



How to Apply for NICET IB PSC Certification

Overview

The NICET IB PSC (In Building Public Safety Communications) certification is widely recognized as the gold standard for installers and designers of ERCES systems.

Certification requires:

- **Passing the exam**
- **Documented work history**
- **Performance measures verified by supervisors**
- **Personal recommendation** (Level III and Design)

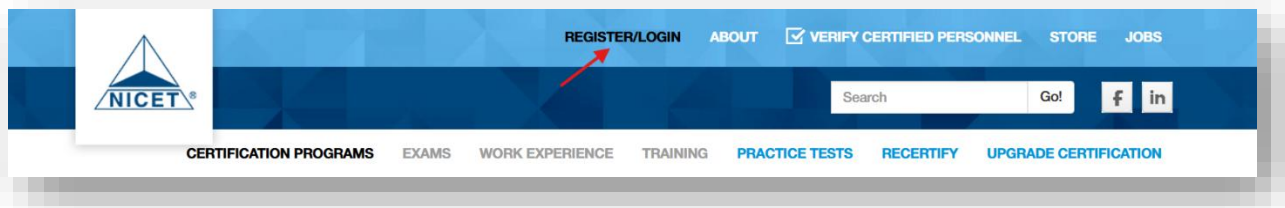
This detailed process sets NICET apart from other exam only certifications.

Tip: Many applicants experience delays because they misunderstand the required order of steps. Follow the sequence below to avoid setbacks. Once your application is submitted, NICET strives to complete their review within 90 days. If additional clarification is needed, that requires additional time.

✓ Quick Summary of Steps

- 1  Create an account at NICET.org
- 2  Login and add the IB PSC Application Card to your home screen
- 3  Purchase and schedule your exam
- 4  Identify your verifier
- 5  Enter your work experience using the "Apply Here" button
- 7  Finalize your application once everything is extared

Thank you to Mike Brownson for creating this document!

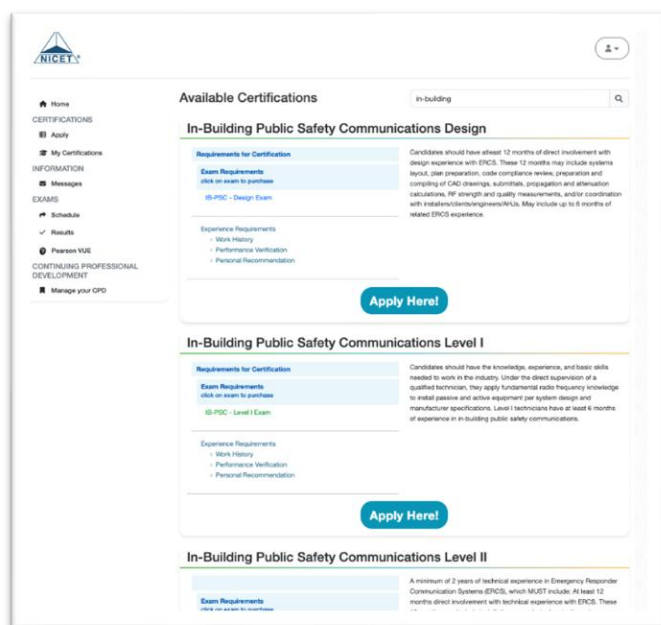


Step 1. Create your NICET Profile.

- Visit www.NICET.org and select **REGISTER/LOGIN**
- New users choose **Create New Profile**
- Provide contact information **exactly as it appears on your government ID**
- Choose your primary contact (personal or business)
- Accept terms and conditions

Step 2. Apply for the IB PSC Certification.

- Go to **CERTIFICATIONS → Apply**
- Search "in building"
- Add the desired certification level to your **Home Page** using **Save to Home**



Note: You do not need to apply for each level separately. Select the **highest level you intend to achieve.**

