



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
Electrical Power Testing



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
Electrical Power Testing



Requirements for Electrical Power Testing Certification

Scope of Electrical Power Testing Program

This certification program is intended for technicians who are engaged in inspection, testing, and periodic maintenance of electrical power equipment, and evaluation of such equipment for acceptance for service, continued serviceability, or required maintenance.

Level I	Level II	Level III	Level IV
Examination – Pass the:			
Level I exam	Levels I and II exams	Levels I, II, and III exams	Levels I, II, III, and IV exams
Performance Verification – Obtain supervisor verification of:			
All Level I Performance Measures	All Levels I and II Performance Measures	All Levels I, II, and III Performance Measures	All Levels I, II, III, and IV Performance Measures
Work History – Provide complete, detailed position descriptions and time allocations showing^{1,2}:			
Minimum of one year of practical experience in support of testing and maintenance of electrical power equipment, including basic electrical safety procedures. This may include up to six months of practical electrical power work such as: <ul style="list-style-type: none"> • Electrical Lineman • Industrial Electrician 	Minimum required for Level I plus one additional year (two years total) of practical experience in the inspection, testing, and maintenance of electrical power equipment.	Minimum required for Level II plus three additional years (five years total) of practical experience in the testing of electrical power equipment, including a full range of equipment in low, medium, and high voltage systems. This must include 1 year of supervision and project management of two or three-person test crews.	Minimum required for Level III plus five additional years (ten years total) of practical experience in the testing of complex electrical power equipment and systems, technical evaluation of tests and test data, and recommendations of additional diagnostic testing and corrective actions. This must include at least two years of supervision and project management of multi-crew projects.
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 an electrical power testing project of substantial complexity

¹ Time periods are full time equivalent.

² Work in this specialty is oriented toward the types of equipment, cabling, and systems included in the Content Outlines, operating largely in the medium-voltage (600 V and above) and high-voltage ranges. Low-voltage work should be mostly in the 480 to 600 V range, and does NOT include residential or small commercial systems, or life-safety, security, or other building control systems.




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.



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

Examination Selection

The fee includes an experience evaluation if the candidate passes the written exam.

	Fee
Electrical Power Testing	
<input type="checkbox"/> Level I Exam (10027)	\$230
<input type="checkbox"/> Level II Exam (10028)	\$300
<input type="checkbox"/> Level III Exam (10029)	\$355
<input type="checkbox"/> Level IV Exam (10030)	\$410
Inspection and Testing of Fire Alarm Systems	
<input type="checkbox"/> Level I Exam (10035)	\$230
<input type="checkbox"/> Level II Exam (10036)	\$300
Fire Alarm Systems	
<input type="checkbox"/> Level I Exam (10007)	\$230
<input type="checkbox"/> Level II Exam (10008)	\$300
<input type="checkbox"/> Level III Exam (10009)	\$355
<input type="checkbox"/> Level IV Exam (10010)	\$410
Inspection and Testing of Water-Based Systems	
<input type="checkbox"/> Level I Exam (10024)	\$230
<input type="checkbox"/> Level II Exam (10025)	\$300
<input type="checkbox"/> Level III Exam (10026)	\$355
<input type="checkbox"/> Level I Inspection & Testing Fundamentals (10017)	\$175
<input type="checkbox"/> Level I Work Practices Exam (10018)	\$175
<input type="checkbox"/> Level II Inspection Exam (10019)	\$185
<input type="checkbox"/> Level II Testing Exam (10020)	\$185
<input type="checkbox"/> Level II Work Practices Exam (10021)	\$185
<input type="checkbox"/> Level III Inspection & Responsibilities Exam (10022)	\$230
<input type="checkbox"/> Level III Advanced Testing Exam (10023)	\$230
Water-Based Systems Layout	
<input type="checkbox"/> Level I Exam (10011)	\$230
<input type="checkbox"/> Level II Exam (10012)	\$300
<input type="checkbox"/> Level III General Plan Preparation Exam (10013)	\$295
<input type="checkbox"/> Level III Hydraulics & Water Supply Exam (10014)	\$295
<input type="checkbox"/> Level IV Exam (10016)	\$410
Special Hazards Systems	
<input type="checkbox"/> Level I Exam (10031)	\$230
<input type="checkbox"/> Level II Exam (10032)	\$300
<input type="checkbox"/> Level III Exam (10033)	\$355
<input type="checkbox"/> Level IV Exam (10034)	\$410
Video Security Systems Technician	
<input type="checkbox"/> Level I Exam (10001)	\$230
<input type="checkbox"/> Level II Exam (10002)	\$300
<input type="checkbox"/> Level III Exam (10003)	\$355
<input type="checkbox"/> Level IV Exam (10004)	\$410
Video Security Systems Designer	
<input type="checkbox"/> Level I Exam (10005)	\$300
<input type="checkbox"/> Level II Exam (10006)	\$355
Total:	

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.

