Experience and Education (E&E) Examination Guide

2026 Police Promotional Exams
Sergeant, Lieutenant, and Captain

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The Experience and Education (E&E) claim is an exam component of the police 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 Sergeant, Lieutenant, or Captain 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 E&E component has three main sections: Experience, Trainings, 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 E&E Claim Application

All candidates who are registered to take the Sergeant, Lieutenant and/or Captain 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

E&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 Police Captain written promotional exam must complete the 2026 Police Captain E&E claim using the link emailed to them. When participating in multiple written promotional exams, candidates must submit a separate E&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 E&E exam title in the subject of the email (e.g., John S. Smith – 123456 – Police Lieutenant E&E) 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 E&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 Sergeant, Lieutenant, and Captain E&E exam component is one of three exam components and is weighted at 20%* of the total exam score. The E&E component has three main sections that have the following weights applied:

Experience	54%
Trainings	22%
Education	24%

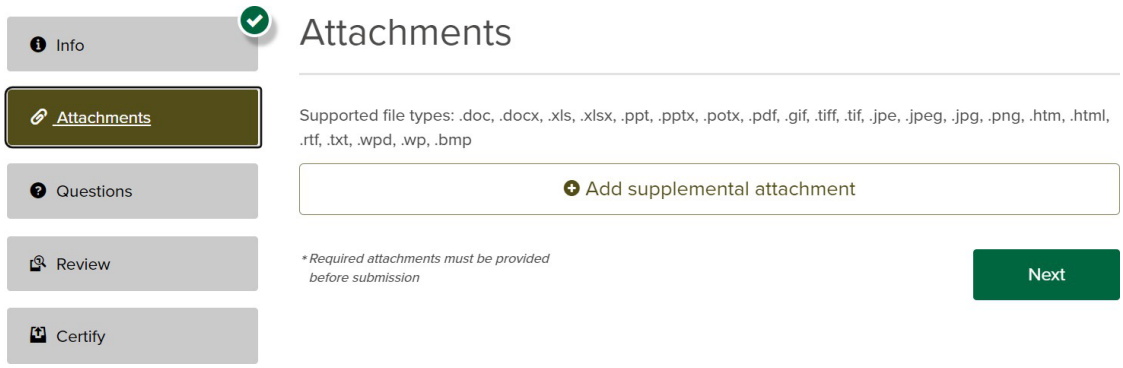
*Unless otherwise specified in the examination poster.

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, training, 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 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.

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 worked as of the date of this examination (written or Sole AC) as a member of a regular police force in Massachusetts, and who have passed an examination for promotional appointment in such force.

- Sergeant application – Question 2
- Lieutenant application – Question 2
- Captain 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 their E&E application notice, it will automatically be added to their final passing score.

Verifying Experience Claims: Current department experience must be supported by a current, signed Employment Verification Form (EVF). Time in each 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. Leaves of absences or breaks in service of more than six months (consecutive) must be recorded on the EVF. The first six

months (180 consecutive days) of a leave of absence will be credited as time worked.

- **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., temporary time as a Captain will be subtracted from Lieutenant 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 Police Sergeant experience, round up and select 2 years. If candidate X has 1 year and 160 days of Police Sergeant 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).*

  - Sergeant application – Question 3
  - Lieutenant application – Question 3
  - Captain application – Question 3

<u>Current Department Experience</u>: Indicate how many year(s) you have served in the rank of Police Officer in your current department. Do not include time served after your first rank promotion.

- Sergeant application – Question 4
- Lieutenant application – Question 4
- Captain application – Question 4

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

Calculation for Sgt. examination: Date of PO appointment through the date of exam (minus any Sergeant temporary, provisional, or acting time)

Calculation for Lt. and Cpt. examination: Date of PO appointment through the date of Sergeant promotion (minus any Sergeant temporary or provisional time).

Current Department Experience: Indicate how many year(s) of permanent Police Sergeant experience you have in your current department as of the date of the written exam.

