand icon indicates tips to avoid common application issues that could cause unnecessary delays.

Information provided in this candidate handbook is intended to help you through the certification process. However, certification requirements, exam content, fees, process, procedure, etc. are subject to change at any time. Please visit www.nicet.org for the most up-to-date information.

About NICET

NICET (National Institute for Certification in Engineering Technologies) is a not-for-profit organization created by the National Society of Professional Engineers (NSPE) to promote excellence in engineering technologies through certification and related services.

NICET's mission is to provide an independent evaluation of technical knowledge and experience among those working in the fields of engineering technology through certification; define and support career paths for engineering technologists and related disciplines; and ensure recognition of and continued professional development for certified individuals.

The Value of Certification

A high-quality certification validates an individual's knowledge, skills, and abilities in a defined profession, occupation, skill, or role. Certified individuals in the workforce reduce risk and enhance consumer protection and public safety. In addition, these certifications allow employers and other stakeholders to identify individuals with the competencies needed to perform a role or task.

Purpose

The Electrical Power Testing certification program is for technicians who test equipment used in the production, transmission, and distribution of electrical power. These technicians are engaged in inspection, testing, and periodic maintenance of electrical power equipment, and evaluation of such equipment for acceptance for service, continued serviceability, or required maintenance. Technical areas include electrically safe work conditions, electrical theory and components, testing equipment and procedures, protection/control/automation, and documentation and reporting.

Technicians who advance in this career field must have the skills and temperament to work with high-value equipment and consequential procedures; and must develop knowledge of complex power equipment, test equipment, and test procedures. At more advanced levels, they must develop an understanding of power systems and test procedures, and the ramifications of various actions or problems.

General Requirements for Certification

Successful candidates must pass an exam or exams, complete a work history description that documents and meets specific industry related experience, successfully perform key role-specific activities, and obtain a personal recommendation (Levels III and IV). Level IV candidates must also provide a detailed description of a major project and their role in it showing senior responsibility for a project of substantial complexity. Once earned, certification must be maintained through Continuing Professional Development (CPD) and recertified every three years.

Requirements for higher levels of certification include meeting all lower-level requirements.

***The current EPT Level IV exams will be retired on October 5, 2026. Please note that the updated EPT Level IV exams will be made available in early 2027 (exact date TBD), and that there will be NO EPT Level IV exams administered between October 5, 2026, and the release of the updated exams.**

Terms and Definitions

Examinations
Exams are administered on a computer at a proctored test center managed by a test administration company.

Level I exams are also offered in an online proctored format called OnVUE. The option to choose taking your exam online or at a test center is presented during exam scheduling.

You will be required to sign an NDA (Non-Disclosure Agreement) to begin your exam. Failure to accept will result in a failed score and fees will be forfeited. The NDA is as follows:

> "You must accept the Non-Disclosure Agreement (NDA) in order to take this exam. I understand that NICET tests and test questions are owned and copyrighted by NICET and affirm that I will not share the content of any NICET examination with any other person. I acknowledge that divulging the contents of this examination to others in any manner is expressly forbidden and may subject me to sanctions."

References are NOT allowed to be used during the EPT exam. Please refer to the References page to view a list of references that may be helpful to prepare for the exam.

Each test session begins with a tutorial allowing you to get used to the process. During the test, you will see one question at a time, but can move forward or backward to view or review other questions. Some questions include a graphic or document that can be viewed by clicking on the Exhibit button. Exhibits may be in color. Answer options are selected by clicking on the appropriate circles or boxes next to the answers. In a few questions, you may be presented with a picture and asked to click on the part of the picture that correctly answers the question. Questions may have more than one correct answer, but in those cases, you will be told how many answer options are required. You will receive an unofficial score report at the conclusion of your test session.

Both a basic calculator and a scientific calculator are built into the exam. Candidates **may not** bring any personal calculators into the testing room.

Exams are only offered in English.

Work History (all levels)
A complete and detailed record of employment history with dates, employers, locations, positions held, status, supervisors, and work performed. All work activities, regardless of relevance to the certification, should be included.

First-time applicants (and those specifically directed to do so by NICET): For the span of your entire career, add and complete an entry for each position held at each employer and for any period within a given position in which your responsibilities changed significantly.

Returning applicants (those seeking certification at higher levels and additional subfields) and those wanting to document Active Practitioner points toward recertification: Follow the instructions above solely for the period of time from the end date of your last work history submittal to the date that you submit a new application. If you have previously submitted paper, PDF, scanned, etc. documents and do not know the date of your last submission, contact NICET.

This section contains three pieces per entry: the Subfield/Technical Area (S/TA) selection, the percentage allocation, and the detailed description. The detailed description should be a summary in your own words of the work you performed.

The description, at a minimum, should include:

- Specific duties performed per your position/title
- Details about the technical and supervisory nature of the work

- Typical equipment, systems, and components that you have sold, designed, installed, tested, inspected, and/or maintained
- Specific calculations and layouts
- Specific tests and inspections that you have performed
- Examples of project types that you have worked on

Please note that copying the same description for each S/TA, position, or employer is not acceptable. While various positions may perform similar functions, each requires descriptions of specific duties and tasks performed in different roles and/or with different employers.

