



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Certification Application Package**  
Construction Materials Testing - Asphalt



## Basic Instructions

Certification candidates must submit the entire Certification Application Package, including the Test Application and the Experience Application. After a candidate passes a written exam requirement, his or her work experience will be evaluated by NICET.

At minimum, a candidate must submit the Test Application to schedule and sit for an exam. However, to prevent delays in certification, candidates are recommended to submit their completed Experience Application at the time they apply for the exam.

Each NICET Standard Model program has a specialized Certification Application Package, which can be found on NICET's website. Each Certification Application Package is comprised of the following parts:

## ***Requirements for Certification***

### ***Test Application***

- Section I: Candidate Information
- Section II: Payment Form

### ***Experience Application***

- Part I: Work History
- Part II: Verifier Data
- Part III: Performance Verification
- Part IV: Personal Recommendation (required at Levels III and IV)
- Part V: Major Project Write-Up (required at Level IV)

Mail your application with payment to:

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

If you're submitting a form that supplements a previously-paid experience evaluation, then send to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314

**REMEMBER!**

- **Ensure that you are submitting the correct application materials and fee payment.**
- **Access the current certification criteria and fee information at [www.nicet.org](http://www.nicet.org).**
- **Make a copy of the entire application and keep it with your testing/certification records.**
- **Include name and identification number on every page of every part of the application.**



### Requirements for Construction Materials Testing – Asphalt Certification

Level I	Level II	Level III	Level IV
<b>Examination – Pass the:</b>			
Level I exam	Level I and II exams	Level I, II, and III exams	Level I, II, III, and IV exams
<b>Performance Verification – Obtain supervisor verification of:</b>			
Level I Performance Measures	Level I and II Performance Measures	Level I, II, and III Performance Measures	Level I, II, III, and IV Performance Measures
<b>Work History – Provide complete, detailed position descriptions and time allocations showing<sup>1</sup>:</b>			
<p>A minimum of 6 months of direct involvement in activities related to construction materials testing.</p> <p>Of this 6 months:</p> <ul style="list-style-type: none"> <li>• At least 3 months must be full-time experience in the testing of asphalt mixes and components.</li> <li>• Up to 3 months may be in full-time experience in some combination of soils, concrete and/or other related construction materials testing.</li> </ul>	<p>A minimum of 24 months of direct involvement in activities related to construction materials testing.</p> <p>Of this 24 months:</p> <ul style="list-style-type: none"> <li>• At least 12 months must be full-time experience in the testing of asphalt mixes and components.</li> <li>• Up to 12 months may be in full-time experience in some combination of soils, concrete, and/or other related construction materials testing.</li> </ul>	<p>A minimum of 60 months of direct involvement in activities related to construction materials testing.</p> <p>Of this 60 months:</p> <ul style="list-style-type: none"> <li>• At least 36 months must be full-time experience in the testing of asphalt mixes and components.</li> <li>• Up to 24 months may be in full-time experience in some combination of soils, concrete, and/or other related construction materials testing.</li> </ul>	<p>A minimum of 120 months of direct involvement in activities related to construction materials testing.</p> <p>Of this 120 months:</p> <ul style="list-style-type: none"> <li>• At least 60 months must be full-time experience in the testing of asphalt mixes and components.</li> <li>• Up to 60 months may be in full-time experience in some combination of soils, concrete, and/or other related construction materials testing.</li> </ul>
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
<i>(not required)</i>	<i>(not required)</i>	Independent engineering technician responsibilities.	Senior engineering technician responsibilities.
<b>Major Project – Provide a detailed description of a major project and your role in it showing:</b>			
<i>(not required)</i>	<i>(not required)</i>	<i>(not required)</i>	Senior responsibility for an asphalt construction materials testing project of substantial complexity.

<sup>1</sup> Time periods are full time equivalent.



