

Experience and Education (E&E) Examination Guide

2026 Department of Correction Lieutenant/CO III Promotional Examination

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The Experience and Education (E&E) claim is an exam component of the Department of Correction promotional exams.

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 Lieutenant/CO III promotional exam for the Massachusetts Department of Correction. These instructions should not be relied upon for any future exam.

It is strongly recommended that you closely read the online instructions, download, and print a copy of the claim, and work on it offline 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 two main sections: Experience and Education. Through collaboration of HRD Civil Service Unit, subject matter experts, and the test vendor, the weight distribution was determined via our job analysis test development process. This process consists of multiple panel sessions accompanied by surveys to the Massachusetts Department of Correction. Each exam component is created in collaboration with subject matter experts.

Accessing the E&E Claim Website

All candidates who are registered to take the Lieutenant/CO III promotional exam will be sent an email with a link that takes the candidate to the E&E claim application. Only online claims will be accepted. No other form of submission will be accepted.

E&E Claim Submission

All candidates are required to submit an E&E claim application by the E&E submission deadline. Failure to submit an E&E claim application by the deadline will result in a failing E&E component score.

E&E Submission Deadline: 7 days after examination date, at 11:59 p.m.

- Starting the claim: Make sure the claim is for the correct exam title. Candidates taking the 2026 Correction Officer III written promotional exam must complete the 2026 Correction Officer III E&E claim using the link emailed to them.

- "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 directly to the claim. If the deadline has not yet passed, changes can be made to submitted claims by emailing civilservice@mass.gov. Candidates must include their name, person ID, and E&E exam title in the subject of the email (e.g., John S. Smith – 123456 – E&E Correction Officer II) along with details of the change(s) they are requesting in the body of the email.

- Confirmation of submission: When a claim is submitted, a confirmation email will be sent to the candidate. 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 the confirmation email for their records.

- Candidates can only receive credit for items claimed through the statutory deadline (seven days after the examination).

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 this guide carefully to ensure that all the proper documentation is submitted.

Weights and Scoring

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 two main sections that have the following weights applied to all titles:

Experience	75%
Education	25%

When exam scores are released, the candidate will receive a breakdown of their final score consisting of their exam components.

Supporting Documentation

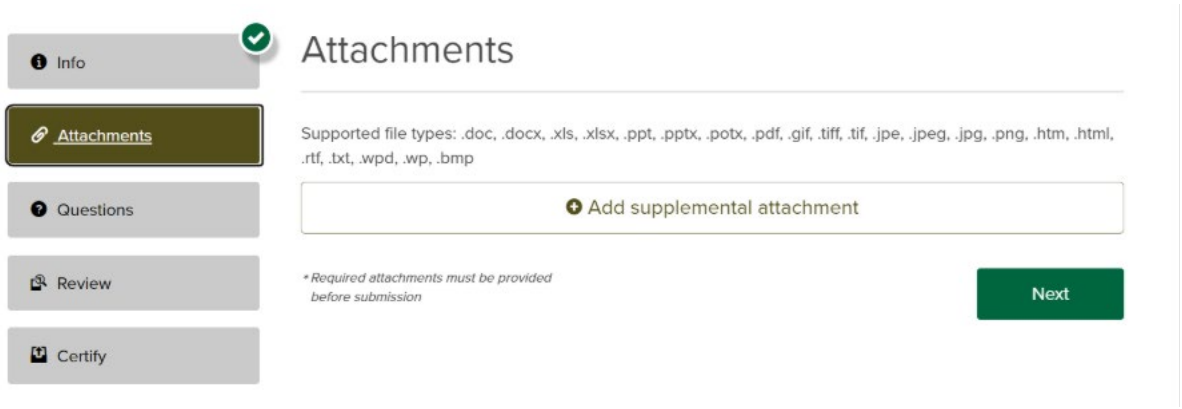
All claims, whether for experience or education, require supporting documentation. This guide will identify what is supporting documentation for each category. The online form includes a section entitled

"attachments" for submission of documents. **Please label your documents to ensure they are 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 submitting documentation through the Civil Service email, civilservice@mass.gov, please include E&E in the subject line, provide your name, personal identification number, and exam you have applied for. Candidates are encouraged to utilize their Civil Service NeoGov account for all submissions.

