



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 (%)
Fire Alarm Systems (FA)	Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales.	%
Fire Alarm Systems Inspection / Testing (ITF)	Fire alarm systems work limited to performing, planning, and coordinating the inspection and testing of fire alarm systems.	%
Special Hazards Systems (SH)	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 (SP)	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.	%
Water-based Fire Protection Systems Inspection / Testing (ITS)	Specifically performing and managing the inspecting and testing of existing systems according to NFPA 25. Does not include work performed during installation and final testing / commissioning of new systems.	%
Water-based Fire Protection Systems Fitting / Fabrication (SF)	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.	%
Other Fire Protection Work (OFP)	This includes work with portable extinguishers, standpipe hoses and nozzles, municipal and private fire hydrants, fire-stopping, and firefighter duties.	%
Video Security System Technician (VST)	Video security systems specific activities including management, installation, preventative and corrective maintenance, tests and inspections, troubleshooting, and servicing.	%
Video Security System Designer (VSD)	Video security systems design and plan preparation specific activities including management, plan preparation, site evaluation, equipment selection, plan approval, and technical sales.	%
Industrial Instrumentation (I/I)	Industrial instrumentation work including management, design assistance, installation and maintenance of industrial measurement and control systems.	%
Audio Systems (AS)	Audio system specific activities including the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications.	%
Electrical Power Testing (EPT)	Specifically testing electrical power equipment, cabling, and systems operating in the range of 600 V and above. Does not include general wireman duties.	%
Other Low / Limited Voltage Systems (LV)	Work with non-fire alarm low/ limited voltage systems such as security, access control, nurse call, building control, computer networking, and emergency lighting.	%
Other Electrical Systems (GE)	General electrician work - residential and commercial wiring of loads including light machinery, lighting, HVAC components, and distribution panels and outlets.	%
Other	Specify: Gap:	%
The sum of all the values in this column cannot exceed 100%.		100%

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	** Example**
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	
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Date

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