



Candidate Preparation Guide

Experience, Certification, Training and Education (ECT&E) Claim

Amended March 26, 2025

2025 Fire Promotional Exams

Lieutenant and Captain

Boston District Fire Chief

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The Experience, Certification, Training and Education (ECT&E) claim is an exam component of the fire promotional exams.

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

Please note these instructions are for candidates taking the current Lieutenant, Captain, or Boston District Fire Chief promotional exam. These instructions should not be relied upon for any future exam.

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

Claim Submission

Final ECT&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 2025 Fire Captain written promotional exam, they must apply for the 2025 Fire Captain ECT&E exam claim. When participating in multiple written promotional exams, candidates must submit an ECT&E application for each appropriate promotional ECT&E application.
- “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. Include the candidate’s name, person ID, and ECT&E exam title in the subject of the email (e.g., John S. Smith – 123456 – ECT&E Deputy Fire Chief).

- 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 a confirmation that your application has been received. It is not a confirmation that all your supporting documents have been accepted. Please review the preparation guide carefully to ensure all the proper documentation is submitted.

Weights and Scoring

For the Statewide and Worcester Lieutenant and Captain, the ECT&E exam component is one of three exam components and is weighted at 20% of the total exam. The ECT&E component has three main sections that have the following weights applied:

Experience	52%
Certifications/Trainings/Licenses	28%
Education	20%

For the Boston Lieutenant, Captain, and District Fire Chief, the ECT&E exam component is one of three exam components and is weighted at 20% of the total exam. The ECT&E component has three main sections that have the following weights applied:

Experience	59%
Certifications/Trainings/Licenses	21%
Education	20%

Unlike previous ECT&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 ECT&E claim score.

Background

The ECT&E component has three main sections: Experience, Certifications/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.

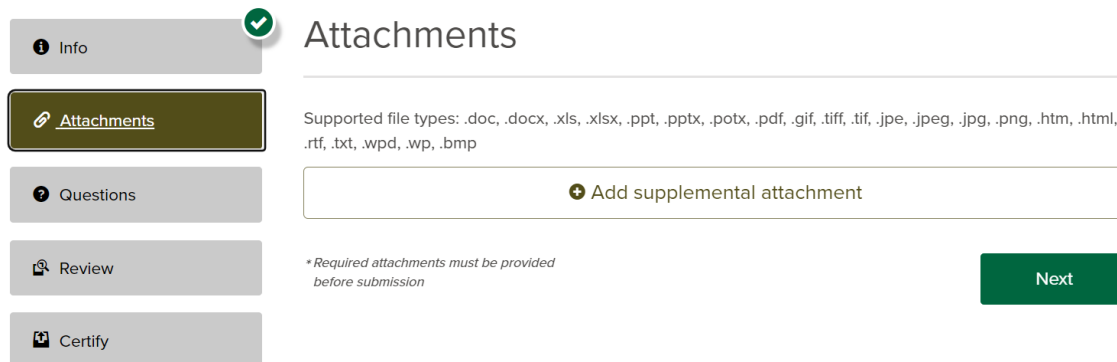
Supporting Documentation

ALL claims, whether for experience, certification, training, license or education, require supporting documentation. This guide will identify what is supporting documentation for each category. The on-line 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. It is not necessary to resubmit documents that have been submitted for past examinations.

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



The screenshot shows a web interface for submitting attachments. On the left is a vertical sidebar with five buttons: 'Info' (with an 'i' icon), 'Attachments' (with a paperclip icon and highlighted in dark green), 'Questions' (with a question mark icon), 'Review' (with a magnifying glass icon), and 'Certify' (with a checkmark icon). The main area is titled 'Attachments' and features a green checkmark icon in the top left corner. Below the title, it lists supported file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .potx, .pdf, .gif, .tiff, .tif, .jpe, .jpeg, .jpg, .png, .htm, .html, .rtf, .txt, .wpd, .wp, .bmp. A large white button with a plus icon and the text 'Add supplemental attachment' is centered. Below this, a small italicized note states: '* Required attachments must be provided before submission'. A green 'Next' button is located in the bottom right corner.

Employment Verification Form (EVF)

An EVF for all fire 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 on or before the exam date. Each section of the EVF may not apply to all departments participating in the examination.

The EVF must be signed and dated by your department's appointing authority or their designee for work in their current department.

A link to the 2025 Fire Promotional 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 department. 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: The first six months (180 consecutive days) of a leave of absence can be claimed as time worked on your EVF. Leaves of absences or breaks in service for more than six months must be recorded on the EVF and will not be counted toward work experience.

