

# Experience Application Part II: Work History Sections 1, 2, and 3

#### INSTRUCTIONS and CHECKLIST

#### First-time applicants (and those specifically directed by NICET):

For the span of your <u>entire career</u>, complete one form **consisting of at least sections 1, 2, and 3** for each position held at each employer **and** <u>for any period within a given position in which your responsibilities changed significantly.</u>

#### Returning applicants

Follow the instructions above solely for the period of time from the end date of your <u>last work history submittal</u> 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 <u>countersigned</u> 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:
Candidate.	NICE I ID NO

# **Experience Application - Part II: Work History**

### **Section 1 – Position Identification**

Subfield / Technical Area (S/TA)  In Highway Construction  Construction inspection of highway projects, processes, techniques, standards, plans, specifications, records, reports, safety, surveying, materials, QC/QA testing, equipment, contract administration and project management.  Substantial Research of Water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.  Stormwater and Wastewater  Construction inspection of water and sewer lens, plans, specifications, safety, installation, restoration, testing, records, reports and project management.  Substantial Research of Water Wasterwater systems, safety; specifications, plans, installation, restoration, testing, communications, records, reports and project management.  Substantial Research	Employer:	Location of emplo	yer (city, state):	Name of supervisor (s):		
President / owner / co-owner	Candidate's Position:	Dates position / re	sponsibilities held:	Full-time  Part-time	Seasonal	
President / owner / co-owner		From: Month	Year	If nart-time hours per wee	ak.	
Subfield / Technical Area (S/TA)  Subfield / Technical Area (S/TA)  Description  Time devoted to S/TA (%)  In Highway Construction    Construction inspection of highway projects, processes, techniques, standards, plans, specifications, records, reports, safety, surveying, materials, QC/QA (testing, equipment, contract administration and project management.  Stormwater and Wastewater  Construction inspection of water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.  Stormwater and Wastewater  Construction  Symbol installation, restoration, testing, communications, records, reports and project management.  Symbol installation, restoration, testing, communications, records, reports and project management.  Symbol installation, restoration, testing, communications, records, reports and project management.  Symbol installation, restoration, testing, communications, records, reports and project management.  Construction inspection of storm-water and waste-water treatment plants, pumping storation, related structures, safety, specifications, plans, testing, equipment, communications, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.  Earlighway Inspection of swisting/in-service bridges, condition and maintenance needs, large-getion, investigation, reports, and project management.  Brigge Safety Inspection  Inspection of swisting/in-service bridges, condition and maintenance needs, large-getion, investigation, reports, and project management.  Symbol inspection of swisting/in-service bridges, condition, adely, plans, specifications, retired structures, services and project management.  Brigges Safety Inspection  Inspection of swisting/in-service bridges, condition, adely, plans, specifications, records, reports and project management.  Symbol inspection of swisting/inspection of projects.  Brigges Safety inspection of swisting/inspection of swisting/inspection of swi	President / owner / co-owner					season
Subfield / Technical Area (S/TA)  □ Highway Construction  □ Construction inspection of highway projects, processes, techniques, standards, plans, specifications, records, reports, safety, surveying, materials, CC/OA (MCI)  testing, equipment, contract administration and project management.  □ Water & Sewer Lines Construction (WSL)  □ Stormwater and Wastewater  Construction inspection of water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.  □ Stormwater and Wastewater  Construction inspection of storm-water and waste-water systems, safety; specifications, plans, installation, restoration, testing, communications, records, reports and project management.  □ Water and Sewer Plant  Construction inspection of water/wastewater treatment plants, pumping stations, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.  □ Erosion and Sediment Control    Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.  □ Bridge Safety Inspection    Inspection of watering/inspection structures, sedimentation, practices, inspection, investigation, reports, and project management.  □ Highway Maintenance and Preservation and maintenance needs, hazards, materials, structural elements, common/special bridges, analysis, rating, safety, records, reports and project management.  □ Highway Design    Preparation of plans, design, leguid, specifications, septiment, materials; records, reports, and project management.  □ Highway Design    Preparation of plans, design, leguid, specifications, equipment, materials; staking, mapping, photogrammetry, land descriptions, and platting.  □ Highway Design    Preparation of plans, design, leguid, specifications, petidentane, patients, staking, mapping, photogrammetry, land descriptions, and platting.	Tresident/owner/co-owner			·		
Subfield / Technical Area (SITA)  Chighway Construction  Chighway Construction  Construction inspection of highway projects, processes, techniques, standards, plans, specifications, records, reports, safety, surveying, materials, QC/QA testing, equipment, contract administration and project management.  WSL)  Stormwater and Wastewater  Construction inspection of water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.  Stormwater and Wastewater  Construction inspection of storm-water and waste-water systems, safety; specifications, plans, installation, restoration, testing, communications, records, reports and project management.  Construction specifications, plans, installation, restoration, testing, communications, records, reports, and project management.  Construction  (WSP)  Communications, records, reports, and project management, stations, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.  Principles of erosion and sediment control, soils, small watershed hydrology, hydralics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.  Bridge Safety Inspection  Inspection of existing-service bridges, condition and maintenance needs, hazards, materials, structural elements, common/special bridges, analysis, rating, safety, records, reports and project management.  Preservation  (HMP)  Highway Maintenance and  Preservation  Road and structure maintenance, rehabilitation, safety, plans, specifications, environmental protection, weather-related operations, equipment, materials; (HMP)  Highway Surveys  Fieldoffice highway surveying, measurement, traversing, cross-sections, environmental protection, weather-related operations, equipment, materials; (KMT-A)  Standards, specifications, practices, records, reports, project management.  Preparation of plans, design, layout, specifications, and plating.						Time devoted to
CHCI)   plans, specifications, records, reports, safety, surveying, materials, CACA   testing, equipment, contract administration and project management.   9	Subfield / Technical Area (S/TA)		Desc	ription		S/TA (%)
HeC     testing, equipment, contract administration and project management.   9	□ Highway Construction					
Sever Lines Construction   Construction   inspection of water and sewer lines, plans, specifications, safety, installation, restoration, testing, records, reports and project management.   9	(HCI)					%
(WSL)   installation, restoration, testing, records, reports and project management.   9						70
Construction  (SWWS)    Specifications, plans, installation, restoration, testing, communications, records, reports and project management.   Construction   Stations, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.   Principles of erosion and sediment Control   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, practices, reports, and project management.   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, event and project management.   Principles of erosion of existing/in-service bridges, candition and maintenance needs, hazards, natural elements, common/special bridges, analysis, rating, safety, reports, and project management.   Preparation of plans, design, layout, specifications, equipment, materials; execured, reports, project management.   Preparation of plans, design, layout, specifications, estimates for proposed road (HD)						%