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:



E&E Claim

The following section outlines each question as it appears in the E&E Claim and provides instructions on accepted supporting documentation.

Verifying Experience Claims: Current department experience must be supported by a current, signed Employment Verification Form (EVF). Time in rank must include a start and end date.

- **Part-time:** Experience must include the total number of hours worked or it will not be credited. When calculating part-time work, the total hours worked should be prorated based on a rate of 172 hours/month to produce a months-worked claim.

  Examples:

  1. 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.

2. 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.

- **Breaks in Service:** HRD will only grant credit for work experience for time spent actually working within a department. 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 of more than six months must be recorded on the EVF and the time beyond the first six months will not be counted toward work experience.

- **No Double Counting:** Do not claim work experience that occurred concurrently in more than one category. Any "Out of Grade" time submitted will be deducted from the next lower rank (e.g., Out of Grade time as a CO II will be subtracted from CO I time).

- **Crediting "Out of Grade" Service:** This experience may be claimed only in the exam title.

- **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 (e.g., if candidate X has 1 year and 185 days of Correction Officer I experience, round up and select 2 years. If candidate X has 1 year and 160 days of Correction Officer I 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 if it is 16 or more days beyond the last full month and rounding down if it is less than 16 days beyond the last full month).*

  - Correction Officer III application – Question 2

Current Department Experience: Indicate how many year(s) you have served in the rank of Correction Officer I in the MA DOC. Do not include time served after your first rank promotion.

- Correction Officer III application – Question 3

- **Supporting document required**: Employment Verification Form (EVF)
- **Reference:** Appendix A

Calculation for CO III examination: Date of CO appointment through date of CO II appointment

Current Department Experience: Indicate how many year(s) you have served in the rank of Correction Officer II in the MA DOC.

- Correction Officer III application – Question 4

- **Supporting document required**: Employment Verification Form (EVF)
- **Reference:** Appendix A

Calculation for CO III examination: Date of CO II appointment through date of exam (minus any CO III Out of Grade time)

Current Department Experience: Indicate the amount of experience you have in the MA DOC as an Out of Grade Correction Officer III within 3 years of the exam date.

  - Correction Officer III application – Question 5

- **Supporting document required**: Out of Grade Form completed by candidate and signed by Superintendent or designee
- **Reference:** Appendix B

Calculation: Hours must be listed on Out of Grade Form – Divide hours by 172 to get a calculation in months.

- Ex. 1080 hours divided by 172 = 6.28 = 6 months

Specialty Work Experience: Indicate how much time you have served in one or more of the accepted specialty units for MA DOC listed below. If you have served in multiple specialty units, please add the time together and select the total time worked below. The same specified time period cannot be counted towards more than one specialty unit. If you have not served in the any of the specialty units listed below, please select no experience.

- **Accepted Specialty Units:**
  - Armorer
  - Assignment Officer
  - Booking Officer
  - Critical Incident Response Team
  - Crisis Negotiation Team
  - Crisis Intervention Team
  - Disciplinary Officer
  - Fire Safety Officer
  - Hostage Rescue Team
  - Inner Perimeter Security
  - Institution Training Officer
  - Investigator
  - Office of Investigative Service
  - Operations
  - Professional Standards
  - Property Department

- Property Officer
- Special Operations
- Special Response Team
- Superintendent Special Investigator
- Tactical Response Team
- Tool Control Officer

➢ Correction Officer III application – Question 6

♦ **Supporting document required**: Official Department Letter
- To verify this time, the candidate must submit a letter on Department letterhead with an original signature indicating start and end dates (MM/DD/YYYY) of time/experience in the specialty unit(s) claimed.
- The letter must be signed by a superintendent or their designee.
- We **do not** accept certifications, awards, or training certificates in place of the official department letter detailing experience.

♦ **Reference:** Appendix C

NOTE: All signed letters must include an end date of time in the specialty unit. If you are currently serving in this specialty position, this must be explicitly stated. Time will be calculated up to the date of the exam.