Work Experience Earned in Another Department

An EVF must be filled out for each department that a candidate is claiming work experience from. If an EVF from another department is unable to be submitted, a letter from an appointing authority on the department letterhead will be accepted. This letter must include start and end dates and if work was full-time or part-time.

Calculating Work Experience

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

Rounding: Sections I, II, III, & V of the EVF are calculated in years. If a candidate's experience is 6 months or over, round up to the next full year. If experience is less than 6 months, round down to the previous lower year. 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.

Section IV, Acting Time, is calculated in months. If a candidate has 16 or more days of experience, round up the next month. Therefore, if a candidate has 2 months and 16 days of experience of acting time, this will round to 3 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 Fire Captain examination, has served part time as an acting Fire Captain from 1/3/2019 – 6/5/2019 for a total of 300 hours, they would input the following:

IV. ACTING TIME IN EXAMINATION TITLE

Hours:
300 hrs

Dates of Service (From – To):
1/3/2019 - 6/5/2019

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

IV. ACTING TIME IN EXAMINATION TITLE

Hours:

Full Time

Dates of Service (From – To):

1/3/2019 - 6/5/2019

Please see below for an example of calculating time:

EVF Example:

**Commonwealth of Massachusetts Human Resources Division
2025 Fire Departmental Promotional Exam
Employment Verification Form**

Instructions: The Appointing Authority (or designee) must sign and date this form, certifying the information provided is accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to the Experience, Certification/Training and Education (ECT&E) application or sent to civilservice@mass.gov no later than seven calendar days following the written exam date. Acting time will be creditable only in the title of the exam.

Note: Some sections of this form may not apply to every department.

25 Year Promotional Preference: This form will serve as the primary source of verification and computation of a candidate's eligibility for this preference, and the original written exam date will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent, Call and/or Temporary Firefighter after certification may be applied towards eligibility for this preference.

Candidate Name: Robert Zulini **Exam Date:** 4/12/2025
Verifying Department: Anytown MA **Exam Title:** Captain

I. PERMANENT APPOINTMENT

Firefighter permanent appointment date: 01/10/01
List end date (if not current department): _____
List dates and reasons for any breaks in service at all ranks: _____

II. PERMANENT PROMOTIONS IN THE DEPARTMENT

<u>Rank</u>	<u>Date of Promotion</u>
<u>LT</u>	<u>4/5/2006</u>
_____	_____
_____	_____

III. ACTING, TEMPORARY AND PROVISIONAL SERVICE IN THE DEPARTMENT

<u>Rank</u>	<u>Hours</u>	<u>Dates of Service</u>
(Please indicate if experience is full-time. If part-time, include number of hours)		
(Example 1: Cpt.)	FT	(12/01/2019 - 03/20/2021)
(Example 2: Lt.)	276	(01/01/2023 - 06/01/2024)
<u>Cpt</u>	<u>820</u>	<u>1/3/2019-5/5/2019</u>

V. For the purposes of computation for the candidate's eligibility for promotional preference for 25 years, list any service as a Reserve/Intermittent or Call Firefighter. Please include service dates and number of hours worked: _____

Print Name and Title of Appointing Authority (or designee): John Doe

Signature of Appointing Authority (or designee): John Doe **Date:** 3/15/2025

Please see the calculation for the EVF example above:

Firefighter Experience:

Start: 01/10/01

End: 04/05/2006

Total Time: 5 years and 3 months = **5 years**

Lieutenant Experience:

Start: 04/05/2006

End: 09/15/2015

Subtotal: 9 years and 5 months

Subtract acting Captain time: 3 months

Total Time: 8 years and 9 months = **9 years**

Acting Fire Captain Experience:

820 hours

Divide by 172 hours

Total Time: 4 months and 22 days = **5 months**

Outside Department Experience

This is experience in the fire service outside your current department. Firefighter time can be claimed, as well as time in the supervisory ranks. Work experience can only be claimed once. If you plan to claim time as a military firefighter, this time cannot also be claimed under supervisor experience in a non-firefighter role.

Supporting Documentation:

- Outside Department EVF: This experience category requires its own EVF, signed by the relevant appointing authority.
- DD214

Supervisor Experience Outside the Fire Service

Claims may also be submitted for employment with supervisory responsibilities in a non-firefighter position.

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

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

Supporting Documentation- Military:

Non-firefighting 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 3rd 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 firefighter, 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 firefighter. If this is not indicated in block 11, additional documentation will be needed to support the claim of military firefighter. Additional documents can include initial orders joining the military with the job of military firefighter.