Work History Format and Examples

As a [Position/Title], I performed the following duties relating to [selling, designing, installing, testing, inspecting, and/or maintaining] [sub-field systems]. This included [supervisory positions]. (*For Levels III/IV* — include managerial roles per certification requirements.)

In performing my duties, I worked on [examples of project types], [typical equipment, systems, and components], [technical nature/specific calculations and layouts], [specific tests and inspections that you have performed].

Performance Measures (all levels)

A set of activities that a supervisor or someone in a supervisory capacity must verify that the candidate has performed satisfactorily. This section of the application must be completed by the verifier.

Verifier

A current or previous supervisor as listed in the candidate's documented work history. The verifier does not have to be certified by NICET but must be a responsible and technically competent individual who is, or was, in a position and have the authority to directly supervise, inspect, and/or approve the applicant's work and verify that the candidate has demonstrated the required competencies, specific accomplishments, and project work related to the certification subfield and level.

A verifier cannot be a nontechnical supervisor, a peer, or a subordinate of the candidate.

Company owners, company presidents, and others in positions of similar hierarchies must find someone outside their companies to serve as their verifiers (e.g., authority having jurisdiction, general contractor, engineering consultant, licensed engineers, etc.).

If a candidate has identified multiple current direct supervisors, then the performance verification may be provided by a single verifier or a combination of verifiers as applicable. Each verifier must complete a Verifier Data form.

When needed and in situations of conflict or discrepancy, a verifier of record may be requested by NICET to clarify claims or inconsistencies, or to endorse and sign off on the candidate's documented work history submittals attesting to and confirming their accuracy and completeness.

Personal Recommendation (Levels III and IV only)
An attestation of the technical quality, responsibility, and ethics demonstrated in the applicant's work experience by a professional who is familiar with the technical capabilities and background of the applicant.

Recommender
A professional who is familiar with the technical capabilities and background of the applicant and can attest to the technical quality, responsibility, and ethics demonstrated in the applicant's work experience.

NICET accepts recommendations from licensed professional engineers and NICET Level IV technicians. NICET will also accept recommendations from other professionals such as registered land surveyors, senior engineering technicians, graduate engineers, architects, geologists, scientists, fire marshals, code officials, or officials of other authorities who have jurisdiction appropriate for the certification.

The person who completes the recommendation form cannot be a current or a previous verifier for the candidate (i.e., provide the Performance Measure verifications for the candidate).

NICET will not accept recommendation forms that are completed by relatives, peers, or subordinates of the applicant.

Recertification
To protect the public's interests and promote your stature on the engineering team, NICET encourages and requires professional advancement through recertification.

Certification is valid for three years and requires that you earn Continuing Professional Development (CPD) points to recertify. Once you are certified, you should begin tracking CPD activities according to a pre-established point scale. At the end of the three-year certification period, you must demonstrate your professional growth by documenting 90 CPD points for each certification.

The three-year certification period is established with the first certification you earn. All subsequent NICET certifications and higher levels expire on the same date as the first certification.

CPD Category	Maximum points per 3-year certification period
Active Practitioner	72 (up to 24 per year)
Additional Education	72
Advance Profession	45
Certification Activity	90
Special Exam	45

CPD points are divided among five categories, and your CPD points must be derived from two or more of these categories. Each category has a maximum number of points that may be counted towards recertification.

ELECTRICAL POWER TESTING REQUIREMENTS & INFORMATION

NICET levels of certification are designed to provide a career track from entry to senior level. Each level has its own set of requirements, examinations, and application fees. The exam content outline provides information about what is covered in each domain (section) of the exam and the approximate percentage that each domain makes up of the total exam.

Level I – Technician Trainee

The candidate for NICET certification as a Level I Electrical Power Testing technician should have the knowledge and experience to: Under the direct supervision of a higher-level technician, work safely around electrical power equipment and cabling; identify test equipment; and make simple electrical connections. They should have at least 6 months of experience in electrical power testing.

Level I Exam Requirement: *Pass the Level I Exam*	
Content Domain	**% of Examination**
Electrical Theory and Components	10-20%
Electrically Safe Work Conditions	18-28%
Workplace Safety	15-25%
Personal Safety	11-21%
Test Equipment	11-21%

Documentation & Communication	5-15%
Number of Questions	**Duration**
67	80 minutes
Application Fee $235	

Level I Performance Requirement: *Obtain supervisor verification of all Level I Performance Measures*	
Level I	**Performance Measures**
7011101	Recognize, interpret, and correctly respond to various sources of safety-related information on the job site.
7011102	Recognize and correctly respond to the hazards associated with working with and around various types of electrical power equipment.
7011103	Identify and wear personal protective equipment correctly, recognizing and avoiding damaged or ill-fitting equipment.
7011104	Identify the nominal voltage of electrical power equipment (as it pertains to safe approach distances).
7011105	Select and connect test equipment in order to safely and correctly measure voltage and current.
7011106	Follow written and verbal instructions related to electrical equipment, test procedures, and safety.
7011107	Assist with common electrical apparatus tests (i.e. circuit breaker, transformers).
7011108	Develop effective administrative and logistic skills.

