

How to apply for NICET IB-PSC Certification

The NICET IB-PSC (In-Building Public Safety Communications) certification is currently the gold standard for certifying installers and designers of ERCES systems. The certification requirements include not only an exam, but specific experience documented as work history, and verified performance of role related activities from direct supervisors. The Level III and Design certifications also require a personal recommendation. The inclusion of a work history of 6 month to 5 years (depending on the level), performance measures, plus personal references set NICET apart from other certifications that simply involve taking an exam.

However, we've been hearing that some certificate applicants have been frustrated by the time it takes to complete the process or have misunderstood the order in which the application must follow. It is important to follow the process as outlined below, otherwise you may experience additional delays. Once your application is submitted NICET strives to complete their review within 90 days, so be patient. If additional clarification is needed on your work history that will add additional time to achieving certification.

Let's break it down to just a few simple steps followed by a detailed walkthrough:

1. Create an account in the NICET.org web site
2. Login, click Apply, and choose (scroll/page or search) the IB-PSC certification you are seeking, then click Save to Home to add the "Application Card" to your home screen. The card will remain on your home screen until you are certified, or you remove it.
3. The left side of the Application Card lists the exam/s to pass for each level. Click the exam name to purchase and complete the online transaction.
4. Click Schedule on your home screen to pick the time and location in the next six months that works best for you.
 - a. Choose early for best selection
 - b. Know NICET's rescheduling options to save time and money--
<https://www.nicet.org/rescheduling-your-exam/>
 - c. Level I exams are available in an online proctored format. There are specific system requirements and additional privacy permissions. See
<https://www.nicet.org/exams/remote/>
 - d. If planning to pursue Levels II or III, we recommend taking the exams in sequence
5. The right side of the Application Card has a button labeled "Apply Here". Click the button to enter your work experience.
 - a. Be familiar with the experience requirements before applying--
<https://www.nicet.org/certification-programs/electrical-and-mechanical-systems/in-building-public-safety-communications/certification-requirements/>
6. Once all application information is entered and complete click "Finalize".
 - a. Finalize indicates to NICET the application is ready for review.

- b. NICET reviews application only after the exam is passed and based on the order the application is submitted.
- 7. NICET issues certification after all requirements are met.

If something is missing or deficient, NICET will communicate through the online portal and provide instructions on what to do next. I've heard that some folks believe that the work history must be submitted and approved before taking the exam, that is not the case. You may apply and test as soon as you are ready. It is true that NICET does not review applications until the required exams have been passed.

NICET Application Process

The NICET application process begins at the NICET website (www.NICET.org). Applicants must use the website to schedule their exams and submit their work experience information.

To begin the process, visit www.NICET.org and click REGISTER/LOGIN at the top of the page.



If you are new to NICET, click CREATE NEW PROFILE on the left. If you have an existing account with NICET, enter your email and password to log in.

You must supply your email address and password to set up a new profile. You must also supply NICET with a personal address and contact information. This information must be entered exactly as it appears on your government-issued identification. This information is used to verify your identity at the test center.

NICET requires your personal and business contact information. You select either as your primary contact. Read and accept the terms and conditions at the bottom of the page to continue.

Applying for a Certification

Select [Apply](#) under the CERTIFICATIONS menu. In the search field enter “in-building” to go directly the IB-PSC certifications. Select [Save to Home](#) to place all the desired certifications to your personalized home page. NICET calls these “Application Cards”. You do not need to apply to each IB-PSC level independently. If you plan to achieve levels 2 or 3 you can select the highest certification level you are seeking.

The screenshot displays the NICET website interface. On the left is a navigation sidebar with sections: Home, CERTIFICATIONS (Apply), My Certifications, INFORMATION (Messages), EXAMS (Schedule, Results, Pearson VUE), and CONTINUING PROFESSIONAL DEVELOPMENT (Manage your CPD). The main content area is titled 'Available Certifications' and features a search bar with 'in-building' entered. Three certification cards are shown:

- In-Building Public Safety Communications Design**: Includes 'Requirements for Certification', 'Exam Requirements' (click on exam to purchase), 'IB-PSC - Design Exam', and 'Experience Requirements' (Work History, Performance Verification, Personal Recommendation). A blue 'Apply Here!' button is at the bottom.
- In-Building Public Safety Communications Level I**: Includes 'Requirements for Certification', 'Exam Requirements' (click on exam to purchase), 'IB-PSC - Level I Exam', and 'Experience Requirements' (Work History, Performance Verification, Personal Recommendation). A blue 'Apply Here!' button is at the bottom.
- In-Building Public Safety Communications Level II**: Includes 'Exam Requirements' (click on exam to purchase) and a description: 'A minimum of 2 years of technical experience in Emergency Responder Communication Systems (ERCS), which MUST include: At least 12 months direct involvement with technical experience with ERCS. These 12 months may include installation, commissioning, testing, plan'.

Scheduling the Exam

To schedule an exam, click the exam name on the left side of the Application Card. For any of the IB-PSC Technician levels it is best but not required to start with Level I exam prior to scheduling the higher technician level exams. The Design certification has only one exam.

When you click on the exam, you are taken to the payment page. Verify that your contact information is correct and that the correct exam is in your cart before continuing to pay. Click [Checkout](#) to pay for the exam.

Please confirm that your address is up to date.