Specialty unit experience is awarded in intervals of 6 months. A candidate must have at least 6 months of time in a specialty unit to receive credit without rounding. All other experience will be rounded to the nearest 6 month interval.

For example,

- Candidate X has 3 years 11 months and 13 days of specialty unit experience, which equals 47 months and 13 days, they should select 42 months up to 47 months of experience.
- Candidate Y has 3 years 11 months and 18 days of specialty unit experience, which equals 47 months and 18 days, they should select 48 months up to 53 months of experience.
- Candidate Z has 5 months and 20 days of specialty unit experience. They are not eligible to receive credit for their specialty unit experience as their unrounded total experience is less than 6 months.

**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 if it is 16 or more days beyond the last full month and rounding down if it is less than 16 days beyond the last full month).*

Specialty Unit Experience - Training Academy: If you have taught at the Department of Correction Recruit Training Academy, indicate the number of different courses you have instructed. Do not include in-service workshops or classes, as these are not credited by HRD. You may claim up to five courses

taught to receive experience points on your E&E claim. If you have taught the same course multiple times, count it only once.

- Correction Officer III application – Question 7

- **Supporting document required**: Official Department Letter: All claims of teaching in the recruit academy must be verified in writing by the institution. Instructor certificates alone are not sufficient proof of teaching.
- **Reference:** Appendix D

Outside Massachusetts DOC Experience: Indicate how many year(s) you have served in a Corrections setting in a Correctional role outside of the Massachusetts Department of Correction. (e.g. out-of-state prison/correctional facilities, county jail, etc.)

- Correction Officer III application – Question 8

- **Supporting document required**: A letter from the appointing authority of the previous department or institution on the department letterhead. This letter must include start and end dates and if work was full-time or part-time. If part-time, total hours worked must be included. Correctional responsibilities with official duties must also be listed for credit.
- **Reference:** Appendix E

Outside Experience: Indicate how many year(s) you have served in the title/rank of a supervisor outside of the Department of Correction. This includes military, maritime service and private companies. A completed Private Supervisor Verification Form or DD214 (military) is required to verify and support your claim.

- Correction Officer III application – Question 9

- **Supporting document required:** Military Experience
  - DD214 (Note: A DD214 **must be provided** for each active-duty period(s) served in a supervisory rank)
    - 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 in the Army, despite being in the same pay grade as Corporal, 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
  - **Reference:** Appendix F

- **Supporting document required:** Private Company
  - Private Company Supervisor Form : This form must be completed in its entirety.

- **Reference:** Appendix G

Education: As of the examination date, if you have a related and/or unrelated conferred degree(s) from a regionally accredited college or university, choose the highest-ranked degree you have obtained. Below is a list of related degree fields.

- Behavioral Science
- Communications
- Counseling
- Criminal Justice
- Criminal Law
- Criminology
- Emergency Management
- Law Enforcement
- Management
- Psychology
- Sociology

Non-Related Degree Fields: All other fields.

- Correction Officer III application – Question 10

Candidates can receive credit for one degree only. 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.

- **Supporting document required:** Official transcript, or unofficial transcript accompanied by a copy of your diploma. All transcripts must contain a confer date, degree, major and institution name.
    - 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.

Appendices

Appendix A: EVF Example (No Out of Grade Experience):

Commonwealth of Massachusetts Human Resources Division
2026 Department of Correction 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 and Education (E&E) application or sent to civilservice@mass.gov no later than seven calendar days following the written exam date. **Provisional and/or temporary after certification time will only be creditable in the title of the exam.**

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

Candidate Name: John Smith

Exam Date: 11/21/2026

Verifying Agency: MA DOC

Exam Title: Correction Officer III

I. PERMANENT APPOINTMENT

List permanent entry level title: Correction Officer I

Permanent appointment date: 02/01/2012

List dates and reasons for any breaks in service at all ranks: N/A

II. PERMANENT PROMOTIONS IN THE AGENCY

Rank	Date of Promotion
CO II	05/16/2018

IV. TEMPORARY (AFTER CERTIFICATION) OR PROVISIONAL SERVICE IN EXAMINATION TITLE ONLY

Temporary or Provisional	Rank	PT (list hours) or FT	Dates of Service

Print Name and Title of Appointing Authority (or designee): Robert Belmote

Signature of Appointing Authority (or designee): R. B

Date: 10/24/2026

Please see the calculation for the EVF example above:

