

**HUMAN RESOURCES DIVISION (HRD)**  
**OPEN COMPETITIVE EMPLOYMENT OR EXPERIENCE CREDIT INFORMATION SHEET (Amended 4/11/2008)**  
**EXAMINATION TITLE: Firefighter**  
**EXAMINATION DATE: April 26,2008**

**ATTENTION APPLICANTS:** In order to receive experience credit for this open competitive examination (pursuant to MGL C31, §22), please follow the steps listed below. **Credit will be given only for experience in the position title for which the examination was conducted. In other words, since you are taking the examination for Firefighter, you can claim any experience you have had performing work ONLY as a Full Time, Call, Reserve, Intermittent or Volunteer Firefighter in a municipal fire department. While HRD may hold military make-up exam session(s) after April 26,2008, HRD will not grant credit for experience accumulated after April 26, 2008.**

**A. Please follow these steps in order to receive credit for experience as a Firefighter.**

**1. Collect the appropriate supporting documentation. Qualifying experience is limited to work as a Full Time, Call, Reserve, Intermittent or Volunteer Firefighter in a municipal fire department.**

- Fill in the information requested on page 2 of this document.
- Make sure that you include all experience for which you can claim credit.
- Include with this document, a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week or the specific number of tours or shifts worked within a defined time period. Letters of verification must be on original, official letterhead or stationery, with an original signature.
- Include any other supporting documentation with this document.
- Sign and date this document.

**2. Bring the documentation with you to the examination site and submit the documentation to the examination proctor who will provide you with a large yellow envelope for this purpose. If you do not bring the completed enclosed experience form with you to the examination site (the one with your original signature on it), you only have 7 days after the examination to submit this form to: The Massachusetts Human Resources Division, One Ashburton Place, Room 301, Boston, MA 02108-1552  
Attention: Test Administration.**

**B. The 2008 Firefighter Examination Score will consist of two main components, the written examination score and the Physical Ability Test (PAT) score. HRD will be releasing to individual applicants their exam results in score bands only.**

Calculating Experience Credit: You will receive 0.2 points for each month of creditable experience/service as a Firefighter. One month equals 172 work hours or 16 or more work days. Part-time work experience will be prorated on the basis of a 40-hour workweek. If you receive Experience Credit, your Experience Credit will be added to your Examination Score to get your Experience Score. Your Experience Score will count as 10% of your overall mark, and your Examination Score will count as 90% of your overall mark. If you do not qualify for an Experience Score, your overall score will be based on your Examination Score alone.

**EXAMPLE:** A candidate, with an Examination Score of 80%, has 5 years (60 months) of creditable experience in the examination title. The Experience Credit is calculated by multiplying the number of months times .20 points per month. ( $60 \times .20 = 12.0$ ) The Experience Credit of 12.0 points is then added to the Examination score of 80% to get an Experience Score of 92%. The Experience Score of 92% counts as 10% of the overall mark, and the Examination Score counts as 90% of the overall mark. In this case, the overall mark is calculated as follows:

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|--|------------------------|
| A. Multiply the Examination Score by .90:                      | $80 \times .90 = 72.0$ |
| B. Multiply the Experience score by .10:                       | $92 \times .10 = 9.2$  |
| C. Add the results from A. and B. to get the overall mark      | $72 + 9.2 = 81.2$      |
| D. Round the overall mark from D. to the nearest whole number: | 81%                    |

**C. EXPERIENCE SCORE APPEALS**

Experience Scores will only be calculated for individuals who achieve a passing score on the written exam and the PAT. Experience credit **cannot** be added to a failing written examination or a failing PAT score in an attempt to achieve an overall passing score. You may not appeal the written examination score or the PAT score.

If you believe that your experience score has been calculated incorrectly, you have the opportunity to appeal the experience score only. When you receive your exam results, carefully read the instructions that will be noted on the page including your exam results. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the experience you originally claimed can be considered during the appeal process. **Please address any questions to: Civil Service, Massachusetts Human Resources Division, One Ashburton Place, Room 301, Boston, MA 02108-1552, Telephone: (617) 878-9895.**

