



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Certification Application Package**  
**Fire Alarm Systems**



## 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 paid online or are submitting supplemental documentation that does not require payment send to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314

**REMEMBER!**

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



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Certification Application Package**  
 Fire Alarm Systems



## Requirements for Fire Alarm Systems Certification

Level I	Level II	Level III	Level IV
<b>Examination – Pass the:</b>			
Level I exam	Levels I and II exams	Levels I, II, and III exams	Levels I, II, III, and IV exams
<b>Performance Verification – Obtain supervisor verification of:</b>			
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
<b>Work History – Provide complete, detailed position descriptions and time allocations showing<sup>1</sup>:</b>			
<p>A minimum of 6 months of technical experience with fire detection and signaling systems.</p>	<p>A minimum of 2 years of fire detection and signaling systems experience, which MUST include:</p> <p>At least 12 months of fire alarm systems experience, including alarm and detection, notification, sprinkler monitoring, and interfaces and controls for agent releasing suppression systems (either agent or water-based systems) in any of the following roles/functions: installation, inspection, testing, commissioning, technical system estimating and sales, plans preparation, or maintenance.</p> <p>The 2 years MAY include up to 12 months of related experience<sup>2</sup>.</p>	<p>A minimum of 5 years of fire detection and signaling systems experience, which MUST include:</p> <p>At least 33 months of fire alarm systems experience, including installation, maintenance, inspection, testing, commissioning, technical system estimating and sales, plan preparation, code compliance review, project management, and/or technical business management.</p> <p>The three additional years from Level II must include field experience, team leadership, and at least one year in a fire alarm systems technical management role.</p> <p>The 5 years MAY include up to 15 months of related experience<sup>2</sup>.</p>	<p>A minimum of 10 years of fire detection and signaling systems experience, which MUST include:</p> <p>At least 45 months of fire alarm systems experience, including technical business management and/or or a management role in installation, maintenance, inspection, testing, commissioning, technical system estimating and sales, plan preparation, and/or code compliance review.</p> <p>The five additional years from Level III must include at least two years of overseeing fire alarm systems project management.</p> <p>The 10 years MAY include up to 15 months of related experience<sup>2</sup>.</p>
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
<i>(not required)</i>	<i>(not required)</i>	Independent engineering technician responsibilities	Senior engineering technician responsibilities
<b>Major Project – Provide a detailed description of a major project and your role in it showing:</b>			
<i>(not required)</i>	<i>(not required)</i>	<i>(not required)</i>	Senior responsibility for a fire alarm system project of substantial complexity

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

<sup>2</sup> Related experience may include involvement in fire alarm or other code-driven and/or life safety electrical building systems work beyond the scope of the core experience defined above for this Level, including, but not limited to, low voltage systems, building electrical power or control systems, special hazards systems, or smoke control systems in the role/function of installation, inspection, testing, commissioning, maintenance, technical system estimating and sales, plans preparation, code compliance review, project management, or technical business management. It may also include providing full-time technical support or training to fire alarm systems technicians.




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

### NICET Code of Ethics

NICET-certified engineering technicians and technologists recognize that the services they render have a significant impact on the quality of life for everyone. As they perform their duties and responsibilities on behalf of the public, employers, and clients, they shall demonstrate personal integrity and competence. Accordingly, certificants shall:

1. Have due regard for the physical environment and for public safety, health, and well being. If their judgment is overruled under circumstances where the safety, health, property, or welfare of the public may be endangered, they shall notify their employer, client, and such other authority as may be appropriate. An employee shall initially express those concerns to the employer.
2. Undertake only those assignments for which they are competent by way of their education, training, and experience.
3. Perform their duties in an efficient and competent manner with fidelity and honesty.
4. Admit and accept their own errors when proven wrong and never distort nor alter the facts in an attempt to justify their decisions.
5. Avoid conflicts of interest whenever possible. When unavoidable, they shall disclose to their employer or client, in writing, any action that might create the appearance of a conflict of interest.
6. Avoid receiving and granting bribery in all its forms.
7. Strive to maintain their proficiency by updating their technical knowledge and skills in engineering technology.
8. Not misrepresent or permit misrepresentation of their own or their associate's academic or professional qualifications nor exaggerate their degree of responsibility for any work.
9. Not reveal facts, data, or information obtained in connection with services rendered without prior consent of the client or employer except as authorized by law.