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.

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 1: 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 forms 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:	Dates position / responsibilities held:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>
President / owner / co-owner	From: Month _____ Year _____ To: Month _____ Year _____	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 (%)
Fire Alarm Systems (FA)	Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales.	%
Fire Alarm Systems Inspection / Testing (ITF)	Fire alarm systems work limited to performing, planning, and coordinating the inspection and testing of fire alarm systems.	%
Special Hazards Systems (SH)	Special hazards suppression systems specific activities including project management, system layout (plan preparation), equipment selection, installation, acceptance testing, troubleshooting, servicing, and sales.	%
Water-based Fire Protection Systems Layout (SP)	Water-based fire protection systems layout specific activities including project management, system layout (plan preparation), hydraulic calculations, site evaluation, equipment selection, plan approval, and sales.	%
Water-based Fire Protection Systems Inspection / Testing (ITS)	Specifically performing and managing the inspecting and testing of existing systems according to NFPA 25. Does not include work performed during installation and final testing / commissioning of new systems.	%
Water-based Fire Protection Systems Fitting / Fabrication (SF)	The performance and supervision of fitting, fabrication, maintenance, tests and inspections performed during installation and final testing / commissioning of new water-based fire protection systems or additions to systems.	%
Other Fire Protection Work (OFP)	This includes work with portable extinguishers, standpipe hoses and nozzles, municipal and private fire hydrants, fire-stopping, and firefighter duties.	%
Video Security System Technician (VST)	Video security systems specific activities including management, installation, preventative and corrective maintenance, tests and inspections, troubleshooting, and servicing.	%
Video Security System Designer (VSD)	Video security systems design and plan preparation specific activities including management, plan preparation, site evaluation, equipment selection, plan approval, and technical sales.	%
Industrial Instrumentation (I/I)	Industrial instrumentation work including management, design assistance, installation and maintenance of industrial measurement and control systems.	%
Audio Systems (AS)	Audio system specific activities including the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications.	%
Electrical Power Testing (EPT)	Specifically testing electrical power equipment, cabling, and systems operating in the range of 600 V and above. Does not include general wireman duties.	%
Other Low / Limited Voltage Systems (LV)	Work with non-fire alarm low/ limited voltage systems such as security, access control, nurse call, building control, computer networking, and emergency lighting.	%
Other Electrical Systems (GE)	General electrician work - residential and commercial wiring of loads including light machinery, lighting, HVAC components, and distribution panels and outlets.	%
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 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: _____

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
SF		Supervised and performed the installation, corrective maintenance, under construction testing, and commissioning of new fire sprinkler systems and system additions. Systems installed included wet, dry, pre-action, deluge, and foam. Components installed and maintained included piping, pipe hangers, earthquake bracing, alarm check valves, various cutout valves, flow sensors, FD connections, standpipe hose connections, jockey and fire pumps, and backflow preventers. Installed systems of 25 – 600 heads in a variety of building types including residential and commercial high rise, mercantile, manufacturing, school, and military.
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: _____

Experience Application - Part I: 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.

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: _____

Experience Application - Part I: 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.

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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: _____

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

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: _____ Verifier: _____

**NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
Electrical Power Testing**

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

Level I Performance Measures

<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials 
7011101	Recognize, interpret, and correctly respond to various sources of safety-related information on the job site.	
7011102	Recognize and correctly respond to the hazards associated with working with and around various types of electrical power equipment.	
7011103	Identify and wear personal protective equipment correctly, recognizing and avoiding damaged or ill-fitting equipment.	
7011104	Identify the nominal voltage of electrical power equipment (as it pertains to safe approach distances).	
7011105	Select and connect test equipment in order to safely and correctly measure voltage and current.	
7011106	Follow written and verbal instructions related to electrical equipment, test procedures, and safety.	

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.

