



# CANDIDATE HANDBOOK

## CONTENTS

General Information .....	4
About NICET.....	4
The Value of Certification .....	4
Purpose.....	4
General Requirements for Certification.....	5
Terms and Definitions.....	5
Fire Alarm Systems requirements & Information.....	9
Level I – Technician Trainee .....	9
Level II – Associate Engineering Technician .....	10
Level III – Engineering Technician .....	13
Level IV – Senior Engineering Technician.....	16
Creating an Online account.....	20
Existing Customers.....	20
New Customers .....	20
Submitting an Application.....	21
Application Cards and Purchasing Exams.....	21
Performance Verification Requests .....	21
Recommendation Requests (Levels III and IV only) .....	21
Work History.....	21
Major Project (Level IV) .....	22
Finalize.....	22
Training and Preparing for the Examinations.....	22
Practice Tests.....	22
Recognized Training Providers.....	23

Selected General References .....	23
Additional Examination Information .....	23
Testing Window .....	23
Scheduling the Examination.....	23
Examination Administration .....	24
Examination Testing Center Requirements and Instructions .....	24
Online Proctored Testing Requirements and Instructions (FAS Level I only) .....	24
Special Accommodations for the Examination .....	25
Examination Score Report .....	25
Rescheduling/Cancellation Policy for Examination .....	26
Reexamination.....	26
Candidate Appeals and Complaints.....	26
Candidate Appeals Process .....	26
Candidate Complaints Process.....	27
Certification Fairness Policies.....	28
Nondiscrimination .....	28
Accommodations .....	28
Impartiality .....	28
Conflict of Interest .....	29
Security Policies .....	29
Privacy and Confidentiality .....	29
Exam Security .....	29
Records Control .....	30
Professional Conduct Policies .....	31
Code of Ethics .....	31



*The clipboard with checkmarks icon indicates important information concerning completing the application.*



*The hand icon indicates tips to avoid common application issues that could cause unnecessary delays.*

## GENERAL INFORMATION



*Information provided in this candidate handbook is intended to help you through the certification process. However, certification requirements, exam content, fees, process, procedure, etc. are subject to change at any time. Please visit [www.nicet.org](http://www.nicet.org) for the most up-to-date information.*

### About NICET

NICET (National Institute for Certification in Engineering Technologies) is a not-for-profit organization created by the National Society of Professional Engineers (NSPE) to promote excellence in engineering technologies through certification and related services.

NICET's mission is to provide an independent evaluation of technical knowledge and experience among those working in the fields of engineering technology through certification; define and support career paths for engineering technologists and related disciplines; and ensure recognition of and continued professional development for certified individuals.

### The Value of Certification

A high-quality certification validates an individual's knowledge, skills, and abilities in a defined profession, occupation, skill, or role. Certified individuals in the workforce reduce risk and enhance consumer protection and public safety. In addition, these certifications allow employers and other stakeholders to identify individuals with the competencies needed to perform a role or task.

### Purpose

This certification program is designed for engineering technicians working in the fire alarm industry who engage in a combination of the following fire alarm systems activities: system layout (plan preparation), system equipment selection, system installation, system acceptance testing, system troubleshooting, system servicing, and system technical sales.

## General Requirements for Certification



Successful candidates must pass an exam or exams, complete a work history description that documents and meets specific industry related experience, successfully perform key role-specific activities, and obtain a personal recommendation (Levels III and IV). Once earned, certification must be maintained through Continuing Professional Development (CPD) and recertified every three years.

Requirements for higher levels of certification include meeting all lower-level requirements.

## Terms and Definitions



### Examinations

Exams are administered on a computer at a proctored test center managed by a test administration company.



Level I exams are also offered in an online proctored format called OnVUE. The option to choose taking your exam online or at a test center is presented during exam scheduling.

You will be required to sign an NDA (Non-Disclosure Agreement) to begin your exam. Failure to accept will result in a failed score and fees will be forfeited. The NDA is as follows:

“You must accept the Non-Disclosure Agreement (NDA) in order to take this exam. I understand that NICET tests and test questions are owned and copyrighted by NICET and affirm that I will not share the content of any NICET examination with any other person. I acknowledge that divulging the contents of this examination to others in any manner is expressly forbidden and may subject me to sanctions.”



References that are allowed to be used during the exam are listed on the complete [References](#) page.

Each test session begins with a tutorial allowing you to get used to the process. During the test, you will see one question at a time, but can move forward or backward to view or review other questions. Some questions include a graphic or document that can be viewed by clicking on the

Exhibit button. Exhibits may be in color. Answer options are selected by clicking on the appropriate circles or boxes next to the answers. In a few questions, you may be presented with a picture and asked to click on the part of the picture that correctly answers the question. Questions may have more than one correct answer, but in those cases, you will be told how many answer options are required. You will receive an unofficial score report at the conclusion of your test session.

Both a basic calculator and a scientific calculator are built into the exam. Candidates **may not** bring any additional calculators into the testing room.

Exams are only offered in English.



### Work History (all levels)

A complete and detailed record of employment history with dates, employers, locations, positions held, status, supervisors, and work performed. All work activities, regardless of relevance to the certification, should be included.



First-time applicants (and those specifically directed to do so by NICET): For the span of your entire career, add and complete an entry for each position held at each employer and for any period within a given position in which your responsibilities changed significantly.