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

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



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

<b>Examination Selection</b>		
For each exam selected, indicate the Window ID number of your preferred 3-month testing window (not to be more than six months from the postmark date on this application) from the Eligibility Schedule to the right. The fee includes an experience evaluation if the candidate passes the written exam.		
	<b>Window ID</b>	<b>Fee</b>
<b>Electrical Power Testing</b>		
<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
<b>Inspection and Testing of Fire Alarm Systems</b>		
<input type="checkbox"/>	Level I Exam (10035)	\$230
<input type="checkbox"/>	Level II Exam (10036)	\$300
<b>Fire Alarm Systems</b>		
<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
<b>Inspection and Testing of Water-Based Systems</b>		
<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
<b>Water-Based (formerly Automatic Sprinkler) Systems Layout</b>		
<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
<b>Special Hazards Systems</b>		
<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
<b>Video Security Systems Technician</b>		
<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
<b>Video Security Systems Designer</b>		
<input type="checkbox"/>	Level I Exam (10005)	\$300
<input type="checkbox"/>	Level II Exam (10006)	\$355
<b>Total:</b>		

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

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

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

**Payment and mailing information**

Payment of the total Examination fee in the form of a check or money order made payable to NICET, must accompany this application form. Any Certification Application that includes a check or money order must be sent to NICET at:

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

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

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

Evaluations  
NICET  
1420 King Street  
Alexandria, VA 22314

**Don't forget to:**

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

**Express Evaluation (optional)**

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

<b>NICET OFFICE USE ONLY</b>						
<b>Employer ID</b>	<b>Postmark Date</b>	<b>Spec. Cont.</b>	<b>ADA</b>	<b>App #</b>	<b>Lockbox #1</b>	<b>Amt. Paid</b>



## 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 (%)
<b>Fire Alarm Systems (FA)</b>	Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales.	%
<b>Fire Alarm Systems Inspection / Testing (ITF)</b>	Fire alarm systems work limited to performing, planning, and coordinating the inspection and testing of fire alarm systems.	%
<b>Special Hazards Systems (SH)</b>	Special hazards suppression systems specific activities including project management, system layout (plan preparation), equipment selection, installation, acceptance testing, troubleshooting, servicing, and sales.	%
<b>Water-based Fire Protection Systems Layout (SP)</b>	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.	%
<b>Water-based Fire Protection Systems Inspection / Testing (ITS)</b>	Specifically performing and managing the inspecting and testing of <b>existing</b> systems according to NFPA 25. Does not include work performed during installation and final testing / commissioning of new systems.	%
<b>Water-based Fire Protection Systems Fitting / Fabrication (SF)</b>	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.	%
<b>Other Fire Protection Work (OFP)</b>	This includes work with portable extinguishers, standpipe hoses and nozzles, municipal and private fire hydrants, fire-stopping, and firefighter duties.	%
<b>Video Security System Technician (VST)</b>	Video security systems specific activities including management, installation, preventative and corrective maintenance, tests and inspections, troubleshooting, and servicing.	%
<b>Video Security System Designer (VSD)</b>	Video security systems design and plan preparation specific activities including management, plan preparation, site evaluation, equipment selection, plan approval, and technical sales.	%
<b>Industrial Instrumentation (I/I)</b>	Industrial instrumentation work including management, design assistance, installation and maintenance of industrial measurement and control systems.	%
<b>Audio Systems (AS)</b>	Audio system specific activities including the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications.	%
<b>Electrical Power Testing (EPT)</b>	Specifically testing electrical power equipment, cabling, and systems operating in the range of 600 V and above. <b>Does not</b> include general wireman duties.	%
<b>Other Low / Limited Voltage Systems (LV)</b>	Work with non-fire alarm low/ limited voltage systems such as security, access control, nurse call, building control, computer networking, and emergency lighting.	%
<b>Other Electrical Systems (GE)</b>	General electrician work - residential and commercial wiring of loads including light machinery, lighting, HVAC components, and distribution panels and outlets.	%
<b>Other</b>	Specify: Gap:	%
<b>The sum of all the values in this column must equal 100%.</b>		<b>100%</b>