Correction Officer I Experience:

- Start: 02/01/2012
- End: 05/16/2018
- Total Time: 6 years, 3 months and 16 days = 6 years and 105 days = 6 years

Correction Officer II Experience:

- Start: 05/16/2018
- End: 11/21/2026 (Examination Date)
- Total Time: 8 years, 6 months and 6 days = 8 years and 190 days = 9 years

Application question 3: Candidate X would claim 6 years
Application question 4: Candidate X would claim 9 years

Appendix B: Out of Grade Experience (with EVF):

Commonwealth of Massachusetts Human Resources Division
2026 Department of Correction 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 and Education (E&E) application or sent to civilservice@mass.gov no later than seven calendar days following the written exam date. **Provisional and/or temporary after certification time will only be creditable in the title of the exam.**

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

Candidate Name: John Smith

Exam Date: 11/21/2026

Verifying Agency: MA DOC

Exam Title: Correction Officer III

I. PERMANENT APPOINTMENT

List permanent entry level title: Correction Officer I

Permanent appointment date: 02/01/2012

List dates and reasons for any breaks in service at all ranks: N/A

II. PERMANENT PROMOTIONS IN THE AGENCY

Rank	Date of Promotion
CO II	05/16/2018

IV. TEMPORARY (AFTER CERTIFICATION) OR PROVISIONAL SERVICE IN EXAMINATION TITLE ONLY

Temporary or Provisional	Rank	PT (list hours) or FT	Dates of Service
TIME LISTED ON OUT OF GRADE FORM			

Print Name and Title of Appointing Authority (or designee): Robert Belmote

Signature of Appointing Authority (or designee): R. B

Date: 10/24/2026

COMMONWEALTH OF MASSACHUSETTS
Human Resources Division
Department of Correction Promotional Examination

TIME WORKED IN EXAM TITLE VERIFICATION FORM

Candidate Information

Candidate Name	John Smith	**Exam Title**	Correction Officer III

Verified Time Worked in Exam Title: Document time worked in the examination title (up to five years prior to the examination). Attach additional pages if needed (must be filled out by candidate).

Date	Hours
3/29/2024	8 hours (1 shift)
5/3/2024	16 hours (double shift)
5/27/2024	13 hours (overtime)
7/16/2024	16 hours (double shift)
12/24/2024	16 hours (double shift)
1/1/2025	16 hours (double shift)
4/7/2025	16 hours (double shift)
5/7/2025	16 hours (double shift)
6/4/2025	12 hours (double shift)
7/4/2025	16 hours (double shift)
8/8/2025	16 hours (double shift)
8/19/2025	16 hours (double shift)

Total Hours: 173

Candidate Certification

✖ I certify that the information provided is true and complete.

Candidate Signature	Date
John Smith	9/24/2026

Superintendent / Designee Certification

I certify that the hours listed above have been verified using official Department records.

Printed Name	Title
Tom Jones, Superintendent	Superintendent of XXX Facility
Signature	Date
Tom Jones, Superintendent	9/24/2026

This form should accompany the Experience & Education (E&E) application.
Submit within seven (7) calendar days following the written examination.

Please see the calculation for the EVF AND Out of Grade form examples above:

Correction Officer I Experience:

- Start: 02/01/2012
- End: 05/16/2018
- Total Time: 6 years, 3 months and 16 days = 6 years and 105 days = 6 years

Correction Officer II Experience:

- Start: 05/16/2018
- End: 11/21/2026 (Examination Date)
- Total Time: 8 years, 6 months and 6 days = 8 years and 190 days = 9 years

Out of Grade Experience:

- 173 hours on documented on Out of Grade form. 173 / 172 = 1.01 = 1 month or 30 days

Calculation: Correction Officer 1 – Out of Grade = total CO 1 time

- CO2: 8 years 190 days – 30 days = 8 years 160 days = **8 years** (rounds down to nearest year)

Application question 3: Candidate X would claim 6 years
Application question 4: Candidate X would claim 8 years
Application question 5: Candidate X would claim 1 month

NOTE: Time cannot be double counted, out of grade time must be subtracted from time in rank. Candidate will never be awarded LESS points if subtracting out of grade time rounds total time down.