Returning applicants (those seeking certification at higher levels and additional subfields) and those wanting to document Active Practitioner points toward recertification: Follow the instructions above solely for the period of time from the end date of your last work history submittal to the date that you submit a new application. If you have previously submitted paper, PDF, scanned, etc. documents and do not know the date of your last submission, [contact NICET](#).

This section contains three pieces per entry: the Subfield/Technical Area (S/TA) selection, the percentage allocation, and the detailed description. The detailed description should be a summary in your own words of the work you performed.

The description, at a minimum, should include:

- Specific duties performed per your position/title
- Details about the technical and supervisory nature of the work
- Typical equipment, systems, and components that you have sold, designed, installed, tested, inspected, and/or maintained
- Specific calculations and layouts
- Specific tests and inspections that you have performed
- Examples of project types that you have worked on



*Please note that copying the same description for each S/TA, position, or employer is not acceptable. While various positions may perform similar functions, each requires*

*descriptions of specific duties and tasks performed in different roles and/or with different employers.*



### **Work History Format and Examples**

As a [Position/Title], I performed the following duties relating to [selling, designing, installing, testing, inspecting, and/or maintaining] [sub-field systems]. This included [supervisory positions]. (*For Levels III / IV – include managerial roles per certification requirements.*)

In performing my duties, I worked on [examples of project types], [typical equipment, systems, and components], [technical nature/specific calculations and layouts], [specific tests and inspections that you have performed].

### **Major Project Write-Up (Level IV)**

A separate document that describes a major project in which the candidate has held substantial responsibility. It describes the purpose of the project, the candidate's role in the project, and the system involved in the project.



### **Performance Measures (all levels)**

A set of activities that a supervisor or someone in a supervisory capacity must verify that the candidate has performed satisfactorily. This section of the application must be completed by the verifier.

#### **Verifier**

A current or previous supervisor as listed in the candidate's documented work history. The verifier does not have to be certified by NICET, but must be a responsible and technically competent individual who is, or was, in a position and have the authority to directly supervise, inspect, and/or approve the applicant's work and verify that the candidate has demonstrated the required competencies, specific accomplishments, and project work related to the certification subfield and level.



A verifier cannot be a nontechnical supervisor, a peer, or a subordinate of the candidate.

Company owners, company presidents, and others in positions of similar hierarchies must find someone outside their companies to serve as their verifiers, e.g., authority having jurisdiction, general contractor, engineering consultant, licensed engineers, etc.

If a candidate has identified multiple current direct supervisors, then the performance verification may be provided by a single verifier or a combination of verifiers as applicable. Each verifier must complete a Verifier Data form.

When needed and in situations of conflict or discrepancy, a verifier of record may be requested by NICET to clarify claims or inconsistencies, or to endorse and sign off on the candidate's documented work history submittals attesting to and confirming their accuracy and completeness.



### Personal Recommendation (Levels III and IV)

An attestation of the technical quality, responsibility, and ethics demonstrated in the applicant's work experience by a professional who is familiar with the technical capabilities and background of the applicant.

#### Recommender

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 accepts recommendations from licensed professional engineers and NICET Level IV technicians. NICET will also accept recommendations from other professionals such as registered land surveyors, senior engineering technicians, graduate engineers, architects, geologists, scientists, fire marshals, code officials, or officials of other authorities who have jurisdiction appropriate for the certification.



The person who completes the recommendation form cannot be a current or a previous verifier for the candidate, i.e., provide the Performance Measure verifications for the candidate.

NICET will not accept recommendation forms that are completed by relatives, peers, or subordinates of the applicant.



### Recertification

To protect the public's interests and promote your stature on the engineering team, NICET encourages and requires professional advancement through recertification.

Certification is valid for three years and requires that you earn Continuing Professional Development (CPD) points to recertify. Once you are certified, you should begin tracking CPD activities according to a pre-established point scale. At the end of the three-year certification period, you must demonstrate your professional growth by documenting 90 CPD points for each certification.



The three-year certification period is established with the first certification you earn. All subsequent NICET certifications and higher levels expire on the same date as the first certification.

CPD Category	Maximum points per 3-year certification period
Active Practitioner	72 (up to 24 per year)



Additional Education	72
Advance Profession	45
Certification Activity	90
Special Exam	45

CPD points are divided among five categories, and your CPD points must be derived from two or more of these categories. Each category has a maximum number of points that may be counted towards recertification.

## FIRE ALARM SYSTEMS REQUIREMENTS & INFORMATION

NICET levels of certification are designed to provide a career track from entry to senior level. Each level has its own set of requirements, examinations, and application fees. The exam content outline provides information about what is covered in each domain (section) of the exam and the approximate percentage that each domain makes up of the total exam.

### Level I – Technician Trainee

Trainees and entry-level technicians who perform limited job tasks under supervision. They are learning, much like apprentices. They learn about FAS components, installation methods, basic tools, worksite safety, testing and inspection.