Level I Work History Requirement:
Provide complete, detailed position descriptions and time allocations showing: Minimum of 6 months* of full-time experience in support of testing and maintenance of electrical power equipment, including basic electrical safety procedures. Related experience may include up to 3 months of full-time electrical power work.

*Time periods are full time equivalent.

Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.

Level II – Associate Engineering Technician

The candidate for NICET certification as a Level II Electrical Power Testing technician should have the knowledge and experience to: Under limited supervision: isolate and ground power equipment safely, connect test equipment and conduct, interpret, and document standard tests results. They should have at least 2 years of experience in electrical power testing.

PASS EXAM(S)

Level II Exam Requirement: *Pass the Level I and II Exams*	
Content Domain	**% of Examination**
Safety Procedures	20-30%
General Testing	32-42%
Documentation and Standards	13-23%
Electrical Theory and Troubleshooting	15-25%
Number of Questions	**Duration**
136	155 minutes
Application Fee $325	

PERFORMANCE

Level II Performance Requirement: *Obtain supervisor verification of all Level I and II Performance Measures*	
Level II	**Performance Measures**
7013101	Identify and apply the standards that govern assigned visual and mechanical inspections.
7013102	Perform an onsite inspection of a power transformer and accurately record transformer data on datasheet.

7013103	Draw an oil sample from a power transformer, in accordance with standards, for dissolved gas and quality analysis.
7013104	Perform a transformer insulation resistance test.
7013105	Perform a transformer turns ratio test and calculate the turns ratio.
7013106	Clean, inspect, and operate the functional components of circuit breakers.
7013107	Perform primary and secondary injection tests on circuit breakers.
7013108	Measure the contact resistance and insulation resistance of circuit breakers.
7013112	Perform a polarization index test on a motor.
7013113	Conduct a battery bank inspection.
7013114	Perform fuse continuity tests.
7013115	Perform ground continuity tests.
7013116	Ensure that a circuit is electrically safe in accordance with NFPA 70E.
7013117	Read, interpret, and follow switching instructions.
7013118	Identify electrical hazards encountered in the workplace and take appropriate action.
7013119	Select and use proper personal protective equipment for a switching or grounding task.
7013120	Enter data into an electronic spreadsheet and send it as an email attachment.
7013121	Convey accurate information about job procedures, requirements, and impacts to the client. Report to the company accurately on work performed, results, recommendations given to the client. Document information received from the client that affects either the work performed or future plans.
7013122	Read and interpret one-line diagrams.
7013123	Perform trip no trip testing of ground fault protective devices by means of primary injection.
7013124	Inspect switchgear/switchboard for properly working interlocks.

7013125	Perform dielectric withstand testing on a medium-voltage cable.

Level II Work History Requirement:
Provide complete, detailed position descriptions and time allocations showing: Minimum required for Level I plus one additional year and a half (2 years* total) of full-time experience in the inspection, testing, and maintenance of electrical power equipment.
*Time periods are full time equivalent. Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.

Level III – Engineering Technician

The candidate for NICET certification as a Level III Electrical Power Testing technician should have the knowledge and experience to: Manage switching procedures; conduct tests of complex (multi-function) equipment; analyze test and equipment data; plan a job and lead a team. They should have at least 5 years of experience in electrical power testing.

Level III Exam Requirement: *Pass the Level I, II, and III Exams*	
Content Domain	**% of Examination**
Site Specific Safety Plans	2-12%
Project Testing (Job) Plans	2-12%
Evaluation of Test Results	13-23%
Advanced Testing/System Testing	21-31%
Electrical Theory	10-20%
Electrical Documentation	7-17%
Protection, Control, and Automation	10-20%

Number of Questions	Duration
102	125 minutes
Application Fee $380	

Level III Performance Requirement: *Obtain supervisor verification of all Level I, II, and III Performance Measures*

Level III	Performance Measures
7015101	Measure an LTC turns-ratio on all tap positions.
7015102	Test transformer protective devices and gauges.
7015103	Test the functionality of safety interlocking devices.
7015105	Conduct power-factor/dissipation-factor testing of medium and high-voltage transformers, circuit breakers, and cables.
7015106	Inspect medium and high-voltage cable and evaluate for correct cable supports, bending radius, lug compressions, and shield terminations.
7015107	Perform functional and/or commissioning checks on switchgear installations.
7015108	Program relays for CT/PT ratio, significant digits, and any operations specified for a relay protection scheme.
7015109	Inspect, test, and evaluate the accuracy of single or multifunction power meters.
7015113	Inspect, test, and evaluate a substation battery system for physical condition, electrical impedance, and capacity.
7015114	Inspect and evaluate grounding bonds, clamps, and welds, and verify proper torquing of bolted connections on a grounding system.
7015115	Inspect, test, and evaluate a capacitor bank.
7015117	Interpret a thermographic survey of an electrical power system and accurately report the electrical anomalies identified.
7015118	Interpret and analyze historical test data for indications of equipment deterioration or failure trends.

