



## Candidate Preparation Guide

Experience, Trainings/Licenses and Education (E&E) Claim

Environmental Police Officer Promotional Exams

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For all Environmental Police promotional examination, the Experience, Trainings/Licenses and Education (E&E) Claim is a mandatory examination component that must be completed by all candidates.

This section of the exam is similar but not the same as the Experience and Education (E&E) section of previous years. This guide is intended to help candidates familiarize themselves with the E&E component of the exam.

Please note these instructions are for candidates taking the current Environmental Police Officer C/D promotional exams. These instructions should not be relied upon for any future exam.

It is strongly recommended you closely read the online instructions, download, and print a copy of the claim, and work on it off-line before beginning your online submission. This preparation guide includes unique information, not available online. Use the information in this guide to assist in completing the claim.

### Background

The E&E component has three main sections: Experience, Trainings/Licenses and Education. Through collaboration of HRD Civil Service Unit, subject matter experts and the test vendor, the weight distribution was determined through our job analysis test development process. This process consists of multiple panel sessions accompanied by surveys to all civil service departments across the Commonwealth. Each exam is evaluated in partnership with subject matter experts. Components and/or specifications of each component are subject to change with evaluations of each exam.

### Weights and Scoring

For the Environmental Police Officer C/D exams, the E&E exam component is one of three exam components and is weighted at 20% of the total exam. The E&E component has three main sections that have the following weights applied:

Experience	46%
Trainings/Licenses	24%
Education	30%

Unlike previous E&E claim forms, a candidate will not be able to see point values for the associated claim entries. When exam scores are released, the candidate will receive a breakdown of their final score consisting of their written exam technical knowledge component; written exam situational judgment testing component; and E&E claim score.

## Accessing the E&E Claim Website

All candidates who are registered to take the Environmental Police Officer C/D exams, are sent an email with a link that takes the candidate to the online application page. Only online claims will be accepted. No other form of submission will be accepted.

Scores are issued from the information on a candidate's E&E application.

If a candidate has created two profiles, they must use the profile sent to them to access their online claim. It is important to use the same profile when submitting all documentation or inquiries related to their claim.

## Submission of the Claim

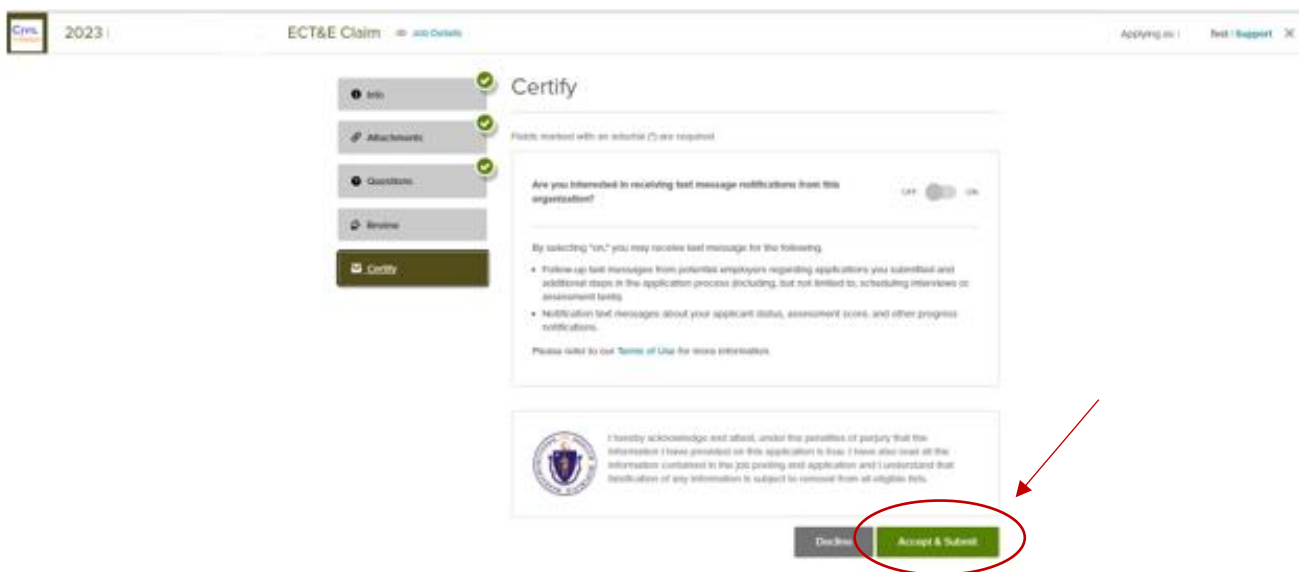
**Final E&E Submission Deadline:** 7 days after written exam date, at 11:59 p.m.