Level I Exam Requirement: <i>Pass the Level I Exam</i>	
Content Domain	% of Examination
Installation: Mount and terminate peripherals (e.g., initiating and notification devices), install cabling and associated infrastructure, comply with job site safety requirements	44-54%
Maintenance: Perform periodic testing of systems and devices, repair/replace impaired/deficient devices	40-50%
Submittal Preparation and System Layout: Knowledge of technical documents	1-11%
Number of Questions	Duration
85	110 minutes



**Level I Performance Requirement:** *Obtain supervisor verification of all Level I Performance Measures*

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



**Level I Work History Requirement:**

Provide complete, detailed position descriptions and time allocations showing:  
A minimum of 6 months\* of experience with fire detection and signaling systems.

\*Time periods are full time equivalent.

**Level II – Associate Engineering Technician**

Level II FAS Technicians perform routine tasks under limited supervision. Level II Technicians can review drawings, specifications, codes and standards. They may conduct basic installation activities, perform basic maintenance, perform basic troubleshooting, or prepare technical or sales documents.



PASS EXAM(S)

**Level II Exam Requirement:** *Pass the Level I and II Exams*

Content Domain	% of Examination
Installation: Develop work plans based upon field conditions, install fire alarm infrastructure (e.g., circuits, pathways, raceways), install fire alarm equipment, perform system commissioning	30-40%
Maintenance: Perform periodic testing, correct impairments/deficiencies, maintain documentation	25-35%
Submittal Preparation and System Layout: Assemble project information for shop drawings, survey site conditions to verify that they support the requirements of the fire alarm system design and layout, prepare basic technical drawings, determine power supply and loading requirements for fire alarm systems	20-30%
Management and Supervision: Coordinate work activities	5-15%
Number of Questions	Duration
110	155 minutes
<b>Application Fee \$310</b>	



PERFORMANCE

**Level II Performance Requirement:** *Obtain supervisor verification of all Level I and II Performance Measures*

Level II	Performance Measures
0303-3101	ethical behavior on the job, consistent with the NICET Code of Ethics
0303-3102	an ability to give complete and accurate reports on work activities, progress, and problems encountered
0303-3104	an ability to coordinate the work of another individual on a fire alarm system job

0303-3105	<p>an ability to perform at least one of the following:</p> <ul style="list-style-type: none"> <li>• mount control equipment, peripheral devices, and related hardware</li> <li>• document the correct placement of control equipment, peripheral devices, and related hardware</li> </ul>
0303-3106	<p>an ability to perform at least one of the following:</p> <ul style="list-style-type: none"> <li>• connect test equipment such as voltage, current, and resistance meters in order to test and diagnose system problems</li> <li>• identify the appropriate calculations, codes, standards, and listing agencies required to prepare plans in accordance with project specifications</li> </ul>
0303-3107	<p>an ability to perform at least one of the following:</p> <ul style="list-style-type: none"> <li>• routine installations of basic fire alarm systems following the project plans or shop drawings without immediate supervision</li> <li>• prepare basic documentation such as drawings and submittals, quotations, inspection reports, and record of completion reports in conformance with project specifications and applicable codes and standards</li> </ul>



### Level II Work History Requirement:

Provide complete, detailed position descriptions and time allocations showing:

A minimum of 2 years\* of fire detection and signaling systems experience, which **MUST** include:

At least 12 months of fire alarm systems experience, including alarm and detection, notification, sprinkler monitoring, and interfaces and controls for agent releasing suppression systems (either agent or water-based systems) in any of the following roles/functions:

- installation
- inspection
- testing
- commissioning
- technical system estimating and sales
- plans preparation
- maintenance

The 2 years **MAY** include up to 12 months of related experience.\*\*

\*Time periods are full time equivalent.

\*\***Related experience** may include involvement in fire alarm or other code-driven and/or life safety electrical building systems work beyond the scope of the core experience defined above for the specific Level, including, but not limited to:

- low voltage systems
- building electrical power or control systems
- special hazards systems or
- smoke control systems

in the role/function of installation, inspection, testing, commissioning, maintenance, technical system estimating and sales, plans preparation, code compliance/review, project management, or technical business management. It may also include providing full-time technical support or training to fire alarms systems technicians.

### Level III – Engineering Technician

Level III FAS Technicians can work independently without supervision. Level III Technicians can conduct installation, perform system maintenance, interpret codes, standards, and specifications to produce fire alarm shop drawings. Level III Technicians perform fire alarm layout activities, supervise Technicians at Levels I and II, and provide submittal packets. They interact with AHJs.



PASS EXAM(S)

**Level III Exam Requirement:** *Pass the Level I, II, and III Exams*

Content Domain	% of Examination
Installation: Supervise projects, compile as-builts and close-out documents, oversee system commissioning	25-35%
Maintenance: Manage periodic testing, resolve impairments/deficiencies, prepare documentation and records	25-35%
Submittal Preparation and System Layout: Prepare and approve shop drawings	20-30%
Management and Supervision: Supervise work activities, supervise team members	10-20%
Number of Questions	Duration
115	170 minutes

**Application Fee \$365**

**Level III Performance Requirement:** *Obtain supervisor verification of all Level I, II and III Performance Measures*

Level III	Performance Measures
0303-5102	evaluate site conditions relevant to fire alarm system layout, and correctly identify the occupancy types, codes, and standards involved
0303-5104	communicate technical information that is clear and accurate
0303-5105	understand and adhere to contractual obligations
0303-5106	develop and implement an installation strategy, including resolution of on-site scheduling conflicts and issues with other trades and project stakeholders
0303-5108	plan and oversee a complete and successful system commissioning, including documentation of test completion and creation of as-built drawings
0303-5109	demonstrate an understanding of computer applications for programming a fire alarm system