Address: *
1234 County Rd 21

Address (cont.):

City: *
Elizabeth

Country: * x ▾
United States

State: * x ▾
Colorado

Postal Code: *
80107

Primary Phone Number *
+1 303 222 4444

Discount

Discount Code

[Register for Additional Exam](#) [Checkout](#)

Once you have paid, you can schedule your exam at a Pearson Vue test center. Click “Schedule” to connect to Pearson through your NICET login. On the Pearson Vue website, you can search for a testing center near your home or office by entering your address, city/state, or zip code. Then, by clicking on the testing center, you can view available exam appointments at that center.

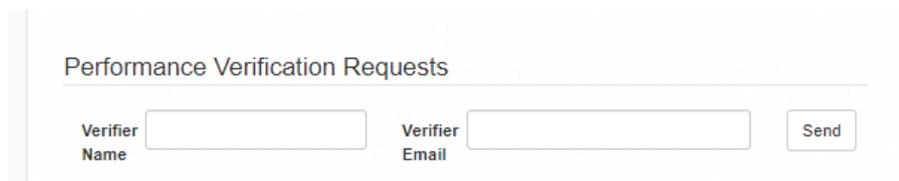
Experience Documentation

The NICET experience application is an important component of NICET's process for evaluating a candidate for NICET Certification. Passing the exam is only part of the requirement. Your experience with ERCES systems must be thoroughly documented.

Use the application card on your NICET home screen by clicking "Apply Here" to complete your experience documentation.

At the top of the experience page, you must supply your verifier's contact information (name and email address). The best person to serve as your verifier is your current immediate supervisor. It should be the same person you list as your supervisor in the Work History section further down. NICET will more readily accept verification from prior supervisors for no more than the past 5 years.

If you are in a position where you do not have a supervisor, you are still required to identify a verifier. For example, a company owner does not have a supervisor, but they do have someone who oversees their work. This oversight may be performed by an AHJ, engineer, or contractor under which the work is done. In this case, any of these individuals may serve as your verifier.



The screenshot shows a form titled "Performance Verification Requests". It contains two input fields: "Verifier Name" and "Verifier Email". A "Send" button is located to the right of the "Verifier Email" field. The form is enclosed in a light gray border.

Enter your verifier's name and email address. You may enter multiple verifiers if you've work under different supervisors in your various roles or companies. When you click "Send" your verifier will receive an email from NICET with a link to a form that needs to be completed. It is best to let your supervisor know to be on the lookout for the email and explain why they are receiving it and request that they complete the form. You may wish to complete your work history prior to clicking send to assure you have all verifiers identified. Once your verifier has completed the form, you will receive a notification on your account, or you can log into the portal to see if a response has been submitted. Prior to finalizing your application you must confirm that you have at least one yes indication for all Performance Measures.

Filling in Your Work Experience

Documenting your work history is the next field on the form, and it is certainly the most critical part of the NICET Certification process.

For your initial application, NICET requires that you document your ENTIRE career. Therefore, even if you only seek Level I certification (which only requires 6 months' experience), you must document ALL of your work experience with the initial application.

NICET requires a comprehensive view of your experience with your initial application and may not accept any additional experience that was not provided after your initial application. Additionally, documenting your entire work history with the initial application covers the higher experience requirements needed as you seek higher levels of certification.

Beginning with your current position, identify your current employer, date of employment, position, supervisor's name (this should be the same person identified as your verifier), city, state, and employment level.

Employer: * — current

Position: *

Name of supervisor(s) *

Employer City: *

Employer State: *

Employment Level *

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.

Total:

At the bottom of the section, NICET requires that you identify and describe any Subfield/Technical Area (S/TA) relevant to your experience. For each S/TA, you need to briefly describe the work and the percentage of your overall work in this position performed in this area.

You must accurately and completely identify all work associated with your position. While NICET is primarily concerned with work in the area for which you seek certification, it also considers related experience when evaluating your application.

Clicking the plus sign allows you to add S/TA's to your experience. After clicking the plus sign, a pull-down menu allows you to select from S/TA's 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.

%

✕

- 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

?

Once you have identified an S/TA, identify the percentage of your work in this area to the right. Then, below the S/TA, provide NICET with a brief description of your work in this area.

NICET provides the following templates for the description:

In-Building Public Safety Communications:

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]**.

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]**.

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.

%

✕

?

+ Add

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.

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 a 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.

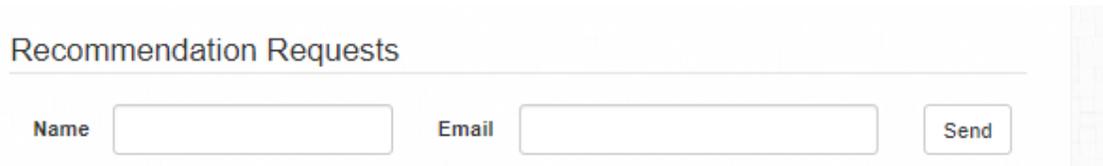
6. NICET only requires basic facts about your work history. NICET is not concerned with the brands of equipment installed or other qualifications you hold. We refer to these basic facts as "TSB." The components of TSB are:

- 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 in

For 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).

Personal Recommendation if Applying for Level 3 or Design

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.



Your recommender is required to be a different person from your verifier. Your verifier is your current immediate supervisor, but your recommender can be anyone familiar with your work or outside your organization.

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.

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