



Candidate Preparation Guide

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

2025 Fire Promotional Exams

District and Deputy 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 District, and Deputy 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.

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.

Weights and Scoring

For the District and Deputy Fire Chief exam, 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%

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.

**Unless otherwise specified in the examination poster.*

Accessing the ECT&E Claim Website

All candidates who are registered to take a promotional Fire District/ Deputy Fire Chief examination will be sent an email with a link that takes the candidate to the ECT&E claim application. **This email with your ECT&E application link will be sent approximately three weeks before the examination.** Only online claims will be accepted. No other form of submission will be accepted.

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 District Fire Chief written promotional exam, they must apply for the 2025 District Fire Chief 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.

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 revised through the online portal. If a revision is needed, a candidate can email Civil Service at civilservice@mass.gov before the application end date.

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

Certify

Fields marked with an asterisk (*) are required

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

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

- Follow-up test messages from potential employers regarding applications you submitted and additional steps in the application process including, but not limited to, scheduling interviews or assessment tests.
- Notification test messages about your applicant status, assessment score, and other program 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.

Decline Accept & Submit

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 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. 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:

Attachments

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

+ Add supplemental attachment

* Required attachments must be provided before submission

Next

Recommended Labels When Uploading Documents to the Online Application

Category	Attachment Type	Naming Examples
Firefighter Experience – current and past departments	Employment Verification Form (EVF)	Current Dept EVF Outside Dept EVF Outside Dept Letter
Non-Firefighter Supervisor Experience – company and military letters	Promotional Examination Supervisor Experience, DD 214 (if uploading a DD 214 form)	Outside Supervisor Time DD 214
Education – college transcripts, diplomas	College Transcript	Curry College Transcript Boston University Diploma
Trainings	Training/Certificate	Training

Experience Category

The ECT&E asks a series of questions about a candidate's employment and supervisory experience. All departmental experience claims must be supported by a current employment verification form (EVF) or a signed letter by an appointing authority (outside department). Instructions on how to fill out the ECT&E application will be sent to candidates prior to the date of the examination or sole assessment center. For Statewide Promotional exams, these forms can also be accessed on the [Promotional Examination Forms](#) page on the Civil Service website. For Sole Assessment Centers, these forms can be accessed on the [Sole Assessment Centers](#) page on the Civil Service website. Resumes will not be accepted in lieu of work verification forms for any type of work experience claim.

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.

Current Department Work Experience

Candidates must submit a current employment verification form (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 rank, whether it was a full- or part-time position, and reasons for any breaks in service. Time is calculated per rank, and can include any temporary, provisional and/or acting time in a rank. Any acting, provisional and/or temporary time submitted will be deducted from the next lower

rank. Acting time is only accepted in rank of the examination title. Do not claim work experience that occurred concurrently in more than one category.

Leaves of absence: HRD will only grant credit for work experience for time spent actually working within a department. Time spent away from actually working will count towards ECT&E credit for up to 180 consecutive calendar days. HRD will not grant ECT&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 ECT&E.

Outside Department Work 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 in a supervisory or non-supervisory rank, this time cannot also be claimed under supervisor experience in a non-firefighter role.

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, as well as a document indicating the date when the experience ended (if the candidate is no longer serving in that capacity). Please note that the time claimed as a military firefighter will be subtracted from your military supervisory experience in a non-firefighter role.

Supporting Documentation:

- Outside Department EVF: This experience category requires its own EVF, signed by the relevant appointing authority.
- Letter from appointing authority
- DD214 (if claiming military Firefighter experience)

Calculating Fire Work Experience

The EVF form will be used to calculate work experience at each rank, Temporary and provisional time will be added to the candidates' time in rank and deducted from the previous permanent rank served.

Rounding: *Round experience to the nearest year. **Round up** to the next full year if your experience is **180 days or more** beyond the last full year, and **round down** to the previous full year if your experience is **less than 180 days** beyond the last full year (ex. If candidate X has 1 year and 185 days District Fire Chief experience, round up and select 2 years. If candidate X has 1 year and 160 days District Fire Chief experience, round down and select 1 year.)

For questions that are in month ranges, select the month range that your totaled months of experience falls within. If your total experience falls in between two options, select the nearest month (rounding up***

Please see below for an example of calculating time:

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: <u>Robert Zulini</u>		Exam Date: <u>11/22/2025</u>
Verifying Department: <u>Anytown, MA</u>		Exam Title: <u>Deputy Fire Chief</u>
I. PERMANENT APPOINTMENT		
Firefighter permanent appointment date: <u>1/10/2001</u>		
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>4/05/2006</u>	
<u>CPT</u>	<u>7/15/2015</u>	
III. ACTING, TEMPORARY AND PROVISIONAL SERVICE IN THE DEPARTMENT		
<u>Rank</u>	<u>Hours</u>	<u>Dates of Service</u>
<small>(Please indicate if experience is full-time. If part-time, include number of hours)</small>		
(Example 1: Cpt.)	FT	(12/01/2019 - 03/20/2021)
(Example 2: Lt.)	276	(01/01/2023 - 06/01/2024)
<u>DFC</u>	<u>820</u>	<u>3/10/2017-12/01/2024</u>
IV. 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): <u>Jane Doe</u>		
Signature of Appointing Authority (or designee): <u>Jane Doe</u> Date: <u>8/27/2025</u>		

