



CANDIDATE HANDBOOK

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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 Highway construction Inspection (HCI) certification program is designed for engineering technicians who are responsible to the engineer-in-charge for inspection functions on highway construction projects. The scope of the program includes field inspection; their applications to various construction activities, equipment, and products, and general work zone operations; interpretation of contract plans and specifications; project record keeping and reporting; and supervisory functions. Four Levels of certification may be awarded to individuals who meet established criteria for knowledge and work experience. Higher levels reflect progressively greater knowledge of and responsibility for inspection work on increasingly complex projects..

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 (Level III). 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.

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 that are allowed to be used during the exam are listed on the complete [References](#) page.

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 Level III — 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

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.



RECOMMENDATIONS


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.

HIGHWAY CONSTRUCTION INSPECTION 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 at Level I in Highway Construction Inspection should have the knowledge and experience to: Follow simple technical instructions from, provide assistance to, and learn inspection procedures and responsibilities from more experienced transportation construction inspectors and engineers. They have at least 6 months of experience in the inspection and testing of highway construction projects.



Level I Exam Requirement: <i>Pass the Level I Exam</i>	
Content Domain	% of Examination
Plans and Specifications	20-30%
Measurement and Surveys	15-25%
Tools and Equipment	6-16%
Personal Safety	14-24%
Site Operations	20-30%
Number of Questions	Duration
104	170 minutes
Application Fee \$230	

Level I Performance Requirement: *Obtain supervisor verification of all Level I Performance Measures*

Level I	Performance Measures
0101-1101	Locate points on the work site based on information on project drawings.
0101-1102	Identify pertinent contract information provided in standards, specifications, plans, and special provisions.
0101-1103	Perform arithmetic calculations, and calculate areas and volumes of simple geometric shapes, including maintaining the correct precision.
0101-1104	Accurately measure dimensions and compare with values provided in applicable plans and specifications.
0101-1105	Identify common tools and equipment used by inspectors for inspections, testing, and reporting..
0101-1106	Identify common tools, equipment, and methodology used in construction.
0101-1107	Properly use personal protective equipment (PPE) appropriate for the construction site and recognize potential job site hazards.
0101-1108	Identify specified work zone traffic control components.
0101-1109	Verify that specified erosion and sediment control components are in place.
0101-1110	Prepare concise, accurate, and understandable reports of daily activities.



Level I Work History Requirement:

Provide complete detailed position descriptions and time allocations showing:

A minimum of 6 months* of involvement in activities in the inspection and testing of highway construction projects. This may also include up to 3 months of full-time experience in closely related construction work including but not limited to:

- Highway surveying (HS)
- Pavement overlay/preservation (HMP) stand-alone projects,
- Storm wastewater (SWWS) stand-alone projects
- Water/sewer (WSL) stand-alone projects

- Water/wastewater treatment plant (WSP) stand-alone projects
- Construction materials testing, and/or Office Engineer

*Time periods are full time equivalent.

Level II – Associate Engineering Technician

The candidate for NICET certification at Level II in Highway Construction Inspection should have the knowledge and experience to: Inspect construction of basic earthwork, pavement, structural components, and incidentals; gather samples for material testing; recognize unsafe construction procedures and site conditions; inspect erosion control measures. Understand basic project administration. They have at least 2 years of experience in the inspection of highway construction projects and related work.



PASS EXAM(S)

Level II Exam Requirement: *Pass the Level I and II Exams*

Content Domain	% of Examination
Earthwork	15-25%
Asphalt Pavement Construction	10-20%
Concrete Structure Construction	15-25%
Drainage	9-19%
Utilities and Incidental Construction	6-16%
Site Layout and Controls	5-15%
Responsibilities	5-15%
Number of Questions	Duration
164	270 minutes

