



Experience Application Part II: Work History Sections 1, 2, and 3

INSTRUCTIONS and CHECKLIST

First-time applicants (and those specifically directed by NICET):

For the span of your entire career, complete one form **consisting of at least sections 1, 2, and 3** for each position held at each employer **and** for any period within a given position in which your responsibilities changed significantly.

Returning applicants

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.

Section 1 – Position Identification

Section 2 – Time Allocation

Break out your experience into all applicable technical areas in which you worked while in the position listed in Section 1.

Section 3 – Detailed Description of Work Performed

For each Subfield / Technical Area (S/TA) into which you divided your work in Section 2 - Time Allocation, provide detailed descriptions, in your own words, of the work you performed.

- Detail the technical and supervisory nature of the work.
- Describe the types of tasks you performed and the types and scopes of projects on which you worked.
- Detail the types of materials, tools, machinery, systems, and system components with which you worked.

For all gaps in your work histories (e.g., unemployment periods, winter breaks, and so on):

In Section 2, line item “Other”, write “Gap” and in Section 3 on page 2 of 3 provide the reason for the gap.

If you are submitting a work history amendment you must submit the following:

- a signed and dated letter of explanation for the changes you made to your account
- the amended work history forms countersigned by your verifier, who by so doing indicates his or her attestation to the accuracy and completeness of the amended account

Work History Form Checklist – Do:

- ☐ Submit Sections 1, 2, and 3 of the form of the form for each position held.
- ☐ Ensure that the forms are completely and accurately filled out for the period from one submittal to the next.
- ☐ Make sure to provide the “Dates Positions Held” including **month** and **year**.
- ☐ Provide in Section 3, corresponding detailed descriptions for each Subfield / Technical Area (S/TA) in which your experience was broken out in Section 2, using your own words.
- ☐ Sign and date each page as indicated. Unsigned documents will not be accepted.

Work History Form Checklist - Do Not:

- ☐ Submit official position descriptions, resumes, testimonials, and marketing materials in lieu of completing Section 3 to describe your responsibilities.
- ☐ Submit amended work experience accounts without a signed letter of explanation for the changes in your work history unless directed to do so by NICET.
- ☐ Have verifier countersign work history form unless directed by NICET to do so.
- ☐ Submit forms of your own design.

All information provided in candidate’s application is cross-evaluated with documents on file to verify the following:

- consistency of work experience accounts
- appearance of signatures and initials
- appropriateness of verifier and recommender

and, as needed, through third-party entities including the following:

- licensing bodies and authorities having jurisdiction
- previous and current employers
- other sources of official documentation

Note: Work experience documents submitted with applications to test are placed in the queue for evaluation when a candidate meets the exam requirements for a given subfield and level. Work experience documents received in response to Conditional Decision Letters (CDLs) are placed in the queue for evaluation upon their receipt. In both cases the documents are evaluated in the order they are placed in their respective queues. (first-come, first-served)

Based on the present workload, it may take up to 90 days from the date a candidate meets an exam requirement for work experience documents to be evaluated and up to 60 days from date of receipt for CDL responses to be evaluated.



Candidate: _____ NICET ID No.: _____

Experience Application, Part I: Work History

Section 1 – Position Identification

Employer:	Location of employer (city, state):	Name of supervisor (s):
Candidate's Position:	Dates position / responsibilities held:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>
President / owner / co-owner	From: Month _____ Year _____ To: Month _____ Year _____	If part-time, hours per week: _____ If full-time seasonal, months worked per season _____

Section 2 – Time Allocation

Subfield / Technical Area (S/TA)	Description	Time devoted to S/TA (%)
<input type="checkbox"/> Highway Construction (HCI)	Construction inspection of highway projects, processes, techniques, standards, plans, specifications, records, reports, safety, surveying, materials, QC/QA testing, equipment, contract administration and project management.	%
<input type="checkbox"/> Water & Sewer Lines Construction (WSL)	Construction inspection of water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.	%
<input type="checkbox"/> Stormwater and Wastewater Construction (SWWS)	Construction inspection of storm-water and waste-water systems, safety; specifications, plans, installation, restoration, testing, communications, records, reports and project management.	%
<input type="checkbox"/> Water and Sewer Plant Construction (WSP)	Construction inspection of water/wastewater treatment plants, pumping stations, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.	%
<input type="checkbox"/> Erosion and Sediment Control (ESC)	Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.	%
<input type="checkbox"/> Bridge Safety Inspection (BSI)	Inspection of existing/in-service bridges, condition and maintenance needs, hazards, materials, structural elements, common/special bridges, analysis, rating, safety, records, reports and project management.	%
<input type="checkbox"/> Highway Maintenance and Preservation (HMP)	Road and structure maintenance, rehabilitation, safety, plans, specifications, environmental protection, weather-related operations, equipment, materials; records, reports, and project management.	%
<input type="checkbox"/> Highway Design (HD)	Preparation of plans, design, layout, specifications, estimates for proposed road & bridge construction projects.	%
<input type="checkbox"/> Highway Surveys (HS)	Field/office highway surveying, measurement, traversing, cross-sections, staking, mapping, photogrammetry, land descriptions, and platting.	%
<input type="checkbox"/> Materials Testing – Asphalt (CMT-A)	Field and lab testing and inspection of Asphalt/HMA materials, test methods, standards, specifications, practices, records, reports, project management.	%
<input type="checkbox"/> Materials Testing – Concrete (CMT-C)	Field and lab testing and inspection of Concrete materials, test methods, standards, specifications, practices, records, reports, project management.	%
<input type="checkbox"/> Materials Testing – Soils (CMT-S)	Field and lab testing and inspection of soils, test methods, standards, specifications, practices, records, reports, project management.	%
<input type="checkbox"/> Geotechnical – Construction (GET-C)	Inspection of geotechnical construction operations, construction practices, equipment, records, reports and project management.	%
<input type="checkbox"/> Geotechnical – Exploration (GET-E)	Exploration operations, soil investigations and practices, equipment, records, reports and project management.	%
<input type="checkbox"/> Geotechnical – Laboratory (GET-LT)	Specialized geotechnical laboratory and field testing, soil and rock, standards, specifications, records, reports and project management.	%
<input type="checkbox"/> Other	Specify: Gap	%
The sum of all the values in this column must equal 100%.		100 %

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that any misrepresentation of information is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature _____

Date _____

Verifier's Signature
(Only if directed by NICET.) _____

**Sections 1, 2, and 3 must
be filled out for each
position held.**



Candidate: _____

NICET ID: _____

Experience Application, Part I: Work History
Section 3 – Detailed Description of Work Performed (continue as needed)

NICET cannot accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations.

S/TA	Detailed Description of Technical Work Performed

S/TA	Detailed Description of Technical Work Performed

S/TA	Detailed Description of Technical Work Performed

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature_____
Date_____
Verifier's Signature
(Only if directed by NICET.)

**Sections 1, 2, and 3 must
be filled out for each
position held.**

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.