- Starting the claim: Make sure the claim is for the correct exam title. If candidates are taking the 2024 Environmental Police Officer C written promotional exam, they must apply for the 2024 Environmental Police Officer C, E&E exam claim. When participating in multiple written promotional exams, candidates must submit a separate E&E application for each appropriate promotional written exam.
- “Saving” VS “Submitting”: The claim can be completed in more than one sitting, and progress can be saved. However, a claim must be submitted by the deadline. A saved claim cannot be scored and will be considered incomplete.
- Changing a submitted claim: Once a claim is submitted, candidates can no longer make changes. If the deadline has not yet passed, changes can be made to submitted claims by emailing: [civilservice@mass.gov](mailto:civilservice@mass.gov). Include the candidate's name, person ID, and E&E exam title in the subject of the email (e.g., John S. Smith – 123456 – E&E Environmental Police Officer C/D).
- Confirmation of submission: When a claim is submitted, a confirmation email will be sent. If you do not receive a confirmation email, you must resubmit your online application prior to the submission deadline, until you have received a confirmation email. Candidates should retain a copy of their confirmation email for their records. If an email is sent to the Civil Service account with supporting documents, an auto reply will be generated. This is not confirmation that an application has been submitted.

**NOTE:** The confirmation email is confirmation that your application has been received. It is not confirmation that all your supporting documents have been accepted. Please review the preparation guide carefully to ensure all the proper documentation is submitted.

After candidates complete and review their submission, they must “accept and submit” their E&E claim by clicking on the button highlighted below under the “certify” section of the application. Failure to click

this button will result in no score for the claim. Candidates should only submit their claim when they have completed the claim; once submitted the claim cannot be revisited. If a revision is needed, a candidate can email Civil Service at [civilservice@mass.gov](mailto:civilservice@mass.gov) before the E&E submission deadline.



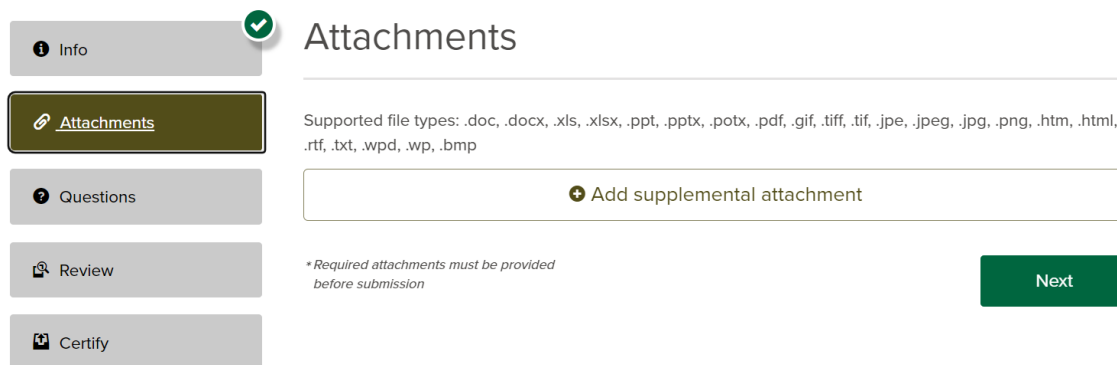
## Supporting Documentation

ALL claims, whether for experience, certification, training, license or education, require supporting documentation. This guide will identify the supporting documentation required for each category. The online form includes a section entitled “attachments” for submission of documents. **Please label your document to ensure it is processed accordingly.** A candidate can revisit the “attachments” page as many times as necessary to submit all required documentation before the claim is submitted.

If for some reason you are unable to attach a document to the claim, or you need to make a change see “Changing a submitted claim” above.