0303-5110	determine whether a specific device type will meet codes, standards, and project specifications
0303-5111	identify appropriate procedures to troubleshoot and repair system faults
0303-5113	oversee simultaneous fire alarm system activities, meeting time, budget, and technical requirements
0303-5114	oversee work practices to comply with environmental and safety requirements
0303-5115	engage in work practices that consistently comply with the NICET Code of Ethics
0303-5116	<p>an ability to perform at least one of the following:</p> <ul style="list-style-type: none"> <li>• review a construction document package, develop a bill of material, and an appropriate scope of work</li> <li>• prepare or review a fire alarm system submission package to meet the specifications and requirements of clients, design professionals, and AHJs (also meeting requirements of codes and standards)</li> </ul>
0303-5117	demonstrate technical leadership or mentoring



### Level III Work History Requirement:

Provide complete, detailed position descriptions and time allocations showing:

A minimum of 5 years\* of fire detection and signaling systems experience, which **MUST** include:

At least 45 months required for FAS Level III fire alarm systems experience including:

- installation
- maintenance
- inspection
- testing
- commissioning
- technical system estimating and sales
- plan preparation
- code compliance review
- project management
- and/or technical business management

The 3 additional years from Level II must include field experience, team leadership, and at least one year in a fire alarm systems technical management role.

The 5 years **MAY** include up to 15 months of related experience.\*\*

\*Time periods are full time equivalent.

\*\***Related experience** may include involvement in fire alarm or other code-driven and/or life safety electrical building systems work beyond the scope of the core experience defined above for the specific Level, including, but not limited to:

- low voltage systems
- building electrical power or control systems
- special hazards systems or
- smoke control systems

in the role/function of installation, inspection, testing, commissioning, maintenance, technical system estimating and sales, plans preparation, code compliance/review, project management, or technical business management. It may also include providing full-time technical support or training to fire alarms systems technicians.



**Level III Personal Recommendation:** *Obtain recommendation ratings showing a capacity for independent engineering technician responsibilities.*

#### Level IV – Senior Engineering Technician

Level IV FAS Technicians are senior-level technicians whose work includes installing and maintaining complex and specialized systems. Level IV Technicians manage multiple projects at once and serve as liaison between AHJs, owners, engineers, contractors. They interpret codes, supervise Levels I-III Technicians, and take ownership of programs and training.



**Level IV Exam Requirement:** *Pass the Level I, II, III and IV Exams*

Content Domain	% of Examination
Installation, Planning, and Maintenance: Manage at department level (e.g., design, sales, operations, service), oversee as-builts and close-out documents, manage system commissioning process, budget project resources	35-45%
Submittal Preparation and System Layout: Oversee preparations and approve shop drawings	10-20%



Complex Fire Alarm System Operations: Resolve complex detection scenarios, resolve complex notification scenarios, specify specialty installation materials and methods, develop fire alarm systems training programs, manage industry relations	40-50%
Number of Questions	Duration
120	290 minutes*
<b>Application Fee \$420</b>	
*This exam contains a 30-minute break. This time is NOT part of the allotted time to answer exam questions.	



**Level IV Performance Requirement:** *Obtain supervisor verification of all Level I, II, III and IV Performance Measures*

Level IV	Performance Measures
0303-7101	prepare a complete, accurate, and realistic response to an RFP/RFQ
0303-7102	develop contractual criteria for fire alarm system projects that meet legal and AHJ requirements
0303-7103	evaluate the requirements for a new or existing fire alarm system and its components, and provide a clear rationale, based on functionality, codes, standards, and cost, for either replacement or repair of any deficiencies
0303-7104	develop and accurately document project budgets that meet the client's needs, contractual obligations, codes, and standards
0303-7105	coordinate multiple project plans and schedules to meet project objectives, minimize conflict with other trades, and optimize use of company resources
0303-7106	communicate with design professionals and AHJs while maintaining a professional bearing and demonstrating subject matter expertise
0303-7107	review shop drawings for technical accuracy, including, but not limited to, power and battery calculations and component compatibility
0303-7108	select system components that will meet applicable criteria*

0303-7109	recognize and mitigate potential threats to a fire alarm system's functionality or reliability from severe environments, nuisance alarms, or other sources
0303-7110	accurately evaluate the completion of a fire alarm system installation project to ensure that applicable criteria* have been met
0303-7111	coordinate and oversee multiple project teams, ensuring that each meets budget, schedule, and applicable criteria*
0303-7112	monitor the general and job-specific capabilities of team members to ensure that they have received adequate training on technical, safety, and communication
0303-7113	accurately communicate technical information and interpretations
0303-7114	engage in work practices that consistently comply with the NICET Code of Ethics
* "applicable criteria" may include codes and standards, AHJ requirements, contractual obligations, project specifications, or client needs, as appropriate	



### Level IV Work History Requirement:

Provide complete, detailed position descriptions and time allocations showing:

A minimum of 10 years\* of fire detection and signaling systems experience, which **MUST** include:

At least 105 months of fire alarm systems experience including:

- technical business management
- management role in installation
- maintenance
- inspection
- testing
- commissioning
- technical system estimating and sales
- plan preparation
- code compliance review

The 5 additional years from Level III must include at least two years of overseeing fire alarm systems project management.