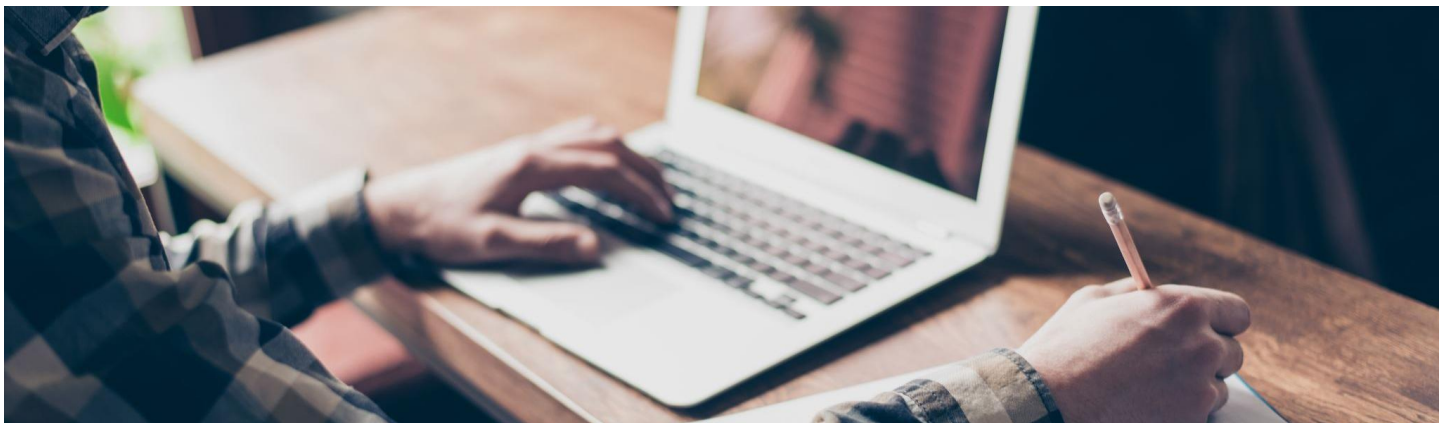
Step 3. Schedule the Exam.

- Click the exam name from the left side of the Application Card
- Purchase the exam
- Click **Schedule** to choose a Pearson Professional Assessments (formerly Pearson Vue) testing center
- Search by address, city/state, or ZIP code



Tips

- **Level I is available online proctored** (with system and privacy requirements)
- If pursuing Levels II or III, it helps to take exams **in order**
- The Design certification has only one exam.



Step 4. Identify Your Verifier.

- Click **Apply Here** on your Application Card
- Provide **your verifier's name and email**
- Best verifier: **your current immediate supervisor**
- Owners without supervisors may use: AHJ, engineer, or contractor overseeing your work
- Make sure your verifier knows to expect an email from NICET.

Before clicking “Send”:

- It's best to complete your full work history.
- Make sure you have identified *all* required verifiers. You may enter **multiple verifiers** if you've worked under different supervisors at different jobs.
- Confirm that you have **at least one “Yes”** response for **every Performance Measure**.

When you click “Send”:

- Your verifier will receive an email from NICET with a link to a form they must complete.
- Let your supervisor know to watch for the email, explain why they're receiving it, and request that they complete the form promptly.

After the form is sent:

- You'll receive a notification once your verifier completes the form.
- You can also log into the portal anytime to check the status.

Step 5. Document your Work Experience.

This is the most CRITICAL part of the certification process.

NICET requires a **complete** view of your experience with your initial application.

They may **not** accept additional experience submitted later if it wasn't included the first time.

To avoid problems, make sure to document your **entire work history** in your initial application.

This ensures you meet the higher experience requirements needed for **advanced certification levels**.

Be sure to add any Subfield/ Technical areas for each work experience.

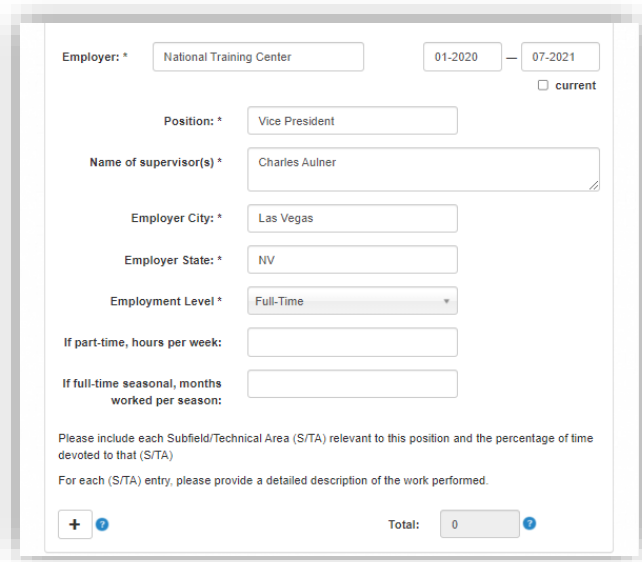
Tip:

You must list **all work** associated with your position.

NICET focuses on experience in the certification area you're applying for, but they also review **related experience** when evaluating your application.