# National Institute for Certification in Engineering Technologies®

A division of the National Society of Professional Engineers  
www.nicet.org



## NICET ENGINEERING TECHNICIAN CERTIFICATION Test Application - Section 1: Candidate Information

(Please print clearly or type)

### ID Number

Mr.

**Name:**  Ms. \_\_\_\_\_  
Last Name First Name Middle Initial

**Name Change?** If your name has changed since your last application, enter your previous name here: \_\_\_\_\_

**Note:** At your test site, you will be required to present a government-issued photo ID; the name on your ID must be identical to the name that you provide above. This name will also appear on all correspondence and any certification documents issued to you by NICET.

Indicate your status below. You must write your ID number in the space provided at the top right corner of each page of the application.

I have a NICET ID my number is: \_\_\_\_\_. **Note: If you have achieved NICET certification, your NICET ID number is NOT the same as the certification number that appears on your certificate and wallet card. Your NICET ID number can be found on most of your personal NICET records. If you do not know your NICET ID number, please call NICET at 888-476-4238.**

This is my first application.

**First-time applicants must provide ONE of the government ID numbers requested below. In the Test Application Package and the Experience Application package, when a space is provided in the top right corner for a NICET ID number, please write your Government ID number. Once NICET has processed your test application, you will be issued a permanent NICET ID number.**

- Social Security Number: \_\_\_\_\_
- Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- Government-issued photo ID no.: \_\_\_\_\_ Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Issuing agency: \_\_\_\_\_
- Passport No.: \_\_\_\_\_ Issuing country: \_\_\_\_\_ Issue date: \_\_\_\_\_

**NICET reserves the right to require a photocopy of this ID to confirm the submitted information (name, ID number, address, signature).**

### Address Information

#### Home Address:

\_\_\_\_\_  
Street Apt.  
\_\_\_\_\_  
City State Zip Code +4

When receiving items by mail, which address do you prefer?

**Business**  **Home**

#### Present Employer:

\_\_\_\_\_  
Company Name

#### Business Address:

\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code +4

**Present Position Title:** \_\_\_\_\_

### Electronic Contact Information and Preferences

**Phone Numbers** Business: \_\_\_\_\_ Home: \_\_\_\_\_  
Mobile/cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Email Addresses** Business: \_\_\_\_\_

(Please print carefully) Home: \_\_\_\_\_

**May we contact you about NICET business by:**

- **Email?**  **yes**  **no** If yes, preferred email address?  **Business**  **Home**  
If you permit NICET to contact you by e-mail, then your testing authorization notice and other correspondence about your upcoming exam will be delivered via e-mail. Please ensure that your e-mail filter can accept messages from the domain @nicet.org
- **Fax?**  **yes**  **no**

### Applicant's Statement of Understanding

*I certify that the information given on this page is accurate and current, that NICET may use the information as indicated to identify me and to send me information, and that it is my responsibility to notify NICET should any of the information provided on this page change. I have read, understood, and accept the NICET Conditions of Application. I have read, understood, and agree to abide by the NICET Code of Ethics.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Conditions of Application for Technicians