The 10 years **MAY** include up to 15 months of related experience\*\*

\*Time periods are full time equivalent.

**\*\*Related experience** may include involvement in fire alarm or other code-driven and/or life safety electrical building systems work beyond the scope of the core experience defined above for the specific Level, including, but not limited to:

- low voltage systems
- building electrical power or control systems
- special hazards systems or
- smoke control systems

in the role/function of installation, inspection, testing, commissioning, maintenance, technical system estimating and sales, plans preparation, code compliance/review, project management, or technical business management. It may also include providing full-time technical support or training to fire alarms systems technicians.



**Level IV Personal Recommendation:** *Obtain recommendation ratings showing a capacity for senior engineering technician responsibilities.*



### Level IV Major Project

Each candidate for certification at Level IV in Fire Alarm Systems must submit a write-up (in narrative/essay format) of their role in a large and technically complex fire alarm system project demonstrating senior-level engineering technician capabilities and responsibilities.

#### General Guidelines

The Major Project Write-up must be a concise, detailed, two-to-three-page written description of your role in one\* major fire alarm system project.

The major project write-up must be typed, identified by your name and NICET ID number, and be on separate pages from other application documents.

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

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

The project must be recent (within the last 4 years) and must be complete.

Your involvement in the project must include a range of fire alarm systems activities\* and demonstrate independent, senior-level engineering technician work, including delegation of responsibilities and duties.

The write-up must reflect senior-level understanding of the nature and importance of the various aspects of the system and the project, and the roles of the various people involved in the completion and acceptance of the project.

#### Guidelines for Description of the Project

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

- The location of the project, the type of facility, and the purpose or objective of the project
- Size of the project (square footage, number of stories, installation time, etc.)
- Time period (start/stop dates, dates of candidate's involvement, amount of time candidate spent on project)
- Scope of fire alarm system project (risers, circuits, interconnections, spacing of components, etc.)

#### **Guidelines for Description of the Candidate's Role**

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

- Supervisory or oversight responsibilities (number of people, the tasks they performed, and your relationship to them)
- Range/scope of activities and role in each activity (hazard analysis, design calculations, approvals, proposals, system installation, check-out and final approval test, etc.)

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

## **CREATING AN ONLINE ACCOUNT**

### Existing Customers

If you have applied, tested, been certified, or even just created an account with your email and password, we most likely have a record. It is always best to use an existing account.

Go to [our login page](#) to login using your email and password. If you don't remember your password, use the Reset Password function to receive instructions by email. If you don't know or no longer have access to the email account in your record, please [contact us](#).

### New Customers

Go to [our registration page](#) and complete the form to create a new account.



*Make sure that [nicet-noreply@useclarus.com](mailto:nicet-noreply@useclarus.com) is marked as an allowed/friendly address in any junk or spam filters you may have. All communication concerning exams, certification, and recertification are sent from that address.*



### Application Cards and Purchasing Exams

Once you have logged in to your NICET account, the first step is to add an “application card” to your home screen. Click “Apply” in the navigation bar to see the cards for every certification NICET offers. You may use the search to narrow down the selection or page through to find the certification(s) you are seeking. Click the green “Save to Home” button.

The Application Card now resides on your home screen.

To purchase the exam, click the exam name on the left side of the Application Card.

To start the experience section of the application, click the blue “Apply Here” button.

### Performance Verification Requests

Enter the name and email of your direct supervisor and click send. When you click send, an email survey is sent to the email address listed (it is best to let them know to expect it and make [nicet-noreply@useclarus.com](mailto:nicet-noreply@useclarus.com) an allowed email address) and a “Sent requests:” log is added. The status in the sent request changes from “Pending responder” to “Submitted” with a date once your verifier completes the survey. It will also show a link to “View Details” to see the responses. To qualify for certification, all performance measures must be verified with a yes answer. More than one verifier may be used if necessary.

### Recommendation Requests (Levels III and IV only)

Enter the name and email address of a professional who is familiar with your technical capabilities and background and can attest to the technical quality, responsibility, and ethics demonstrated in your work experience. When you click send, an email survey is sent to the email address listed (it is best to let them know to expect it and make [nicet-noreply@useclarus.com](mailto:nicet-noreply@useclarus.com) an allowed email address) and a “Sent requests:” log is added. The status in the sent request changes from “Pending responder” to “Submitted” with a date once your recommender completes the survey.

### Work History

First-time applicants (and those specifically directed to do so by NICET): For the span of your entire career, add and complete an entry (Click “+Add”) for each position held with each employer and for any period within a given position in which your responsibilities changed significantly.

Returning applicants (those seeking certification at higher levels and additional subfields) and those wanting to document Active Practitioner points toward recertification: Follow the instructions above solely for the period of time from the end date of your last work history

submission to the date you submit a new application. If you have previously submitted paper, PDF, scanned, etc. documents and do not know the date of your last submission, contact NICET.

Use the “+” button to break your experience down into all applicable technical areas in which you have worked for each time period. If you have experience in areas that are not listed, use “Other” and explain in the description. Do not add technical areas for which you have not worked.