**NOTE:** If you have attached all necessary supporting documents to your online claim, you do **NOT** need to email a second copy to Civil Service.

The image below shows where to submit supporting documentation on your E&E claim:



## Employment Verification Form (EVF)

An EVF for all EPO promotional exams is available on our website. Please ensure that you are entering the exam title you are participating in. The experience you provide should only be candidate experience gained prior to the written exam date. Each section of the EVF may not apply to all departments/agencies participating in the examination.

The EVF must be signed and dated by your agency's appointing authority or their designee.

A link to the 2024 EVF form is [here](#).

*NOTE:* A resume will never be accepted instead of an EVF.

## Current Work Experience

Candidates must submit a current EVF signed by their appointing authority or their designee for work in their current agency. The appointing authority must include start/end dates for each grade level (rank), whether it was a full- or part-time position, and reasons for any breaks in service. Time is calculated per rank, and it can include any temporary, provisional, reserve, and/or intermittent time in a rank. Acting time is only accepted in the examination title category.

**Leaves of absence:** HRD will only grant credit for work experience for time spent actually working within an agency. An approved leave of absence will count towards E&E credit for up to 180 consecutive calendar days. HRD will not grant E&E credit for any time spent away from actually working (leaves or absences) in excess of 180 consecutive calendar days. For leaves or absences of more than 180 consecutive calendar days, only the first 180 consecutive calendar days will count towards E&E.

## Calculating Work Experience

The EVF form will be used to calculate work experience at each rank, including temporary and provisional time.

**Rounding:** Acting, temporary, and provisional time is credited to the nearest monthly interval. For example, if a candidate has 2 months and 16 days as a provisional EPO C, the candidate's provisional EPO C experience will be rounded **up** to the next interval and credited as "3 months up to 4 months". If the candidate's provisional EPO C experience had been 2 months and 15 days, the candidate's provisional EPO C experience would be rounded **down** to the next monthly interval and credited as "1 month up to 2 months".

Days are not considered when rounding to the nearest year. Therefore, if a candidate has 1 year, 5 months, and 29 days of experience in a rank that will round to 1 year of experience in that rank.

Permanent time is credited to the nearest year. A candidate would round up to the next year for any time over 6 months.

For part-time work calculations only, part-time work should be prorated based on a 172 hour/month to produce a months-worked claim. Examples:

- If a candidate worked part time for a total of 220 hours, the calculation would be 220 hours divided by 172 hours, resulting in 1.28 months of work. This would be rounded to credit for one month of work.
- For 670 hours of part-time work, the calculation would be 670 hours divided by 172 hours, resulting in 3.89 months worked. This would be rounded on the claim form, for a submission of 4 months of employment.

For example, if a candidate taking the Environmental Police Officer C examination, has served part time as an acting Environmental Police Officer C from 1/3/2019 – 6/5/2019 for a total of 300 hours, they would input the following:

**III. ACTING, TEMPORARY, PROVISIONAL AND RESERVE/INTERMITTENT SERVICE IN AGENCY**

<u>Rank:</u>	<u>Dates of Service (From – To):</u>	<u>Total # Hours (if part time):</u>
<u>Acting EPO C</u>	<u>1/3/2019 – 6/5/2019</u>	<u>300 hours</u>
_____	_____	_____

If the individual above had served as an acting Environmental Police Officer C/D for the same time period, but on a full-time basis, then under “Hours” they would write “Full Time” instead.

**III. ACTING, TEMPORARY, PROVISIONAL AND RESERVE/INTERMITTENT SERVICE IN AGENCY**

<u>Rank:</u>	<u>Dates of Service (From – To):</u>	<u>Total # Hours (if part time):</u>
<u>Acting EPO C</u>	<u>1/3/2019 – 6/5/2019</u>	<u>Full Time</u>
_____	_____	_____

Please see below for an example of calculating time:

**EVF Example:**

**Commonwealth of Massachusetts Human Resources Division  
Environmental Police Officer Promotional Examinations  
Employment Verification Form**

Instructions: The Appointing Authority (or their designee) must sign and date this form, certifying the information provided for each promotional candidate is accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later seven calendar days after the written exam date. Please be thorough in completing this form. **Acting time will only be credible in the title of the exam.**

