

What is Verification?

Performance verification for a work element exam program involves having a technically competent individual who is in a position to inspect and/or approve the applicant's work verify the repeated and correct completion of the task or application/or of the knowledge described in the work elements under a variety of conditions.

Who can provide verification?

The person(s) who provides this verification should always be the applicant's immediate supervisor unless:

- The applicant is either the owner of the business or the highest-ranking manager in the organization, or:
- The applicant's immediate supervisor is not technically knowledgeable in the specialty area.

In these cases, an alternate verifier must be found; one who meets the qualifications indicated in the first sentence on this page. Guidance in identifying an alternate verifier is provided in a few of the program detail manuals. If you have questions about how to proceed with this or other verification processes, please contact the NICET staff (at 888-476-4238 or tech@nicet.org).

More than one verifier? It is an accepted practice to utilize more than one supervisor, past supervisor, or alternate verifiers to cover the variety of work elements being tested, provided that a completed copy of Part III (Performance Verification) is submitted for each person. If more than one individual will be verifying work element performance on a given exam application, make photocopies of the completed Part IV, Section 2, before any verification is provided, and provide a separate copy to each verifier.

Section 1: Applicant's Relationship with Verifier

All applicants must complete "A and C".

Applicants must complete "B" if:

- They indicated in "A" that the verifier is not their immediate supervisor, or:
- Their verifier has not been listed as their supervisor of record in their work history.

Section 2: Verifier's Personal Information

Must be completed <u>by</u> the verifier.

Section 3: Verifier's Statement

Must be completed <u>by</u> *the verifier.* Misrepresentation can lead to denial or loss of certification. The signature, initials, and date must be originals, not photocopies.



Verification Procedures

The verifier must record his/her verification of the applicant's competent performance of the work elements being tested on Part IV, Section 2 ("Work Element Selection and Verification").

The applicant must provide to the verifier both Part III for completion and Part IV completed (with work element numbers and titles, but without the initials). This may be done in either of two ways:

• Verifications to be submitted with the Test Application: The applicant provides to the verifier the completed original of Parts III and IV. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. All materials should be returned to the applicant who mails them, along with the test fee payment and any other parts of the application that are ready, to:

Via U.S. Postal Service:	<u>Via FedEx, UPS:</u>
NICET	NICET
c/o Bank of America	c/o Bank of America Lockbox Services
PO Box 418651	Lockbox 418651
Boston, MA 02241-8651	MA5-527-02-07
	2 Morrissey Blvd.
	Dorchester, MA 02125

• Verifications to be submitted later than the Test Application*: The applicant provides to the verifier Part III and a list of work elements to be verified: either a photocopy of Part IV of the test application (without "Verifier's Initials"), or a newly written list of work elements in Part IV, Section 2, of the Test Application form. The verifier completes Sections 2 and 3 of Part III and initials the work elements among those listed on Part IV, Section 2, that have been competently performed by the applicant. Both parts should be returned to the applicant who mails them (with no fee payments) to:

NICET 1420 King Street Alexandria, VA 22314

Don't forget to keep a copy for your records!

* Note that, while a test can be administered with only Parts I and Part IV of the application, the applicant who wants to expedite the certification process will submit verifications and all other supporting materials with the Test Application or soon thereafter.

Part IV: Work Element Selection & Verification



To determine the testing requirements for certification, for advice on work element selection, and for work element listings and descriptions, refer to the program detail manual for your program. Definitions of work elements and work element categories ("General", "Special", "Core") will also be found in the manual.

Section 1: Objectives

Tell us your plans related to NICET certification. What are your examination and/or certification goals? What programs are you interested in obtaining certification? Your answers to these questions will not prevent you from changing your objectives in the future, but will help NICET to provide you with better service.

Program Detail Manuals contain information on program content and certification requirements. NICET staff is also available to answer your questions or you may apply for a pre-test evaluation of your work experience (by a separate application).

Section 2: Work Element Selection and Verification

Enter up to 34 work elements into the grid. The 3-digit field code is to be found in the program detail manual, normally on the cover page. (Please use care to enter the correct field code for each work element.)

The "Verifier's Initials" are part of the verification process described in Part III, "Performance Verification". Please review the instructions for that part before beginning the verification process.