1. **NICET has established policies, procedures, and fees** that govern certification decisions, the uses of certification, and interactions with applicants and certificants. These policies, procedures, and fees may be changed by NICET at any time without prior notification. These policies, procedures, and fees are freely available on NICET's website ([www.nicet.org](http://www.nicet.org)). Each person who signs any NICET application accepts and agrees to follow these policies and procedures in all dealings with NICET.
2. **Each NICET certification may have multiple criteria** that must be met by a candidate in order for the certification to be conferred. These criteria may be changed by NICET at any time without prior notification. Current criteria, along with general information about NICET and its certification programs, are available from NICET's website ([www.nicet.org](http://www.nicet.org)). Individuals who are not resident in, or working in, the United States or its territories may not be eligible for certification. These individuals must contact NICET before applying and may be required to follow additional procedures, with additional fees, to demonstrate that they meet the criteria.
3. All applicants, candidates, and certificants **must comply with the NICET Code of Ethics** (see previous page) and follow generally accepted ethical practices at all times. For example, acquiring and/or providing specific knowledge of test questions prior to testing, or acquiring or providing assistance during an examination; intentionally providing information to NICET that is incomplete, or inaccurate; or knowingly providing technical services in an unsafe, inaccurate, or unprofessional manner may subject the offender to any number of sanctions, including legal prosecution.
4. NICET reserves the right to **deny, suspend, or revoke any certification** (pending or awarded) should the Institute determine that an applicant, candidate, or certificant has misrepresented information, violated a NICET policy or procedure, or violated the NICET Code of Ethics.
5. Maintenance of **current accurate contact information** is the responsibility of the applicant. NICET requires accurate contact information to communicate to the applicant important information related to testing, certification, and recertification.
6. **The NICET name, logo, and certification mark are the property of NICET and may not be used without the expressed written permission of the Institute.**
7. **NICET approval letters, wallet cards, and certificates** are issued to certificants for their use but remain NICET property at all times and may be recalled by the Institute at any time without prior notification.
8. **NICET test questions and examinations** are the copyrighted property of NICET. Any copying, sharing, or distribution of the content of those test questions and/or examinations constitutes copyright infringement and is a violation of U. S. federal law. Violators will be subject to suspension or revocation of NICET status and/or prosecution to the full extent of the law.
9. Each person who signs a NICET application grants NICET the **right to contact individuals** named in application materials or other communications with NICET to confirm the accuracy of information provided by the applicant.
10. **NICET certification must be used, represented, and displayed** in accordance with NICET policies. NICET certification does not constitute a license to practice engineering.
11. Each person who signs a NICET application grants NICET the **right to publish their name, address, and certification** information in its certification directories and to provide that information to others in response to bonafide inquiries. Test scores will be given to the test-taker only, unless the test-taker submits a release form authorizing NICET to give the scores to another specified individual.
12. The applicant's **Social Security number or government-issued ID number** is required for identification purposes. It will be used for NICET internal use ONLY and will not be given to anyone else without legitimate legal reason.
13. **An applicant's test records will be purged** for an individual certification area after five years if no further testing is completed in that certification area and the individual is not certified in that area. If the applicant has active certifications or is actively testing in other certification areas, the records for those other certification areas will not be affected.
14. **An applicant with a disability** as defined in Title III of the Americans with Disabilities Act who may be placed at a disadvantage when taking a NICET certification examination must advise NICET, in writing, of their needs by including a letter or other appropriate documentation with their application. NICET will respond by telephone or other means to make appropriate accommodations.
15. **All certifications expire** three years after an individual's initial certification is awarded and every third year thereafter. Recertification will be based on the certificant's activities during that three-year period. Requirements and fees may be found in NICET's Continuing Professional Development Policy (See [www.nicet.org](http://www.nicet.org)). Several months before expiration, a recertification application will be sent to the last postal or email address provided by the certificant. If the application with payment is not received by NICET prior to the expiration date, the certificate will expire. Reinstatement to Active Status will involve an additional fee. If reinstatement has not occurred three years after the expiration date, all certifications and all testing records will be purged. Payment of new testing and/or application fees does not substitute for payment of the full recertification fee when due. Additionally, obtaining a higher-level NICET certification does not alter or "reset" the originally established three-year certification period.

### NICET 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.



Candidate Name: \_\_\_\_\_

NICET ID No.: \_\_\_\_\_

**NICET ENGINEERING TECHNICIAN CERTIFICATION  
Test Application - Section 2:  
PAYMENT FORM**

**Examination Selection**

For each exam selected, indicate the Window ID number of your preferred 3-month testing window (not to be more than six months from the postmark date on this application) from the Eligibility Schedule to the right. The fee includes an experience evaluation if the candidate passes the written exam.