7015119	Recognize anomalous results; investigate and analyze test procedures and environmental factors to evaluate the validity of the results.
7015120	Develop a sequence-of-operations and a switching procedure to provide isolation for one section of a power distribution system.
7015121	Select appropriate inspections, tests, and test equipment to fulfill a scope of work involving transformers, circuit breakers, switchgear, and cables.
7015122	Analyze control and protection schemes involving differential, power, and multifunction relays, and other control circuits, and select the inspections, tests, test sequences, and test equipment.
7015123	Develop a worksite safety plan by reviewing the testing plan, surveying site hazards, and gathering facility rules and other site-specific safety information.
7015124	Plan and supervise lock-out, tag-out, and verification of de-energization of circuits.
7015125	Work with the client to plan job requirements, including manpower, time, space, power, PPE, etc., for efficient and productive time on-site.
7015126	Directly supervise two or more test technicians throughout the safe and correct performance of a scope of work involving inspection and testing of a complete substation or distribution system.
7015127	Prepare written reports on test results & evaluations that are clear, accurate, thorough, and honest.
7015128	Demonstrate proper logistical planning.
7015129	Provide mentorship to your technicians and help them develop and grow in their careers.
7015130	Prevent potential issues with upcoming jobs using past experience.
7015131	Use a control diagram to troubleshoot a circuit that is not functioning properly.

Level III Work History Requirement:
Provide complete, detailed position descriptions and time allocations showing: Minimum required for Level II plus three additional years (5 years* total) of full-time experience in the testing of electrical power equipment, including a full range of equipment in low, medium, and high voltage systems. This must include 1 year of supervision and project management of two or three-person test crews.
*Time periods are full time equivalent. Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.

Level III Personal Recommendation: *Obtain recommendation ratings showing a capacity for independent engineering technician responsibilities*

Level IV – Senior Engineering Technician

The candidate for NICET certification as a Level IV Electrical Power Testing technician should have the knowledge and experience to: Conduct tests of complex metering and relay systems; evaluate tests, test equipment, test results, and power system performance; recommend actions to maintain or improve system performance; and lead multi-team projects. They should have at least 10 years of experience in electrical power testing.

Level IV Exam Requirement: *Pass the Level I, II, III, and IV Exams*	
Content Domain	**% of Examination**
Electrical Components & Testing	25-35%
Protection, Control, and Automation	25-35%
Electrical Theory	15-25%
Jobsite Work Safety	1-10%

Documentation and Reporting	10-20%
Number of Questions	**Duration**
TBA	TBA
Application Fee $435	

Level IV Performance Requirement: *Obtain supervisor verification of all Level I, II, III, and IV Performance Measures*

Level IV	Performance Measures
7017101	Evaluate the client's testing requirements to determine the applicable standards, proper test procedures, and required test equipment for a testing project.
7017102	Evaluate test procedures for, and determine the serviceability of, electrical safety equipment.
7017103	Develop testing procedures to accurately determine the functionality of power system protection, metering, and controls.
7017104	Correctly test relay schemes.
7017105	Correctly test the communication functions of power system fault data recorders, DCS, RTU, and SCADA systems.
7017106	Correctly perform and document a variety of electrical tests, as specified by ANSI and IEEE standards.
7017107	Evaluate electrical test data for transformers, regulators, circuit breakers, cables, switchgear, motor control centers, switches, fuses, relays, meters, motors, generators, battery systems, surge arresters, and grounding systems to determine their serviceability.
7017108	Evaluate proposed repairs, modifications, or upgrades to electrical equipment for adherence to appropriate industry standards.
7017110	Based on project test results and equipment data, determine the serviceability of a power system and any corrective measures needed to meet industry standards.
7017111	Plan and supervise testing projects that involve two or more crews totaling four or more technicians.

7017112	Develop a facility electrical preventative maintenance program that meets the needs of the owner and the specifications of the client, equipment manufacturers, and applicable electrical standards.
7017113	Perform and evaluate in service load checks following system commissioning and energizations.
7017114	Draft test routines for performing testing of multifunction protective relays.
7017115	Demonstrate the development of a switching plan.
7017116	Describe the proper use of manpower with a set task list and set group of technicians of different levels.
7017117	Lead teams safely on a high-risk job site.
7017118	Identify and correct unsafe work practices.
7017119	Ensure compliance with OSHA, NFPA, and local codes.
7017120	Conduct safety audits and inspections.
7017121	Develop and evaluate safety training and mentor junior staff.

Level IV Work History Requirement:
Provide complete, detailed position descriptions and time allocations showing: Minimum required for Level III plus five additional years (10 years* total) of full-time experience in the testing of complex electrical power equipment and systems, technical evaluation of tests and test data, and recommendations of additional diagnostic testing and corrective actions. This must include at least 2 years of supervision and project management of multi-crew projects.
*Time periods are full time equivalent. Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.

Level IV Personal Recommendation: *Obtain recommendation ratings showing a capacity for senior engineering technician responsibilities.*

Level IV Major Project

Level IV candidates shall have completed a project demonstrating senior-level engineering technician capabilities and responsibilities. The project shall have substantial (large) scope and technical complexity. The project shall have been completed within the past 4 years and be in the subfield for which the candidate has applied. The project shall be documented in narrative/essay format in the Major Project Write-Up (MPWU).

General Guidelines

The Major Project Write-Up (MPWU) shall be a concise, detailed, written description of the candidate's role in one major project in the candidate's certification field.

