

# Candidate Preparation Guide

**Experience / Certification / Training and Education\*  
(ECT&E) Claim**

**Firefighter Promotional Exams for:  
Lieutenant (Statewide and Boston)  
Captain (Statewide and Boston)  
District Chief (Boston)**

**Written Exam Administration Date: March 25, 2023**

*\* ECT&E for these titles replaces what was previously known as the Education and Experience (E&E) claim*

This document was last updated on March 9, 2023

The Experience / Certification / Training and Education (ECT&E) claim is an exam component of the March 25, 2023, firefighter promotional exam for Lieutenant (Statewide and Boston), Captain (Statewide and Boston), and Boston District Chief titles.

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

It is strongly recommended you closely read the on-line instructions, download and print a copy of the claim, and work on it off-line before beginning your on-line submission.

#### Claim Submission Availability

The ECT&E claim for the March 25, 2023, exam titles is available for candidates to input information from March 3 – April 1, 2023, at 11:59 p.m. If the candidate starts but does not submit the claim, it can be finished later by “saving” the form; it does not need to be completed in one sitting. However, the claim needs to be submitted no later than 11:59 pm on April 1, 2023, for a candidate to receive credit. A “saved” claim is not a “submitted” claim. For the claim to be scored, it must be “submitted”. Once a candidate clicks “submit”, they cannot go back in and edit their submission.

#### Weights and Scoring

For the March 25, 2023, exam, the ECT&E exam component is one of three exam components and is weighted at 20% of the total exam. The ECT&E component has three main sections that have the following weights:

Experience	52%
Certifications, Training, Licenses	25%
Education	23%

Unlike previous ECT&E claim forms, a candidate will not be able to see point values for the associated claim entries. When exam scores are released, the candidate will receive a breakdown of their final score consisting of their written exam technical knowledge component; written exam situational judgment testing component; and ECT&E claim score.

#### Supporting Documentation

ALL claims, whether for experience, certifications, training, licenses or education, require supporting documentation. The on-line form includes a section entitled “attachments” for submission of documents. A candidate can revisit the “attachments” page as many times as necessary to submit all required documentation before the claim is submitted.

#### Relevant Time Periods for Experience Submissions

The ECT&E asks a series of questions about a candidate’s employment and supervisory experience. The following experience timeframes apply for the different exam titles:

Lieutenant and Captain (Statewide) – candidate experience gained on or before November 19, 2022

Lieutenant and Captain (Boston) -- candidate experience gained on or before March 25, 2023

District Chief (Boston) – candidate experience gained on or before May 21, 2022

### Current Work Experience Documentation

Candidates must submit an employment verification form signed by their appointing authority or its designee for work in their current department. A link to that form is [here](#). The appointing authority must include start/end dates for each grade level, whether it was a full- or part-time position, and reasons for any breaks in service.

### Work Experience Outside the Candidate's Department Documentation

Claims for work experience can be entered only once; multiple entries of the same work experience will not be scored.

Claims may be submitted for firefighter work outside of the candidate's department, for example military, maritime, auxiliary, cadet, reserve, or non-civil service fire experience. Documentation for that work should be a letter on official letterhead with an original signature indicating start/end dates of service, whether it was a full- or part-time position, and any other relevant information.

Claims may also be submitted for employment with supervisory responsibilities in a non-firefighting position. Supporting documentation for non-firefighting positions should be a letter on business letterhead with an original signature indicating start/end dates of employment, whether it was a full- or part-time position and any other relevant information like the extent of the supervisory responsibility. If the claim is for part-time employment, the letter must indicate how many actual hours were worked or the number of hours worked per week. For documentation from a non-governmental company (private or non-profit organization), the tax ID must be included in the supporting documentation.

Resumes will not be accepted in lieu of a work verification letter. Leaves of absences or breaks in service will not be counted toward work experience.

### Part-Time Work Claims

For any part-time employment claims, it is the applicant's responsibility to tally the number of hours worked and submit them in total within the "employment" category. Submission of part-time hours within the "shifts" category will not be accepted.