Name of Candidate: John X Exam Date: 12/14/2024  
Verifying Agency: Mass. Environmental Police Exam Title: 2024 Environmental Police Officer D

**I. PERMANENT SERVICE**

List Date of Permanent Appointment in rank of Environmental Police Officer A/B: 1/22/2000

List Dates and Reasons for any breaks in service at any and all ranks: N/A

**II. PROMOTIONS WITHIN AGENCY (List Dates of Promotions and Rank):**

<u>Rank:</u>	<u>Date of Promotion:</u>
<u>EPO C</u>	<u>4/15/2016</u>
_____	_____
_____	_____
_____	_____

**III. ACTING, TEMPORARY, PROVISIONAL AND RESERVE/INTERMITTENT SERVICE IN AGENCY**

<u>Rank:</u>	<u>Dates of Service (From – To):</u>	<u>Total # Hours (if part time):</u>
<u>Acting EPO D</u>	<u>1/3/2020 – 7/14/2020</u>	<u>860 hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Name of Appointing Authority (or designee): \_\_\_\_\_

Title of Designee: \_\_\_\_\_

Signature of Appointing Authority (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

Please see the calculation for the EVF example above:

Exam Date: 12/14/2024 <- computation date

EPO A/B Experience:

Start: 1/22/2000

End: 4/15/2016

Total Time: 16 years 3 months -> **Rounds down to 16 years**



#### EPO C Experience:

Start: 4/15/2016

End: 12/14/2024

Subtotal: 8 years 8 months

Subtract acting EPO D experience: 5 months

Total Time: 8 years 3 months -> **Rounds down to 8 years**

#### EPO D Experience:

860 hours

Divide by 172 hours/month

Total Time: **5 months**

### Related Environmental Experience

Environmental experience **outside** of the EPO agency in a related environmental field. This includes wildlife/fisheries conservation or management, natural resource conservation or management, biological or environmental science, and environmental protection work. This also includes experience as a law enforcement officer in an environmental field in the title of Natural Resource Officer, Environmental/Conservation Law Enforcement Officer, and Game Warden.

#### Supporting Documentation:

- This experience category requires its own EVF, signed by the relevant appointing authority. If an EVF from another agency is unable to be submitted, a letter from an appointing authority on the agency letterhead will be accepted. This letter must include start and end dates and if work was full-time or part-time.

### Outside Law Enforcement Experience

This is experience as a sworn law enforcement officer outside of the EPO agency, as well as outside of a related environmental field. Experience within a recognized federal, state, or municipal police department which involved full police powers.

#### Supporting documentation:

- A letter on department letterhead with an original signature indicating start/end dates of employment.
- Full- or part-time position. If the claim is for part-time employment, the letter must indicate how many actual hours were worked or the number of hours worked per week. This will be calculated under the prorated, part-time calculation (172 hour/month).

*Note:* Do not include experience for which you have given yourself credit in a previous category

### Supervisor Experience Outside of the Environmental Police Service

Claims may also be submitted for employment with supervisory responsibilities in a non- Environmental Police Officer position. This includes supervisory positions in the military and maritime service, as well as private companies and non-profit organizations.

Supporting Documentation- Non-Military (candidates must submit all the following details):

- A letter on business letterhead with an original signature indicating start/end dates of employment.
- Full- or part-time position. If the claim is for part-time employment, the letter must indicate how many actual hours were worked or the number of hours worked per week. This will be calculated under the prorated, part-time calculation (172 hour/month).
- Supervisory responsibility with official duties listed. Duties include supervising staff and work processes, enforcing policies and procedures, monitoring employee productivity, and providing feedback, setting performance goals, assisting with scheduling, employee corrective measures.
- For documentation from a non-governmental company (private or non-profit organization), the tax ID must be included in the supporting documentation.

**NOTE: If a candidate owns their own company, they must follow the same guidelines listed for a private company.**

The example below will **NOT** be accepted as supporting documentation for outside supervisor time.

---

ABC Company

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September 10, 2023

123 Main St  
Anytown, MA 01234

To Whom it May Concern:

I have owned the ABC company for 5 years. I have experience managing my budget and ensuring my customers receive great service. I can provide references upon request. My EIN #1274365.