Application Fee \$315



PERFORMANCE

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

Level II	Performance Measures
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0101-3101	Distinguish among types of soils and aggregates.
0101-3102	Inspect temporary erosion and sediment controls and stormwater management components for compliance with project plans and documents.
0101-3103	Inspect placement and grading of embankments, including compaction and finish tolerances, for compliance with project documents.
0101-3104	Inspect placement and grading of subgrades, undercuts, aggregate subbase and base courses, and embankments, including compaction and finish tolerances, for compliance with project documents.
0101-3105	Inspect soil compaction methods and results and determine their acceptability according to project documents.
0101-3106	Reliably conduct preplacement inspections before asphalt paving that correctly classify work items as meeting specifications, not meeting specifications, or requiring further investigation.
0101-3107	Identify the sampling requirements for materials testing and verify compliance with project documents.
0101-3108	Inspect delivery, placement, compaction, and finishing of asphalt for compliance with project documents.
0101-3109	Inspect surface preparation, forms, reinforcing steel, and load-transfer assemblies for concrete pavements for compliance with project documents.
0101-3110	Inspect delivery, testing, placement, and consolidation of concrete for pavement for compliance with project documents.
0101-3111	Inspect substructure footings for compliance with project documents. (steel reinforcement, driven piles, concrete placement)
0101-3112	Inspect forms, reinforcing steel, delivery, and placement of concrete of superstructure for compliance with project documents.
0101-3113	Inspect excavation, bedding, installation, and backfilling of drainage components for compliance with project documents.
0101-3115	Inspect signage, striping, and pavement markings and delineators for compliance with project documents.
0101-3116	Inspect guardrails, safety systems, and fencing for compliance with project documents.

0101-3117	Inspect basic foundations for lighting, traffic signals, mounted signs, and sound walls for compliance with project documents.
0101-3118	Inspect underground electrical conduit and conductor installation for compliance with project documents.
0101-3119	Inspect curbs and gutters, median barriers, and driveways for compliance with project documents.
0101-3120	Inspect environmental mitigation for compliance with project documents.
0101-3121	Verify that the correct work zone traffic controls for lane shifts, closures, detours, and construction access points and routes have been placed in accordance with project documents.
0101-3122	Prepare, compile, and maintain project documentation related to work within the inspector's scope of responsibility.
0101-3124	Communicate concerns about acceptability of work and other potential problems to the proper contractor, engineering, and/or owner representatives in an accurate, professional, and timely manner.
0101-3125	Understands OSHA requirements related to personal safety in confined spaces, excavation, and fall protection.
0101-3126	Basic understanding of ADA requirements pertaining to sidewalks, curb ramps, and other pedestrian walkways.



Level II Work History Requirement:

Provide complete detailed position descriptions and time allocations showing:

A minimum of **24 months*** (Level I minimum plus 18 additional months) of involvement in highway construction project inspection and related work.

Of this 24 months, a candidate must have a minimum of at least 18 months must be full-time experience performing inspection functions on highway construction project(s).

Up to 6 months** may be full-time experience in closely related construction work including but not limited to:

- highway surveying (HS)
- pavement overlay/preservation (HMP) stand-alone projects

- storm wastewater (SWWS) stand-alone projects,
- water/sewer (WSL) stand-alone projects
- water/wastewater treatment plant (WSP) stand-alone projects
- construction materials testing, and/or Office Engineer

*Time periods are full time equivalent.

** The three (3) months of related experience are not accumulative. This is the total amount allowed for all levels.

Level III – Engineering Technician

The candidate for NICET certification at Level III in Highway Construction Inspection should have the knowledge, experience and skills needed to: Interpret plans and specifications for surface and sub-surface work, pavements, drainage and pipes, structures, and materials (including field modifications). The candidate may also act as a supervisor on a project identifying differing site conditions, supervising a team of inspectors, documenting non-compliant work, and documenting work completed. They have at least 5 years of experience in the inspection of highway construction projects and related work.