Appendix C: Specialty Unit Experience

The Commonwealth of Massachusetts
Department of Correction
Special Operations Division
50 Maple Street, Suite 3
Milford, MA 01757
Tel: (508) 422-3600
www.mass.gov/doc

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

TERRENCE M. REIDY
Secretary

SHAWN P. JENKINS
Interim Commissioner

KELLEY J. CORREIRA
CHRISTOPHER R. NICHOLS
MITZI S. PETERSON
THOMAS J. PRESTON
Deputy Commissioner

DAVID SHAW
Director

July 08, 2024

To Whomever It May Concern,

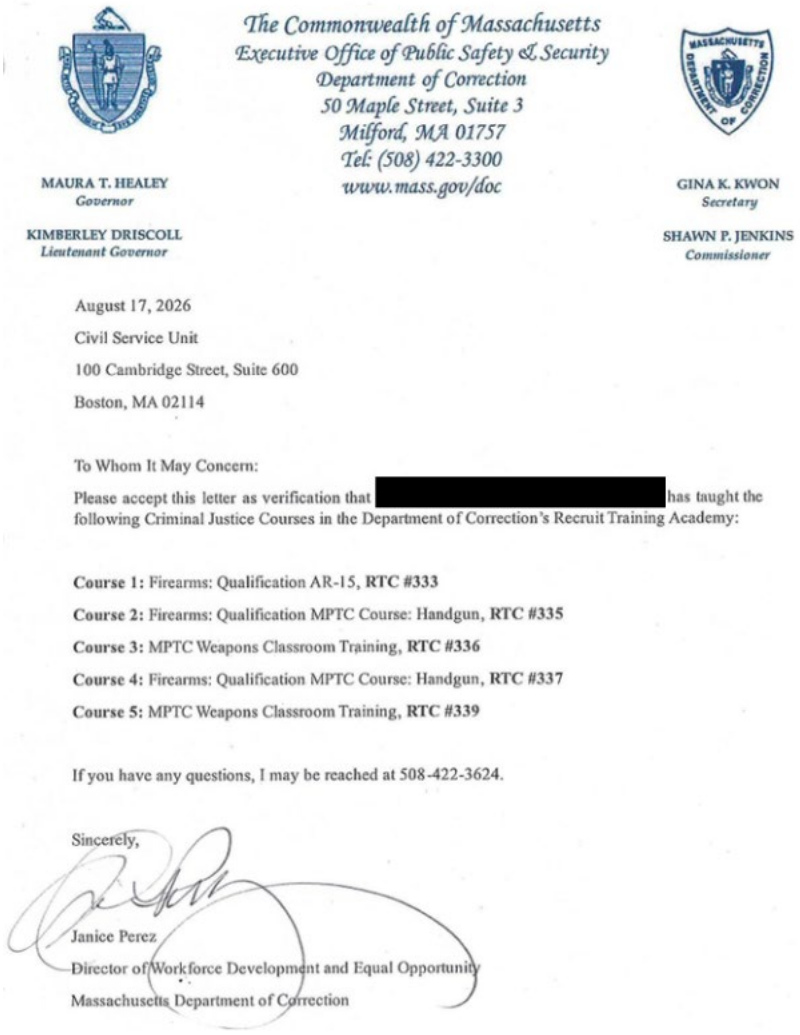
Please be advised that Correction Officer I, [redacted] has been an active member of the Special Operations Response Unit (Critical Incident Response Team) from September 27, 2019, through August 17, 2024. His total time is 4 years, 10 months, 21 days. Please accept this letter as a Verification of Tactical Experience.

Respectfully,

David Shaw, Director
Operational Services

Application question 6: Candidate X would claim 5 years in a specialty unit.