	Window ID	Fee
<b>Highway Construction Inspection</b>		
<input type="checkbox"/> Level I Exam (10039)		\$230
<input type="checkbox"/> Level II Exam (10040)		\$300
<input type="checkbox"/> Level III Exam (10041)		\$355
<input type="checkbox"/> Level IV Exam (10042)		\$410
<b>Construction Materials Testing - Soils</b>		
<input type="checkbox"/> Level I Exam (10043)		\$230
<input type="checkbox"/> Level II Exam (10044)		\$300
<input type="checkbox"/> Level III Exam (10045)		\$355
<input type="checkbox"/> Level IV Exam (10046)		\$410
<b>Construction Materials Testing - Asphalt</b>		
<input type="checkbox"/> Level I Exam (10047)		\$230
<input type="checkbox"/> Level II Exam (10048)		\$300
<input type="checkbox"/> Level III Exam (10049)		\$355
<input type="checkbox"/> Level IV Exam (10050)		\$410
<b>Construction Materials Testing - Concrete</b>		
<input type="checkbox"/> Level I Exam (10051)		\$230
<input type="checkbox"/> Level II Exam (10052)		\$300
<input type="checkbox"/> Level III Exam (10053)		\$355
<input type="checkbox"/> Level IV Exam (10054)		\$410
<b>Total:</b>		

**Eligibility Schedule**

Window ID	Window Period	Window ID	Window Period
1	January/February/March	7	July/August/September
2	Feb/March/Apr	8	August/September/October
3	March/April/May	9	September/October/November
4	April/May/June	10	October/November/December
5	May/June/July	11	November/December/January
6	June/July/August	12	December/January/February

**You can apply for your test online.**

You can submit payment for this application at NICET's website. Visit [www.nicet.org](http://www.nicet.org), and login to your account. From there, you can submit/update your contact information, select your test, and pay with a credit card.

**Payment and mailing information**

Payment of the total Examination fee in the form of a check or money order made payable to NICET, must accompany this application form.

Any Certification Application that includes a check or money order must be sent to NICET at:

Via U.S. Postal Service:  
NICET  
c/o Bank of America  
PO Box 418651  
Boston, MA 02241-8651

Via FedEx, UPS:  
NICET  
c/o Bank of America Lockbox Services  
Lockbox 418651  
MA5-527-02-07  
2 Morrissey Blvd.  
Dorchester, MA 02125

Any Certification Application forms that do not include a payment must be sent to:

Evaluations  
NICET  
1420 King Street  
Alexandria, VA 22314

**Don't forget to:**

- Sign and Date the Applicant's Statement of Understanding in Section 1.
- Enclose your payment.
- Keep a copy of this application for your records.
- Mail all sections of this application together.

**Express Evaluation (optional)**

To speed up your experience evaluation, please contact NICET at 888-476-4238, Option 4, to ask for Express Evaluation instructions and arrange for electronic payment of the Express Evaluation fee of \$300 per subfield per Level. Express evaluations will be completed within 10 business days of the receipt of payment.

**NICET OFFICE USE ONLY**

Employer ID	Postmark Date	Spec. Cont.	ADA	App #	Lockbox #1	Amt. Paid



# Experience Application Part I: 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

<b>Employer:</b>	<b>Location of employer (city, state):</b>	<b>Name of supervisor (s):</b>
<b>Candidate's Position:</b>  President / owner / co-owner	<b>Dates position / responsibilities held:</b>  From: Month _____ Year _____ To: Month _____ Year _____	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>  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	%
<b>The sum of all the values in this column must equal 100%.</b>		<b>100 %</b>

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.)	<b>Sections 1, 2, and 3 must be filled out for each position held.</b>
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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

**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.**



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
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**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.**



Candidate: \_\_\_\_\_

NICET ID No: \_\_\_\_\_

### NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part II: Verifier Data

(Please print legibly or type)

*To be completed by the Verifier only*

Verifier's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Current employer: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Professional licenses/certifications: \_\_\_\_\_