- Sergeant application – Not applicable
- Lieutenant application – Question 5
- Captain application – Question 5

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

Calculation for Lt. examination: Date of permanent appointment as a Sergeant to your date of the exam (minus any Lieutenant temporary, provisional, or acting time, plus any Sergeant temporary or provisional time).

Calculation for Cpt. examination: Date of permanent appointment as a Sergeant to date of Lieutenant promotion (minus any Lieutenant temporary or provisional time, plus any Sergeant temporary or provisional time).

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

- Sergeant application – Not applicable
- Lieutenant application – Not applicable
- Captain application – Question 6

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

Calculation: Calculate the time between your permanent appointment as a Lieutenant to your date of the exam (minus any Captain temporary, provisional, or acting time, plus any Lieutenant temporary or provisional time).

Current Department Experience: Indicate the amount of experience you have as an acting, provisional and/or temporary after certification Police Sergeant/Police Lieutenant/Police Captain (exam title) in your current department.

- Sergeant application – Question 5
- Lieutenant application – Question 6
- Captain application – Question 7

- **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: 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) you have served as a Police Officer in a department other than your current department.

- Sergeant application – Question 6
- Lieutenant application – Question 7
- Captain application – Question 8

- **Supporting document required**: Employment Verification Form (EVF)
  or a letter from the appointing authority of the previous police 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 Police Officer time can be calculated here. For time served as a military Police Officer, 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 Police Officer. If this is not indicated in block 11, additional documentation will be needed to support the claim of military Police Officer. Additional documents can include initial orders joining the military with the job of military Police Officer.

- **Reference:** Appendix A

Outside Department Experience: Indicate how many year(s) you have served in a supervisory rank (e.g. Sergeant, Lieutenant, Captain, Deputy Police Chief) in a department other than your current department.

- Sergeant application – Question 7
- Lieutenant application – Question 8
- Captain application – Question 9

- **Supporting document required**: Employment Verification Form (EVF) or a letter from the appointing authority of the police 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) of supervisory experience you have outside of the police service. This includes military, maritime service and private companies.

- Sergeant application – Question 8
- Lieutenant application – Question 9
- Captain application – Question 10

- **Supporting document required:** Military: DD214
- **Reference:** Appendix B

Non-Police Officer 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

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

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.

- Business
- Business Administration
- Business Management
- Communications
- Homeland Security
- Information Technology
- Law
- Law Enforcement

- Computer Science
- Counseling
- Criminal Justice
- Criminal Law
- Criminology
- Education
- Forensics
- Human Services
- Legal Studies
- Management
- Organizational Development
- Political Science
- Psychology
- Public Administration
- Social Work
- Sociology

Non-Related Degree Fields: All other fields.

- Sergeant application – Question 10
- Lieutenant application – Question 11
- Captain application – Question 12

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(s) 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.

Specialized Trainings: Select all the training(s) you have successfully completed, as of September 14, 2026.

Specialized training will be evaluated using a three-tiered system. The E&E claim includes three separate questions designed to capture candidates' relevant and accepted specialized trainings. Each tier corresponds to a different point value toward the overall E&E score, with Tier 1 receiving the highest point value and Tier 3 receiving the lowest.

Select all completed trainings that apply within each tier. There is no limit to the number of trainings a candidate may claim within an individual tier; however, a maximum of six trainings may be awarded points across all three tiers combined.

Tier 1 Certifications:

- FBI – Police Executive Fellowship Program
- FBI – Leadership Fellows Program

  - Sergeant Application – Question 11
  - Lieutenant application – Question 12
  - Captain application – Question 13

Tier 2 Certifications:

- FBI - National Academy Training
- Southern Police Institute - Administrative Officers Course (AOC)
- Southern Police Institute - Command Officers Development Course (CODC)

  - Sergeant Application – Question 12
  - Lieutenant application – Question 13
  - Captain application – Question 14

Tier 3 Certifications:

