



NICET Technologist Application Instructions

Part II: Technologist Work History

The purpose of this form is to provide NICET with information about your work experience since receiving your engineering technology baccalaureate degree. Your write-up will be evaluated against the current criteria for the grade of CT (Certified Engineering Technologist). If sufficient experience is lacking, or if sufficient detail has not been provided, you will be sent a letter requesting the additional information.

No work experience is required for certification at the AT grade.

Certification at the CT grade requires at least 5 years of acceptable engineering technologist level work experience acquired after graduation.

If you have previously submitted a complete and detailed work history to NICET, then you need submit an additional history only if requested by NICET.

Make several copies of this blank form. A separate page should be used for each position held.

Complete all blocks of information. Each piece of information has a role in the certification process.

What is a “position?” Every time your employer or job title changes, you have a new position and must complete a separate copy of the form. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your title changes from Technologist I to Technologist II, then you have a new position that should be reported separately.

What is a “responsibility?” Each position carries with it several areas of responsibility. They may be technical, administrative, or supervisory; they may be complex, involving the completion of many specific tasks, or relatively simple. All responsibilities should be listed, whether or not they are directly related to the certification subfield.

Descriptions of responsibilities: Provide the details of what kind of work you are actually doing to fulfill each area of responsibility. What types of systems/structures/materials do you work with and what do you do with each? What work teams are you a part of and what is your role in each?

Percentage of time allocated to each responsibility: Indicate what percentage of your total time spent in this position was allocated to performing the work involved in each responsibility. The sum of the percentages written in for all responsibilities listed on the form should equal 100%.

Keep a copy of your completed work history (send original to NICET). Besides being a useful record for future interactions with NICET, a carefully prepared work history is a valuable career development tool.

If sent in **separately** from your certification application (Part I), this form may be mailed to:

NICET
1420 King Street
Alexandria, VA 22314



Name: _____ Social Security Number: _____

NICET Technologist Application, Part II: Work History

(Please print clearly or type)

Applicants must complete one form for each position held and supply all of the information requested below. (You have started a new position each time either your job title or employer has changed.) Each responsibility/description must be in your own words; describe your specific job duties, responsibilities, and work tasks, and explicitly state your role in producing the final product.

employer:	location of employer : (city, state)
job title:	full or part time: _____ if part time, hours per week: _____
name of supervisor:	dates position held From: _____ To: _____

List below your major responsibilities in this position and a detailed description of each.

Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Responsibility: _____ Description: _____ _____ _____	What percentage of your time was devoted to this responsibility? Round to nearest 5 percent. _____ %
Total 100 %	

If necessary, you may list additional responsibilities on an attached sheet.

Affidavit: I certify that the above is a true and complete representation of my responsibilities in the listed position. I understand that any misrepresentation of information can result in the rejection of this application or the revocation of any certificate NICET has issued in my name.

Signature Date

Page ____ of ____ pages