Systems Software Integrator (SSI) – Application Guide

The following is a brief overview to assist in navigating the SSI certification process.

Visit https://nicet.useclarus.com/apply/application?id=98 to create or log into your account and begin your application.

Personal Information

Required fields include first name, last name, and address.

Name: These fields must match the first and last name as shown on your government-issued ID, such as a driver's license, to be used at the testing center to validate your identity.

Address: A complete address is required. Only applicants living in the Unites States will be approved.

Education Requirements

At a minimum, a high school diploma or equivalent is required.

Having a Bachelor's degree reduces the experience requirement, but must be validated by having your accredited college or university send official transcripts.

Transcripts should be sent to ssi@nicet.org, or mailed to:

> NICET
> Attn: SSI transcripts
> 1420 King Street
> Alexandria, VA 22314

Work Experience

Cumulative related work experience must add up to at least the required years – 3 years with a Bachelor's degree or 6 years without. Required fields include employer, dates, position, supervisor name and email, city, state, and employment level. If your employment level is part time, please enter the number of hours worked per week.

To enter work experience, click the **+Add** button. Each role, even if with the same employer, should be added as a separate entry. To add additional roles, click the **+Add** button again.
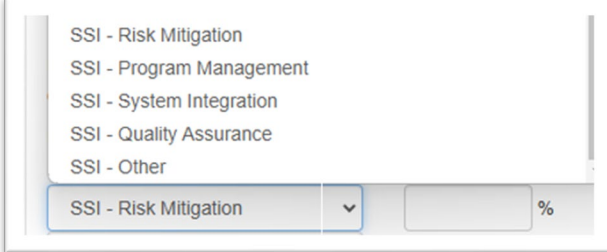
When entering your Work Experience, begin with your current or most recent employer. The NICET basis for calculating an applicant's full-time employment is a work week of 40 hours,

with 50 work weeks per year. In no case will extra experience credit be awarded for work over the prescribed 2000 hours per year.

Subfield/Technical Area (S/TA)

SSI includes four subfields:

- SSI – Program Management
- SSI – Quality Assurance
- SSI – System Integration
- SSI – Risk Mitigation

In the **Subfield/Technical Area (S/TA)** section for each role you list, use the dropdown select one of the S/TAs and enter a description of how your work is related. Each of the four S/TAs should be addressed, and you may optionally include the "SSI – Other" S/TA.

Descriptions should be in your own words, should describe work you have executed, and should reflect specific tasks and duties. It would be valuable to include experience adhering to reference works listed in the SSI content outline.

 Go to the end of this document to find a sample of a completed work experience form.

Attestation

As part of the application process, you will be asked to review and accept the NICET Conditions of Application, and abide by the NICET Code of Ethics.

Once you complete the application, and check the box to accept the attestation, you may proceed to checkout.

Sample Work Experience

Employer	Systems Software Integrations, LLC
Title	Chief Integration Officer
Start/End Dates (month & year)	March 2020 – current
Program Management	**My program management skills include** [list integrator duties related to *documentation, scheduling, costing, resource management, commissioning, versioning, and/or defining project specifications*]. **In this work, I must adhere to** [list NIST, IEEE, or other standards that impact your work].
Quality Assurance	**My quality assurance role includes** [list integrator duties related to *developing and executing test plans, validating configurations, and/or managing deliverables*]. **In this work, I must adhere to** [list NIST, IEEE, or other standards that impact your work].
System Integration	**My system integration role includes** [list integrator duties related to *integrating components, determining frameworks, defining care, custody, and control processes, and/or designing system engineering*]. **In this work, I must adhere to** [list NIST, IEEE, or other standards that impact your work].
Risk Mitigation	**My risk management role includes** [list integrator duties related to *analyzing risk, evaluating vendors, determining functional safety, mitigating risk, managing stakeholder risk, evaluating cybersecurity postures, and/or engaging in continuous improvements*]. **In this work, I must adhere to** [list NIST, IEEE, or other standards that impact your work].