- International Association of Chiefs of Police (IACP) - Leadership in Police Organizations (LPO)
- International Critical Incident Stress Foundation (ICISF) - Certificate of Specialized Training
- FBI - LEEDA Command Leadership Institute (CLI)
- FBI - LEEDA Executive Leadership Institute (ELI)
- FBI - LEEDA Supervisor Leadership Institute (SLI)
- FBI - LEEDA Managing & Conducting Internal Affairs Investigations (MCIAI)
- FBI - Law Enforcement Executive Development Seminar (LEEDS)
- FBI - National Executive Institute
- FEMA/MEMA ICS 100-400 (all 4 courses required for credit)
- Leaders Helping Leaders Network (LHLN) Master Leader OR a combination of Servant Officer and Intentional Leader
- Municipal Police Training Committee (MPTC) - First Line Supervisor Training (or equivalent)
- Municipal Police Training Committee (MPTC) Instructor Development program

- Police Executive Research Forum (PERF) - Senior Management Institute for Police (SMIP)

  - Sergeant Application – Question 13
  - Lieutenant application – Question 14
  - Captain application – Question 15

- **Supporting document:** PDF copies of individual certifications.
- **Reference**: Appendix D

Specialized Trainings: If you are claiming a training equivalent to the MPTC - First Line Supervisor Training/Front Line Leadership Training, please provide the course name and training institute.

- Note: an equivalent 40+ hour first line supervisor course will be eligible for credit
  - Examples of accepted equivalent trainings:
    - Roger Williams University - Command Training: First Line Supervisor Course
    - Northwestern University Center for Public Safety (NUCPS) - Supervision of Police Personnel
    - MPTC - Basic Sergeant Training
    - Municipal Police Institute (MPI) – Supervisor Leadership Training

  - Sergeant Application – Question 14
  - Lieutenant application – Question 15
  - Captain application – Question 16

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 E&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 E&E claim. No new type of credit can be claimed once you submit your online E&E Claim. An application may not be submitted after the deadline. 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.

Appendix

Appendix A: EVF Example:

Commonwealth of Massachusetts Human Resources Division
2026 Police 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 and Education (E&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 Doe

Exam Date: 9/14/2026

Verifying Department: Anytown

Exam Title: Police Captain

I. PERMANENT APPOINTMENT

Police Officer 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
Lieutenant	4/5/2006

III. ACTING SERVICE IN EXAMINATION TITLE ONLY

Acting Title	PT (list hours) or FT	Dates of Service
Captain	820	1/3/2019 - 5/5/2020

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 Temporary Police Officer. Service dates and total number of hours worked must be included:

**Note: Service as a Student Officer does not count towards meeting this preference.*

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

Signature of Appointing Authority (or designee): John Smith

Date: 8/30/2026

Please see the calculation for the EVF example above:

Police Officer Experience:

Start: 01/10/2001

End: 04/05/2006 (Lt. Appointment date)

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

Lieutenant Experience:

Start: 04/05/2006

End: 09/14/2026 (exam date)

Subtotal: 20 years 5 months

Subtract acting Captain time: 5 months

Total Time: **20 years**

Acting Police Captain Experience:

820 hours
Divide by: 172 hours
Total Time: 4 months and 23 days = **5 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

Field	Entry
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 AMOUNT:	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)	X X X X X X X X X X X X X X X X X X X X X X X X

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

Calculation (based on 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

Field	Entry
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:	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)

Appendix C: 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: Liz Lopez

Exam Date: 09 / 14 / 2026 **Exam Title:** Police Lieutenant

Outside Employment Information:

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

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

Start Date of Employment: 1/ 10/ 2001 End Date of Employment: 7 / 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 eight. Responsible for payroll, performance reviews, and any disciplinary action needed. Ensured all employees were performing their duties.

Print Name and Title of Supervisor/Manager/Owner: John Doe

Signature of Supervisor/Manager/Owner: John Doe

Tax ID Number: 12-3456789 **Date:** 8/30/2026

Appendix D: Training Certifications

Below is an example of an **accepted** certificate (International Critical Incident Stress Foundation (ICISF) - Certificate of Specialized Training

CERTIFICATE OF COMPLETION

THE INTERNATIONAL CRITICAL INCIDENT STRESS FOUNDATION, INC.