My observation of the candidate occurred during my employment at:

- Current employer
- Previous employer: \_\_\_\_\_

My observation of the candidate occurred as a part of my role as:

- Candidate's direct supervisor
- Candidate's indirect supervisor/manager responsible for the candidate's work results/outcomes
- Engineer on one of the candidate's projects
- Governmental authority: \_\_\_\_\_
- Contract supervisor for:  client, or  general contractor
- Other: \_\_\_\_\_

I have (Check all that apply):

- directly observed the candidate's work.
- directly observed the results of the candidate's work.
- received reliable reports from those who have directly observed the candidate's work.
- observed the candidate's ability to supervise others who are doing this work.

During what time period were you in the above-indicated relationship with the candidate?

From \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_  
Mo. Yr. Mo. Yr.

#### Verifier's Statement:

*I certify that:*

- *I understand and have carefully considered each performance measure that I have verified or will verify.*
- *I have not verified, and will not verify, any performance measure that I have not either personally observed or received reliable and specific reports from one who has personally observed the performance.*
- *I have not signed, and will not sign, any verification statement on a form that does not have the candidate's name at the top.*
- *I have not asked nor will I ask anyone to sign my name in my stead.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

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If this form supplements a previously-paid experience evaluation, send it to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: \_\_\_\_\_

Candidate NICET ID No.: \_\_\_\_\_

**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Construction Materials Testing - Asphalt

Performance verification may be provided by a single verifier or a combination of verifiers. Note: Each verifier must complete a Verifier Data form.

**Instructions to the Verifier:** For each performance measure listed, please write your initials in the column at right if you have witnessed that capability in the candidate's performance of their job.

Level I Performance Measures		
<i>Group "A": All of the following must be verified. The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0207-1101	Use appropriate personal protective equipment (PPE).	
0207-1102	Attend safety training.	
0207-1103	Identify and report task-specific hazards.	
0207-1104	Reduce/split samples to appropriate size for various tests.	
0207-1105	Perform field density tests of compacted asphalt mixes.	
0207-1106	Perform aggregate gradation tests.	
0207-1107	Perform asphalt content tests of asphalt mixes (e.g., extraction, ignition, nuclear methods).	
0207-1108	Determine the moisture content of asphalt mixes.	
0207-1109	Determine the moisture content of aggregates.	
0207-1110	Perform the maximum theoretical specific gravity and density tests of asphalt mixes.	
0207-1111	Perform the bulk specific gravity tests of compacted asphalt mixes.	
0207-1112	Verify current calibration for Level I tests.	
0207-1113	Verify proper equipment operation for Level I tests.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Performance Measures Continued to Next Page**



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Level I Performance Measures (cont.)		
<b>Group "B": At least 6 of the following must be verified. The candidate has repeatedly demonstrated an ability to:</b>		
0207-1114	Identify locations on site from locations on plans.	
0207-1115	Document sampling location.	
0207-1116	Follow sampling procedure to obtain sample.	
0207-1117	Compare sampled material to product submittals.	
0207-1118	Label sample origin and material.	
0207-1119	Deliver samples to laboratory.	
0207-1120	Condition the samples for testing by temperature.	
0207-1121	Label the prepared samples.	
0207-1122	Perform the fractured face tests of aggregates.	
0207-1123	Collect all required test data for reports.	
0207-1124	Document field observations.	
0207-1125	Complete test forms and related reports.	
0207-1126	Report results to supervisor.	
0207-1127	Assess reasonableness of results.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Construction Materials Testing - Asphalt

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**Instructions to the Verifier:** For each performance measure listed, please write your initials in the column at right if you have witnessed that capability in the candidate's performance of their job.

