

Experience, Certification, Training and Education (ECT&E) Examination Guide

2026 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 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 or Deputy Fire Chief promotional exam. These instructions should not be relied upon for any future exam.

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

Background

The 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 via 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 component is created in collaboration with subject matter experts.

Accessing the ECT&E Claim Application

All candidates who are registered to take the District and/or Deputy Fire Chief exam are sent an email with a link that takes the candidate to their respective claim. Only online claims will be accepted. No other form of submission will be accepted.

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

Claim Submission

ECT&E Submission Deadline: 7 days after the written exam date or Sole Assessment examination date, at 11:59 p.m.

- Starting the claim: Make sure the claim is for the correct exam title. For Example candidates taking the 2026 Deputy Fire Chief written promotional exam must

complete the 2026 Deputy Fire Chief ECT&E claim using the link emailed to them. When participating in multiple written promotional exams, candidates must submit a separate ECT&E application for each exam.

- "Saving" VS "Submitting": The claim can be completed in more than one sitting, and progress can be saved. However, the claim must be submitted by the deadline. A claim that is saved but not submitted 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 ECT&E exam title in the subject of the email (e.g., John S. Smith – 123456 – ECT&E Deputy Fire Chief/District Fire Chief) 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). The examination date will be the date of the written examination for standard and weighted-graded candidates and the date of the Sole Assessment Center examination for Sole AC with ECT&E candidates.

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 Statewide District and Deputy Fire Chief ECT&E exam component is one of three exam components and is weighted at 20%* of the total exam score. The ECT&E component has three main sections that have the following weights applied:

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

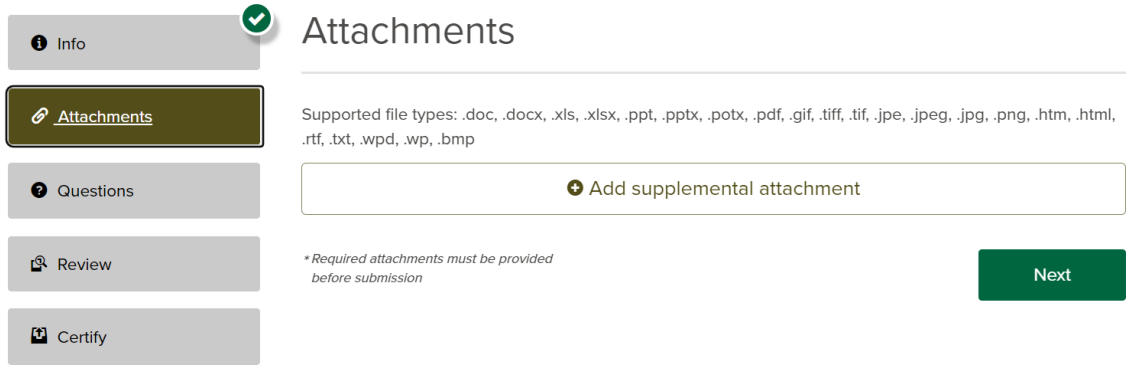
*Unless otherwise specified in the examination poster.

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, certification, training, license or education, require supporting documentation. This guide will identify and detail what constitutes supporting documentation for each category. The online form includes a section titled “attachments” for submission of documents. When attaching your documents, **please label them appropriately to ensure they are easily identifiable (e.g., diploma, cert 1, EMT, etc.).** A candidate can revisit the “attachments” page as many times as necessary to submit all required documentation before the claim is submitted.

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



ECT&E Claim

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

25 Years of Service Promotional Preference Points: Upon submission of written proof, 2.0 points will be added to the passing score of qualified individuals who have completed 25 years of service as of the examination date (written or Sole AC) within a regular fire department in Massachusetts, and who have passed an examination for promotional appointment in such force.

- District application – Question 2
- Deputy application – Question 2

This time cannot be rounded for credit.

- **Supporting documents accepted**: Employment Verification Form (EVF) from current department. EVF or signed letter from department other than current.
- **Reference:** Appendix A

Note: 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.

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 acting, provisional and/or temporary time submitted will be deducted from the next lower rank (e.g., acting time as a Deputy will be subtracted from District time or acting District time will be subtracted from Captain time).

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

- **Crediting "Provisional" or "Temporary After Certification" Service:** This experience may be claimed in a promotional title(s) specified in the application.

- **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 District Fire Chief experience, round up and select 2 years. If candidate X has 1 year and 160 days of 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 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).