Sincerely,

Mac Macdonald

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Supporting Documentation- Military:

Non-policing military experience will qualify as supervisory experience in the Officer rank and the following Non-Commission Officer (NCO) ranks:

- Army and Marine Corp: rank of Corporal or above
- Navy and Coast Guard: ranks of Petty Officer 3<sup>rd</sup> Class or above
- Air Force: ranks of Staff Sergeant or above

A DD214 **must be provided** and include the following information:

- Box 1 - Name
- Box 2 – Department, component and branch
- Box 4a – Grade, rate or rank
- Box 4b – Pay grade
- Box 12 - Record of Service

Along with your DD214, submit any additional documents that support time served in a supervisory position.

Additional Documents:

- Commanding Officer (CO) Letter – **must** be provided by candidates still serving in the military
- Enlisted Record Brief/Soldier Record Brief (ERB/SRB)
- Non-Commission Officer Evaluation Report (NCOER)
  - Must include orders showing date of rank

For candidates no longer serving in the military, supporting documentation must include their Expiration Term of Service (ETS) date. For officers, documents must include officer rank, date promoted to each rank and ETS date.

For time served as a military police officer, a candidate must submit their DD214 as supporting documentation of time. Block 11 on the DD214 must specify the length of the experience and that the experience was as a military police officer. If this is not indicated in block 11, additional documentation will be needed to support the claim of military police officer. Additional documents can include initial orders joining the military with the job of military police.

For National Guard and Reserve time, inactive time is calculated on a part-time basis and will be awarded 40 days per year.

Below is an example calculation for a member of the United States Coast Guard Reserve:

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY						
This Report Contains Information Subject to the Privacy Act of 1974, As Amended						
1. NAME (LAST, FIRST, MIDDLE) LAST NAME FIRST NAME		2. DEPARTMENT, COMPONENT AND BRANCH HOMELAND SECURITY: USCG: RSV		3. SOCIAL SECURITY NUMBER XXX		
4a. GRADE, RATE OR RANK ME2	b. PAY GRADE E5	5. DATE OF BIRTH (YYYYMMDD) XXXXX	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20181212			
7a. PLACE OF ENTRY INTO ACTIVE DUTY TOWN, STATE		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: . . . . .			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X X		12. RECORD OF SERVICE		YEAR(S)	MONTH(S)	DAY(S)
		a. DATE ENTERED AD THIS PERIOD		2017	09	15
		b. SEPARATION DATE THIS PERIOD		2018	09	14
		c. NET ACTIVE SERVICE THIS PERIOD		1	0	0
		d. TOTAL PRIOR ACTIVE SERVICE		0	3	0
		e. TOTAL PRIOR INACTIVE SERVICE		6	6	2
		f. FOREIGN SERVICE		0	9	3
		g. SEA SERVICE		0	0	0
		h. INITIAL ENTRY TRAINING		0	0	20
		i. EFFECTIVE DATE OF PAY GRADE		2012	08	01

Calculation (based on written exam date of 6/25/2024)

- Promoted to E5 on 8/1/2012
- Active-duty dates 9/15/2017- 9/14/2018 = 365 days

Inactive time (credited as reserve/part time).

- 8/1/2012 – 9/14/2017 = 5 years (rounded down) x 40 days/year = 200 days
- 9/15/2018- 6/25/2024 = 6 years (rounded up) x 40 days/year = 240 days

Total supervisor time = 805 days x 1 year/365 days = 2 years (rounded down)

Below is an example calculation for a member of the Army:

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY						
This Report Contains Information Subject to the Privacy Act of 1974, As Amended						
1. NAME (Last, First, Middle) LAST NAME FIRST NAME		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NUMBER XXX XX XXXX		
4a. GRADE, RATE OR RANK SGT	b. PAY GRADE E05	5. DATE OF BIRTH (YYYYMMDD) YYYYMMDD	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 00000000			
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) STREET ADDRESS CITY STATE ZIP CODE				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED STATION, STATE ZIP CODE			
9. COMMAND TO WHICH TRANSFERRED N/A			10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: . . . . .			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)  N/A		12. RECORD OF SERVICE		YEAR(S)	MONTH(S)	DAY(S)
		a. DATE ENTERED AD THIS PERIOD		2019	01	22
		b. SEPARATION DATE THIS PERIOD		2024	05	20
		c. NET ACTIVE SERVICE THIS PERIOD		0005	03	29
		d. TOTAL PRIOR ACTIVE SERVICE		0000	00	00
		e. TOTAL PRIOR INACTIVE SERVICE		0000	00	00
		f. FOREIGN SERVICE		0001	01	01
		g. SEA SERVICE		0000	00	00
		h. INITIAL ENTRY TRAINING		0000	05	16
		i. EFFECTIVE DATE OF PAY GRADE		2022	03	01