Level II Performance Measures		Verifier's Initials
<b>Group "A": All of the following must be verified. The candidate has repeatedly demonstrated an ability to:</b>		
0207-3101	Perform job hazard analyses.	
0207-3102	Review safety data sheets (SDS).	
0207-3103	Perform aggregate unit weight tests.	
0207-3104	Perform coarse aggregate specific gravity tests.	
0207-3105	Perform fine aggregate specific gravity tests.	
0207-3106	Perform sand equivalent tests.	
0207-3107	Perform sieve analysis of mineral fillers.	
0207-3108	Perform (run, calculate, report) flat and elongated particles tests.	
0207-3109	Perform LA abrasion tests.	
0207-3110	Perform clay lumps and friable particles tests.	
0207-3111	Perform fine aggregate angularity (uncompacted void content) tests.	
0207-3112	Perform sulphate soundness tests.	
0207-3113	Determine asphalt mix void contents.	
0207-3114	Determine height of compacted asphalt samples	
0207-3115	Perform gyratory compaction of asphalt mixes.	
0207-3116	Perform Marshall compaction.	
0207-3117	Calculate asphalt mix volumetrics.	
0207-3118	Perform Marshall stability and flow tests.	
0207-3119	Establish roller patterns.	
0207-3120	Maintain equipment.	
0207-3121	Perform equipment verification.	
0207-3122	Verify equipment maintenance.	
0207-3123	Perform equipment calibration.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Level II Performance Measures (cont.)		
Group "B": <i>At least 6 of the following must be verified. The candidate has repeatedly demonstrated an ability to:</i>		
0207-3124	Determine what testing is needed on samples.	
0207-3125	Determine sampling frequencies.	
0207-3126	Determine sampling locations.	
0207-3127	Establish sampling procedures.	
0207-3128	Perform durability index tests.	
0207-3129	Perform Micro-Deval tests.	
0207-3130	Perform Hveem stability tests.	
0207-3131	Perform Hveem compactions.	
0207-3132	Perform drain down tests.	
0207-3133	Identify issues in mix placement.	
0207-3134	Identify issues of mix productions.	
0207-3135	Monitor asphalt plant productions.	
0207-3136	Identify asphalt paving equipment.	
0207-3137	Prepare lab or field test data for reports.	
0207-3138	Report preliminary test results to clients or contractors verbally.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Candidate: \_\_\_\_\_

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 Construction Materials Testing - Asphalt

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Level III Performance Measures		Verifier's Initials
<b>Group "A": All of the following must be verified. The candidate has repeatedly demonstrated an ability to:</b>		
0207-5101	Design asphalt mix sampling programs.	
0207-5102	Design aggregate sampling programs.	
0207-5103	Proportion aggregates for mix designs.	
0207-5104	Prepare asphalt mixture using Superpave design procedures.	
0207-5105	Prepare asphalt mixture using Marshall design procedures.	
0207-5106	Determine asphalt mix volumetric properties.	
0207-5107	Evaluate asphalt mix productions.	
0207-5108	Inspect asphalt mix production plants.	
0207-5109	Train Level I and II asphalt technicians.	
0207-5110	Maintain asphalt test equipment calibration records.	
0207-5111	Maintain asphalt test equipment records.	
0207-5112	Maintain asphalt technician training records.	
0207-5113	Perform asphalt mixes and components proficiency sample testing.	
0207-5114	Prepare for asphalt mixes and components lab assessments.	
0207-5115	Evaluate asphalt mixes and components test results.	
0207-5116	Maintain asphalt mixes and components control charts.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Performance Measures Continued to Next Page**

**Note: Verifier must have submitted one "Verifier Information" form related to this candidate.**





Candidate: \_\_\_\_\_

Candidate NICET ID No.: \_\_\_\_\_

**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
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 Construction Materials Testing - Asphalt

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**Instructions to the Verifier:** For each performance measure listed, please write your initials in the column at right if you have witnessed that capability in the candidate's performance of their job