  - District application – Question 3
  - Deputy application – Question 3

Current Department Experience: Indicate how many year(s) of permanent Firefighter experience you have in your current department as of the examination date. Do not include time served after your first rank promotion.

- District application – Question 4
- Deputy application – Question 4

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

Calculation for District examination: Date of FF appointment through date of Lieutenant promotion.

Calculation for Deputy examination: Date of FF appointment through date of Lieutenant promotion.

Current Department Experience: Indicate how many year(s) of permanent Fire Lieutenant experience you have in your current department as of the examination date.

- District application – Question 5
- Deputy application – Question 5

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

Calculation for District examination: Date of Lieutenant appointment through date of Captain promotion.

Calculation for Deputy examination: Date of Lieutenant appointment through date of Captain promotion.

Current Department Experience: Indicate how many year(s) of permanent Fire Captain experience you have in your current department as of the examination date.

- District application – Question 6
- Deputy application – Question 6

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

Calculation for District examination: Date of Captain appointment through date of the examination (minus any temporary, provisional, or acting time as a District Fire Chief and plus any temporary or provisional time as a Fire Captain).

Calculation for Deputy examination: Date of Captain appointment through date of District promotion.

Current Department Experience: Indicate how many year(s) of permanent District Fire Chief experience you have in your current department as of the examination date.

- District application – Not Applicable
- Deputy application – Question 7

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

Calculation for District examination: Not applicable

Calculation for Deputy examination: Date of District appointment through date of examination (minus any temporary, provisional, or acting time as a Deputy Fire Chief and plus any temporary or provisional time as a District Fire Chief).

Current Department Experience: Indicate the amount of experience you have as an acting, provisional and/or temporary after certification District Fire Chief or Deputy Fire Chief in your current department.

- District application – Question 7

- Deputy application – Question 8

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

Experience must be listed according to the correct amount of time worked (e.g., acting, temporary, or provisional) in order to ensure proper calculations.

Calculation for District and Deputy examinations: Hours must be listed on EVF – Divide hours by 172 to get a calculation in months.
Ex. 1080 hours is divided by 172= 6.28= 6 months

Outside Department Experience: Indicate how many year(s) of experience you have as a Firefighter in a department other than your current department.

- District application – Question 8
- Deputy application – Question 9

- **Supporting document required**: Employment Verification Form (EVF)
  or a letter from the appointing authority of the previous fire department 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.

  - Military Firefighting time can be calculated here. For time served as a military Firefighter, a candidate must submit their DD214 as supporting documentation. 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.

- **Reference:** Appendix A

Outside Department Experience: Indicate how many year(s) of experience you have in a Fire Officer role (Lieutenant, Captain, District Fire Chief, Deputy Fire Chief) in a fire department other than your current department.

- District application – Question 9
- Deputy application – Question 10

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

or a letter from the appointing authority of the fire department 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.

Outside Experience: Indicate how many year(s) you have served in the title/rank of a supervisor outside of the fire service. 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.

- District application – Question 10
- Deputy application – Question 11

- **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 related degree you have obtained. Below is a list of related degree fields.

- Biochemical Science
- Business Administration
- Business Management
- Chemistry
- Communications
- Computer Science

- Emergency Management
- Executive/Organizational Leadership
- Engineering (Civil Engineering, Chemical Engineering, Structural Engineering, Building Construction, Fire Prevention Engineering)
- Fire Administration
- Fire Safety
- Fire Science
- Fire Service
- Homeland Security/ Security and Intelligence Studies
- Nursing
- Occupational Safety
- Paramedic Medicine
- Public Administration
- Psychology
- Social Work

Non-Related Degree Fields: All other fields.

- District application – Question 12
- Deputy application – Question 13

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.

EMT License: Indicate if you hold a current EMT Basic, Advanced or Paramedic license as certified by the Massachusetts Department of Public Health (MDPH) or National Registry of Emergency Medical Technicians (NREMT) as of the examination date. Please select the most appropriate response based on current licensure.

- District application – Question 13
- Deputy application – Question 14

- **Supporting document required:** Candidates can check the status of their license through the Board of Emergency Medical Services portal. If your EMT license is unable to be verified through the portal, a copy of your current EMT license must be submitted.

Relevant Certifications: As of the examination date, select all of the certifications that you have successfully obtained.

