

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 <u>entire career</u>, complete one form **consisting of at least sections 1, 2, and 3** for each position held at each employer **and** <u>for any period within a given position in which your responsibilities changed significantly.</u>

Returning applicants

Follow the instructions above solely for the period of time from the end date of your <u>last work history submittal</u> 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 <u>countersigned</u> 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.



Applicant's Signature

5/15

Candidate:	NICET ID No:	27
		Standard IV

Experience Application - Part I: Work History

Section 1 - Position Identification

Subfield / Technical Area (S/TA) Fire Alarm Systems Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales. Fire alarm Systems Fire alarm Systems Fire alarm systems with limited to performing, planning, and coordinating the inspection / Testing (ITF) Special Hazards Systems Special hazards suppression systems specific activities including project management, system layout (plan preparation), equipment selection, installation, acceptance testing, troubleshooting, servicing, and sales. Water-based Fire Protection Systems Layout (plan preparation), hydraulic calculations, site evaluation, equipment selection, plan approval, and sales. Water-based Fire Protection Systems Isopection of the protection systems layout (plan preparation), hydraulic calculations, site evaluation, equipment selection, plan approval, and sales. Water-based Fire Protection Systems Isopection / Testing (ITS) Water-based Fire Protection Systems Fitting / Fabrication (Its) Water-based Fire Protection Systems Fitting / Fabrication (Its) Water-based Fire Protection Systems (ITS) The performance and supervision of fitting, fabrication, maintenance, tests and inspections performed during installation and final testing / commissioning of new systems. Water-based Fire Protection Work (ITS) Wideo Security System Video Security Systems Video Security Systems (Its) Video Security System	Employer:	Location of employer (city, state):	Name of supervisor (s):		
Section 2 - Time Allocation	Candidate's Position:	Dates position / responsibilities held:	Full-time Part-time Seasonal		
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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.

Date

Verifier's Signature

(Only if directed by NICET)

be filled out for each

position held.

NICET®	Candi
/NICET\®	

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 Descrip	tion of Technical Work Performed	** Example**
SF	Supervised and performed the i	nstallation, corrective mainter	nance, under construction testing, and co	mmissioning of new fire
sprinkl	ler systems and system additions.	Systems installed included v	vet, dry, pre-action, deluge, and foam. Co	omponents installed and
mainta	ained included piping, pipe hanger	s, earthquake bracing, alarm	check valves, various cutout valves, flow	v sensors, FD connections,
standp	pipe hose connections, jockey and	I fire pumps, and backflow pr	eventers. Installed systems of 25 – 600 h	neads in a variety of building
types i	including residential and commerc	cial high rise, mercantile, man	ufacturing, school, and military.	
S/TA		Detailed Description	of Technical Work Performed	
S/TA		Detailed Description	of Technical Work Performed	
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5	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.

/15	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.
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	<u> </u>			
S/TA		Detailed Description	of Technical Work Performed	
3/14				
S/TA	T	Detailed Description	of Technical Work Performed	
0/1/4				
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S/TA		Detailed Description	of Technical Work Performed	

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.