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		12. RECORD OF SERVICE			
		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 AMOUNT: <input type="checkbox"/> NONE	
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.)		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)

Fire Trainings and Certifications

Candidates may claim certification and training courses they have earned as of the date of the written exam. The claim will be the sum of all specified certifications and trainings the candidate has completed; the maximum number of trainings and certifications a candidate can be awarded is eight.

Fire trainings and certifications will be accepted in a 3-tiered system. There will be three separate ECT&E questions that will capture the candidates relevant and accepted certifications. Each tier corresponds to a different level of points of the ECT&E score. Tier 3 is lowest value of points and tier 1 is the highest value of points. Select the relevant certification held within each tier. There is no limit of certifications claimed per tier; however, the maximum number of total trainings and certifications a candidate can be awarded is eight.

Please note that all certifications must be ProBoard certified unless specifically noted. The only certifications accepted from FEMA/MEMA are specified below. No other certifications will be accepted for credit.

The following details the tiers of certification value:

Tier 1:

- Advanced Fire Investigation (Certification of Completion)

- Basic Fire Investigation (Certification of Completion)
- Chief Officer MGMT Training (Certification of Completion)
- Fire Officer I (Proboard)
- Fire Officer II (Proboard)
- Fire Officer III (Proboard)
- Fire Officer IV (**Certification of Completion**)
- Fire Prevention Officer Credentialing I (Certification of Completion)
- Fire Prevention Officer Credentialing II (Certification of Completion)
- Fire Prevention Officer Credentialing III (Certification of Completion)
- Fire Instructor I (Proboard)
- Safety Officer (Proboard)
- Haz Mat Technician (Proboard)

Tier 2:

- Firefighter I (Select both for a "FF I/II Certificate") (Proboard)
- Firefighter II (Select both for a "FF I/II Certificate") (Proboard)
- Fire Instructor II (Proboard)
- Fire Instructor III (Proboard)
- Fire Prevention Officer I (Proboard)
- Fire Prevention Officer II (Proboard)
- Hazardous Materials Operations Level (Proboard)
- Public Fire Educator/PFALSE (Certification of Completion)
- Technical Rescuer: Confined Space Rescue I/II (FEMA/MEMA/Proboard)
- Technical Rescuer: Rope Rescue I/II (FEMA/MEMA/Proboard)
- Technical Rescuer: Surface Water I/II (FEMA/MEMA/Proboard)
- Technical Rescuer: Swift Water Rescue I/II (FEMA/MEMA/Proboard)
- Technical Rescuer: Trench Rescue I/II (FEMA/MEMA/Proboard)
- ICS 300: Intermediate ICS for Expanding Incidents (FEMA/MEMA)
- ICS 400: Advanced ICS (FEMA/MEMA)

Tier 3:

- Driver Operator/Pumper (Proboard)
- Driver Operator Aerial (Proboard)
- ICS 100.C: Introduction to the Incident Command System (FEMA/MEMA)
- ICS 200: Basic Incident Command System for Initial Response (FEMA/MEMA)
- ICS 700: An Introduction to the national incident Management System (FEMA/MEMA)
- ICS 800: National Response Framework, An Introduction (FEMA/MEMA)

NOTE: Technical Rescuer certifications can only be claimed once. You cannot get credit for both a ProBoard and FEMA certification.

Supporting Documentation for Claiming Certifications and Trainings:

- Screenshots & PDFs: images or copies of the transcripts from either the ProBoard or FEMA website showing the trainings and certifications, as well as clearly showing the candidate's name, **are preferred and accepted.**


- Certifications: copies of each individual certification from one of the approved certifying agencies.
 - Fire Prevention Officer Credentialing: must not be expired and supporting documents submitted must show certification date, which must be within 3 years of the exam date.
 - Full certification is required to attain credit for a training. For example, submitting certification of only the practical or only the written portion of a training will **NOT** be accepted.

NOTE: Mass Fire Academy transcripts, or screenshots from the learning management system, are **NOT** acceptable. Certificates of attendance are **NEVER** accepted.