HEREBY ATTESTS THAT

[redacted]

has successfully completed the requirements for the

Certificate of Specialized Training

in the field of

Substance Abuse Crisis Response

[redacted]

UMBC

Jeffrey T. Mitchell, PH.D.
CTS
President Emeritus

George S. Everly, Jr., Ph.D., CTS
Chairman of Board Emeritus

Christa Lenk Strathers
UMBC Dept. of Emergency Health Services
Professional and Continuing Education
(PACE)

Below is an example of an **accepted** certificate (Southern Police Institute – Administrative Officers Course)

The Southern Police Institute

Department of Criminal Justice
College of Arts and Sciences
University of Louisville

on recommendation of its faculty and by virtue of the authority vested in it by the trustees of the university has awarded to

[redacted]

this certificate as evidence of the satisfactory completion of the

Administrative Officers Course

Given in the City of Louisville in the Commonwealth of Kentucky in the United States of America in the year of Our Lord two thousand twenty-five, this eighth day of May.

President, University of Louisville

Chair, Criminal Justice

Dean, College of Arts and Sciences

Director, Southern Police Institute

Below is an example of an **accepted** certificate (FBI - LEEDA Command Leadership Institute)

Certificate of Completion

Presented to

[redacted]

For the successful completion of

CLI - Milford, MA [redacted]

Issued by: FBI-LEEDA, Inc.

This certificate is **accepted** despite looking different from the typical FBI-LEEDA certificates because it is the electronic version of the certificate, printed directly from the website

Below is an example of an **accepted** certificate (Leaders Helping Leaders Network (LHLN) - Master Leader)

CERTIFICATE OF COMPLETION

THIS CERTIFIES THAT

[redacted]

Has successfully completed 40 hours of Leadership Development

Master Leadership

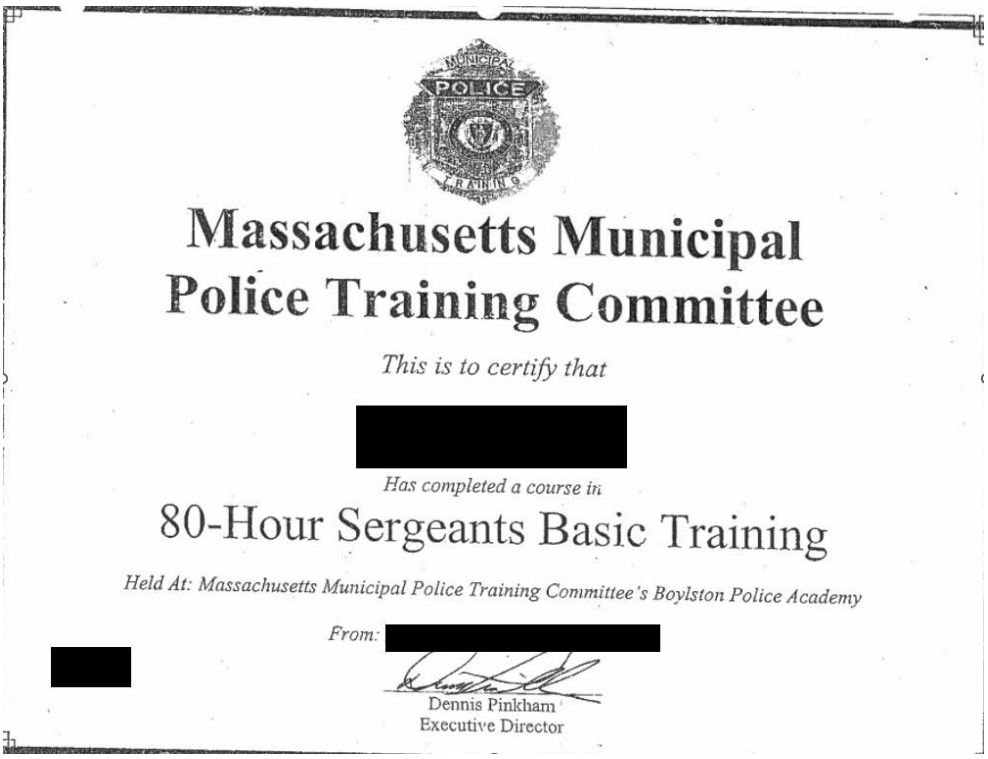
"The Art of Connection"