For part-time work calculations only, part-time work should be prorated based on a 172 hour/month to produce a months-worked claim. Examples:

- If a candidate worked part time for a total of 220 hours, the calculation would be 220 hours divided by 172 hours, resulting in 1.28 months of work. This would be rounded to credit for one month of work.
- For 670 hours of part-time work, the calculation would be 670 hours divided by 172 hours, resulting in 3.89 months worked. This would be rounded on the claim form, for a submission of 4 months of employment.

Resumes will not be accepted in lieu of a work verification letter. Leaves of absences or breaks in service will not be counted toward work experience.

### Fire Training and Certificates

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

### EMT Licenses

A candidate will get credit for holding a current EMT license, such as EMT Basic/Advanced. All licenses claimed require a copy of the candidate's current license including the license number.

### Relevant Trade Licenses

A candidate will receive credit for holding up to four trade licenses relevant to fire services. Any trade licenses claimed require a copy of the candidate's current trade license including the license number and issuing agency.

### Education

Candidates may receive credit for associate, bachelor, master, and doctorate degrees from a regionally accredited higher education institutions in the United States; or institutions outside the United States granting degrees or degree program credits that are recognized by one of the United States regional accrediting agencies or that are transferable to a regionally accredited higher education institution in the United States. Candidates should indicate the highest degree attained. (For example, if the candidate received a relevant bachelor's and master's degree, they should select the "master degree" category.)

Examples of relevant degrees in the fire service are Fire Safety/Protection, Nursing, and Emergency Management. Additionally, a candidate can receive credit for a degree from a regionally credited college or university in a field outside of the above specified relevant fire degrees.

### 25 Years of Service

Any candidate who can provide written documentation may receive 2.0 extra points for having completed 25 years of service as a member of a regular fire department in Massachusetts. Please 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.

### Appeal Rights

Under Massachusetts law, once a candidate receives their examination score, they have 17 calendar days from the emailing of the score notice to file an appeal of their ECT&E claim.

### Claim Audits

HRD reserves the right to audit any ECT&E claim from the time of submission through the life of any eligible list. Candidates should maintain original copies of any documentation submissions in case HRD or an appointing authority requests them.

### Accessing the Claim Website

All candidates who are registered to take the March 25, 2023, promotional fire fighter exam were sent an email on Friday, March 3, 2023, with a link that takes the candidate to this webpage: [www.governmentjobs.com/careers/massachusetts](http://www.governmentjobs.com/careers/massachusetts) Only on-line claims will be accepted. No other form of submission will be accepted.

### Navigation and Calculation Tips

- A candidate can select multiple answers within the claim submission application by holding down the "shift" key.

- All questions marked with an asterisk (\*) require an answer.
- Experience: Provide full year(s) experience in your current and past departments at the firefighter level and higher ranks, and employment with supervisory responsibilities in a non-firefighter position. If your experience is 6 months or over, round up to the next full year. If your experience is 5 months or less, round down to the previous lower year. Please remember that all types of experience in each category must be totaled on your Employment Verification Form or letter from the appointing authority. Experience that is not totaled cannot be credited.

### Submission of the Claim

After candidates complete and review their submission, they must “accept and submit” their ECT&E claim by clicking on the button highlighted below under the “certify” section of the application. Failure to click this button will result in no score for the claim. Candidates should only submit their claim when they have completed the claim; once submitted the claim cannot be revisited.

The screenshot shows the 'ECT&E Claim' application interface. On the left, a sidebar contains navigation buttons: 'Info', 'Attachments', 'Questions', 'Review', and 'Certify'. The 'Certify' button is highlighted in green. The main content area is titled 'Certify' and includes a toggle for 'Are you interested in receiving text message notifications from this organization?' set to 'ON'. Below this, there is a list of notification types and a 'Terms of Use' link. At the bottom, there is a declaration statement and two buttons: 'Decline' and 'Accept & Submit'. The 'Accept & Submit' button is highlighted with a red circle and a red arrow.