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: 07/15/2015

Total Time: 9 years and 3 months = **9 years**

Captain Experience:

Start: 07/15/2015

End: 11/22/2025 (exam date)

Subtotal: 10 years and 4 months

Subtract acting time below: 5 months

Total Time: 9 years and 11 months = **10 years**

Acting Deputy Fire Chief Experience:

820 hours

Divide by 172 hours

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

Supervisor Experience Outside the Fire Service

Claims may also be submitted for employment with supervisory responsibilities in a non-firefighter position in the military and private companies.

Non-Military

For non-Fire positions in a private company, public organization, or a non-profit, a signed "Outside Supervisor Form" must be provided. All sections of the form must be completed to be awarded this time.

A link to the 2025 Outside Supervisor Form is [here](#).

NOTE: If a candidate owns their own company, they must complete the "Outside Supervisor Form" listed for a private company.

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 (Note: the rank of Specialist is **NOT** an NCO rank, and therefore does not qualify as supervisory experience)
- 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 for all active-duty period(s) served in the supervisory rank(s) listed above and include the following information:

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

- 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)

Education Category

Candidates may receive credit for an Associates, a Bachelors, or a Masters or higher degree from a regionally accredited higher education institution 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. All degrees are required to be earned on or before the examination date.

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 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

*Related degrees are based on job analysis conducted with our subject matter experts. Any degree not listed above is considered a non-related degree and should be claimed as such.

All original transcripts/credentials from institutions outside of the United States must be accompanied by an approved agency's professional evaluation of degrees and conferred dates. This will be at the expense of the candidate. Please note, these evaluations can take up to three weeks to be completed.

NOTE: No transcript links will be accepted

Fire Trainings and Certifications Category

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 via Fire Marshall)
- Fire Prevention Officer Credentialing II (Certification of Completion via Fire Marshall)
- Fire Prevention Officer Credentialing III (Certification of Completion via Fire Marshall)
- Fire Instructor I (Proboard)
- Fire Investigation Essentials R0772 (FEMA/MEMA)
- Safety Officer/Incident Safety Officer Fire Suppression (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)
- Fire Inspector I (Proboard)
- Fire Inspector II (Proboard)
- Hazardous Materials Operations Level or Awareness 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)
- Technical Rescue: Structural Collapse (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)
- Fire Investigation: First Responder W0770 (FEMA/MEMA)
- Fire Investigation: First Responder S0770 (FEMA/MEMA)
- ICS 100: 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 and Fire Investigation courses 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]

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 certification**:



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 an accepted certification 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.

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](#).
- If your credentials do not appear on this site, documentation showing your active license is required.

Statutory Preference Points

Individuals qualifying for Veteran's Preference or the 25 Years of Service Promotional Preference will receive an additional 2.0 points on their overall passing (general average) score. If you are qualified for

both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that 2.0 points are the maximum allowable number of points to be added to your overall passing score. In order to be eligible to receive these preference points, you must achieve a passing grade on this examination.

The ECT&E instruction notice will indicate the current Veteran and 25 Year status HRD has on file for you. If these are correct, you do not need to submit anything. However, if you qualify for either of these preferences and do not see it noted on your ECT&E instruction notice, you must claim it in the ECT&E application and submit supporting documentation.

25 Years of Service Promotional Preference

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 the 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.

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/ sole assessment center date.

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.

Frequently Asked Questions

Experience

1. How are the years rounded on the EVF?

*Rounding: *Round experience to the nearest year. **Round up** to the next full year if your experience is **180 days or more** beyond the last full year, and **round down** to the previous full year if your experience is **less than 180 days** beyond the last full year (ex. If candidate X has 1 year and 185 days District Fire Chief experience, round up and select 2 years. If candidate X has 1 year and 160 days District Fire Chief experience, round down and select 1 year.)*

2. 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 or an official letter from each department they would like to claim experience for.

3. 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

4. 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.

5. 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.

6. I have submitted a letter in the past as supporting documentation for “outside supervisor” time. Do I need to fill out the new form to get awarded credit for this examination?

Your letter must include all the requirements for credit (full-time or part-time, total hours worked if part-time, supervisor duties listed, tax id number, and signature of supervisor/manager).

7. 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.

Education

1. 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.

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

Only degrees conferred by schools that are regionally accredited will be accepted.

3. 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.

Trainings

1. Who selects the trainings/certifications 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/certifications should be eligible for credit.

Statutory Preference Points

1. 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.

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

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

3. 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.*

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

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

5. 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.