



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
Highway Construction Inspection



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 in order 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.**
- **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.**



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
 Highway Construction Inspection



Requirements for Highway Construction Inspection Certification

Level I	Level II	Level III	Level IV
Examination – Pass the:			
Level I exam	Level I and II exams	Level I, II, and III exams	Level I, II, III, and IV exams
Performance Verification – Obtain supervisor verification of:			
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
Work History – Provide complete, detailed position descriptions and time allocations showing¹:			
<p>A minimum of 6 months of direct involvement in activities related to the inspection of highway construction².</p> <p>Of this 6 months:</p> <ul style="list-style-type: none"> • At least 3 months must be full-time experience inspecting or assisting in the inspection of highway construction project(s). • Up to 3 months may be in full-time experience in closely-related construction field work that must involve materials testing, surveying, inspection, and/or management of pavement, structure, or geotechnical work 	<p>A minimum of 20 months of direct involvement in activities related highway construction project inspection and related work².</p> <p>Of this 20 months:</p> <ul style="list-style-type: none"> • At least 12 months must be full-time experience performing inspection functions on highway construction project(s). • Up to 8 months may be in full-time experience in closely-related construction field work that must involve materials testing, surveying, inspection, and/or management of pavement, structure, or geotechnical work. 	<p>A minimum of 60 months of direct involvement in activities related highway construction project inspection and related work².</p> <p>Of this 60 months:</p> <ul style="list-style-type: none"> • At least 40 months must be full-time experience performing a wide range of inspection functions on capital highway construction projects and demonstrating Level III responsibilities. • At least 14 months must involve construction inspection of highway or railway bridge structures, including both sub-structures and super-structures. • Up to 20 months may be in full-time experience performing similar inspection or management functions on construction projects that involve primarily pavement, major structures, and/or geotechnical work. 	<p>A minimum of 120 months of direct involvement in activities related highway construction project inspection and related work².</p> <p>Of this 120 months:</p> <ul style="list-style-type: none"> • At least 88 months must be full-time experience performing highway construction inspection responsibilities, including large and complex projects and progressive supervisory experience. • Up to 32 months may be in full-time experience performing similar construction inspection and management responsibilities in a closely-related construction field that involves pavements, major structures, and/or geotechnical work.
Personal Recommendation – Obtain recommendation ratings showing a capacity for:			
(not required)	(not required)	Independent engineering technician responsibilities.	Senior engineering technician responsibilities
Major Project – Provide a detailed description of a major project and your role in it showing:			
(not required)	(not required)	(not required)	Senior responsibility for a highway construction inspection project of substantial complexity.

¹ Time periods are full time equivalent.

² Highway Construction Inspection work, as described in the Content Outlines, involves a variety of competencies. Many of which might also be applied in other related work roles, or in projects involving other types of construction, particularly those involving other modes of transportation. To ensure proper crediting of experience, work history should include detailed breakouts showing job responsibilities in relation to each type of facility worked on during each position held.



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. Ms. **Name:** _____
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: _____
- Driver's 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 email, then your testing authorization notice and other correspondence about your upcoming exam will be delivered via email. 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). 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). 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). 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
Highway Construction Inspection		
<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
Construction Materials Testing – Soils		
<input type="checkbox"/> Level I Exam (10043)		\$230
<input type="checkbox"/> Level II Exam (10044)		\$300
<input type="checkbox"/> Level III Exam (10045)		\$355
Construction Materials Testing – Asphalt		
<input type="checkbox"/> Level I Exam (10047)		\$225
<input type="checkbox"/> Level II Exam (10048)		\$300
<input type="checkbox"/> Level III Exam (10049)		\$355
Construction Materials Testing – Concrete		
<input type="checkbox"/> Level I Exam (10051)		\$225
<input type="checkbox"/> Level II Exam (10052)		\$300
<input type="checkbox"/> Level III Exam (10053)		\$355
Total:		

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, 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

Employer:	Location of employer (city, state):	Name of supervisor (s):
Candidate's Position: President / owner / co-owner	Dates position / responsibilities held: 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	%
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.
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Candidate: _____ NICET ID No: _____

Experience Application, Part I: Work History

Section 3 – Detailed Description of Work Performed

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. If supplementary space is needed use additional pages of Section 3.

S/TA	*EXAMPLE*	Detailed Description of Technical Work Performed
CI		Specific construction inspection tasks, construction processes and/or construction stages inspected, materials and components, special equipment, contract administration, typical projects, duties and responsibilities, supervisory capacity
S/TA	*EXAMPLE*	Detailed Description of Technical Work Performed
CMT		Specific tests (by titles) performed in the field and/or the laboratory, types of materials tested and/or inspected, typical and/or special testing or evaluation equipment used, typical projects, duties & responsibilities, supervisory capacity (if
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.
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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

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
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.



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 _____

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
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
 Highway Construction Inspection

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		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
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 on the projects in which the candidate has been involved.	
0101-1106	Identify common tools and equipment used in construction on the projects in which the candidate has been involved.	
0101-1107	Properly use personal protective equipment (PPE) appropriate for the construction site.	
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.	

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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 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.: _____

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Level II Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
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 specifications.	
0101-3103	Inspect placement and grading of embankments, including compaction and finish tolerances, for compliance with project specifications.	
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 specifications.	
0101-3105	Inspect soil compaction methods and results and determine their acceptability according to project specifications.	
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 specifications.	
0101-3108	Inspect delivery, placement, compaction, and finishing of asphalt for compliance with project specifications.	
0101-3109	Inspect surface preparation, forms, reinforcing steel, and load-transfer assemblies for concrete pavements for compliance with project specifications.	
0101-3110	Inspect delivery, testing, placement, and consolidation of concrete for pavement for compliance with project specifications.	
0101-3111	Inspect bedding for footings, and installation of footings and basic driven pile for compliance with project specifications.	
0101-3112	Inspect forms, reinforcing steel, delivery, and placement of concrete for structures for compliance with project specifications.	
0101-3113	Inspect bedding, backfilling, and installation of drainage components for compliance with project specifications.	
0101-3114	Inspect installation of drainage components for compliance with project specifications.	
0101-3115	Inspect signage, striping, and message marking for compliance with project specifications.	
0101-3116	Inspect guardrails, safety systems, and fencing for compliance with project specifications.	
0101-3117	Inspect basic foundations for lighting, traffic signals, ground-mounted signs, and sound walls for compliance with project specifications.	

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Performance Measures Continued to Next Page



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Level II Performance Measures (cont.)		
<i>The candidate has repeatedly demonstrated an ability to:</i>		
0101-3118	Inspect underground electrical conduit for compliance with project specifications.	
0101-3119	Inspect sidewalks, curbs and gutters, curb ramps, medians/median barriers, and driveways for compliance with project specifications.	
0101-3120	Inspect environmental mitigation for compliance with project specifications.	
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 specifications.	
0101-3122	Prepare, compile, and maintain project documentation related to work within the inspector's scope of responsibility.	
0101-3123	Identify dates of project activities from a basic project schedule.	
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.	

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: _____

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Level III Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
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.	

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 IV Performance Measures		
<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0101-7101	Identify critical construction activities, based upon their impacts on safety, the project schedule, or the public.	
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 DBE and SBE 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 for all activities within the inspector's scope of responsibility.	

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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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:

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 Highway Construction Inspection

Each candidate for certification at Level IV in Highway Construction Inspection must submit a write-up (in narrative/essay format) of their role in a large and technically complex highway construction or highway reconstruction 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 Highway Construction or Highway Reconstruction 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 highway construction inspection 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 highway construction inspection 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 experience as related to highway construction inspection activities, 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.*

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