Appendix D: Specialty Unit Experience - Training Academy



The Commonwealth of Massachusetts
Executive Office of Public Safety & Security
Department of Correction
50 Maple Street, Suite 3
Milford, MA 01757
Tel: (508) 422-3300
www.mass.gov/doc

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

GINA K. KWON
Secretary

SHAWN P. JENKINS
Commissioner

August 17, 2026

Civil Service Unit

100 Cambridge Street, Suite 600

Boston, MA 02114

To Whom It May Concern:

Please accept this letter as verification that [redacted] has taught the following Criminal Justice Courses in the Department of Correction's Recruit Training Academy:

Course 1: Firearms: Qualification AR-15, **RTC #333**

Course 2: Firearms: Qualification MPTC Course: Handgun, **RTC #335**

Course 3: MPTC Weapons Classroom Training, **RTC #336**

Course 4: Firearms: Qualification MPTC Course: Handgun, **RTC #337**

Course 5: MPTC Weapons Classroom Training, **RTC #339**

If you have any questions, I may be reached at 508-422-3624.

Sincerely,

Janice Perez
Director of Workforce Development and Equal Opportunity
Massachusetts Department of Correction

Application question 7: Candidate X would claim 3 courses taught

The above documentation credits 3 courses because we ONLY accept unique teaching experiences. In the document above candidate X taught *MPTC Weapons Classroom Training*, two times; this counts as only 1 course for the purposes of the E&E examination component. Candidate X also taught *Firearms: Qualification MPTC Course: Handgun*, two times; this counts as only 1 course for the purposes of the E&E examination component.

Candidate X receives credit for 3 courses taught:

- PTC Weapons Classroom Training
- Firearms: Qualification MPTC Course: Handgun
- Firearms: Qualification AR-15

Appendix E: Outside Massachusetts DOC Experience

CENTRAL FALLS
DETENTION FACILITY CORPORATION

July 31, 2024

To Whom It May Concern,

[redacted] was employed with us as a full time Correctional Officer from December 26, 2017, to January 6, 2022. As a Correctional Officer, [redacted] was responsible for maintaining the security and safety of the facility and the individuals within it. His duties included supervising inmates, ensuring adherence to facility rules and regulations, conducting regular inspections to prevent disturbances and contraband, responding to emergencies, managing inmate behavior, and supporting rehabilitation and reentry programs. His role was crucial in maintaining order and safety within the correctional environment.

During his tenure, [redacted] performed his duties with professionalism and dedication. Should you require any further information regarding [redacted] employment with us, please feel free to contact our office at [redacted].

Sincerely,

Leslie K. Jacobo

HR Director

Wyatt Detention Facility
950 High Street
Central Falls, Rhode Island, 02863

Application question 8: Candidate X would claim 4 years.

Appendix F: DD214

A DD214 **must be provided** for all active-duty period(s) served in a supervisory rank 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
- Box 12 - Record of Service

If the DD214 does not cover all time claimed, additional documents that support the additional time must be submitted.

Additional documents can include:

- 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

If you are currently on active duty and are unable to provide a DD214 for your current active-duty period, a Commanding Officer (CO) Letter can be provided instead. The CO Letter must include the following information:

- Name
- Department, component and branch
- Grade, rate or rank
- Date promoted to current rank
- Dates of active-duty service and the rank(s) (time spent in training will not be credited)

For candidates no longer serving in the miliary, 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 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 ☐ 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

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	1
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 Reserve Obligation Termination Date of 12/12/2018)

- 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- 12/12/2018 = 88 days (0.24 years) x 40 days/year = 9.6 days

Total supervisor time = 574.6 days x 1 year/365 days = 2 years (rounded up)
Application question 9: Candidate would claim 2 years

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 ☐ 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.)

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)
Application question 9: Candidate would claim 2 years

Appendix G: Private Company Form

Commonwealth of Massachusetts- Human Resources Division
2026 Promotional Exam- Private Company Experience Form

Instructions: An Owner/Supervisor/Manager must sign and date this form, certifying the information provided is complete and accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to the Experience, Certification/Training and Education (E&E/ECT&E) application or sent to civilservice@mass.gov no later than seven calendar days following the exam date.