GWWS    reports and project management.   9   1   2   2   2   2   2   2   2   2   2						
□ Water and Sewer Plant Construction inspection of water/wastewater treatment plants, pumping stations, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.  9 Principles of erosion and sediment Control 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.  9 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.  1 Road and structure maintenance, rehabilitation, safety, plans, specifications, environmental protection, weather-related operations, equipment, materials; records, reports, and project management.  9 Preparation of plans, design, layout, specifications, estimates for proposed road (HD)  1 Highway Design Preparation of plans, design, layout, specifications, estimates for proposed road (HD)  2 Highway Surveys Preparation of plans, design, layout, specifications, estimates for proposed road (HD)  3 bridge construction projects.  9 Preparation of plans, design, layout, specifications, estimates for proposed road (HD)  4 bridge onstruction projects.  9 In Materials Testing – Asphalt Field and lab testing and inspection of Asphalt/Manaterials, test methods, standards, specifications, practices, records, reports, project management.  9 In Materials Testing – Concrete Field and lab testing and inspection of Concrete materials, test methods, standards, specifications, practices, records, reports, project management.  9 In Geotechnical – Construction (GET-C)  1 Materials Testing – Soils Field and lab testing and inspection of soils, test methods, standards, specifications, practices, records, reports, project management.  9 Geotechnical – Exploration (September Proposed Proposed Proposed Proposed Proposed Proposed Proposed Proposed				ation, testing, communication	ons, records,	0/
Construction (WSP) communications, related structures, safety, specifications, plans, testing, equipment, communications, records, reports, and project management.  Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.  Bridge Safety Inspection  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.  Road and structure maintenance, rehabilitation, safety, plans, specifications, environmental protection, weather-related operations, equipment, materials; records, reports, and project management.  Highway Design  Highway Design  Preparation of plans, design, layout, specifications, equipment, materials; records, reports, and project management.  Bridge construction projects.  Highway Surveys	-					%
Communications, records, reports, and project management.   Sections						
□ Erosion and Sediment Control    Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.   Principles of erosion and sediment control, soils, small watershed hydrology, hydraulics of basic water control structures, sedimentation, practices, inspection, investigation, reports, and project management.   Properties of existing/in-service bridges, condition and maintenance endeds, hazards, materials, structural elements, common/special bridges, analysis, rating, safety, records, reports and project management.   Properties of erosion and sediments, common/special bridges, analysis, rating, safety, records, reports and project management.   Properties of erosion and sediments, common/special bridges, analysis, rating, safety, records, reports and project management.   Properties of erosion and sediments, common/special bridges, analysis, rating, safety, records, reports and project management.   Properties of erosion and sediments, common/special bridges, analysis, rating, safety, records, reports, editions, analysis, rating, safety, records, reports, project management.   Properties of proposed road (HMP)					quipment,	%
Inspection   Ins					nvdrology.	70
Bridge Safety Inspection						
hazards, materials, structural elements, common/special bridges, analysis, rating, safety, records, reports and project management.	1 1					%
BSI	□ Bridge Safety Inspection					
Highway Maintenance and Preservation   Road and structure maintenance, rehabilitation, safety, plans, specifications, environmental protection, weather-related operations, equipment, materials; records, reports, and project management.   9,	(BCI)				ınalysis,	0/
Preservation (HMP) environmental protection, weather-related operations, equipment, materials; records, reports, and project management.  Preparation of plans, design, layout, specifications, estimates for proposed road & bridge construction projects.    Highway Surveys					rifications	%
(HMP) records, reports, and project management.  9						
Highway Design (HD)					natorialo,	%
Highway Surveys (HS)	☐ Highway Design				roposed road	
Staking, mapping, photogrammetry, land descriptions, and platting.   9						%
Materials Testing - Asphalt (CMT-A)   Field and lab testing and inspection of Asphalt/HMA materials, test methods, standards, specifications, practices, records, reports, project management.   9/1						0/
Standards, specifications, practices, records, reports, project management.   Standards, standards, standards, specifications, practices, records, reports, project management.   Stephen						%
Materials Testing - Concrete (CMT-C)   Field and lab testing and inspection of Concrete materials, test methods, standards, specifications, practices, records, reports, project management.   9/1						%
CMT-C)   standards, specifications, practices, records, reports, project management.   9						,,,
CMT-S    specifications, practices, records, reports, project management.   9						%
Geotechnical – Construction (GET-C)	□ Materials Testing – Soils				ds,	
Geotechnical - Exploration   Exploration operations, soil investigations and practices, equipment, records, reports and project management.   9						%
Geotechnical – Exploration   Exploration operations, soil investigations and practices, equipment, records, reports and project management.   9 Geotechnical – Laboratory   Specialized geotechnical laboratory and field testing, soil and rock, standards, specifications, records, reports and project management.   9 Other   Specify: Gap   9 The sum of all the values in this column cannot exceed 100%.   9 FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.  Applicant's Signature   Date   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, and 3 me be filled out for each   Verifier's Signature   Sections 1, 2, 2, 2, 2, 3					actices,	0/
GET-E)   reports and project management.   99   Geotechnical – Laboratory   Specialized geotechnical laboratory and field testing, soil and rock, standards, specifications, records, reports and project management.   99   Other   Specify: Gap   99   The sum of all the values in this column cannot exceed 100%.   99   FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.   Sections 1, 2, and 3 mis applicant's Signature   Date   Verifier's Signature   Verifier's Signature   Date   Date   Verifier's Signature					t records	%
Geotechnical – Laboratory (GET-LT) Specialized geotechnical laboratory and field testing, soil and rock, standards, specifications, records, reports and project management.  The sum of all the values in this column cannot exceed 100%.  FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.  Sections 1, 2, and 3 mis polication and/or the revocation of any certificate NICET by the sum of all the values in this column cannot exceed 100%.  Yerifier's Signature	<u> </u>			ns and practices, equipmen	it, records,	%
GET-LT    specifications, records, reports and project management.   9				d field testing, soil and rock,	standards,	70
The sum of all the values in this column cannot exceed 100%.  FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.  Sections 1, 2, and 3 mg Applicant's Signature  Date  Verifier's Signature  be filled out for each						%
The sum of all the values in this column cannot exceed 100%.  FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.  Sections 1, 2, and 3 mg Applicant's Signature  Date  Verifier's Signature  be filled out for each	□ Other	Specify: Gap				0/
FFIDAVIT: 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 ejection of this application and/or the revocation of any certificate NICET has issued in my name.  Sections 1, 2, and 3 mg Applicant's Signature  Date  Verifier's Signature  be filled out for each		The	sum of all the value	s in this column cannot o	vcood 100%	% %
Applicant's Signature Date Verifier's Signature <b>be filled out for each</b>	ne listed position. I understand that provision	e and complete brea on of misinformation	akout of the time I spe n is in violation of the I	nt working in the subfields/t NICET Code of Ethics and p	echnical areas policy, and can	indicated for result in the
(Only if directed by NICET.) position held.	Applicant's Signature	Date		•	be filled o	ut for each

