



## General Instructions/Procedures

### *What am I applying for?*

Most applicants are seeking NICET's national certification, but some are only testing to meet an employer's requirement. The latter need not submit all of the application materials required for full certification.

If you are unsure about how your background, job needs, and career goals fit with NICET's certification programs, or if you want more information about certification procedures, start with a review of the program details manuals and other descriptive materials available on our website. After that, any remaining questions can be discussed with NICET staff by phone (888-476-4238 or 703-548-1518) or email ("Ask NICET" at [www.nicet.org](http://www.nicet.org)).

### *What do I need to complete?*

The application form comes in five parts. Which ones you complete depends, first, upon whether or not your goal is certification and, second, whether you have previously completed an application. If you are applying for a:

- a) NICET exam only (without certification), you must complete 2 parts:
  - Part I: Applicant Information, Sections 1, 2, & 3
  - Part IV: Work Element Selection & Verification, Section 2
- b) NICET certification and exam at Level I or II, you must complete the following parts:
  - Part I: Applicant Information, Sections 1, 2, & 3
  - Part II: Work History
  - Part III: Performance Verification
  - Part IV: Work Element Selection & Verification, Sections 1 & 2
- c) NICET certification and exam at Level III or IV, you must complete the following parts:
  - Part I: Applicant Information, Sections 1, 2, & 3
  - Part II: Work History
  - Part III: Performance Verification
  - Part IV: Work Element Selection & Verification, Sections 1 & 2
  - Part V: Personal Recommendation (available on NICET's website)
  - Certification at Level IV also requires a Major Project Write-up

If you have previously submitted any parts of this application, the instructions for that part will indicate whether you need to submit it again.

**Make a copy of everything you send to NICET** and keep it with your testing/certification records.

**Your name and identification number must appear on every page** of every part of the application.

### *Can I apply to test as part of a group?*

If you are testing as part of a group, you should check with your sponsor for any special conditions associated with your test. If a single company check is accompanying several applications, accurate and timely processing of the applications requires that either:

- a. all the applications are mailed together with the check in the same envelope, **or**
- b. a list of all applicant names is attached to the check.

## ***Where do I mail the application?***

**If your mailing includes Parts I & IV** or includes a payment for any purpose, then you must mail it to:

**NICET  
c/o Bank of America  
PO Box 418651  
Boston, MA 02241-8651**

**Note:** If you wish to use overnight/express service to speed up the arrival of your application, you must use the US Postal Service to get it to Bank of America (only the Postal Service delivers overnight/express mail to post office boxes).

**If your mailing does NOT include a payment (check or money order)**, then you should mail it to:

**NICET  
1420 King Street  
Alexandria, VA 22314**

**Note:** If an exam application with payment is mailed to the NICET office, the original postmark date will be invalidated; the new postmark date will be the date we mail it to Bank of America. This may result in your application missing the deadline. NICET will not be responsible for delays caused by redirecting applications to the bank address.

## ***When will I hear from NICET?***

NICET will process test applications in the order they are received. If there is a problem with the application or the requested testing, the applicant will be notified and, whenever possible, given a chance to make amendments or corrections. Confirmation letters, containing test date, time, and location details, are generally mailed about 30 days prior to the test date. If you have not received your letter two weeks before the test date, contact NICET (at 888-476-4238 or [test@nicet.org](mailto:test@nicet.org)). You will receive a score report about two weeks after the exam.

After you meet an exam requirement, NICET will evaluate your work history and performance verifications. If you're applying for Level III or IV, NICET will also review your personal recommendation. About two to three months after your test date, you will receive either your certificate and approval letter/wallet card or a "conditional decision letter" explaining which criteria remain unmet.

When a candidate responds to a conditional decision letter with additional materials, these are again placed in the queue for evaluation. Evaluation of these materials is generally completed within 60 days of receipt. To minimize these additional rounds of evaluation, **NICET strongly encourages applicants for certification to submit all parts of the application, carefully completed, with the test application or shortly thereafter.**

## ***Will my testing information be private?***

Under NICET Policy 22, test results may be given only to the examinee, unless the examinee submits a signed release form.

Under NICET Policy 7, NICET does not sell mailing lists, phone numbers or email addresses of applicants and/or certificants. NICET may occasionally provide such lists for one-time use by bona fide organizations for educational or professional development purposes.