



NICET ENGINEERING TECHNICIAN CERTIFICATION  
**Certification Application Package**  
Water-Based Systems Layout



## Basic Instructions

Certification candidates must submit the entire Certification Application Package, including the Test Application and the Experience Application. After a candidate passes a written exam requirement, his or her work experience will be evaluated by NICET.

At minimum, a candidate must submit the Test Application in order to schedule and sit for an exam. However, to prevent delays in certification, candidates are recommended to submit their completed Experience Application at the time they apply for the exam.

Each NICET Standard Model program has a specialized Certification Application Package, which can be found on NICET's website. Each Certification Application Package is comprised of the following parts:

## ***Requirements for Certification***

### ***Test Application***

Section I: Candidate Information

Section II: Payment Form

### ***Experience Application***

Part I: Work History

Part II: Verifier Data

Part III: Performance Verification

Part IV: Personal Recommendation (required at Levels III and IV)

Part V: Major Project Write-Up (required at Level IV)

Mail your application with payment to:

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

If you're submitting a form that supplements a previously-paid experience evaluation, then send to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314

**REMEMBER!**

- **Ensure that you are submitting the correct application materials and fee payment. Access the current certification criteria and fee information at [www.nicet.org](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**  
 Water-Based Systems Layout



## Requirements for Water-Based Systems Layout Certification

Level I	Level II	Level III	Level IV
<b>Examination<sup>1</sup> – Pass the:</b>			
Level I exam	Level I exam Level II exam	Level I exam Level II exam Level III General exam Level III Hydraulics exam	Level I exam Level II exam Level III General exam Level III Hydraulics exam Level IV exam
<b>Performance Verification – Obtain Supervisor Verification of all Performance Measures for:</b>			
Level I	Levels I and II	Levels I, II, and III	Levels I, II, III, and IV
<b>Work Experience – Provide complete, detailed position descriptions and time allocations showing:</b>			
<p>A minimum of 6 months of technical experience with aspects of plan preparation for water-based fire protection systems, including preparation and compiling of CAD drawings, including layout of sprinklers, and assisting in field surveys.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>A minimum of 2 years of water-based fire protection systems layout core and related work experience. This must include at least 12 months of core water-based fire protection systems layout experience, including the complete layout of NFPA 13D, 13R, and/or 13 sprinkler systems, application of design specifications to NFPA 13 sprinkler and/or standpipe systems, field surveys for NFPA 13D, 13R, and/or 13 systems and standpipe systems, and detailing for other types of systems.</p> <p>Two years may include up to 12 months of related work experience, as defined below.</p> <p>1 year of related experience credit may be granted for 5 years' experience in any one or any combination of the following:</p> <ul style="list-style-type: none"> <li>• Special hazards suppression systems installation</li> <li>• Special hazards systems layout</li> <li>• Inspection and testing of water-based systems</li> <li>• Sprinkler system installation</li> </ul> <p>6 months of related experience credit may be granted for 3 years of experience in any one or two of the above work areas.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>A minimum of 5 years of water-based fire protection systems layout, involving the complete layout of sprinkler and standpipe systems, including hydraulic calculations, for a variety of applications, and which may include management of water-based system layout projects and/or code compliance.</p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>	<p>A minimum of 10 years of full-time involvement with layout of water-based systems*, which must include management of multiple layout projects involving multiple work teams, coordination with installers, and responsible interactions with clients, engineers, and AHJs.</p> <p>Five years may include up to one year's credit for 50% of the time involved as an AHJ in reviewing water-based system layouts for code compliance, up to a maximum of one year.</p> <p><i>*Note: Systems must include wet-pipe, dry-pipe, antifreeze, deluge, and pre-action, and may include foam and fixed water-spray.</i></p> <p><i>*Note: All time requirements are full-time equivalent.</i></p>
<b>Personal Recommendation – Obtain recommendation ratings showing a capacity for:</b>			
(not required)	(not required)	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>			
(not required)	(not required)	(not required)	Senior responsibility for a water-based system layout project of substantial complexity




# 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

#### Present Employer:

\_\_\_\_\_  
Company Name

#### Business Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City                      State                      Zip Code    +4

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

**Business**  **Home**

**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

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**  
 Water-Based Systems Layout

**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>		
<i>The candidate has repeatedly demonstrated an ability to:</i>		<b>Verifier's Initials</b>
0301-1101	maintain personal safety on the job site	
0301-1102	identify equipment and related materials commonly used in water-based systems layout	
0301-1103	compile information about a project and its systems into drawing(s) in preparation for water-based systems layout	
0301-1104	clean up layout drawings for supervisor review	
0301-1105	compile submittal packages for supervisor review	
0301-1106	<del>follow verbal or written instructions, obtaining information when needed</del> <b>**modified into 0301-1109</b>	<b>no longer in use</b>
0301-1107	<del>prepare simple sprinkler system layouts, including basic piping configurations (e.g. tree, loop grid, etc.) and properly space sprinklers, to meet codes, standards, and specifications</del>	<b>no longer in use</b>
0301-1108	<del>perform the hydraulic calculations for a 13D system</del>	<b>no longer in use</b>
0301-1109	communicate effectively <b>**new October 2018</b>	
0301-1110	field verify a project <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**  
 Water-Based Systems Layout