The candidate shall describe the activities in which they engaged to fulfill the responsibilities of the position.

The candidate shall be the sole author of the MPWU.

Do not include any official project documents and/or descriptions taken from a web site, testimonials, or any other published form. These documents will not be considered as part of your MPWU.

The MPWU shall include the following:

Formatting:

- Submission / Revision Date
- Typed (single spaced, with no photographs); and
- Be a minimum of 3 pages in length.

Introduction:

- Candidate's full name and NICET ID number;
- Size, cost, and start/completion dates of the project; and
- Location, type, and scope of project.

Senior Level Responsibilities:

- Candidate's date(s) on project;
- Candidate's title and role;
- Demonstrate candidate's independent, senior-level engineering/technician responsibilities;
- Candidate's delegation of responsibilities of various aspects of the project;
- Candidate's position and authority, both in the field and in the office;
- Candidate's daily duties and responsibilities, both in the field and in the office; and
- Number and categories of people who the candidate supervised, along with the tasks they performed.

The MPWU shall also include:

- Project start and completion dates;
- Candidate's date(s) on project;
- Size of project;
    - Type of facility
    - Square footage
    - Number of stories
- Scope and complexity of project;
    - Description of facility power system
    - Voltage and capacities of switchgear and transformers
    - Unique or complex features
    - Access of constraints or time pressures
    - Number of technicians
- Range/scope of activities and role in each activity.
    - Hazard analysis
    - Design reviews
    - Approvals
    - Proposals
    - Project planning
    - System installation
    - Startup functions
    - Check-out and acceptance test(s)
        - Personnel present at final test(s)
        - Any special scheduling provided
        - Example(s) of some of the actual test(s) performed

*Note: If all of these activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects during the required timeframe.

CREATING AN ONLINE ACCOUNT

Existing Customers

If you have applied, tested, been certified, or even just created an account with your email and password, we most likely have a record. It is always best to use an existing account.

Go to our login page to login using your email and password. If you don't remember your password, use the Reset Password function to receive instructions by email. If you don't know or no longer have access to the email account in your record, please contact us.

New Customers

Go to our registration page and complete the form to create a new account.

Make sure that nicet-noreply@useclarus.com is marked as an allowed/friendly address in any junk or spam filters you may have. All communication concerning exams, certification, and recertification are sent from that address.

SUBMITTING AN APPLICATION

Application Cards and Purchasing Exams

Once you have logged in to your NICET account, the first step is to add an "application card" to your home screen. Click "Apply" in the navigation bar to see the cards for every certification NICET offers. You may use the search to narrow down the selection or page through to find the certification(s) you are seeking. Click the green "Save to Home" button.

The Application Card now resides on your home screen.

To purchase the exam, click the exam name on the left side of the Application Card.

To start the experience section of the application, click the blue "Apply Here" button.

Performance Verification Requests

Enter the name and email of your direct supervisor and click send. When you click send, an email survey is sent to the email address listed (it is best to let them know to expect it and make nicet-noreply@useclarus.com an allowed email address) and a "Sent requests:" log is added. The status in the sent request changes from "Pending responder" to "Submitted" with a date once your verifier completes the survey. It will also show a link to "View Details" to see the responses. To qualify for certification, all performance measures must be verified with a yes answer. More than one verifier may be used if necessary.

Recommendation Requests (Levels III and IV only)

Enter the name and email address of a professional who is familiar with your technical capabilities and background and can attest to the technical quality, responsibility, and ethics demonstrated in your work experience. When you click send, an email survey is sent to the email address listed (it is best to let them know to expect it and make nicet-noreply@useclarus.com an allowed email address) and a "Sent requests:" log is added. The status in the sent request changes from "Pending responder" to "Submitted" with a date once your recommender completes the survey.

Work History

First-time applicants (and those specifically directed to do so by NICET): For the span of your entire career, add and complete an entry (Click "+Add") for each position held with each

employer and for any period within a given position in which your responsibilities changed significantly.

Returning applicants (those seeking certification at higher levels and additional subfields) and those wanting to document Active Practitioner points toward recertification: 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. If you have previously submitted paper, PDF, scanned, etc. documents and do not know the date of your last submission, contact NICET.

Use the "+" button to break your experience down into all applicable technical areas in which you have worked for each time period. If you have experience in areas that are not listed, use "Other" and explain in the description. Do not add technical areas for which you have not worked.

This section contains three pieces per entry: the Subfield/Technical Area (S/TA) selection (select S/TA from dropdown list), the percentage allocation (enter percent of work devoted to S/TA in right side column), and the detailed description (enter description in the text box below the S/TA dropdown list). Create an entry for S/TA. The detailed description should be a summary in your own words of the work you performed.

Major Project (Level IV)

Complete the write-up, then click the "Browse" button to locate and upload the file.

Finalize

Once you have the verification from your supervisor and have updated your work history, read the final instructions, agree to the affidavit, and click "Finalize" to indicate to NICET staff that your submission is ready for review. Once you click "Finalize", your submission must not be altered unless requested by NICET.