**AFFIDAVIT:** I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that 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.

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: \_\_\_\_\_

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**  
**Fire Alarm Systems**

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

<b>Level I Performance Measures</b>		<b>Verifier's Initials</b>
<b>The candidate has repeatedly demonstrated:</b>		
0303-1101	awareness of job site safety procedures	
0303-1102	an ability to reliably identify common fire alarm systems equipment and related materials	
0303-1103	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>• select and use tools for a given task, and use them safely</li> <li>• use software or drafting tools for a given task</li> </ul>	
0303-1104	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>• proper installation techniques for fire alarm components and infrastructure</li> <li>• proper application of fire alarm components and infrastructure</li> </ul>	
0303-1105	read and understand drawings and specifications <b>**new October 2018</b>	

**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: \_\_\_\_\_

<b>Level II Performance Measures</b>		<b>Verifier's Initials</b>
<b>The candidate has repeatedly demonstrated:</b>		
0303-3101	ethical behavior on the job, consistent with the NICET Code of Ethics	
0303-3102	an ability to give complete and accurate reports on work activities, progress, and problems encountered	
0303-3103	<del>an ability to train end users in the operation and basic maintenance of the installed fire alarm system</del>	<b>no longer in use</b>
0303-3104	an ability to coordinate the work of another individual on a fire alarm system job	
0303-3105	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>• mount control equipment, peripheral devices, and related hardware</li> <li>• document the correct placement of control equipment, peripheral devices, and related hardware</li> </ul>	
0303-3106	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>• connect test equipment such as voltage, current, and resistance meters in order to test and diagnose system problems</li> <li>• identify the appropriate calculations, codes, standards, and listing agencies required to prepare plans in accordance with project specifications</li> </ul>	
0303-3107	an ability to perform <u>at least one of the following</u> : <ul style="list-style-type: none"> <li>• routine installations of basic fire alarm systems following the project plans or shop drawings without immediate supervision</li> <li>• prepare basic documentation such as drawings and submittals, quotations, inspection reports, and record of completion reports in conformance with project specifications and applicable codes and standards.</li> </ul>	