Level III Performance Measures (cont.)		
Group "B": <i>At least 5 of the following must be verified. The candidate has repeatedly demonstrated an ability to:</i>		
0207-5117	Perform tensile strength ratio (TSR) tests.	
0207-5118	Perform immersion compression tests.	
0207-5119	Identify aggregate types.	
0207-5120	Identify asphalt mix types (i.e., dense graded, permeable, warm).	
0207-5121	Identify asphalt binder types.	
0207-5122	Prepare asphalt mixture using Hveem design procedures.	
0207-5123	Evaluate asphalt mix placements.	
0207-5124	Review asphalt mix and component sampling methods.	
0207-5125	Review asphalt mix testing procedures.	
0207-5126	Review aggregate testing procedures.	
0207-5127	Produce asphalt mix and component preliminary reports.	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Verifier must have submitted one "Verifier Information" form related to this candidate.**

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<b>Level IV Performance Measures</b>		
<b>Group "A": All of the following must be verified. The candidate has repeatedly demonstrated an ability to:</b>		Verifier's Initials
0207-7101	Evaluate technical data related to asphalt testing.	
0207-7102	Establish asphalt mix proportions.	
0207-7103	Develop job mix formulas (JMF).	
0207-7104	Manage the asphalt laboratory accreditation.	
0207-7105	Manage the technician training program.	
0207-7106	Finalize asphalt test reports.	

<b>Group "B": At least 8 of the following must be verified. The candidate has repeatedly demonstrated an ability to:</b>		
0207-7107	Develop a company safety program.	
0207-7108	Maintain a company safety program.	
0207-7109	Develop site specific job safety plans.	
0207-7110	Train staff to perform job hazard analyses.	
0207-7111	Investigate safety issues.	
0207-7112	Perform radiation safety officer (RSO) duties.	
0207-7113	Develop project budget estimates.	
0207-7114	Estimate material quantities.	
0207-7115	Resolve inconsistent specifications.	
0207-7116	Perform advanced asphalt mix testing.	
0207-7117	Select materials used in asphalt mixes.	
0207-7118	Verify asphalt mix design test results.	
0207-7119	Implement changes in industry standards.	
0207-7120	Create an asphalt testing laboratory quality system.	
0207-7121	Develop preliminary recommendations to the Engineer in Charge.	
0207-7122	Manage company resources (i.e., employees, schedules, budgets, equipment).	

**Statement of Verification:** I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Candidate: \_\_\_\_\_

Candidate's NICET ID No: \_\_\_\_\_

# NICET ENGINEERING TECHNICIAN CERTIFICATION

## Experience Application, Part IV: Personal Recommendation

(Please print legibly or type)

### Section 1 – Recommender's Personal Information

*This form must be completed by 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 prefers recommendations from licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations from other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.*

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The person who completes this recommendation form cannot also provide Performance Measure verifications for this candidate. NICET will not accept recommendation forms that are completed by relatives or subordinates of the applicant.

### Section 2 – Recommender's Relationship with the Candidate

Familiarity with the candidate's character, abilities, and accomplishments:

- Unfamiliar – little relevant interaction
- Somewhat familiar – occasional interaction
- Reasonably familiar – regular interaction
- Very familiar – frequent interaction

Length of time that you have known the candidate: \_\_\_\_\_ years and \_\_\_\_\_ months

Nature of your relationship with the candidate:

- association within the company
- association through professional activities
- association through contracting activities
- other: \_\_\_\_\_

Describe your professional relationship with the applicant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Candidate: \_\_\_\_\_

Candidate's NICET ID No: \_\_\_\_\_

## NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part IV: Personal Recommendation

### Section 3 – Recommender's Evaluation of the Candidate

**Role of the Engineering Technician:**

**Apply well-defined and proven procedures, methods, and practices, derived from established or real-time engineering guidance, to specific technical assignments, and do so in an ethical and responsible manner.**

Regarding the role described in the box above:

I do not recommend this candidate for this role.