Add each work experience, including:

☐ Employer name, city and state	☐ Supervisor's names
☐ Dates of employment	☐ Employment level
☐ Positions	☐ Subfield / Technical areas



Employer: * National Training Center 01-2020 — 07-2021
☐ current

Position: * Vice President

Name of supervisor(s) * Charles Aulner

Employer City: * Las Vegas

Employer State: * NV

Employment Level * Full-Time

If part-time, hours per week:

If full-time seasonal, months worked per season:

Please include each Subfield/Technical Area (S/TA) relevant to this position and the percentage of time devoted to that (S/TA)

For each (S/TA) entry, please provide a detailed description of the work performed.

+ 0 Total: 0

Subfield/Technical Areas (S/TA)

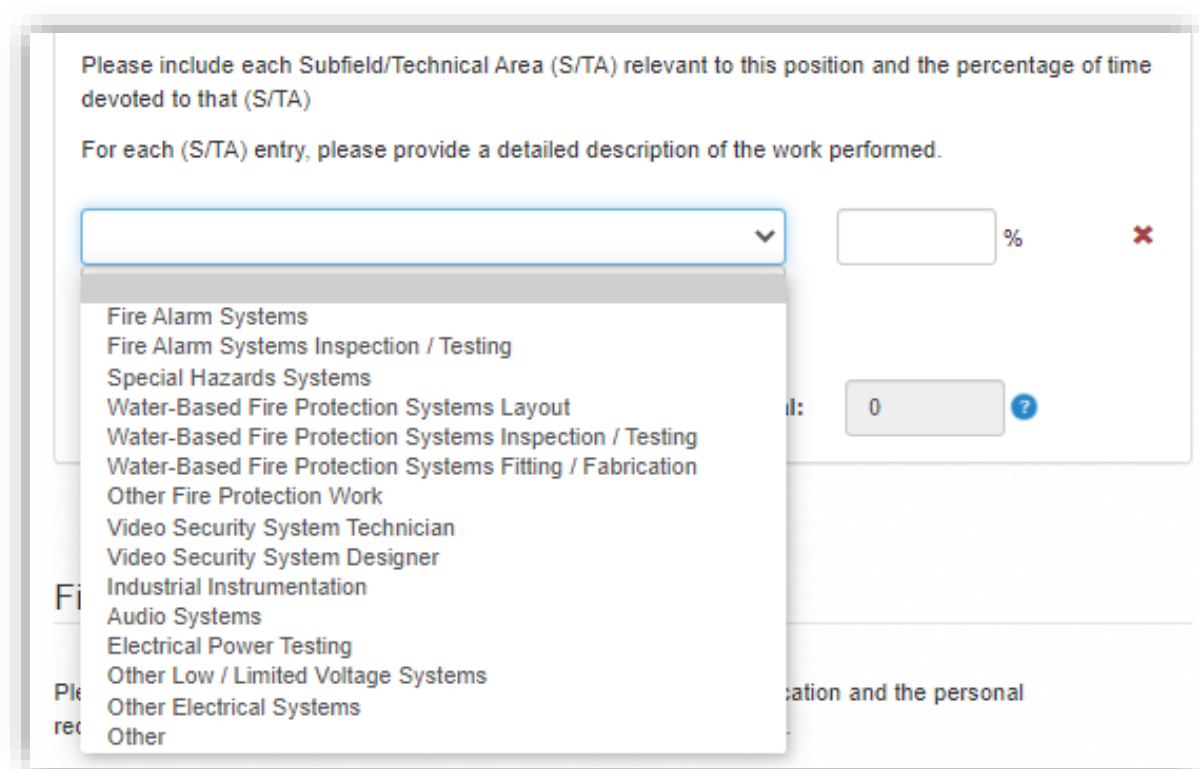
Identify and describe any **Subfield/Technical Area (S/TA)** related to your experience.

For **each S/TA**, you must:

1. Briefly describe the work you performed.
2. Estimate the **percentage** of your overall duties in this position that involved this area.

HOW TO ADD Subfield/Technical Areas (S/TA) entries:

- Click the **plus (+)** sign.
- Use the pull-down menu to select from the S/TAs NICET recognizes for your certification.



Please include each Subfield/Technical Area (S/TA) relevant to this position and the percentage of time devoted to that (S/TA)

For each (S/TA) entry, please provide a detailed description of the work performed.