Calculation = Box 12i to Box 12b

3/1/2022 – 5/20/2024 = 2 years 2 months

Total supervisor time = 2 years (rounded down)

## Environmental Police Officer Trainings and Licenses

Candidates may claim training courses they have passed as of the date of the written exam and licenses they have earned as of the date of the written exam. Every training and license listed will be equal in value. All training courses and licenses require documentation in the form of an awarded certificate (for training courses), a record of certificate or transcript (for training courses), or a license. If a certificate is not provided, supporting documentation must include the completion date of the training. The claim will be the sum of all specified training and licenses the candidate has received; the maximum number of trainings and licenses a candidate can be awarded is five.

Accepted Training for Promotional Examinations in the Titles of: EPO C and EPO D

- Administrative Officers Course (AOC)
- Advanced Boat Accident Investigation Training
- Boat Captain License
- Command Officers Development Course (CODC)
- Criminal Justice Training Council Instructor Development Course
- Crisis Intervention Team (CIT)
- Crisis Response and Intervention (CRIT)
- Falconer License (EPO C Only)
- FBI LEEDA Command Leadership Institute
- FBI LEEDA Executive Leadership Institute
- FBI LEEDA Supervisor Leadership Institute
- FBI National Academy
- Firearms Instructor Training
- Hunter Accident/Incident Investigation Training
- Hunter Education-Archery Training
- Hunter Education-Muzzleloader Training
- IACP First-Line Leadership
- ICISF Assisting Individuals in Crisis & Group Crisis Intervention (CISM Certificate)
- ICISF Specialized Training Program
- Individual & Group Crisis Intervention (GRIN)
- Land Navigation Training
- Large Animal Response Training (LART)
- Leaders Helping Leaders Network (LHLN) Intentional Leadership
- Leaders Helping Leaders Network (LHLN) Master Leadership
- Leaders Helping Leaders Network (LHLN) Servant Officer
- Map/Compass/Survival Training
- 
- Massachusetts Municipal Police Training Council Instructor Certification
- Mello Police Supervisor Course
- MPI 10-Day Command Staff and Executive Development Series
- MPI Supervisor-Leadership Training
- NASBLA Boating Under the Influence (BUI) Basic Course
- NASBLA Certified Boating Professional Certification
- NASBLA Credential Instructor Certification

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- NASBLA Leadership Academy Certificate
- National Association of Conservation Law Enforcement Leadership Academy
- OHV Safety Instructor (ASI Certification) Training
- Problem Animal Control (PAC) License (EPO C Only)
- Roger Williams Executive Development Course
- Roger Williams First Line Supervisor Course
- Roger Williams Mid-Management Course
- Trapping Certificate (*not License*)
- Trapping License (EPO C Only)
- Tree Stand Accident Investigation Training
- Tree Stand Safety Training
- Waterfowl ID Training

## Education

Candidates may receive credit for an Associates, Bachelor or Master's or higher degree from a regionally accredited higher education institutions in the United States. Candidates are to indicate the highest degree attained to receive credit and must submit official transcripts to support their submission. A combination of unofficial transcripts and a diploma will be accepted in lieu of official transcripts.

Please note that related degrees have more value than non-related degrees. (For example, if the candidate received a related bachelor's degree and unrelated master's degree, they should select the "related bachelor's degree" category).