This section contains three pieces per entry: the Subfield/Technical Area (S/TA) selection (select S/TA from dropdown list), the percentage allocation (enter percent of work devoted to S/TA in right side column), and the detailed description (enter description in the text box below the S/TA dropdown list). Create an entry for S/TA. The detailed description should be a summary in your own words of the work you performed.

### Major Project (Level IV)

Complete the write-up, then click the “Browse” button to locate and upload the file.

### Finalize

Once you have the verification from your supervisor and have updated your work history, read the final instructions, agree to the affidavit, and click "Finalize" to indicate to NICET staff that your submission is ready for review. Once you click “Finalize”, your submission must not be altered unless requested by NICET.

## TRAINING AND PREPARING FOR THE EXAMINATIONS

Good training teaches the knowledge and skills needed to perform well on the job. We recognize that training comes in many forms, companies and agencies have different resources, and individuals have different learning styles. NICET does not prescribe any one specific training course, school, or provider and allows customers to choose the training that works best for them. Training and professional certification are vital for developing a qualified workforce.

### Practice Tests

The Fire Alarm Systems program has [online practice tests](#) at all levels to help you get familiar with the content and exam interface. While we do provide feedback at the end with the percentage of correct questions in each section, performance on the practice test is not necessarily an accurate predictor of how you will perform on the certification exam.

## Recognized Training Providers

NICET has agreements with industry associations, colleges, technical schools, and training companies. The listing is intended to help you find training that works best for you. NICET does not review, monitor, or endorse training programs and materials. For more information, visit [our training providers page](#).



## Selected General References

These are lists of resources that candidates might find helpful in developing the knowledge for that level of certification. (No particular books, training, or education programs are required or endorsed for certification.) Selected General References are found on each program page under Reference Materials.

The diagram consists of two side-by-side panels from the NICET website. The left panel is titled "Fire Alarm Systems Level III Selected General References" and lists four references: NFPA 70 (2014), NFPA 72 (2016), NFPA 101 (2015), and IBC (2015). A red line connects the NFPA 70 reference to the "Installation" section of the content outline. A blue line connects the NFPA 72 reference to the "Maintenance" section. The right panel is titled "Fire Alarm Systems Certification Level III Content Outline Engineering Technician" and lists two main sections: "3.1 Installation" (23-33% of the exam) and "3.2 Maintenance" (18-28% of the exam). The "Installation" section includes sub-points 3.1.1, 3.1.2, and 3.1.3. The "Maintenance" section includes sub-point 3.2.1. A red line connects the NFPA 70 reference to the "Installation" section, and a blue line connects the NFPA 72 reference to the "Maintenance" section.

Title	Edition*
NFPA 70	2014
NFPA 72	2016
NFPA 101	2015
IBC	2015

**3.1 Installation**  
(Questions related to these tasks make up 23-33% of the exam.)  
3.1.1 Supervise projects (1, 2, 4, 5, 8, 12, 14, 15)  
3.1.2 Compile as-builts and other documents (2, 4, 7)  
3.1.3 Oversee system commissioning (2)

**3.2 Maintenance**  
(Questions related to these tasks make up 18-28% of the exam.)  
3.2.1 Manage periodic testing (2)

This image shows how the references map to the content outline. This same system of mapping the reference list to the content outline applies to all NICET certification exams with similar formatting.

## ADDITIONAL EXAMINATION INFORMATION

### Testing Window

During the application process, applicants choose a six month window during which they will take their exams. The window allows for flexibility to schedule a convenient test date.

### Scheduling the Examination

Applicants must schedule the exam location and time with Pearson VUE testing centers. Once the application has been processed, candidates can schedule the examination immediately after payment is processed.

## Examination Administration

Pearson VUE has numerous testing centers across the county where Fire Alarm Systems candidates can take their examinations. Candidates for Fire Alarm Systems Level I may also take their examinations using an online proctored system.

### Examination Testing Center Requirements and Instructions

Candidates are asked to arrive at the test center 30 minutes before the scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures, which include providing identification documents.

You are required to present two forms of original (no photocopies), valid (unexpired) IDs. One must be a primary ID (with name, photo, and signature), such as a driver's license or passport, and one must be a secondary ID (with name and signature), such as a credit card. The first and last name that you used to register must match exactly with the first and last name on the ID that is presented on test day. Digital IDs are not acceptable at Pearson VUE testing centers. All required IDs must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the IDs that you are required to bring with you to the testing center for admittance to your exam, please contact [Pearson VUE customer service](#).

You will not be allowed to take any personal items with you into the testing room. This includes all bags, resources or books not authorized by the testing program, notes, cell phones, pagers, watches, and wallets. Pearson VUE testing centers provide lockers with which to store your personal items.

If you arrive more than 15 minutes late for an exam and are refused admission, the testing fee is forfeited. You will have to request a re-authorization and may have to pay an additional fee.

### Online Proctored Testing Requirements and Instructions (FAS Level I only)



Level I may be administered using OnVUE for remote proctored online delivery. See [System Requirements, Additional Permissions, and Helpful Instructions](#) before selecting.

Candidates choosing online, remote proctored testing are asked to log into their testing session 15 minutes prior to the scheduled appointment time. This will give you time to repeat the system check and to make any adjustments.

Candidates may test on a personal or work computer. However, work computers generally have restrictions such as firewalls that may prevent successful delivery. Tablets are prohibited.