TRAINING AND PREPARING FOR THE EXAMINATIONS

Good training teaches the knowledge and skills needed to perform well on the job. We recognize that training comes in many forms, companies and agencies have different resources, and individuals have different learning styles. NICET does not prescribe any one specific training course, school, or provider and allows customers to choose the training that works best for them. Training and professional certification are vital for developing a qualified workforce.

Practice Tests

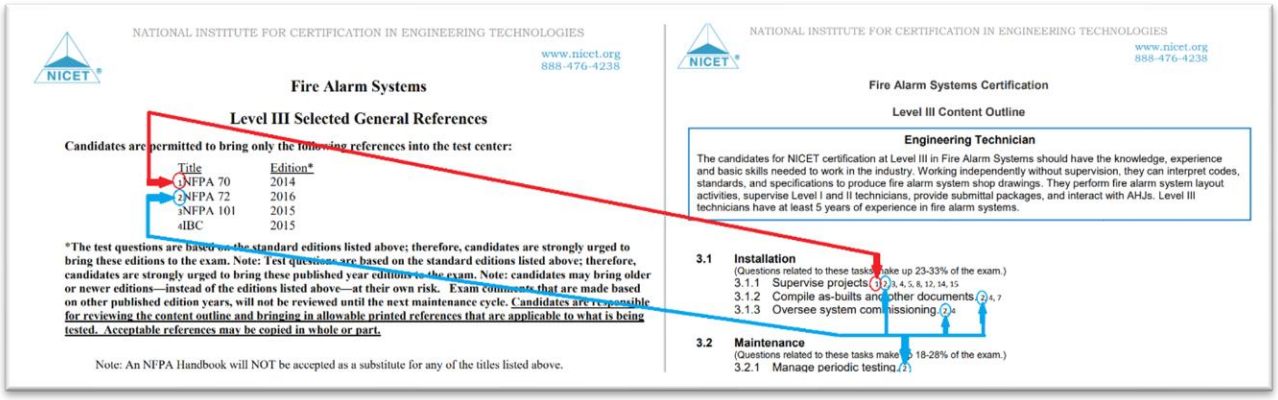
The EPT program has online practice tests to help you get familiar with the content and exam interface. While we do provide feedback at the end with the percentage of correct questions in each section, performance on the practice test is not necessarily an accurate predictor of how you will perform on the certification exam.

Recognized Training Providers

NICET has agreements with industry associations, colleges, technical schools, and training companies. The listing is intended to help you find training that works best for you. NICET does not review, monitor, or endorse training programs and materials. For more information, visit our training providers page.

Selected General References

These are lists of resources that candidates might find helpful in developing the knowledge for that level of certification. (No particular books, training, or education programs are required or endorsed for certification.) Selected General References are found on each program page under Reference Materials.



NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES
www.nicet.org
888-476-4238

Fire Alarm Systems

Level III Selected General References

Candidates are permitted to bring only the following references into the test center:

	Title	Edition*
1	NFPA 70	2014
2	NFPA 72	2016
3	NFPA 101	2015
4	IBC	2015

*The test questions are based on the standard editions listed above; therefore, candidates are strongly urged to bring these editions to the exam. Note: Test questions are based on the standard editions listed above; therefore, candidates are strongly urged to bring these published year editions to the exam. Note: candidates may bring older or newer editions—instead of the editions listed above—at their own risk. Exam comments that are made based on other published edition years, will not be reviewed until the next maintenance cycle. Candidates are responsible for reviewing the content outline and bringing in allowable printed references that are applicable to what is being tested. Acceptable references may be copied in whole or part.

Note: An NFPA Handbook will NOT be accepted as a substitute for any of the titles listed above.

NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES
www.nicet.org
888-476-4238

Fire Alarm Systems Certification

Level III Content Outline

Engineering Technician

The candidates for NICET certification at Level III in Fire Alarm Systems should have the knowledge, experience and basic skills needed to work in the industry. Working independently without supervision, they can interpret codes, standards, and specifications to produce fire alarm system shop drawings. They perform fire alarm system layout activities, supervise Level I and II technicians, provide submittal packages, and interact with AHJs. Level III technicians have at least 5 years of experience in fire alarm systems.

3.1 Installation
(Questions related to these tasks make up 23-33% of the exam.)
3.1.1 Supervise projects (1)(2) 3, 4, 5, 8, 12, 14, 15
3.1.2 Compile as-builts and other documents (2) 4, 7
3.1.3 Oversee system commissioning (2) 4

3.2 Maintenance
(Questions related to these tasks make up 18-28% of the exam.)
3.2.1 Manage periodic testing (2)

This image shows how the references map to the content outline. This same system of mapping the reference list to the content outline applies to all NICET certification exams with similar formatting.

ADDITIONAL EXAMINATION INFORMATION

Testing Window

During the application process, applicants choose a six-month window, during which they will take their exams. The window allows for flexibility to schedule a convenient test date.

Scheduling the Examination

Applicants must schedule the exam location and time with Pearson VUE testing centers. Once the application has been processed, candidates can schedule the examination immediately after payment is processed.

Examination Administration

Pearson VUE has numerous testing centers across the county where EPT candidates can take their examinations. Candidates for EPT Level I may also take their examinations using an online proctored system.

Examination Testing Center Requirements and Instructions

Candidates are asked to arrive at the test center 30 minutes before the scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures, which include providing identification documents.

