

Certifications Tracking

User Guide

Track NICET levels, manufacturer certs, and state licenses — get alerts before they expire so you never lapse.

Quick Reference

Command: /certifications

Access: All paid users

Tracking: NICET, manufacturer, state, and custom certs

Alerts: Automatic expiry reminders

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1. Getting Started

Certifications are critical in the access control and fire alarm industries. Expired certs can mean failed inspections, lost contracts, and liability exposure. The /certifications command gives you a single place to track everything.

Type /certifications to view your current certifications or add new ones.

2. Adding Certifications

Add a certification by providing:

Cert type	NICET, manufacturer (e.g., Lenel, Genetec), state license, OSHA, custom
Level/number	NICET level (I-IV), cert number, license number
Issue date	When the certification was earned
Expiry date	When it needs renewal — this drives the alert system
Issuing body	NICET, manufacturer name, state board, etc.

Tip: Add your certs as soon as you receive them. Take a photo of the certificate and upload it to Document Vault (/docs) for safekeeping.

3. NICET Tracking

NICET (National Institute for Certification in Engineering Technologies) is the gold standard for fire alarm and access control technicians. ArklyTech tracks your NICET level and renewal status:

- Level I — Entry-level, supervised installation work
- Level II — Independent installation and basic troubleshooting
- Level III — System design, project management, inspections
- Level IV — Senior-level design, code consultation, expert witness

NICET certifications require renewal every 3 years with continuing education points. The bot tracks your renewal date and reminds you 90, 60, and 30 days before expiry.

Note: Many AHJs (Authorities Having Jurisdiction) require NICET Level II or higher for fire alarm system installation. Check your local requirements.

4. Expiry Alerts

ArklyTech sends automatic reminders before your certifications expire:

- 90 days before — early reminder to start the renewal process
- 60 days before — reminder with urgency to schedule exams or submit paperwork
- 30 days before — final warning before expiration
- Expired — notification that a cert has lapsed with instructions to renew

Managers on team plans can see the certification status of their entire team in the Manager Portal, making it easy to ensure everyone stays current.

5. Training Progress

Track continuing education and training hours alongside your certifications:

- Log completed training courses and hours
- Track progress toward NICET renewal CEU requirements
- Record manufacturer-specific training (Lenel, Genetec, Honeywell, etc.)
- View a summary of all training completed in the current renewal period

Tip: Many manufacturers offer free online training that counts toward NICET CEUs. Check the Training Library (/training) for available courses.

6. Quick Reference

View certifications	Type /certifications
Add a certification	Follow the prompts after /certifications
NICET renewal cycle	Every 3 years with CEU requirements
Alert schedule	90, 60, and 30 days before expiry
Team visibility	Managers see all team certs in the Portal