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: NICE	Γ ID No:
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# **Experience Application - Part II: 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.

	** Example**	Detailed Description of	Technical Work Performed	** Example**
			onstruction processes and/or construct I projects, duties and responsibilities, s	
Mater	ials Testing: Specific tests (by titles	s) performed in the field ar	nd/or the laboratory, types of materials duties & responsibilities, supervisory	tested and/or inspected, typical
S/TA			of Technical Work Performed	1 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
S/TA		Detailed Description	of Technical Work Performed	
S/TA		Detailed Description	n of Technical Work Performed	
0/1/1		Dotailoù Docoripilo.	- or roominous from a circumou	
S/TA		<b>Detailed Description</b>	of Technical Work Performed	
e listed p		of misinformation is in vio	he time I spent working in the subfields lation of the NICET Code of Ethics and T 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: NICE	Γ ID No:
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# **Experience Application - Part II: Work History**

# Section 3 – Detailed Description of Work Performed (continue as needed)

NICET will not 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.

	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.
e listed <sub>ا</sub>		n of misinformation is in vic	the time I spent working in the subfields/ plation of the NICET Code of Ethics and ET has issued in my name.	
S/TA		Detailed Description	n of Technical Work Performed	
	1			
5,170		201004 2000ptio		
S/TA		Detailed Description	n of Technical Work Performed	
S/TA		Detailed Description	n of Technical Work Performed	
0.71		D. C. W. I. D. C. C. C.		
S/TA		Detailed Description	n of Technical Work Performed	

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.