You are required to present two forms of original (no photocopies), valid (unexpired) IDs. One must be a primary ID (with name, photo, and signature), such as a driver's license or passport, and one must be a secondary ID (with name and signature), such as a credit card. The first and last name that you used to register must match exactly with the first and last name on the ID that is presented on test day. Digital IDs are not acceptable at Pearson VUE testing centers. All required IDs must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the IDs that you are required to bring with you to the testing center for admittance to your exam, please contact Pearson VUE customer service.

You will not be allowed to take any personal items with you into the testing room. This includes all bags, resources or books not authorized by the testing program, notes, cell phones, pagers, watches, and wallets. Pearson VUE testing centers provide lockers with which to store your personal items.

If you arrive more than 15 minutes late for an exam and are refused admission, the testing fee is forfeited. You will have to request a re-authorization and may have to pay an additional fee.

Online Proctored Testing Requirements and Instructions (EPT Level I only)

Level I may be administered using OnVUE for remote proctored online delivery. See System Requirements, Additional Permissions, and Helpful Instructions before selecting.

Candidates choosing online, remote proctored testing are asked to log into their testing session 15 minutes prior to the scheduled appointment time. This will give you time to repeat the system check and to make any adjustments.

Candidates may test on a personal or work computer. However, work computers generally have restrictions such as firewalls that may prevent successful delivery. Tablets are prohibited.

Before starting your exam, ensure that you are connected to a power source. Internet cookies must be enabled and pop-up blocking settings must be disabled.

A wired connection is preferred over wireless. Tethering to a mobile hotspot is prohibited.

You must use a webcam with a minimum resolution of 640x480 at 10 fps. You will need to verify that your audio and microphone are not set on mute. You should also shut down all non-essential applications before launching the OnVUE software.

Your testing environment should be in a walled room with a closed door and without distractions. No one else is permitted in the room with you while you are testing. If another person enters the room while you are testing, your exam will be terminated.

You are required to present a current government-issued ID. The name on your ID must match the name in your web account profile and in your appointment confirmation email. Acceptable forms of identification include a driver's license, passport, military ID, identification card (national/state identify card), or alien registration card (green card, permanent resident, visa).

You can only use references that have been approved for Level I.

Note: The name on the ID must match the name used on the exam application, or you will not be allowed to take the exam.

Special Accommodations for the Examination

It is NICET's policy to comply with Title III of the American with Disabilities Act (ADA). NICET will offer examinations in a place and manner accessible to persons with qualifying disabilities or offer alternative accessible arrangements for such individuals, where feasible.

Candidates must submit requests for accommodations to NICET at test@nicet.org and all requests must be approved at least 10 business days before the scheduled exam date.

To qualify for testing accommodation under the ADA, you must demonstrate that you have a qualifying disability that necessitates the provision of testing accommodation.

A disability is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, as compared to most people in the general population.

Examination Score Report

Candidates are notified immediately regarding pass/fail status upon completion of the examination. An official score report will be available to candidates in the Pearson VUE portal within 14 days following completion of the examination.

Candidates that do not receive a passing score will receive a scaled score for the exam indicating the percent correct for each domain or section.

Rescheduling/Cancellation Policy for Examination

Rescheduling more than 24 hours before your exam date is complimentary in the same testing window. Please contact Pearson VUE.

Within 24 hours after your scheduled date or for a new testing window, there is an additional fee equal to one half of the original testing fee. For more information on rescheduling, click here.

Rescheduling your NICET exam has never been easier, and in most cases, does not incur any additional fees. Additional fees may apply if rescheduling is attempted within 24 hours of the appointment time, the eligibility window expires, or there is less than 24 hours until the eligibility expires.

The best way to reschedule your exam is to login to your NICET account and click “Schedule” in the left side navigation, then “Schedule with Pearson VUE” for the exam you want to reschedule.

Candidates who are testing using the online remote proctored (OnVUE) option may reschedule their appointment date/time right up until their appointment without incurring additional fees.

You will not be eligible for a refund if you cancel your examination once an examination has been scheduled.

Reexamination

If you do not pass the EPT Level I, II, III, or IV examinations, you can reschedule the examination after a 30-day period has elapsed. Retesting is limited to a maximum of three attempts in any 12-month span.

CERTIFICATION FAIRNESS POLICIES

Nondiscrimination

NICET adheres to the principles of fairness and due process and endorses the principles of equal opportunity. NICET certification programs will not discriminate or deny opportunity to anyone on the grounds of age, race, religion, gender, sexual orientation, gender identity, national origin, veteran status, or disability.

It is critical that an equal opportunity is provided to every individual and that no person or group is given special treatment in the granting of any credential.

Accommodations

It is NICET's policy to comply with Title III of the American with Disabilities Act (ADA). NICET will offer examinations in a place and manner accessible to persons with qualifying disabilities or offer alternative accessible arrangements for such individuals, where possible.

Impartiality

NICET's leadership and management, including the NICET Board of Governors, endorses the principles of impartiality and equal opportunity, and commits to act impartially and equitably in relation to its applicants, candidates, and certificants, including but not limited to 1) applying its standards and requirements for examinations and certifications equally to all individuals regardless of age, race, religion, gender, sexual orientation, gender identity, national origin, veteran status, or disability, 2) implementing its policies and procedures impartially and fairly, 3) not restricting certification based on undue financial or other limiting conditions, and 4) not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.