The interface shows a pull-down menu with the following options:

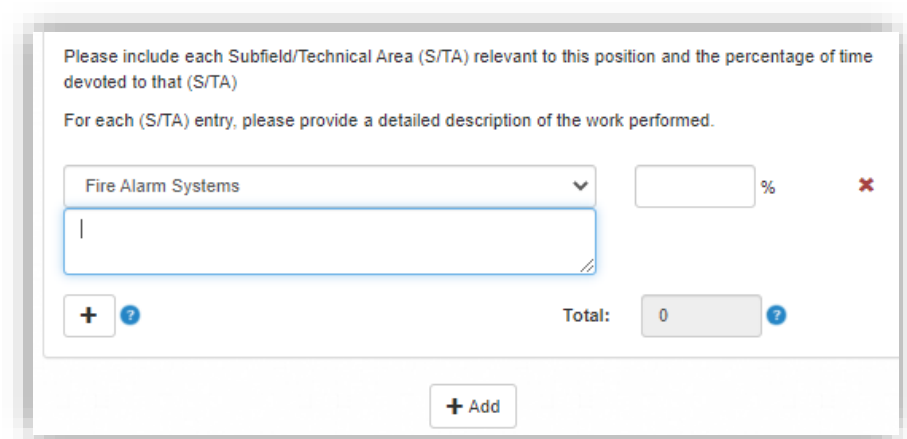
- Fire Alarm Systems
- Fire Alarm Systems Inspection / Testing
- Special Hazards Systems
- Water-Based Fire Protection Systems Layout
- Water-Based Fire Protection Systems Inspection / Testing
- Water-Based Fire Protection Systems Fitting / Fabrication
- Other Fire Protection Work
- Video Security System Technician
- Video Security System Designer
- Industrial Instrumentation
- Audio Systems
- Electrical Power Testing
- Other Low / Limited Voltage Systems
- Other Electrical Systems
- Other

To the right of the menu is a percentage input field with a red 'X' icon. Below the menu is a text input field with a blue question mark icon.

Click the plus sign below the selected S/TA to add another S/TA to your current position within the same company and supervisor.

Provide percentages and descriptions for each S/TA added. The total percentages are indicated in the lower right. **Your total for the S/TA must be 100%.** NICET does not allow progression on the form until the total is 100%.

NICET requires documentation of your entire work history with your initial application. Additional positions may be added to your experience by clicking the "+ Add" button below your current work history. Continue adding your work history until you have documented your entire career.



Please include each Subfield/Technical Area (S/TA) relevant to this position and the percentage of time devoted to that (S/TA)

For each (S/TA) entry, please provide a detailed description of the work performed.

Subfield/Technical Area (S/TA)	Percentage	Description
Fire Alarm Systems	%	

Total: 0

+ Add

Description Templates Provided by NICET

NICET provides helpful templates for describing your duties.

Technician example:

As a technician, I installed and/or serviced **[list systems and components]**. I have also performed **[list specific tests and/or inspections performed]**. I utilized **[list types of materials, equipment and tools]**. I worked on **[list types of facilities]**. My work is in conformance with **[list codes and standards]**. My duties also included **[list any supervisory and/or managerial duties]**.

Designer example:

In-Building Public Safety Communications Design:

As a designer, I created **[list plans and/or submittals created]**. I prepared **[list specific plans, submittals, and/or documents]**. I prepared these documents for **[list types of facilities]**. I used **[list specific programs used to create plans and/or submittals]**. In the technical nature of my work, I performed **[list specific calculations and layouts]**. My work is in conformance with **[list codes and standards]**. My duties also included **[list any supervisory and/or managerial duties]**.

Work Experience Tips

Tips:

1. Be as accurate as possible with your work history.
2. Consider all areas in which you may plan to seek certification
3. NICET calculates experience based on time in position and the percentage of work in each S/TA
4. Provide appropriate details about the position you are describing.
5. NICET requires career progression in your work history.
6. NICET only requires basic facts about your work history. NICET is *not* concerned with the brands of equipment installed or other qualifications you hold.

Changes in employer or position require starting a new work history section. For example, working as a technician, supervisor, and manager at your current employer would require three work history sections. Three additional work history sections would be required if you repeated the same career path at a different employer. Each work history section details the S/TA's covered in that position, including percentages and descriptions. With a long work history, documenting your career could take some time.

There are several key points to consider when documenting your work history.

1. Be as accurate as possible in your work history.
List employers, dates, supervisors, and positions to the best of your recollection. When identifying and detailing S/TA's to describe your position, pay attention to the details. NICET requires complete documentation of your career at the time of your initial application. The documentation serves as the baseline for your experience across all certification levels and areas in which you seek certification.
2. Consider all areas in which you may plan to seek certification.
NICET requires experience in the area of certification you are seeking. Experience may be accumulated after your initial application, but properly documenting your experience with your initial application expedites the process of obtaining additional certifications. It provides NICET with a more accurate view of your experience.
3. NICET calculates experience based on time in position and the percentage of work in each S/TA.
For example, if you have two years in a position where 50% of your work was ERCES, and 50% of your work was fire alarm, NICET would count that as 1 year of ERCES experience, and 1 year of fire alarm experience, which would be adequate for Level I certification in both areas (minimum 6 months), but not meet the experience requirements of Level II.