Level III Exam Requirement: <i>Pass Level I, II, and III Exams</i>	
Content Domain	% of Examination
Soil and Slope Stabilization	12-22%
Roadway Construction	20-30%
Structure Construction	20-30%
Project Administration	13-23%
Concrete Pavement Construction	10-20%
Number of Questions	Duration
135	260 minutes
Application Fee \$370	



Level III Performance Requirement: <i>Obtain supervisor verification of all Level I, II, and III Performance Measure</i>	
Level III	Performance Measures
0101-5101	Inspect steep slopes and slope stabilization, both temporary and permanent.

0101-5102	Inspect support of excavations.
0101-5103	Inspect the installation of permanent geosynthetics and geogrids.
0101-5104	Inspect reinforced earth and mechanically stabilized embankments and walls.
0101-5105	Inspect grade tie-ins, drainage, elevations, and transitions on a multi-phase project.
0101-5106	Verify proper acceptance testing for water, sanitary, and storm sewer lines.
0101-5107	Identify dangers or potential problems in the work zone traffic flow.
0101-5108	Inspect drilled shafts or caissons.
0101-5109	Inspect steel structural components.
0101-5110	Inspect the erection of structural steel.
0101-5111	Verify the size, type, and tensioning of bolted structural steel connections.
0101-5112	Verify the size, type, and proper composition of welded structural steel connections.
0101-5113	Inspect the handling and erection of pre-stressed concrete I-beams or box beams.
0101-5114	Inspect bridge deck construction, including pre-pour inspection.
0101-5115	Inspect the application of paint and coatings.
0101-5116	Inspect the erection of structures for signals, signage, and lighting.
0101-5117	Inspect the installation of components and wiring for lighting and verify functionality.
0101-5118	Review inspection reports from staff for completeness and content, and report work, including minor field modifications, results, non-conformances, and actions taken.
0101-5119	Prioritize and coordinate inspection activities of available inspection personnel.
0101-5120	Inspect project activities for general conformance with OSHA safety requirements.
0101-5121	Prepare, compile, organize, and maintain accurate project documentation for all activities within the inspector's scope of responsibility.
0101-5122	Inspect highway or railway bridge structures, including both substructures and superstructures.



Level III Work History Requirement:

Provide complete detailed position descriptions and time allocations showing:

A minimum of 60 months* of direct involvement in activities related to highway construction project inspection and related work.

Of these 60 months, a candidate must have at least 48 months of full-time experience performing a wide range of inspection functions on capital highway construction projects and demonstrating Level III responsibilities.

Up to 12 months** may be full-time experience in closely related construction work including but not limited to:

- highway surveying (HS)
- pavement overlay/preservation (HMP) stand-alone projects
- storm wastewater (SWWS) stand-alone projects,
- water/sewer (WSL) stand-alone projects
- water/wastewater treatment plant (WSP) stand-alone projects
- construction materials testing
- Office Engineer

*Time periods are full time equivalent.

** The three (3) months of related experience are not accumulative. This is the total amount allowed for all levels.



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

Level IV –Engineering Technician

The candidate for NICET certification at Level IV in Highway Construction Inspection should have the knowledge, experience and skills needed to: Review project plans and specifications, including required properties of asphalt, concrete, and other materials to identify potential problems; develop inspection strategies, schedules, and assignments; supervise/manage multiple inspection teams on major projects with considerable complexity; troubleshoot complex issues; evaluate the status of project schedule, budget, and contract requirements. They have at least 10 years of experience in the inspection of highway construction projects and related work.