**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 II Performance Measures</b>		
<i>The candidate has repeatedly demonstrated an ability to:</i>		<b>Verifier's Initials</b>
0301-3101	survey buildings and existing systems to acquire accurate information about features that could impact a fire protection system design	
0301-3102	identify types of existing water-based systems	
0301-3103	conduct and evaluate water flow tests to determine the adequacy of the water supply	
0301-3104	<del>prepare complete layouts for wet pipe and dry pipe sprinkler systems that comply with codes, standards, and project specifications</del>	<b>no longer in use</b>
0301-3105	<del>incorporate various devices in wet pipe (including antifreeze) and dry pipe sprinkler system layouts</del>	<b>no longer in use</b>
0301-3106	<del>apply design criteria related to various buildings, materials, occupancies, and hazards, to the layout of wet pipe (including antifreeze) and dry pipe sprinkler systems that meet codes, standards, and specifications</del>	<b>no longer in use</b>
0301-3107	detail a water-based system layout, including related equipment, to meet codes, standards, and specifications	
0301-3108	<del>incorporate different water supply types and their relation to system requirements</del>	<b>no longer in use</b>
0301-3109	select, locate, and place hangers on drawings to meet standards and system requirements	
0301-3110	prepare a fabrication stock list and a materials list for a system	
0301-3111	communicate with AHJs and others in a professional manner	

**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**  
 Water-Based Systems Layout

**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 III Performance Measures</b>		
	<i>The candidate has repeatedly demonstrated an ability to:</i>	<b>Verifier's Initials</b>
0301-5101	evaluate an existing water-based system, including water supply data, for compliance with applicable NFPA standards, identify deficiencies, and recommend corrective actions	
0301-5102	identify project requirements in contract documents and apply them to the development of a system layout	
0301-5103	identify applicable listing requirements and manufacturers' recommendations and apply them to component selection and system configuration to comply with codes, standards, and project specifications	
0301-5104	<del>select, size, and lay out fire pumps and accessories to meet system requirements</del>	<b>no longer in use</b>
0301-5105	<del>correctly perform the hydraulic calculations for NFPA 13, 13D, and 13R system layouts</del>	<b>no longer in use</b>
0301-5106	<del>prepare clear and accurate responses to comments from a plan reviewer, and discuss them in a coherent manner with concerned parties</del> <b>**modified into 0301-5112</b>	<b>no longer in use</b>
0301-5107	<del>generally obtain approval of his/her system plans upon first submittal to the AHJ (with the possible exception of minor corrections)</del>	<b>no longer in use</b>
0301-5108	complete layout projects from concept through plan approval	
0301-5109	provide technical support to the installation team for their system plans	
0301-5110	<del>review system acceptance testing results, including those for fire pumps, for completeness and for indications of possible problems</del>	<b>no longer in use</b>
0301-5111	design systems cost-effectively in a timely manner <b>**new October 2018</b>	
0301-5112	communicate effectively with plan reviewer, design team, and all project stakeholders <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**  
 Water-Based Systems Layout

**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 IV Performance Measures</b>		<b>Verifier's Initials</b>
<b>The candidate has repeatedly demonstrated an ability to:</b>		
0301-7101	evaluate contract documents for feasibility and potential liabilities	
0301-7102	evaluate the fire protection provided by existing systems to either a high-rise building or to an industrial facility requiring unusual design criteria or applications of standards	
0301-7103	evaluate the fire protection currently provided to an area of an existing facility which has either flammable liquid storage or high-piled storage	
0301-7104	evaluate 2 of the following 3 types of systems for the adequacy of fire protection provided to existing facilities: <ul style="list-style-type: none"> <li>• pre-action</li> <li>• foam-water</li> <li>• diesel fire pump or vertical turbine</li> </ul>	
0301-7105	evaluate the proposed water-based systems for a building in which there is complex hydraulic requirements resulting from multiple occupancies, hazard classifications, and/or water supplies	
0301-7106	during design, anticipate problems and deal with them	
0301-7107	interpret project concept and specifications for the design team	
0301-7108	identify the costs and benefits of system design options	
0301-7109	review hydraulic design to optimize system efficiency, identify errors in calculations, and suggest corrections	
0301-7110	manage a project team from concept through project completion	
0301-7111	negotiate a compromise among project stakeholders who have conflicting requirements for fire protection systems	

**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 Water-Based Systems Layout

*Each candidate for certification at Level IV in Water-Based (formerly Automatic Sprinkler) Systems Layout must submit a write-up (in narrative/essay format) of their role in a large and technically complex water-based system layout 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 water-based fire protection system layout project.

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 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.

Your involvement in the project must include a range of water-based systems layout activities\*.

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

The major project write-up must:

- be type-written
- be on separate pages from other application documents. (The write-up is not a part of the work history in Part I of the application.)
- be identified by the candidate's name and NICET ID number
- specifically identify the project and your role/title in it.

### Guidelines for Description of the Project

The write-up should address each of the following in a detailed narrative:

- Location of the project and type of facility (factory, warehouse, shopping mall, theater, hotel, etc.)
- Size of the project (number of sprinkler heads, approximate layout and installation times, dates of candidate's involvement, etc.)
- Scope and complexity of the project (number and types of systems, water supply sources, occupancies, hazards, hydraulic issues, design complications encountered and resolved, 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, 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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