Before starting your exam, ensure that you are connected to a power source. Internet cookies must be enabled and pop-up blocking settings must be disabled.

A wired connection is preferred over wireless. Tethering to a mobile hotspot is prohibited.

You must use a webcam with a minimum resolution of 640x480 at 10 fps. You will need to verify that your audio and microphone are not set on mute. You should also shut down all non-essential applications before launching the OnVUE software.

Your testing environment should be in a walled room with a closed door and without distractions. No one else is permitted in the room with you while you are testing. If another person enters the room while you are testing, your exam will be terminated.

You are required to present a current government-issued ID. The name on your ID must match the name in your web account profile and in your appointment confirmation email. Acceptable forms of identification include a driver's license, passport, military ID, identification card (national/state identify card), or alien registration card (green card, permanent resident, visa).

You can only use references that have been approved for Level I.

Note: The name on the ID must match the name used on the exam application, or you will not be allowed to take the exam.

### Special Accommodations for the Examination

It is NICET's policy to comply with Title III of the American with Disabilities Act (ADA). NICET will offer examinations in a place and manner accessible to persons with qualifying disabilities or offer alternative accessible arrangements for such individuals, where feasible.

Candidates must submit requests for accommodations to NICET at [test@nicet.org](mailto:test@nicet.org) and all requests must be approved at least 10 business days before the scheduled exam date.

To qualify for testing accommodation under the ADA, you must demonstrate that you have a qualifying disability that necessitates the provision of testing accommodation.

A disability is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, as compared to most people in the general population.

### Examination Score Report

Candidates are notified immediately regarding pass/fail status upon completion of the examination. An official score report will be available to candidates in the Pearson VUE portal within 14 days following completion of the examination.

Candidates that do not receive a passing score will receive a scaled score for the exam indicating the percent correct for each domain or section.

## Rescheduling/Cancellation Policy for Examination

Rescheduling more than 24 hours before your exam date is complimentary in the same testing window. Please contact [Pearson VUE](#).

Within 24 hours after your scheduled date or for a new testing window, there is an additional fee equal to one half of the original testing fee. For more information on rescheduling, [click here](#).

Rescheduling the NICET exam has never been easier, and in most cases, does not incur any additional fees. Additional fees may apply if rescheduling is attempted within 24 hours of the appointment time, the eligibility window expires, or there is less than 24 hours until the eligibility expires.

The best way to reschedule your exam is to login to your NICET account and click “Schedule” in the left side navigation, then “Schedule with Pearson VUE” for the exam you want to reschedule.

Candidates who are testing using the online remote proctored (OnVUE) option may reschedule their appointment date/time right up until their appointment without incurring additional fees.

You will not be eligible for a refund if you cancel your examination once an examination has been scheduled.

## Reexamination

If you do not pass the Fire Alarm Systems Level I, II, III, or IV examinations, you can reschedule the examination after a 30-day period has elapsed. Retesting is limited to a maximum of three attempts in any 12-month span. After the third attempt, candidates must wait 6 months before retesting again.

## CANDIDATE APPEALS AND COMPLAINTS

NICET certification is granted when the applicant for certification has demonstrated, through examination and submission of qualifications, the knowledge and skills required to properly function in a capacity relevant to the certification.

### Candidate Appeals Process

An appeal is a formal request for special consideration made by the NICET Board of Governors or its representative related to an individual’s achievement or retention of a certification.

An appeal must be submitted electronically to [test@nicet.org](mailto:test@nicet.org) with the word “Appeal” included in the subject header. The appeal must be submitted no later than 30 calendar days after notification by NICET of the adverse decision.

An appeal must include:

- Name and email address of the appellant;
- A description of why the appeal should be granted;
- Name of the certification; and
- All relevant documentation that supports the appeal.

We will acknowledge your appeal in writing within 10 business days of receipt.

Written notice of the Appeals Panel's determination (Appeal Denied or Appeal Approved) or a progress notice (Appeal Forwarded or Appeal Delayed) will be provided to the appellant within 10 business days of the determination.

If applicable, appeals are sent to an independent Appeals Team (a three-member team pulled from the Appeals Panel) for consideration. The appeal will be considered no later than 90 calendar days after the appeal receipt.

Written notice of the Appeals Team's determination (Appeal Denied or Appeal Approved) or a progress notice (Appeal Delayed) will be provided to the appellant within 10 business days of the determination.

### Candidate Complaints Process

Individuals with concerns regarding the certification program materials, personnel, or activities are encouraged to discuss these with the individuals involved to try to resolve the matter informally. In some cases, however, informal resolution is not possible, and individuals may wish to file a formal complaint.

A formal complaint must be submitted electronically to [test@nicet.org](mailto:test@nicet.org) with the word "Complaint" in the subject header within 90 calendar days of the incident's occurrence.

The following are the types of complaints accepted and possible actions.

**Type I.** Complaints pertaining to an applicant's or certificant's qualifications for a particular certification. These complaints shall pertain to examination misconduct; false, incomplete, or misleading application information; improper work performance verification; or a false or misleading personal recommendation. Possible actions may include temporary suspension or permanent revocation of certification(s).

**Type II.** Complaints pertaining to violations of the NICET Code of Ethics by an applicant or a certificant. Possible actions may include reprimand, temporary suspension of testing privileges or certification(s), or permanent revocation of testing privileges or certification(s).