NICET Technician Application, Part III: Performance Verification (Please print clearly or type)



Section 1- Applicant's Relationship with Verifier

Applicant Name:	Social Security Number:
A. Verification will	be provided by Mr./Ms
This Individua B If verification is I	al: al: being provided by a person who has never been your immediate supervisor
	his person responsible for monitoring and/or approving your work?
C. During what time	period did the verifier oversee your work? From/ / to/ / to/ /
	Section 2 - Verifier's Personal Information The verifier must complete the remainder of this form.
	Any person who provides work element verifications for this candidate cannot also submit a technician personal recommendation on his or her behalf.
the "Selection" table ir	ction of the verifier and the work element descriptions in the program detail manual before initialing work elements in Part IV, Section 2. Please fill out the information below. Verification will not be accepted unless all items in the at the bottom of this page are filled in.
	Phone No
Verifier's Employer _	
Summarize your tecl	nnical experience in the specialty area the applicant is testing:
List any registration	s, certifications or licenses you hold:
	Section 3 - Verifier's Statement
products or results of the of my working relationshi with the meaning and ap element. I certify that I h have personally initialed	in a position to be responsible for the conduct or results of the applicant's work or that my approval has been required for the applicant's work, and that the statement of "Applicant's Relationship with Verifier" at the top of this page is a true representation p with the applicant. I further certify that I will verify competent performance or application of knowledge only when I am familiar plication of the specific work element, and can, from personal experience, assess the applicant's capability to perform the work ave read the descriptions of the listed work elements in Part IV, Section 2, in the appropriate program detail manual, and that I work elements in Part IV, section of the task or application of the knowledge required under a variety of
Signature	Initials Date
	ure, initials, and date will not be accepted in photocopied form. Please use an ink color other than black.
actually perform both the ap	WARNING ermines that any verification was obtained from a non-qualified verifier or was given for tasks not ned, the Institute may permanently deny the certification sought or revoke the certification(s) held by plicant and the verifier (if certified). Further, the Institute may revoke the verifier's right to submit rsonal recommendations or verify work element for any NICET certification candidates.
	If not sent with the Examination application, please mail this form to: 1420 King Street, Alexandria, VA 22314
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NICET Technician Application, Part IV: WORK ELEMENT SELECTION and VERIFICATION

Section 1 - Objectives



Ap	plicant Name:	Social Security Number:	
Α.	Check off the <u>one</u> item below that best describes yo I am applying for the following certification(s) and inter Program (field/subfield)	Level or Grade	
в.	 I am applying to take an examination <u>only</u> and will not Are you currently participating in a related education Degree Program: 2 Year 4 Year 	nal program?	
	Institution/Organization	.	
		Graduation Date	
	Section 2 - Work El List below the work elements that you are requesting fo detail manual and is necessary to fully identify the work Element Listing" in each manual. The maximum numb	Lement Selection and Verification or this exam. The field code # is printed on the front co k element. The work element ID numbers and titles are ber of elements you can select for one exam is 34.	over of the program e in the "Work

Please write with care; you are responsible for the correct identification of work elements for your exam.

3-Digit Field Code No.	5-Digit Work Element ID No.	Work Element Title	Verifier's Initials*	3-Digit Field Code No.	5-Digit Work Element ID No.	Work Element Title	Verifier's Initials*

*The Verifier's Initials (Initial's MUST BE originals -photocopies WILL NOT be accepted) column is to be completed only by the verifier in accordance with the Statement of Verification in Part III, Section 3.

Mail forms with payment to:

U.S. Postal Service:	Expedited mail (FedEx, UPS):
NICET	NICET
c/o Bank of America	c/o Bank of America Lockbox Services
PO Box 418651	Lockbox 418651
Boston, MA 02241-8651	MA5-527-02-07
	Morrissey Blvd.
	Dorchester, MA 02125

Did you remember to:

Indicate a 2nd testing center?
Sign and Date the Applicant's Statement of Understanding?

• Enclose your payment?

- Keep a copy of this application for your records?
- Mail all sections of this application together?

PLEASE NOTE: PARTS I AND IV MUST BE SUBMITTED TOGETHER WITH PAYMENT IN ORDER FOR NICET TO SCHEDULE YOUR EXAM.