**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: \_\_\_\_\_ Verifier: \_\_\_\_\_

## NICET ENGINEERING TECHNICIAN CERTIFICATION

### Experience Application, Part III: Performance Verification

#### Fire Alarm Systems

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

## Level III Performance Measures

<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0303-5101	<del>prepare or review bid or layout packages to meet the specifications and requirements of clients, design professionals, and AHJs</del> <b>**combined into 0303-5116</b>	<b>no longer in use</b>
0303-5102	evaluate site conditions relevant to fire alarm system layout, and correctly identify the occupancy types, codes, and standards involved	
0303-5103	<del>create or review fire alarm system shop drawings (including power supply) to meet device requirements, job specifications, and codes and standards</del>	<b>no longer in use</b>
0303-5104	communicate technical information that is clear and accurate	
0303-5105	understand and adhere to contractual obligations	
0303-5106	develop and implement an installation strategy, including resolution of on-site scheduling conflicts and issues with other trades and project stakeholders	
0303-5107	<del>identify fire stopping requirements that meet applicable codes and standards</del>	<b>no longer in use</b>
0303-5108	plan and oversee a complete and successful system commissioning, including documentation of test completion and creation of as-built drawings	
0303-5109	demonstrate an understanding of computer applications for programming a fire alarm system	
0303-5110	determine whether a specific device type will meet codes, standards, and project specifications	
0303-5111	identify appropriate procedures to troubleshoot and repair system faults	
0303-5112	<del>recognize a skill deficiency and recommend appropriate training</del> <b>**modified into 0303-5117</b>	<b>no longer in use</b>
0303-5113	oversee simultaneous fire alarm system activities, meeting time, budget, and technical requirements	
0303-5114	oversee work practices to comply with environmental and safety requirements	
0303-5115	engage in work practices that consistently comply with the NICET Code of Ethics	
0303-5116	an ability to perform at least one of the following: <b>**new October 2018</b> <ul style="list-style-type: none"> <li>• review a construction document package, develop a bill of material, and an appropriate scope of work</li> <li>• prepare or review a fire alarm system submission package to meet the specifications and requirements of clients, design professionals, and AHJs (also meeting requirements of codes and standards)</li> </ul>	
0303-5117	demonstrate technical leadership or mentoring <b>**new October 2018</b>	

**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: \_\_\_\_\_ Verifier: \_\_\_\_\_

**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Experience Application, Part III: Performance Verification**  
 Fire Alarm Systems

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

**Level IV Performance Measures**

<i>The candidate has repeatedly demonstrated an ability to:</i>		<b>Verifier's Initials</b>
0303-7101	prepare a complete, accurate, and realistic response to an RFP/RFQ	
0303-7102	develop contractual criteria for fire alarm system projects that meet legal and AHJ requirements	
0303-7103	evaluate the requirements for a new or existing fire alarm system and its components, and provide a clear rationale, based on functionality, codes, standards, and cost, for either replacement or repair of any deficiencies	
0303-7104	develop and accurately document project budgets that meet the client's needs, contractual obligations, codes, and standards	
0303-7105	coordinate multiple project plans and schedules to meet project objectives, minimize conflict with other trades, and optimize use of company resources	
0303-7106	communicate with design professionals and AHJs while maintaining a professional bearing and demonstrating subject matter expertise	
0303-7107	review shop drawings for technical accuracy, including, but not limited to, power and battery calculations and component compatibility	
0303-7108	select system components that will meet applicable criteria*	
0303-7109	recognize and mitigate potential threats to a fire alarm system's functionality or reliability from severe environments, nuisance alarms, or other sources	
0303-7110	accurately evaluate the completion of a fire alarm system installation project to ensure that applicable criteria* have been met	
0303-7111	coordinate and oversee multiple project teams, ensuring that each meets budget, schedule, and applicable criteria*	
0303-7112	monitor the general and job-specific capabilities of team members, to ensure that they have received adequate training on technical, safety, and communication	
0303-7113	accurately communicate technical information and interpretations	
0303-7114	engage in work practices that consistently comply with the NICET Code of Ethics	
* "applicable criteria" may include codes and standards, AHJ requirements, contractual obligations, project specifications, or client needs, as appropriate		

**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:*

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### Section 4 – Recommender's Statement

I attest that all information I have provided is, to the best of my knowledge, true. I understand that falsifying information on this form can affect my right to serve as a recommender or a verifier for other NICET certification candidates and can result in my own NICET certification(s) being revoked.

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

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

\_\_\_\_\_  
Date

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

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

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## NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part V: Major Project Fire Alarm Systems

*Each candidate for certification at Level IV in Fire Alarm Systems must submit a write-up (in narrative/essay format) of their role in a large and technically complex fire alarm system 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 fire alarm system 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 fire alarm systems 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 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 (square footage, number of stories, installation time, etc.)
- Time period (start/stop dates, dates of candidate's involvement, amount of time candidate spent on project)
- Scope of fire alarm system project (risers, circuits, interconnections, spacing of components, 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 (hazard analysis, design calculations, approvals, proposals, system installation, check-out and final approval test, etc.)

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

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