**Type III.** Complaints pertaining to an applicant's or certificant's improper execution of the technical practices that are an integral part of the certification. Possible actions may include

reprimand, withholding certification, temporary suspension of certification(s), or permanent revocation of certification(s).

**Type IV.** Complaints pertaining to an individual’s representation that he or she holds a valid NICET certification. Possible actions may include sending a letter to the individual stating that NICET has no records of their certification. If NICET records show that the individual's certification has expired, the letter will include:

1. The date of expiration;
2. The reason for expiration; and
3. What the individual is required to do to obtain a valid certification.

If a preliminary investigation of the information/evidence reveals a valid complaint, the individual(s) named in the written complaint will be sent a “Notice of Complaint.” The NICET Board of Governors will also request any additional information needed and a specific timeframe for providing such information. If this additional information is not received, a decision will be made based on the information initially provided.

If it is determined that no further action is warranted, the complainant will be advised in writing of the outcome of the initial assessment within 30–45 days after receipt of the complaint.

## CERTIFICATION FAIRNESS POLICIES

### Nondiscrimination

NICET adheres to the principles of fairness and due process and endorses the principles of equal opportunity. NICET certification programs will not discriminate or deny opportunity to anyone on the grounds of age, race, religion, gender, sexual orientation, gender identity, national origin, veteran status, or disability.

It is critical that an equal opportunity is provided to every individual and that no person or group is given special treatment in the granting of any credential.

### Accommodations

It is NICET’s policy to comply with Title III of the American with Disabilities Act (ADA). NICET will offer examinations in a place and manner accessible to persons with qualifying disabilities or offer alternative accessible arrangements for such individuals, where possible.

### Impartiality

NICET’s leadership and management, including the NICET Board of Governors, endorses the principles of impartiality and equal opportunity, and commits to act impartially and equitably in relation to its applicants, candidates, and certificants, including but not limited to 1) applying its standards and requirements for examinations and certifications equally to all individuals

regardless of age, race, religion, gender, sexual orientation, gender identity, national origin, veteran status, or disability, 2) implementing its policies and procedures impartially and fairly, 3) not restricting certification based on undue financial or other limiting conditions, and 4) not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.

### Conflict of Interest

A conflict of interest may be defined as an interest that might affect, or might reasonably appear likely to affect, the judgement or conduct of an individual associated with the NICET Board of Governors, any staff member, contractor, or volunteer.

NICET will identify threats to impartiality related to its certification program(s). These analyses will consider at a minimum:

- Potential threats from its activities, its related bodies, its relationships with other entities, and the relationships of its personnel to other individuals or entities
- Commercial, financial, or other influences that pose potential threats
- Potential or real conflicts of interest of NICET Board of Governors members, panel members, staff, and contractors
- Balanced involvement of interested parties in certification activities, especially representation on the NICET Board of Governors and its panels
- Independence of NICET training activities from certification activities
- Changes in personnel involved with certification activities, organization structure, the certification schemes, certification policy, relationships with other entities, and contracts/agreements related to certification activities

## SECURITY POLICIES

### Privacy and Confidentiality

NICET will hold in confidence and in a secure manner the information obtained over the course of certification program activities at all levels of the organization, including activities of all personnel (paid, contracted, or volunteer) acting on its behalf. All candidate information will be considered confidential.

### Exam Security

NICET will safeguard all examination materials over the course of certification program activities at all levels of the organization, including all personnel (staff, volunteers, and contractors) acting on its behalf. NICET will take proactive measures to prevent fraudulent examination practices, including but not limited to the following:

- Upon registering for an examination site, just prior to the start of the exam, candidates are required to sign an agreement indicating their commitment to not release confidential materials or participate in fraudulent test-taking practices
- Examination personnel will confirm the identity of the candidate upon check-in
- A proctor will be present during the examination
- The proctor will take measures to prevent the use of unauthorized aids in the examination area
- NICET's testing agency will monitor the examination results for indications of cheating
- For ONVUE remote proctored testing, Exam Environment Photos: Candidates are required to take four (4) photos of their exam environment during check-in.
  - Environment photos are used for the proctor's reference during the session and for quality control, security, and auditing purposes
  - Pearson VUE deletes check-in photos according to regulations in the country where a candidate sits for an exam
  - After a candidate submits photos, they are under exam conditions. The photos are reviewed by an OnVUE session greeter. Candidates are being recorded during this time and during the exam session

For remote proctored exams, in addition to the above, the below practices are followed to ensure exam security:

- Pearson VUE Browser Lock is a secure browser that is integrated with an OnVUE session. Browser Lock must be downloaded from the exam sponsor home page PRIOR to the exam. Browser Lock prevents candidates from:
  - Accessing other applications or the candidate's desktop
  - Task switching
  - Using function keys and certain keyboard shortcuts
  - Typing a URL
  - Cutting, copying, or pasting content outside of Browser Lock into the exam or copying content from the exam outside of Browser Lock
  - Screensharing

### Records Control

NICET will restrict access to the certification records to only those personnel requiring access to accomplish certification-related duties.

Electronic copies of records will be archived according to the records control schedule. Printed copies of records that are scanned to be stored electronically will be shredded. The documents/records will be held in a secure location if they contain information that must be protected.

### 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.