



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Certification Application Package**  
*Standard Model Programs*

## 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:

## ***Test Application***

Section I: Candidate Information

Section II: Payment Form

## ***Experience Application***

Part I: Work History

Part II: Verifier Data

Part III: Performance Verification

Mail this application, with payment, to:

**NICET**  
**c/o Bank of America**  
**PO Box 418651**  
**Boston, MA 02241-8651**

To send by expedited mail (e.g. – FedEx, UPS):

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

Send applications/documentation without payment to:

**NICET**  
**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.**

**Did you remember 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?



**NICET ENGINEERING TECHNICIAN CERTIFICATION**  
**Certification Application Package**  
 Inspection and Testing of Fire Alarm Systems



## Requirements for Inspection and Testing of Fire Alarm Systems Certification

**Level I Scope:**

Perform periodic inspections and tests of basic\* fire alarm systems and prepare related records and reports.

\*Basic fire alarm systems do not include the following: suppression interfaces, networked control units, smoke control interfaces, aspirating systems, multi-zone voice evacuation systems, high-rise applications, and job planning.

**Level II Scope:**

Plan, perform, and coordinate periodic inspections and tests of complex\* fire alarm systems, and prepare related records and reports.

\*Complex fire alarm systems may include, but are not limited to, one or more of the following: suppression interfaces, networked control units, smoke control interfaces, air sampling systems, multi-zone voice evacuation systems, or high-rise applications.

Level I	Level II
<b>Examination – Pass the:</b>	
Level I exam	Levels I and II exams
<b>Performance Verification – Obtain supervisor verification of:</b>	
All Level I Performance Measures	All Levels I and II 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 experience in the inspection and testing of fire alarm and suppression systems. Of this 6 months:</p> <ul style="list-style-type: none"> <li>A <u>minimum</u> of 2 months <u>must</u> be periodic/maintenance inspection and testing of fire alarm systems.</li> <li>A <u>maximum</u> of 4 months <u>may</u> be acceptance testing of fire alarm systems.</li> <li>A <u>maximum</u> of 2 months <u>may</u> be inspection and testing—for either acceptance or maintenance—of sprinkler or special hazards fire suppression systems.</li> </ul>	<p>The minimum required for Level I, <u>plus</u> a minimum of 12 additional months of experience in the inspection and testing of fire alarm and suppression systems. Of this additional 12 months:</p> <ul style="list-style-type: none"> <li>A <u>minimum</u> of 4 months <u>must</u> be periodic/maintenance inspection and testing of complex<sup>2</sup> fire alarm systems.</li> <li>A <u>maximum</u> of 8 months <u>may</u> be acceptance testing of complex<sup>2</sup> fire alarm systems.</li> <li>A <u>maximum</u> of 3 months <u>may</u> be inspection and testing—for either acceptance or maintenance—of sprinkler or special hazards fire suppression systems.</li> </ul>
<b>Personal Recommendation – Obtain recommendation</b>	
(not required)	(not required)
<b>Major Project – Provide a detailed description of a</b>	
(not required)	(not required)

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

<sup>2</sup> “Complex” as defined in the Level II Scope and Content Outline.



# 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.  
**Name:**  Ms. \_\_\_\_\_  
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

#### Present Employer:

\_\_\_\_\_  
Company Name  
**Business Address:**  
\_\_\_\_\_  
Street

**When receiving items by mail, which address do you prefer?**

**Business**  **Home**

\_\_\_\_\_  
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.



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

### 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](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.

### 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 (%)
<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

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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**  
**Inspection and Testing of 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 his/her job.

## Level I Performance Measures

<b><i>The candidate has repeatedly demonstrated:</i></b>		<b>Verifier's Initials</b>
0306-1101	Maintain person safety on the job site.	
0306-1102	Select and use the proper tools, materials, and instruments for Level I tasks.	
0306-1103	Identify and test control units, power supplies, and off-premises communication equipment.	
0306-1104	Identify and test common notification and initiating devices.	
0306-1105	Identify and apply the inspection and testing methods as defined in NFPA 72.	
0306-1106	Prepare documentation of inspection and testing activities in accordance with NFPA 72 requirements.	
0306-1107	Read and interpret system plans to locate fire alarm system devices.	
0306-1108	Locate and identify fire alarm system interfaces with other systems.	
0306-1109	Recognize and report either external signs of obstruction or damage to fire alarm system devices.	
0306-1110	While performing inspections, communicate with the facility owner, occupants, and AHJ to exchange needed information about inspection and testing activities and alarm coordination.	

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

## Level II Performance Measures

<b><i>The candidate has repeatedly demonstrated an ability to:</i></b>		<b>Verifier's Initials</b>
0306-3101	Identify the major components of specialized systems and their functions.	
0306-3102	Identify the fire alarm system interfaces with suppression and pre-action systems, as well as their components, wiring, and functions.	
0306-3103	Read and apply manufacturers' information to correctly inspect and test interfaces with specialized equipment, such as flame detectors, radiant heat detectors, mass notification systems, smoke control equipment, and so forth.	
0306-3104	Recognize and report external signs of damage or obstructions to the proper operation of specialized equipment, such as flame detectors, radiant heat detectors, mass notification systems, smoke control equipment, and so forth.	
0306-3105	Determine signal paths and interactions from system plans.	
0306-3106	Predict the fire alarm system response to a signal or activity generated by an interfaced suppression or pre-action system and vice versa.	
0306-3107	Identify and apply inspection and testing frequencies and methods, as defined in NFPA 72.	
0306-3108	Properly document testing activities and findings in accordance with the relevant standards and authorities.	

## Level II Performance Measures continued

<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0306-3109	Plan the inspection and testing of a large, complex fire alarm system, including coordination with the owner and with other trades, specialties, and authorities.	
0306-3110	Coordinate the activities of a team of inspectors on a large, complex inspection and testing job effectively to ensure a full and accurate accounting of the condition and status of the system and satisfaction of the requirements of the applicable standards and authorities.	

**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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