I recommend this candidate for this role because he/she has (check all that apply):

made substantial progress toward independent capability in this role.

fulfilled this role, demonstrating good, Independent technical judgment and self-management.

fulfilled this role, demonstrating a capability to resolve complex technical issues and lead a team of technicians.

*Please indicate by placing a mark in the one most appropriate box to the right of each statement, whether, and to what degree, the candidate demonstrates each of the following attributes.*

	Never	Some-times	Mostly	Always	Don't know
The candidate consistently works hard to achieve the objectives of his/her job.					
The candidate is attentive to his/her own work and to the work of others that impacts his/her own responsibilities.					
The candidate shows initiative and equanimity in dealing with new jobs, changed circumstances, or problems, and accepts responsibility for outcomes.					
The candidate organizes and directs the activities of work teams to achieve their objectives in a timely and cost-effective manner.					
The candidate develops and maintains cordial and goal-oriented relationships with work team members and with clients.					
The candidate encourages, uses, and appreciates the ideas and initiative of others.					
The candidate communicates clearly and effectively with work team members and clients.					
The candidate's actions are ethical and his/her statements are truthful and do not conceal or hold back relevant information.					

*Additional comments or observations on the candidate's capabilities, responsibility, and achievements:*

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### Section 4 – Recommender'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 a recommender or a verifier for other NICET certification candidates and can result in my own NICET certification(s) being revoked.

\_\_\_\_\_  
Name of Recommender (please print)

\_\_\_\_\_  
Signature of Recommender

\_\_\_\_\_  
Date

***Incomplete recommendation forms will not be accepted by NICET.***

**This form expires one year after being signed by the recommender.**

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## NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part V: Major Project Construction Materials Testing - Asphalt

*Each candidate for certification at Level IV in Construction Materials Testing - Asphalt must submit a write-up (in narrative/essay format) of their role in a large and technically complex construction materials testing project demonstrating senior-level engineering technician capabilities and responsibilities.*

### General Guidelines

The Major Project Write-up must be a concise, detailed, 2 to 3 page written description of the candidate's role in one\* major asphalt construction materials testing project.

The major project write-up must be type-written, identified by the candidate's name and NICET ID number, and on separate pages from other application documents. (The write-up is not a part of the work history in Part I of the application.)

The write-up must specifically identify the project and your role/title in it.

The candidate must be the sole author of the major project write-up. (Official job or project descriptions or testimonials from others will not be accepted.)

The project must be recent (within the last 4 years) and must have been completed.

The candidate's involvement in the project must include a range of construction materials testing activities\*.

The candidate's involvement in the project must demonstrate independent, senior-level engineering technician work, including delegation of responsibilities and duties.

The write-up must reflect senior-level understanding of the nature and importance of the various aspects of the materials testing and the project, and the roles of the various people involved in the completion and acceptance of the project.

### Guidelines for Description of the Project

The write-up should address each of the following in a detailed narrative:

- The location of the project, the type of project (i.e., highway, roadway, bridge, runway, airport facility, rail facility, dam, plant, building, land development, etc.), project owner, contractor, and consulting firm.
- Type of construction (i.e., new, major reconstruction, rehabilitation, expansion, etc.).
- Size of the project (i.e., length, number of lanes, number of intersections, number of structures, area, volume, etc.).
- Project cost (i.e., approximate dollar value).
- Time period (i.e., start/stop/completion dates, dates of candidate's involvement).
- Scope of construction activities (i.e., earthwork, structural concrete, foundation work, special treatments, stabilization, paving, drainage, etc.).

### Guidelines for Description of the Candidate's Role

The write-up should address each of the following in a detailed narrative:

- Supervisory or oversight responsibilities (i.e., position and authority, daily duties and tasks, number and categories of people supervised and the tasks they performed).
- Type of service and range of laboratory and/or field testing, quality control and inspection activities including the specific type and frequency of tests conducted, the various materials tested, the program's management, documentation, reporting, project closeout, etc.).

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