[redacted]

Dean Crisp, Instructor

MPTC Representative

Below is an example of an **accepted** certificate (MPTC First-Line/Front-Line Training equivalent):



Massachusetts Municipal Police Training Committee

This is to certify that

[redacted]

Has completed a course in

80-Hour Sergeants Basic Training

Held At: Massachusetts Municipal Police Training Committee's Boylston Police Academy

From: [redacted]

[redacted]

Dennis Pinkham
Executive Director

This certificate is accepted because it is the older equivalent of the current MPTC First-Line/Front-Line Leadership Training program and meets our 40-hour minimum requirement

Below is an example of an **unaccepted** certificate:

COMMONWEALTH OF MASSACHUSETTS
MUNICIPAL POLICE TRAINING COMMITTEE

INSTRUCTOR CERTIFICATION
Hereby approves

[redacted]

to be certified as an MPTC instructor in the following topic

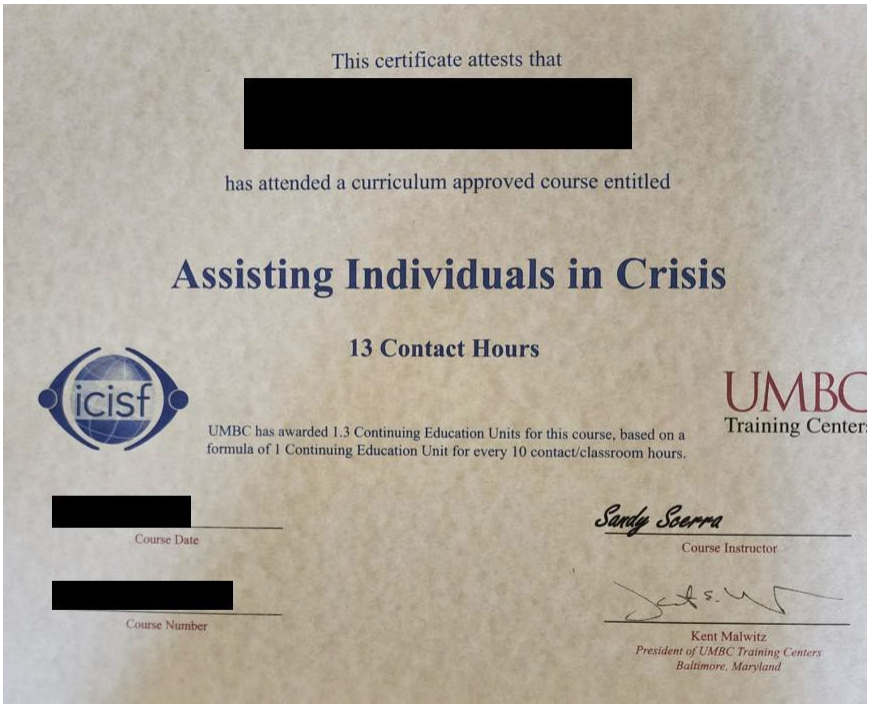
Firearms - Handgun - Instructor

[redacted]

Chief Jeff W. Farnsworth (Ret)
Interim Executive Director

This certificate is **not** accepted because it is a Firearms/Handgun Instructor certificate rather than a general MPTC Instructor Development Course certificate

Below is an example of an **unaccepted** certificate:



This certificate attests that

[redacted]

has attended a curriculum approved course entitled

Assisting Individuals in Crisis

13 Contact Hours

icisf

UMBC Training Centers

UMBC has awarded 1.3 Continuing Education Units for this course, based on a formula of 1 Continuing Education Unit for every 10 contact/classroom hours.

