



NICET Technologist Application Instructions

General Instructions/Procedures

Technologist certification is intended for individuals who have graduated from an engineering technology bachelor's degree program* accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

To learn if your program is eligible, please [click here](#).

What do I need to submit?

Application materials include a three-part application form and a college transcript. Requirements for each grade are as follows:

For **AT grade**, you must submit:

- The \$160 Application Review Fee, paid via credit card. To pay for the Associate Engineering Technologist application review, [click here](#).
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. An “original” transcript must be sent electronically from the school of graduation to evaluations@nicet.org.

For **CT grade**, you must submit:

- The \$190 Application Review Fee, paid via credit card. To pay for the Certified Engineering Technologist application review, [click here](#).
- Work history detailing at least 5 years of engineering technologist level work experience acquired after graduation. The work history must be entered electronically into your profile in your candidate portal.
- Two endorsements following the instructions given in the Technologist Endorsement Form (see page 5 of this document).
- An official transcript showing the name of the baccalaureate degree, the curriculum completed, and the date of graduation. (This is not required if you were previously certified at the AT grade.) An “original” transcript must be sent electronically from the school of graduation to evaluations@nicet.org.

***Candidates should note that an engineering degree will NOT be considered as a substitute.**

When will I hear from NICET?

Upon receiving all supporting application materials, including transcript; work history (which should be submitted online through your candidate portal); and/or endorsements (sent as a secure message through CLARUS or to evaluations@nicet.org, as required), NICET will begin the evaluation process. The evaluation process can take from 60 to 90 days. You will receive notification of certification, or a message through your candidate portal explaining which criteria remain unmet.

When a candidate responds to a Review Status Message with additional materials, these are again placed in the queue for evaluation. Evaluation of these resubmitted materials is generally completed within 60 days of receipt.

Objectives

Tell us which type of initial certification or upgrade you are requesting.

Applicant's Statement of Understanding

To ensure that you understand important conditions of certification, NICET requires that you read and agree to the Statement of Understanding, which can be viewed in the candidate portal.

Payment

You must include the Application Review Fee during the time of submittal. Payment must be made online via credit card.

The fees are as follows:

Associate Engineering Technologist (AT): \$160
Certified Engineering Technologist (CT): \$190

To pay for the Associate Engineering Technologist application review, [click here](#).

To pay for the Certified Engineering Technologist application review, [click here](#).

Technologist Work History

You must provide NICET with information about your work experience since receiving your engineering technology baccalaureate degree. Please provide this information in your candidate portal. Your write-up will be evaluated against the current criteria for the grade of CT (Certified Engineering Technologist). If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a message through your candidate portal requesting additional information.

No work experience is required for certification at the AT grade.

Certification at the CT grade requires at least 5 years of acceptable engineering technologist level work experience acquired after graduation and in your degree area.

What is a “position?” Every time your employer or job title changes, you have a new position and must provide a complete work history in your candidate portal. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your title changes from Technologist I to Technologist II, then you have a new position that should be reported separately.

What is a “responsibility?” Each position carries with it several areas of responsibility. They may be technical, administrative, or supervisory, and they may be complex, involving the completion of many specific tasks, or relatively simple. All responsibilities should be listed, whether or not they are directly related to the certification subfield.

Descriptions of responsibilities: Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you a part of and what is your role in each?

Percentage of time allocated to each responsibility: Indicate what percentage of your total time spent in this position was allocated to performing the work involved in each responsibility. The sum of the percentages written in for all responsibilities listed on the form should equal 100%.

Endorsement

Endorsements are used by NICET as a current evaluation of overall competence and professional character. Endorsements are valid for one year from the date of the endorser’s signature. The endorsement form is available on page 5 of this document.

Two endorsements are required for certification at the CT (Certified Engineering Technologist) grade. No endorsements are required at the AT grade.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the quantity and quality of the applicant’s work experience. NICET requires endorsements by licensed professional engineers; registered land surveyors; NICET-certified engineering technologists; other professionals such as graduate engineers, scientists, senior technologists; or responsible regulatory officials.

Endorsements may NOT be submitted by relatives of the applicant.

Applicant's Statement

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

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

Endorser's Personal Information

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

Endorser's Relationship with Applicant

This section asks how well the endorser knows the applicant's work practices. The working relationship must not be less than six months.

Evaluation of Applicant

The endorser provides a general assessment of the applicant's career path and of several important qualities and strengths that are relevant to an evaluation of competency and working character.

Endorser's Statement

The endorser must read and sign the statement.

Submitting the Form

You may email the completed and signed endorsement form to evaluations@nicet.org or submit it via secure message through your candidate portal.



Name: _____ Social Security Number: _____

NICET Technologist Application, Part III: Endorsement

(Please print clearly or type)

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

Section 1 –Applicant’s Statement

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

Signature of Applicant _____

Date _____

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

The endorser must complete the remainder of this form.

Section 2 –Endorser’s Personal Information

NICET will not accept endorsement forms that are completed by relatives of the applicant.

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

Name _____ Phone Number (_____) _____

Position Title _____

Company Name _____

My highest degree is _____ in _____ field from _____ school

I am (registered, certified, licensed) as _____ by _____

Registration/Certification/License Number: _____ Date granted: _____

Describe your technical background:

Section 3 – Endorser’s Relationship with Applicant

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

I have known the applicant for a period of _____ years and _____ months through:

- ___ association within the company
- ___ association through contracting activities
- ___ association through professional activities
- ___ other: _____

Describe your professional relationship with the applicant:



Name: _____ Social Security Number: _____

NICET Technologist Application, Part III - Endorsement, continued

Section 4 – Endorser’s Evaluation of Applicant

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

A. Use the definitions below to classify the applicant’s work:

Engineering Technology is that part of the technological field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the craftsman and the engineer, at the end of the spectrum closest to the engineer. (In current usage, engineering technology embraces the practice of both the engineering technologist and the engineering technician.)

An **Engineering Technologist** is a member of the engineering team, who by reason of his or her knowledge and applications of the well-established mathematical, physical science, engineering principles, and methods of technological problem-solving, acquired by engineering technology education and engineering technology experience, is qualified to practice engineering technology. The engineering technologist will have earned a baccalaureate degree in engineering technology and will have a thorough knowledge of the equipment, applications, and established state-of-the-art design and problem-solving methods in a particular practice area.

The applicant is (was) clearly doing technologist-level work (as opposed to technician-level work). yes no

If not, please explain, in your opinion, why the work was not at the technologist level:

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

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

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

Section 5 – Endorser’s Statement

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

Name of Endorser (please print)

Signature of Endorser

Date

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

Incomplete endorsement forms will not be accepted by NICET.

Please email this form to evaluations@nicet.org or submit it through the candidate portal.