4. Provide appropriate details about the position you are describing.
NICET requires you to segment your work history by position (adding a new section for each change in position or employer). The description must describe the position you are working in. For example, a technician position would describe the work of a technician, not that of a supervisor or manager. A management position typically involves management and supervisory work, rather than fieldwork.
5. NICET requires career progression in your work history. Describing work inappropriate to the position could cause NICET to question the validity of the description or request additional information. Either of these can delay certification while additional documentation is provided to NICET.
6. NICET only requires basic facts about your work history. NICET is not concerned with the brands of equipment installed or other qualifications you hold. We refer to these basic facts as "TSB." The components of TSB are:
 - TYPES of systems - based on function, not brand or model
 - SIZE of systems – range of number of devices on the system
 - BUILDING types – types of building systems were inFor example, for ERCES work, you would describe the TYPES of systems (passive or active DAS), the SIZE of systems (range of number of amplifiers, antennas, etc.), and the BUILDING type work performed in (school, factory, office).

Career Progression Requirements

NICET expects logical progression in your documented history.

- A technician description should reflect **technician duties**
- A manager description should reflect **management duties**

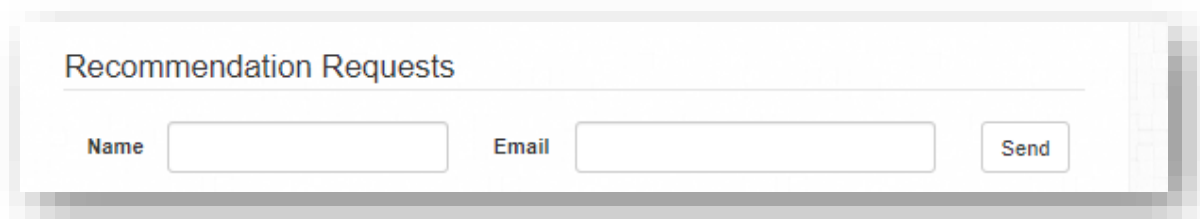
NICET uses **TSB**: Types, Size, Building to evaluate your work:

- **Types** of systems
- **Size** of systems
- **Building** types

Personal Recommendation (Level III and Design)

- A recommendation form is required
- Recommender must **not** be your verifier
- Acceptable recommenders include:
 - NICET Level IV individuals
 - Licensed Professional Engineers
 - AHJ officials familiar with your work

NICET evaluates the recommender's qualifications as well as their statement.



The screenshot shows a web form titled "Recommendation Requests". It contains two input fields: "Name" and "Email", each with a text box. To the right of the "Email" field is a "Send" button. The form is set against a light gray background with a subtle grid pattern.

A Personal Recommendation Form is required for Level III and Design Certification, which must be completed by a professional familiar with your work. Recommendation request data fields are provided with the Level III and Design application forms.

Unlike your verifier, NICET is concerned with the experience of your recommender. Therefore, part of the recommendation form includes questions about the qualifications of the recommender. NICET accepts forms from NICET Level IV certified persons (not applicable to IB-PSC), a licensed Professional Engineers (PE), or an AHJ official that has observed your work. Since the individual is not required to have a direct relationship with the individual seeking certification, you can choose anyone in your career or current business relationships who meets NICET's requirements.

NICET takes verification and recommendation very seriously, so it is essential to ensure that you select the appropriate individuals to perform this function. The individual completes a NICET form to confirm your suitability for NICET certification if the individual you chose is willing to attest to your personal qualities and skills.

Step 6: Finalize your Application.

Once all fields are complete:

1. Verify that you have at least one **Yes** for each performance measure
2. Confirm your verifier has completed their form
3. Complete the affidavit
4. Click **Finalize**

NICET reviews applications **in the order they are finalized**, and only **after you pass the exams**.

Once you have completed the form, confirmed verification, and click that you understand and agree to the affidavit; click “Finalize”. Clicking Finalize let’s NICET know you the application is ready for review. NICET reviews the application in the order they are received based on when Finalize is clicked and the candidate receiving a passing score on the exam/s.

Final Instructions Level

Please confirm that your supervisors have completed the performance verification before finalizing your application.

All Performance Verification items are complete.

☐ Yes ☐ No

By clicking submit, I attest that the information 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.

☒ I understand and agree to this affidavit *

(*) denotes a required field

Finalize