The related degrees for Environmental Police Officer are:

- Biology
- Communications (EPO D only)
- Computer Science (EPO D only)
- Conservation law enforcement
- Criminal Justice
- Criminal Law
- Criminology
- Ecology
- Education
- Environmental Science
- Fisheries management
- Forensic Science
- Forestry
- Herpetology
- Homeland Security
- Ichthyology
- Information Technology (EPO D only)
- Law
- Law Enforcement

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- Legal Studies
- Mammalogy
- Natural resource management
- Oceanography
- Ornithology
- Psychology
- Public Administration (EPO D only)
- Social Work (EPO C only)
- Wetland science
- Wildlife management
- Zoology

Supporting Documentation:

- Official Transcript: must include name, major, degree confer date, and institution name.
- OR
- Unofficial Transcript & Diploma: must include name, major, degree confer date, and institution name.

*NOTE:* Transcript links are **NOT** accepted.

### EMT Licenses

A candidate will get credit for holding an un-expired EMT license, such as EMT Basic/Advanced or Active Paramedic license. A license will be accepted from the National Registry of Emergency Medical Technicians or the Massachusetts Emergency Medical Technician License.

Supporting Documentation:

- Candidates do not need to submit documentation; civil service will be checking claimed statuses via the Office of [Health and Human Services \(EOHHS\) License Verification Site](#).

### Veteran's Preference

Any candidate who qualifies for disabled veteran or veterans' preference may receive 2.0 extra points on a passing grade for the examination.

In order to update your Veteran status, a candidate must submit their DD214 or a statement of service/Commanding Officer letter on Official letterhead with appropriate signature and include details of your military service to date that includes:

- Dates of full-time active duty
- Current assignment
- Date of entrance into service
- Estimated time of separation
- Expected discharge type (i.e., honorable)

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- Statement confirming that you will receive a DD214 not for training at the completion of your current Active-Duty service.

If a candidate has already been approved for veteran preference, it is not necessary to resubmit documentation to be awarded veteran points. It will automatically be added to your final score. Veteran preference will also be documented on your E&E application notice.

*NOTE:* Veterans status must be attained on or before written exam date.

**In order to be awarded your preferential Veteran service points, you must achieve a passing grade on the exam.**

### Appeal Rights

Per [Massachusetts General Law \(MGL\) Chapter 31, Section 22](#), candidates have 17 calendar days from the emailing of the score notice to file an appeal of their E&E claim. Instructions on how to file an E&E appeal during the 17-day appeal period will be sent to all candidates in their E&E score notice.

### Claim Audits

HRD reserves the right to audit any E&E claim from the time of submission through the life of any eligible list. Candidates should maintain original copies of any documentation submissions in case HRD, or an appointing authority requests them.

### FAQ's

1. How are the years rounded on the EVF?

*Years are calculated by rank and are rounded. (Ex. 6 years/6 months as a Lieutenant=7 years, or 6 years/5 months as a Lieutenant=6 years)*

2. Why do I have to submit an official transcript? And why does my diploma not count?

*Official transcripts are sent directly from the school registrar and contain coursework information. Unofficial transcripts will be accepted accompanied by a copy of the diploma.*

3. What documents do I need to submit to verify my veteran's status?

*The non-active duty training DD214 or a statement of service/Commanding Officer letter on Official letterhead with appropriate signature and include details of your military service to date that includes: dates of full-time active duty, current assignment, date of entrance into service, estimated time of separation, expected discharge type (i.e., honorable), statement confirming that you will receive a DD214 not for training at the completion of your current Active-Duty service.*



4. I am unable to provide my military documents because the only people who can verify this information are currently deployed.

*Even under deployment, a candidate should be able to send an email or reach out to those who can provide the documentation.*

5. Who selects the trainings that are eligible for points on the E&E claim?

*A job analysis was performed prior to this exam. Subject matter experts met to evaluate the criteria for eligible trainings based on the curriculum, and accessibility. A survey was sent out to all civil service departments in the Commonwealth to evaluate what trainings should be eligible for credit.*

6. I have worked as an intern for an Environmental Police Agency. Can I claim this as outside experience?

*No, this type of experience does not qualify in this category.*

7. I worked as a corrections officer for 10 years prior to becoming an Environmental Police Officer. Can I claim this time under “outside supervisor” time since I “supervised” inmates as a corrections officer?

Time as a corrections officer will not be considered for “outside supervisor” time. This role is considered “care of custody” for inmates and does not meet the duties intended to fulfill this role.

8. I have earned my Master’s degree from a school that is Nationally accredited. Can I earn points for this school?

*Only schools that are regionally accredited will be accepted.*