Fire trainings and certifications will be accepted in a 3-tiered system. There will be three separate ECT&E questions that will capture the candidate's relevant and accepted certifications. Each tier corresponds to a different level of points. Tier 3 is the lowest value of points, and tier 1 is the highest value of points. Select the relevant certifications 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 across ALL tiers is eight.**

Tier 1 Certifications:

- Advanced Fire Investigation (Certificate of Completion) or Fire Investigator (Proboard)
- Basic Fire Investigation (Certificate of Completion)
- Chief Fire Officer MGMT Training (Certificate of Completion)
- Fire Instructor I (Proboard)
- Fire Investigation Essentials R0772 (FEMA/MEMA)
- Fire Officer I (Proboard)
- Fire Officer II (Proboard)
- Fire Officer III (Proboard)
- Fire Officer IV (Certificate of Completion)
- Fire Prevention Officer Credentialing I (Certificate of Credential via the Fire Marshall)
- Fire Prevention Officer Credentialing II (Certificate of Credential via the Fire Marshall)
- Fire Prevention Officer Credentialing III (Certificate of Credential via the Fire Marshall)
- HazMat Technician (Proboard)
- Safety Officer (Proboard)

- District application – Question 14
- Deputy application – Question 15

<u>Tier 2 Certifications</u>:

- 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 or Awareness Level (Proboard)
- Public Fire Educator/PFALSE (Certificate of Completion) or Fire Life Safety Educator (Proboard)
- Technical Rescuer: Confined Space Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Ice Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Rope Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Structural Collapse Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Surface Water I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Swift Water Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- Technical Rescuer: Trench Rescue I/II or Technician Level (FEMA/MEMA/Proboard)
- ICS 300: Intermediate ICS for Expanding Incidents (FEMA/MEMA)
- ICS 400: Advanced ICS (FEMA/MEMA)

- District application – Question 15
- Deputy application – Question 16

<u>Tier 3 Certifications</u>:

- Driver Operator/Pumper (Proboard)
- Driver Operator Aerial (Proboard)
- 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)
- Fire Investigation: First Responder W0770 (FEMA/MEMA)
- Fire Investigation: First Responder S0770 (FEMA/MEMA)

- District application – Question 16
- Deputy application – Question 17

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

Note: Tier 1 Fire Investigation certifications (Fire Investigator and Basic or Advanced Fire Investigation) can **only** be claimed once. You cannot get credit for both Fire Investigator (ProBoard) and Advanced or Basic Fire Investigation. You can receive credit for both Basic and Advanced Fire Investigation.

Note: Candidates who claim Fire Investigator (Proboard) **cannot** also claim Basic or Advanced Fire Investigation (Certificate of Completion).

Note: 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.

- **Supporting document:** PDFs: PDF copies of individual certifications awarded from ProBoard, FEMA, or the Training Academy can be uploaded as verification of certification claims.
    - Screenshots/Transcripts: images of transcripts from either the ProBoard or FEMA websites can be uploaded as verification. The image of the transcript must clearly show the candidate's name and related certifications. **Transcripts are the preferred method of certification verification.** See appendix C for examples.
  - **Note:** Mass Fire Academy transcripts, or screenshots from the learning management system, are **NOT** acceptable. Certificates of attendance are **NEVER** accepted.

- **Reference**: Appendix D

Relevant Trade Licenses: As of the examination date, select all trade licenses you have obtained from the list below. Only one trade will be accepted in each of the relevant categories. You can receive credit for holding up to two trade licenses from the list of accepted trades.

Relevant categories:

- **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

- District application – Question 17
- Deputy application – Question 18

    - **Supporting Documentation:** An image of the trade license showing license type, candidate name, and expiration date.

Veteran's Preference

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

To update your veteran status, you must submit your DD214 or a statement of service/Commanding Officer letter on an official letterhead with an appropriate signature. The document must include the following details of your military service to date:

- 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 at the completion of your current Active-Duty service (note: a DD214 that only includes military training will **NOT** satisfy this requirement).

If you have 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. For more information on veteran status and to update your preference, please refer to the Military Information section on our website.

Note: Veteran status must be attained on or before the written exam date.

In order to be awarded your preferential Veteran's 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.

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.