[redacted]
Course Date

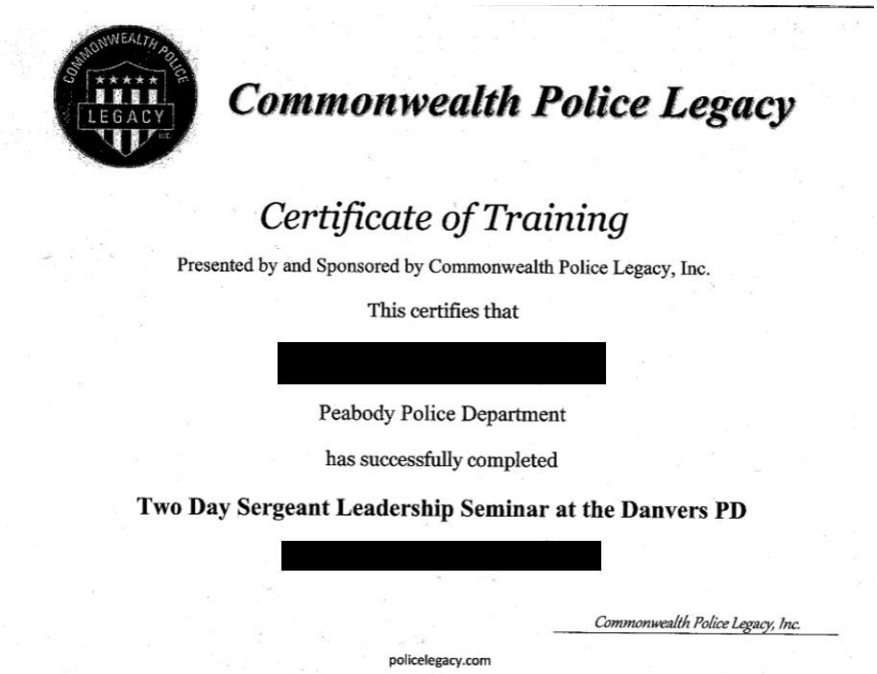
[redacted]
Course Number

Sandy Soerra
Course Instructor

Kent Malwitz
President of UMBC Training Centers
Baltimore, Maryland

This certificate is **not** accepted because the ICISF Specialized Training Program requires completion of <u>four core curriculum courses</u> in addition to a <u>specialty track curriculum</u>. One or a few standalone ICISF classes are **not** accepted.

Below is an example of an **unaccepted** certificate:



Commonwealth Police Legacy

Certificate of Training

Presented by and Sponsored by Commonwealth Police Legacy, Inc.

This certifies that

[redacted]

Peabody Police Department

has successfully completed

Two Day Sergeant Leadership Seminar at the Danvers PD

[redacted]

Commonwealth Police Legacy, Inc.

policelegacy.com

This certificate is **not** accepted because the training does not meet the minimum 40-hour requirement for first-line supervisor courses

Below is an example of an **unaccepted** certificate:

COMMONWEALTH OF MASSACHUSETTS

MUNICIPAL POLICE TRAINING COMMITTEE

INSTRUCTOR CERTIFICATION

Hereby approves

[redacted]

TO BE CERTIFIED AS AN MPTC INSTRUCTOR IN THE FOLLOWING TOPIC

Investigative Techniques - Level III

[redacted]

Chief Robert Ferullo (Ret)
Interim Executive Director

This certificate is **not** accepted because it is an instructor certificate in a specific topic rather than a general MPTC Instructor Development Course certificate

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 Police Lieutenant experience, round up and select 2 years. If candidate X has 1 year and 160 days of Police Lieutenant 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 E&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 fire and police department?

   In the statute, police 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 Police Officer, 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 Police Officer. Can I claim this time under "outside supervisor" time since I "supervised" inmates as a Corrections Officer?

    Time as a Corrections Officer will ***NOT*** *be considered for "outside supervisor" time. This role is considered "care of custody" for inmates and does not 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 E&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 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.

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

    Military Police Officer 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.

17. When will I find out the results of my E&E review?

    Candidates will receive an E&E score notice following their final score notice. Candidates have 17 days from the date their scores are issued to appeal the E&E review. During the appeal period, candidates may submit additional supporting documentation. However, appeals are limited to claims included in the original application; new claims cannot be introduced or considered during the appeal process.