Below is an example of an **accepted** screenshot from ProBoard:

Name	Certification	Date Certified	Standard	Certifying Agency
[REDACTED]	Fire Fighter I/II	[REDACTED]	1001 - 2002	MASSACHUSETTS FIRE TRAINING COUNCIL
	Fire Instructor I		1041 - 2002	MASSACHUSETTS FIRE TRAINING COUNCIL
	Fire Officer I		1021 - 2003	MASSACHUSETTS FIRE TRAINING COUNCIL
	Fire Officer II		1021 - 2009	Massachusetts Fire Training Council
	Fire Officer III		1021 - 2014	Massachusetts Fire Training Council
	Hazardous Materials First Responder at the Operations Level with Product Control Mission Specific Competency		472 - 2008	Massachusetts Fire Training Council
	Hazardous Materials Technician		472 - 1997	MASSACHUSETTS FIRE TRAINING COUNCIL
	Hazardous Materials Technician		472 - 1997	MASSACHUSETTS FIRE TRAINING COUNCIL

Below is an example of an **accepted** FEMA Transcript:


FEMA
 Emergency Management Institute
 Independent Study Program
 Student Transcript
 [Redacted]
 [Redacted]
 SID#: [Redacted]

IS-00100.c: Introduction to Incident Command System, ICS-100
 Date Completed: [Redacted]
 CEU: 0.20

IS-00200.b: ICS for Single Resources and Initial Action Incident, ICS-200
 Date Completed: [Redacted]
 CEU: 0.30

IS-00700.b: An Introduction to the National Incident Management System
 Date Completed: [Redacted]
 CEU: 0.40

IS-00800.d: National Response Framework, An Introduction
 Date Completed: [Redacted]
 CEU: 0.30

***** END OF TRANSCRIPT *****

Below is an example of an **accepted** certification (note the ProBoard logo in the orange circle):



Below are examples of an **unaccepted** certifications:



This document is not accepted as it is not a ProBoard certificate **AND** is not an accepted training from the above lists.



This is not accepted as this is a certification of passing the Written exam only and not documentation of the whole ProBoard Certification.

Trade Licenses

A candidate will receive credit for holding up to two trade licenses on or before the exam date from the list of accepted trades. Any trade license claimed requires a copy of the candidate's current trade license including the license number and issuing agency. Only one trade will be accepted in each category. For example, you can receive credit for a Journeyman's Pipe Fitter license and an Apprentice Pipe Fitter License. The following is a list of accepted trade licenses:

- Blasting Certificate of Competency
- Boiler & Pressure Valve: Technician, All Classes of Fireman and Engineer Licenses
- Construction Supervisor: Restricted, Unrestricted
- Driver's Licenses: Class A & Class B
- Electrician: Journeyman, Master
- Fire Alarm Systems: Technician, Contractor
- Fire Equipment Certificate of Competency: CC-41, CC-46, CC-47, CC-48
- Fireworks & Special Effects Certificates of Competency
- Hoisting Engineer: Class 1, Class 2, Class 3, Class 4
- Hood Cleaning Certificate of Competency: Unrestricted
- Gas Fitter: Journeyman, Master, Limited, Limited Undiluted
- Mariner: Operator of Uninspected Pass. Vehicles, Master Inland, Master Near Coastal
- Pipe Fitter: Journeyman, Master
- Plumber: Journeyman, Master
- Professional Engineer Licenses
- Refrigeration: Technician, Contractor
- Sheetmetal Worker: Journeyman, Master
- Sprinkler Fitter: Journeyman, Contractor, Fire Protection

Supporting Documentation:

A candidate must submit a copy of a currently held (non-expired) trade license. The front and back of the license must be included. Additionally, a screenshot from [ePlace](#) with the candidate's name, license type, number, and expiration date can also be submitted.

Education

Candidates may receive credit for an associate, bachelor, master, and doctorate degrees from a regionally accredited higher education institutions in the United States; or institutions outside the United States granting degrees or degree program credits that are recognized by one of the United States regional accrediting agencies or that are transferable to a regionally accredited higher education institution in the United States.

Candidates can receive credit for one degree: related degree (listed below) or an unrelated degree. The degrees are listed on the application in order of highest point value. (For example, if the candidate received a related bachelor's and an unrelated master's degree, they should select the "related bachelor's degree" category to receive the most points.) Related degrees are based on job analysis conducted with our subject matter experts. The degree must be earned/conferred before the exam date.

The related degrees in the fire service are:

- Biochemical Science
- Building Construction Engineering/Management
- Business Administration
- Business Management

- Chemical Engineering
- Chemistry
- Civil Engineering
- Communications
- Computer Science
- Emergency Management
- Executive/Organizational Leadership
- Fire Administration
- Fire Prevention Engineering
- Fire Safety
- Fire Service
- Fire Science
- Homeland Security/Security and Intelligence Studies
- Nursing
- Occupational Safety
- Paramedic Medicine
- Public Administration
- Psychology
- Social Work
- Structural Engineering

Supporting Documentation:

- Official Transcript: must include name, major, degree confer date, and institution name.
- 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](#).

25 Years of Service

Any candidate who can provide written documentation may receive 2.0 extra points on a **passing grade** for having completed 25 years of service as a member of a regular municipal fire department in Massachusetts on or before written exam date.