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: _____ Verifier: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
Electrical Power Testing

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

Level II Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
7013101	Identify, interpret, and apply the standards that govern assigned visual and mechanical inspections.	
7013102	Perform an onsite inspection of a power transformer and accurately record transformer data on a datasheet.	
7013103	Draw an oil sample from a power transformer, in accordance with standards, for dissolved gas and quality analysis.	
7013104	Perform a transformer insulation resistance test.	
7013105	Perform a transformer turns ratio test and calculate the turns ratio.	
7013106	Clean, inspect, and operate the functional components of low- and medium-voltage circuit breakers.	
7013107	Perform a high-current injection test on a low-voltage circuit breaker.	
7013108	Measure the contact resistance and insulation resistance of low- and medium-voltage circuit breakers.	
7013109	Inspect low- and medium-voltage circuit breaker cells for properly working interlocks and stored energy release mechanisms.	
7013110	Perform an overpotential withstand test on a cable.	
7013111	Perform an overcurrent protective relay test with a relay test set.	
7013112	Perform a polarization index test on a motor.	
7013113	Conduct a battery bank inspection.	
7013114	Perform fuse continuity tests.	
7013115	Perform continuity and ground grid tests.	
7013116	Ensure that a circuit is electrically safe in accordance with NFPA 70E.	
7013117	Read, interpret, and follow switching instructions.	
7013118	Identify electrical hazards encountered in the work place and take appropriate action.	
7013119	Select and use proper personal protective equipment for a switching or grounding task.	
7013120	Enter data into an electronic spreadsheet and send it as an email attachment.	
7013121	Convey accurate information about job procedures, requirements, and impacts to the client, and report to the company accurately on work performed, results, recommendations or advice given to the client, and information received from the client that affects either the work performed or future plans.	



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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NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
Electrical Power Testing

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

Level III Performance Measures

70151XX	<i>The candidate has repeatedly demonstrated an ability to:</i>	Verifier's Initials	70151XX	<i>The candidate has repeatedly demonstrated an ability to:</i>	Verifier's Initials
01	Measure an LTC turns-ratio on all tap positions.		15	Inspect, test, and evaluate the operation of a capacitor.	
02	Test transformer protective devices and gauges.		16	Collect an SF6 gas sample for testing.	
03	Test the functionality of circuit breaker interlock devices.		17	Interpret a thermographic survey of a medium or high-voltage electrical power system and accurately report the electrical anomalies identified.	
04	Perform a time/travel analysis of a circuit breaker.		18	Interpret and analyze historical test data for indications of equipment deterioration or failure trends.	
05	Conduct power-factor/dissipation-factor testing of medium and high-voltage transformers, circuit breakers, and cables.		19	Recognize anomalous results; investigate and analyze test procedures and environmental factors to evaluate the validity of the results.	
06	Inspect medium and high-voltage cable and evaluate for correct cable supports, bending radius, lug compressions, and shield terminations.		20	Develop a sequence-of-operations and a switching procedure to provide isolation for one section of a power distribution system.	
07	Perform point-to-point wiring checks, electrical tests, and mechanical checks to evaluate overloads, potential transformers, RTD's, ground fault devices, and zone interlock devices on new switchgear installations.		21	Select appropriate inspections, tests, and test equipment to fulfill a scope of work involving transformers, circuit breakers, switchgear, and cables.	
08	Program relays for CT/PT ratio, significant digits, and any operations specified for a relay protection scheme.		22	Analyze control and protection schemes involving differential, power, and multifunction relays, and other control circuits, and select the inspections, tests, test sequences, and test equipment.	
09	Inspect, test, and evaluate the operation of a differential relay.		23	Develop a worksite safety plan by reviewing the testing plan, surveying site hazards, and gathering facility rules and other site specific safety information.	
10	Use a 3-phase test set to inspect, test, and evaluate each function of a relay.		24	Plan and supervise lock-out, tag-out, and verification of de-energization of circuits.	
11	Inspect, test, and evaluate the operation of standard multifunction relays.		25	Work with the client to plan job requirements, including manpower, time, space, power, PPE, etc., for efficient and productive time on-site.	
12	Inspect, test, and evaluate the accuracy of watt meters, VAR meters, and multifunction power meters.		26	Directly supervise 3 test technicians throughout the safe and correct performance of a scope of work involving inspection and testing of a complete substation or distribution system.	
13	Inspect, test, and evaluate a substation battery system for physical condition, electrical impedance and capacity, and load equalization.		27	Prepare written reports on test results & evaluations that are clear, accurate, thorough, and honest.	
14	Inspect and evaluate grounding bonds, clamps, and welds, and verify proper torquing of bolted connections on a new grounding system installation.				