(To be filled out by candidate)

Candidate Name: John Smith

Exam Date: 8/ 15 / 2026 **Exam Title:** Correction Officer II

Outside Employment Information:

Company Name: LVC Corp. **Position:** Supervisor

Dates of Employment (Month, Day, and Year):

Start Date of Employment: 01 / 10 / 2001 End Date of Employment: 07 / 20 / 2006

Full or Part-Time Employment:

Please indicate if your experience was full-time (FT) or part-time (PT). If your employment was part-time (PT), you must indicate how many total hours worked. This will be calculated under the prorated, part-time calculation (172 hours/month).

Full or Part-Time Employment: PT For PT Employment, List Total Hours Worked: 3620

Official Duties of Employment: (To be filled out by employer)

List supervisory responsibility with official duties or attach the job description. Duties can include supervising staff, enforcing policies and procedures, monitoring employee productivity, providing feedback, setting performance goals, and implementing employee corrective measures, etc.

Supervised staff of 8. Responsible for payroll, performance reviews, discipline employees as needed, and providing productivity update to owners.

Print Name and Title of Supervisor/Manager/Owner: Robert Belmonte

Signature of Supervisor/Manager/Owner: R. Belmonte

Tax ID Number: 1234567 **Date:** 7/22/2026

Application question 9: Candidate X would claim 2 years.
Candidate X worked 3620 hours as a part time supervisor. 3620 / 172 = 21.05 month. 21.05 months = 1.75 years, approximately 1 year and 9 months. Therefore time rounds up and candidate X should claim 2 years for outside supervisor time.

NOTE: Resumes will not be accepted in lieu of a work verification letter.

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. No new type of credit can be claimed once you submit your Online 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?

   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 (e.g., If candidate X has 1 year and 185 days of CO I experience, round up and select 2 years. If candidate X has 1 year and 160 days of CO I experience, round down and select 1 year.)

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?

   *A DD214 (that is **NOT** for active-duty training) or a statement of service/Commanding Officer letter on an Official letterhead with an appropriate signature and details of your military service to date. Those details must include: 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 specialties that are eligible for points on the E&E claim?

A job analysis was performed prior to this exam. A list of specialty units was created in conjunction with subject matter experts, the DOC Union, and DOC leadership. A survey was sent out to the entirety of Massachusetts Department of Correction to evaluate which specialty units should be eligible for credit.

6. Can I submit time as a Therapeutic Safety Technician for outside correctional time?

Time as a Therapeutic Safety Technician is <u>not</u> acceptable as outside correctional time. This time does not meet the requirement of relatedness to a correctional position to qualify for the credit in Question 8.

7. 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.

8. 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 E&E application through the deadline of 7 days after the written examination date by sending an email to civilservice@mass.gov.

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

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

10. I submitted my academic transcripts for my last examination. Do I need to resubmit them?

HRD is in the process of vetting degrees from past examinations. Your E&E Instructions notice will have any vetted degrees listed. If you have submitted your transcripts for past examinations, they don't need to be resubmitted.

11. I listed my out of grade time on my EVF. Do I have to submit the "Outside Grade Form".

Yes, this form must be submitted to be awarded time out of grade as a COII. The form must be filled in its entirety and signed by a Superintendent or their designee.

12. I have time in a specialty unit that is not listed above, can I still claim credit for this time?

No, only the specialty units listed on the claim can be awarded for credit. Specialty units were reviewed via survey by Massachusetts DOC and only those reaching a designated standard of importance were included for credit.

13. I served in the army with an E3 rank. My commanding officer has written a letter attesting to the performance of supervisory duties during a period of time. Can I claim that time for military supervisory experience?

The purpose of awarding outside supervisory experience is to recognize candidates who have formally served in a supervisory position. Performing certain supervisory duties on an occasional or as-needed basis while holding a non-supervisory rank does not meet the intent of this provision.

14. Can I count my time as shift commander as Out of Grade experience?

    No, time as a shift commander does not count as Out of Grade experience. Out of grade experience is only credited for time served working out of grade in the examination title.