Level IV Exam Requirement: <i>Pass Level I, II, III and IV Exams</i>	
Content Domain	% of Examination
Complex or Critical Construction	35-45%
Maintain Schedules and Budgets	25-35%
Project Administration	25-35%
Number of Questions	Duration
86	200 minutes
Application Fee \$425	



Level IV Performance Requirement: <i>Obtain supervisor verification of all Level I, II, III and IV Performance Measures</i>	
Level IV	Performance Measures
0101-7101	Identify critical construction activities.
0101-7102	Identify, and verify conformance with, hold-points for critical and complex inspections.
0101-7103	Develop project inspection plans.
0101-7104	Identify, diagnose, and respond to unforeseen factors or events, initiating plans of action that minimize delays.
0101-7105	Verify that the project schedule conforms with the project scope and specifications.
0101-7106	Verify that schedule updates match the work completed to date and the work remaining.
0101-7107	Identify schedule conflicts.
0101-7108	Verify that work completed satisfies contract requirements for payment.
0101-7109	Accurately estimate remaining inspection and testing costs based on remaining construction work.
0101-7110	Identify plan errors and omissions and changed conditions in advance of construction.

0101-7111	Identify ambiguities or conflicts in project documents in advance of construction.
0101-7112	Identify the qualifications required for project inspections and testing and assess whether individuals meet them.
0101-7113	Recognize appropriate contract modifications; prepare a rationale that justifies each change as conforming with the owner's requirements; and manage the change order process.
0101-7114	Calculate price adjustments required by the contract.
0101-7115	Verify that project wage rates comply with prevailing wage requirements.
0101-7116	Verify that project work is in conformance with requirements for commercially useful functions.
0101-7117	Manage a project's final inspection, acceptance, and closeout to meet contract requirements.
0101-7118	Maintain effective communications and relationships with coworkers, contractors, and other stakeholders.
0101-7119	Prepare, compile, organize, and maintain accurate and complete project documentation in accordance with contract documents.



Level IV Work History Requirement:

Provide complete detailed position descriptions and time allocations showing:

A minimum of 120 months* of direct involvement in activities related to highway construction project inspection and related work.

Of these 120 months, at least 102 months must be full-time experience performing highway construction inspection responsibilities, including large and complex projects and progressive supervisory experience.

Up to 18 months** may be full-time experience in closely related construction work including but not limited to:

- highway surveying (HS)
- pavement overlay/preservation (HMP) stand-alone projects
- storm wastewater (SWWS) stand-alone projects
- water/wastewater treatment plant (WSP) stand-alone projects
- construction materials testing
- Office Engineer

*Time periods are full time equivalent.

** The three (3) months of related experience are not accumulative. This is the total amount allowed for all levels.



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

RECOMMENDATIONS



Level IV Major Project

EXPERIENCE

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);
- 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;
- 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;
- Number and categories of people who the candidate supervised, along with the tasks they performed.

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;
 - Candidate's supervisory responsibilities both in the field and in the office;
 - Number and categories of people who the candidate supervised, along with the tasks they performed.
 - Supervisory or oversight responsibilities (number of people, the tasks they performed, and your relationship to them)
 - Range/scope of activities and role in each activity (hazard analysis, design calculations, approvals, proposals, system installation, check-out and final approval test, etc.)
- *Note: If all of these activities cannot be documented for a single project, they may be accumulated via several more narrowly focused projects.

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 HCI program has [online practice tests](#) at all levels 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.

The diagram consists of two side-by-side panels from the NICET website. The left panel is titled "Fire Alarm Systems Level III Selected General References" and lists four references: NFPA 70 (2014), NFPA 72 (2016), NFPA 101 (2015), and IBC (2015). The right panel is titled "Fire Alarm Systems Certification Level III Content Outline" and lists two main sections: "3.1 Installation" and "3.2 Maintenance". Red arrows point from the references in the left panel to specific tasks in the right panel: NFPA 70 points to 3.1.1, NFPA 72 points to 3.1.2, NFPA 101 points to 3.1.3, and IBC points to 3.2.1. A note at the bottom of the left panel states: "Note: An NFPA Handbook will NOT be accepted as a substitute for any of the titles listed above."

Title	Edition*
NFPA 70	2014
NFPA 72	2016
NFPA 101	2015
IBC	2015

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, 6, 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 HCI candidates can take their examinations. Candidates for HCI 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 (HCI 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 HCI 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. After the third attempt, candidates must wait 6 months before retesting again.

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.