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.

If this form accompanies a Test Application Package and payment, send to: NICET, c/o Bank of America, Dept. 0037, Washington DC 20055
 If this form does NOT accompany a Test Application Package, send to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: _____ Verifier: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part III: Performance Verification Electrical Power Testing

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether the candidate has demonstrated that capability on the job.

Level IV Performance Measures		Verifier's Initials
<i>The candidate has repeatedly demonstrated an ability to:</i>		
7017101	Evaluate the client's testing requirements to determine the applicable standards, proper test procedures, and required test equipment for a testing project.	
7017102	Evaluate test procedures for, and determine the serviceability of, electrical safety equipment.	
7017103	Develop testing procedures to accurately determine the functionality of power system protection, metering, and controls.	
7017104	Correctly test relay schemes for transmission line protection, breaker failure, generator protection, and metering.	
7017105	Correctly test the communication functions of power system fault data recorders, DCS, RTU, and SCADA systems.	
7017106	Correctly perform and document a variety of electrical tests, as specified by NETA's ATS and MTS standards, for each of the following: <ul style="list-style-type: none"> power generation systems and equipment; power transmission systems and equipment; and power distribution systems and equipment. 	
7017107	Evaluate electrical test data for transformers, regulators, circuit breakers, cables, switchgear, motor control centers, switches, fuses, relays, meters, motors, generators, battery systems, surge arresters, and grounding systems to determine their serviceability.	
7017108	Evaluate proposed repairs, modifications, or upgrades to electrical equipment, for adherence to appropriate industry standards.	
7017109	Evaluate the real-time load data for an equipment installation.	
7017110	Based on project test results and equipment data, determine the serviceability of a power system and any corrective measures needed to meet industry standards.	
7017111	Plan and supervise testing projects that involve two or more crews totaling four or more technicians, and that meet budget, scheduling, and technical requirements.	
7017112	Develop a facility electrical preventative maintenance program that meets the needs of the owner and the specifications of the client, equipment manufacturers, and applicable electrical standards.	



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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Candidate: _____

Candidate's NICET ID No: _____

NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part IV: Personal Recommendation (Please print legibly or type)

Section 1 – Recommender's Personal Information

This form must be completed by a professional who is familiar with the technical capabilities and background of the applicant and can attest to the technical quality, responsibility, and ethics demonstrated in the applicant's work experience. NICET prefers recommendations from licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations from other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.

Name: _____ Phone Number: (____) ____ - ____

Position Title: _____

Company Name: _____

My highest degree is: ____ in: _____ field from: _____ school

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

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

Describe your technical background: _____

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

Section 2 – Recommender's Relationship with the Candidate

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

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

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

Nature of your relationship with the candidate:

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

Describe your professional relationship with the applicant: _____



Candidate: _____

Candidate's NICET ID No: _____

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

Section 3 – Recommender's Evaluation of the Candidate

Role of the Engineering Technician:

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

Regarding the role described in the box above:

I do not recommend this candidate for this role.

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

made substantial progress toward independent capability in this role.

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

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

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

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

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

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 Electrical Power Testing

Each candidate for certification at Level IV in Electrical Power Testing must submit a write-up (in narrative/essay format) of their role in a large and technically complex electrical power testing project demonstrating senior-level engineering technician capabilities and responsibilities.

General Guidelines

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

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

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

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

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

Your involvement in the project must include a range of electrical power testing activities*.

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

The write-up must reflect senior-level understanding of the nature and importance of the various aspects of the electrical power system 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 facility, and the purpose or objective of the project
- Size of the project (duration of project, number of technicians, etc.)
- Time period (start/stop dates, dates of candidate's involvement, amount of time candidate spent on project)
- Scope of work of the project (description of facility power system, voltage and capacities of switchgear and transformers, unique or complex features, access constraints or time pressures, 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 (number of people, the tasks they performed, and your relationship to them)
- Range/scope of activities and role in each activity (proposals, design review, project planning, hazard analysis, approvals, testing, equipment acceptance and commissioning, start-up functions, equipment/system evaluation, corrective actions, etc.)

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