Conflict of Interest

A conflict of interest may be defined as an interest that might affect, or might reasonably appear likely to affect, the judgement or conduct of an individual associated with the NICET Board of Governors, any staff member, contractor, or volunteer.

NICET will identify threats to impartiality related to its certification program(s). These analyses will consider at a minimum:

- Potential threats from its activities, its related bodies, its relationships with other entities, and the relationships of its personnel to other individuals or entities
- Commercial, financial, or other influences that pose potential threats
- Potential or real conflicts of interest of NICET Board of Governors members, panel members, staff, and contractors
- Balanced involvement of interested parties in certification activities, especially representation on the NICET Board of Governors and its panels
- Independence of NICET training activities from certification activities
- Changes in personnel involved with certification activities, organization structure, the certification schemes, certification policy, relationships with other entities, and contracts/agreements related to certification activities

Privacy and Confidentiality

NICET will make every reasonable effort to prevent an individual posing as someone else from obtaining privileged information.

1. If the requestor is seeking information on an individual other than himself or herself, only the following information will be released:
    a. Certification status information will be limited to:
        i. certification is in Active, Retired, Delinquent, Suspended, Revoked, or Expired Status.
        ii. certification grade (level).
        iii. certification field/subfield;
        iv. certification number.
    b. Applicant status information will be limited to confirming that the individual is, in fact, an applicant.
2. If the caller is requesting information on himself or herself and the NICET staff member reasonably believes that the caller is actually the certificant or applicant in question, the staff member may confirm or clarify information on record.

When NICET is required by law to release privileged and confidential information, the person concerned shall, unless prohibited by law, be notified as to what information is provided.

Exam Security

NICET will safeguard all examination materials over the course of certification program activities at all levels of the organization, including all personnel (staff, volunteers, and contractors) acting on its behalf. NICET will take proactive measures to prevent fraudulent examination practices, including but not limited to the following:

- Upon registering for an examination site, just prior to the start of the exam, candidates are required to sign an agreement indicating their commitment to not release confidential materials or participate in fraudulent test-taking practices
- Examination personnel will confirm the identity of the candidate upon check-in
- A proctor will be present during the examination
- The proctor will take measures to prevent the use of unauthorized aids in the examination area
- NICET's testing agency will monitor the examination results for indications of cheating

- For ONVUE remote proctored testing, Exam Environment Photos: Candidates are required to take four (4) photos of their exam environment during check-in.
    - Environment photos are used for the proctor's reference during the session and for quality control, security, and auditing purposes
    - Pearson VUE deletes check-in photos according to regulations in the country where a candidate sits for an exam
    - After a candidate submits photos, they are under exam conditions. The photos are reviewed by an OnVUE session greeter. Candidates are being recorded during this time and during the exam session

For remote proctored exams, in addition to the above, the below practices are followed to ensure exam security:

- Pearson VUE Browser Lock is a secure browser that is integrated with an OnVUE session. Browser Lock must be downloaded from the exam sponsor home page PRIOR to the exam. Browser Lock prevents candidates from:
    - Accessing other applications or the candidate's desktop
    - Task switching
    - Using function keys and certain keyboard shortcuts
    - Typing a URL
    - Cutting, copying, or pasting content outside of Browser Lock into the exam or copying content from the exam outside of Browser Lock
    - Screensharing

Records Control

NICET will restrict access to the certification records to only those personnel requiring access to accomplish certification-related duties.

Electronic copies of records will be archived according to the records control schedule. Printed copies of records that are scanned to be stored electronically will be shredded. The documents/records will be held in a secure location if they contain information that must be protected.

PROFESSIONAL CONDUCT POLICIES

Code of Ethics

NICET-certified engineering technicians and technologists recognize that the services they render have a significant impact on the quality of life for everyone. As they perform their duties and responsibilities on behalf of the public, employers, and clients, they shall demonstrate personal integrity and competence. Accordingly, certificants shall:

1. Have due regard for the physical environment and for public safety, health, and well-being. If their judgment is overruled under circumstances where the safety, health, property, or welfare of the public may be endangered, they shall notify their

employer, client, and such other authority as may be appropriate. An employee shall initially express those concerns to the employer.

2. Undertake only those assignments for which they are competent by way of their education, training, and experience.
3. Perform their duties in an efficient and competent manner with fidelity and honesty.
4. Admit and accept their own errors when proven wrong and never distort nor alter the facts in an attempt to justify their decisions.
5. Avoid conflicts of interest whenever possible. When unavoidable, they shall disclose to their employer or client, in writing, any action that might create the appearance of a conflict of interest.
6. Avoid receiving and granting bribery in all its forms.
7. Strive to maintain their proficiency by updating their technical knowledge and skills in engineering technology.
8. Not misrepresent or permit misrepresentation of their own or their associate's academic or professional qualifications nor exaggerate their degree of responsibility for any work.
9. Not reveal facts, data, or information obtained in connection with services rendered without prior consent of the client or employer except as authorized by law.