The 25 years' experience credit is calculated from the starting employment date provided on the EVF and until the date of the exam. Experience from multiple municipal departments can be combined to make up the 25 years. An EVF is required from each department to verify experience. Full-time and part-time status including hours worked must be included on the EVF. In addition, experience that occurred concurrently will also be awarded. The time calculated for this preference cannot be rounded.

If a candidate has already been approved for the 25-year experience credit, as shown on your ECT&E application notice, it will automatically be added to your final passing score.

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)
- 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 ECT&E application notice.

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

In order to be awarded your preferential Veterans or 25 years of service points, you must achieve a passing grade on the exam.

NOTE: A candidate cannot receive both 2.0 points for 25 years of service **and** 2.0 points for Veteran's Preference. The maximum number of points awarded between the two categories is 2.0 extra points on a **passing grade** for the examination.

The following information is on the exam poster.

*Statutory Preference Points: Upon submission of written proof, two points will be added to the **passing score** of qualified Veterans and Disabled Veterans or individuals who have 25 years of service as a*

member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the ECT&E Claim application and verify eligibility on the Employment Verification Form submitted for this examination. To claim veterans' preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the Military Information section on our website.

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 ECT&E claim. No new type of credit can be claimed once you submit your Online ECT&E Claim. An application may not be submitted after the deadline. Instructions on how to file an ECT&E appeal during the 17-day appeal period will be sent to all candidates in their ECT&E score notice.

Claim Audits

HRD reserves the right to audit any ECT&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.

Accessing the ECT&E Claim Website

All candidates who are registered to take the Lieutenant and/or Captain exam, were sent an email with a link that takes the candidate to the web page. Only on-line claims will be accepted. No other form of submission will be accepted.

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

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

Submission of the Claim

After candidates complete and review their submission, they must "accept and submit" their ECT&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 a civilservice@mass.gov before the application end date.

2023 | ECT&E Claim | Job Details | Applying as | Test | Support

Info **Attachments** **Questions** **Review** **Certify**

Certify

Fields marked with an asterisk (*) are required.

Are you interested in receiving text message notifications from this organization? ☐ OFF ☒ ON

By selecting "on," you may receive text message for the following:

- Follow-up text messages from potential employers regarding applications you submitted and additional steps in the application process (including, but not limited to, scheduling interviews or assessment testing).
- Notification text messages about your applicant status, assessment scores, and other progress notifications.

Please refer to our [Terms of Use](#) for more information.

I hereby acknowledge and attest, under the penalties of perjury that the information I have provided on this application is true. I have also read all the information contained in the job posting and application and I understand that falsification of any information is subject to removal from all eligible lists.

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 ECT&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 was laid off from my department for two years, am I eligible to calculate my laid off time as part of my 25 years of service?

An individual member needs to serve as a member in the force for 25 years for HRD to calculate the 25 years of service. Therefore, the individual would not receive credit for the years they were laid off.

7. If I have worked in more than one Civil Service department, do I need to submit more than one EVF?

Yes, a candidate must submit a separate EVF form for each department they would like to claim experience for.

8. Can I combine the time from multiple departments to qualify for 25 years statutory preference?"

Experience from multiple departments can be combined to make up the 25 years. An EVF is required from each department is required to verify experience.

9. Can I claim 25-year statutory preference if I have worked for a civil service police and fire department?

In the statute, fire is considered to be a separate "force". You need to be a part of one or the other municipal force to qualify for 25 years.

10. If I'm a veteran and have 25 years in the force as a firefighter, can I receive 4 points onto my score?

*A candidate cannot receive both 2.0 points for 25 years of service **and** 2.0 points for Veteran's Preference. The maximum number of points awarded between the two categories is 2.0 extra points on a **passing grade** for the examination.*

11. I worked as a corrections officer for 10 years prior to becoming a firefighter. 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.

12. 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.

13. I meant to select "10 years" in Question 3 but only selected "9 years". What can I do about that?
A candidate can request to make any changes to their ECT&E application through the deadline of 7 days after the written examination date by sending an email to civilservice@mass.gov

14. I didn't know I needed to fill out a separate ECT&E application and missed the deadline. What can I do?

HRD sends all candidates several reminders with the ECT&E application link. It is important to read all emails and complete the application before the deadline. No ECT&E applications will be accepted after the deadline for this examination component.

15. I submitted my transcripts for my last examination. Do I need to resubmit them? HRD is in the process of vetting degrees from past examinations.

Your ECT&E Instructions notice will have any vetted degrees listed. If you do not see your current, highest degree listed, please submit your transcripts for review.