Appendix

Appendix A: EVF Example:

Commonwealth of Massachusetts Human Resources Division
2026 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 only be creditable in the title of the exam.**

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

Candidate Name: Jane Smith

Exam Date: 11/21/2026

Verifying Department: Anytown

Exam Title: Deputy Fire Chief 1YP

I. PERMANENT APPOINTMENT

Entry-Level Firefighter permanent appointment date: 1/10/2001

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

Rank	Date of Promotion
Lt	4/5/2006
CPT	7/15/2015
District	12/15/2016

III. ACTING SERVICE IN EXAMINATION TITLE ONLY

Acting Title	PT (list hours) or FT	Dates of Service
Deputy	1200	3/10/2017-12/01/2024

IV. TEMPORARY (AFTER CERTIFICATION) OR PROVISIONAL SERVICE IN THE DEPARTMENT

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

V. For the purposes of computation for the candidate's eligibility for 25-year promotional preference, list any service as a Reserve/Intermittent or Call Firefighter. Service dates and total number of hours worked must be included:

_____

_____

_____

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

Signature of Appointing Authority (or designee): _____

Date: 11/1/2026

Please see the calculation for the EVF example above:

Firefighter Experience:
- Start: 01/10/01
- End: 04/05/2006
- Total Time: 5 years, 2 months, and 26 days = **5 years**

Lieutenant Experience:
- Start: 04/05/2006
- End: 07/15/2015
- Total Time: 9 years, 3 months, and 10 days = **9 years**

Captain Experience:
- Start: 07/15/2015
- End: 12/15/2016
- Total Time: 1 years and 5 months = **1 year**

District Experience:
- Start: 12/15/2016

End: 11/21/2026 (examination date)

Subtotal Time: **9 years, 11 months, and 6 days** – Acting time: **7 months**

Total Time: 9 years, 4 months, and 6 days = **9 years**

Acting Deputy Fire Chief Experience:

1200 hours

Divide by 172 hours

Total Time: 6 months and 29 days = **7 months**

Appendix B: 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)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER
LAST NAME, FIRST NAME	HOMELAND SECURITY: USCG RSV	XXX

4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
ME2	E5	XXXXX	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

12. RECORD OF SERVICE	YEAR(S)	MONTH(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	2017	09	15
b. SEPARATION DATE THIS PERIOD	2018	09	14
c. NET ACTIVE SERVICE THIS PERIOD	1	0	0
d. TOTAL PRIOR ACTIVE SERVICE	0	3	0
e. TOTAL PRIOR INACTIVE SERVICE	6	6	2
f. FOREIGN SERVICE	0	9	3
g. SEA SERVICE	0	0	0
h. INITIAL ENTRY TRAINING	0	0	20
i. EFFECTIVE DATE OF PAY GRADE	2012	08	01

Calculation (based on 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)

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)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NUMBER
LAST NAME FIRST NAME	ARMY/RA	XXX XX XXXX

4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
SGT	E05	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)

Appendix C: Private Company Form

Commonwealth of Massachusetts-Human Resources
Division 2026 Promotional Examination
Private Company Supervisor 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: 11/21/2026_____ **Exam Title:** Deputy Fire Chief _____

Outside Employment Information:

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

Dates of Employment Information:

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 responsibilities 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 updates to owners.

Print Name and Title of Supervisor/Manager (or designee): _Robert Belmonte

Signature of Supervisor/Manager (or designee): _____R. Belmonte_____

Tax ID Number: _1234567_____ **Date:** _10/28/2026_____

Appendix D: Training Certifications

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):


THE DEPARTMENT OF FIRE SERVICES
MASSACHUSETTS FIRE TRAINING COUNCIL
As an accredited agency of
The National Board on Fire Service Professional Qualifications
PRO BOARD CERTIFIED
Hereby Certifies
[redacted]
FIREFIGHTER I/II
[redacted]
In accordance with the provisions of The National Fire Protection Association's Professional Qualification Standard 1001, 2008 edition
[redacted]
Director
Chairman, Fire Training Council
State Fire Marshal

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


The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services
Massachusetts Firefighting Academy
Certificate of Completion
Awarded to
[redacted]
in recognition for completion of the
Lightweight Construction
03:00 hour class
Completed on
[redacted]

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

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 Fire District experience, round up and select 2 years. If candidate X has 1 year and 160 days of Fire District 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 if they are 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 trainings and certifications that are eligible for points on the ECT&E claim?

   Subject matter experts met to evaluate the criteria for eligible trainings based on the curriculum, and accessibility. Through our job analysis, 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 have 4 points added to 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 include the duties required for an outside supervisory 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 have submitted your transcripts for past examinations, they do no need to be resubmitted.

16. Can I claim my plumber’s license after the submission deadline?

    As stated in the ECT&E examination poster, “No new type of credit can be claimed once you submit your online ECT&E Claim.”

17. I have five years as a military firefighter. Where can I claim it on the ECT&E application and what do I need to submit as supporting documentation?

    Military firefighter time can be claimed in “time in an outside department”. Your DD214 should have this listed in box 11 along with the dates served in that position.

18. 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.