



New York City Transit

Open Competitive Maintainer (Bridges and Tunnels)

(Exam No. 3611)

Application Period: December 1, 2022 – January 15, 2023

YOU MUST CAREFULLY READ THIS ENTIRE DOCUMENT BEFORE APPLYING. FAILURE TO DO SO COULD RESULT IN AN INCOMPLETE APPLICATION.

Please read this Notice of Examination IN FULL and complete the steps of the online application (via MyMTA Portal) **BEFORE** completing your Education and Experience Test Paper (via Microsoft Forms). A critical part of this application process is filling out the Education and Experience Test Paper. **THIS IS IN ADDITION TO THE ACTUAL APPLICATION PROCESS AND STEPS LOCATED ON PAGE 5 OF THIS NOTICE OF EXAMINATION.**

A confirmation number will appear on the same page after submitting your application (Save this number for future reference). **Please write this confirmation number down as you will need it to complete your Microsoft Forms Education and Experience Test Paper.**

The link to go back to the Exams Application Website is:

[Exam Applications](#) (You may need to open the link twice if you get an error regarding enabling cookies):

The link for the Education and Experience Test Paper can be found here:

[Maintainer \(Bridges and Tunnels\) Education and Experience Test Paper](#)

****If you submit the Education and Experience Test Paper more than once, only your first submission will be rated.***

If you do not submit your Education and Experience Exam in Microsoft Forms by midnight Eastern time on the last day of the Application Period (January 15, 2023) your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score and you will not be invited to subsequent portions of this examination.

Please make sure to provide a valid email address when prompted.

Any questions or concerns please reach out to the Examinations Unit at examsunit@nyct.com or via phone at 347-643-7221 or 347-643-7222.

Please Continue Reading This Entire Notice of Examination for ALL Details and Application Steps

Please Carefully Read the Notice of Examination



Notice of Examination

Maintainer (Bridges and Tunnels), Exam No. 3611

Application Deadline:

January 15, 2023

Type of Test:

Multiple-Choice Test

Application Fee:

\$68.00

Test Date: (subject to change)

Saturday, March 25, 2023 or
Sunday, March 26, 2023

JOB DESCRIPTION

Maintainers (Bridges and Tunnels) is a technical class of positions responsible for the maintenance, repair and operation of various facilities and equipment of MTA Bridges and Tunnels. At assignment level I, under close supervision, they assist in the maintenance, repair and operation of MTA Bridges and Tunnels equipment and facilities. They assist in the maintenance of buildings, fixed and movable bridges, tunnels, and parts of these structures; climb bridge structures and main suspension cables to perform work on same; assist in the operation of movable bridges; assist in the maintenance of and making repairs to electrical wiring systems, power and control equipment and mechanical equipment, such as fans, pumps and heating boilers; assist in the operation and maintenance of automotive and mobile equipment used by MTA Bridges and Tunnels in the maintenance of its services and structures; assist in the clearing and cleaning of buildings, bridges, approaches and tunnels; assist in painting and installing signs; assist in the use and maintenance of shops required for the continued operations of MTA Bridges and Tunnels facilities; assist in clearing of snow, debris removal and cleaning of MTA Bridges and Tunnels' facilities; drive motor vehicles, trucks, and operate heavy duty equipment; may work with welding and burning equipment; and perform related work.

Some of the physical activities performed by Maintainers (Bridges and Tunnels) and environmental conditions experienced are: walking to and from equipment sites to perform operations and maintenance duties; working in various weather conditions; and climbing bridge structures and main suspension cables and performing work on same. Maintainers (Bridges and Tunnels) may be required to work at heights from movable or fixed platforms.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: December 1, 2022

JOB DESCRIPTION (Continued)

Special Working Conditions: Maintainers (Bridges and Tunnels) may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Maintainer (Bridges and Tunnels) is \$53,594 per annum increasing to \$71,458 per annum in the fourth year of service. These rates are subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of MTA Bridges and Tunnels. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period**, you must meet one the following requirements:

1. Two years of full-time, satisfactory experience within the last five years installing, maintaining or repairing mechanical or electrical equipment or performing structural repairs; or
2. One year of experience as described in "1" above, preceded by:
 - a. Graduation from a trade school or technical school, with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field, totaling 600 hours; or
 - b. Graduation from a vocational high school with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field; or
 - c. An associate degree or higher degree in electrical work, electronic technology, electrical engineering, mechanical work, mechanical technology, mechanical engineering, automotive work, or a closely related field from an accredited college or university.

If you have qualifying part-time experience, it will be credited on a prorated basis.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the test before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: December 1, 2022

HOW TO QUALIFY (Continued)

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a “**document-by-document**” (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit’s Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit our website at http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

REQUIREMENTS TO BE APPOINTED

Vaccination Requirement: As of November 14, 2021, MTA Bridges and Tunnels is requiring all new hires to be fully vaccinated against Covid-19. “Fully vaccinated” means having received both doses of a 2-dose vaccine and two weeks have elapsed since the second dose, or having received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose.

You can request a medical or religious accommodation from this requirement by forwarding your requests to Workforce.Relations@nyct.com. To contact us call, 347-643- 8209.

Driver License Requirement: At the time of appointment, you must possess:

1. A Class A Commercial Driver License (CDL) valid in the State of New York, with endorsements for Tow Truck, Hazardous Materials, Tank Vehicles, Doubles/Triples, Tank/Hazmat and Passenger Transport; without a restriction for “No Airbrake Equipped CMV” and with no other restrictions that would preclude the performance of the duties of Maintainer (Bridges and Tunnels); or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A CDL valid in the State of New York as described in “1” above.

If you qualify under “2” above, your appointment will be subject to the receipt of the CDL described in “1” above at the end of an MTA Bridges and Tunnels sponsored special training course for appointees who need to obtain the CDL, including sponsoring of one road test as a condition of further employment. If you fail to successfully complete the special training course, including receipt of the required CDL, your employment will be terminated.

The CDL, as described above, must be maintained for the duration of your employment. If you have moving violations, a license suspension or an accident record, you may be disqualified

Commercial Motor Vehicle Driving Experience in the Military or New York National Guard: If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENTS TO BE APPOINTED (Continued)

Medical Requirement: Medical guidelines have been established for the position of Maintainer (Bridges and Tunnels). You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA Bridges and Tunnels.

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below. Once you complete step 6, you must follow the link below in step 7, to the online Education and Experience Test Paper. You will have until midnight Eastern time on the last day of the Application Period (January 15, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in Microsoft Forms. If you do not submit your Education and Experience Test in Microsoft Forms by midnight Eastern time on the last day of the Application Period (January 15, 2023), your application will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: December 1, 2022

HOW TO SUBMIT AN APPLICATION (Continued)

Online Applications:

If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at www.mymta.info). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, **open a new window**, and avoid having multiple tabs open in the same window.

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

IMPORTANT: If you are requesting a fee waiver, proceed to Step 8, you should not complete Steps 5, 6, or 7 below. Instead, by January 30, 2023, you must submit documentation supporting your fee waiver request by mail to Maintainer (Bridges and Tunnels), Exam No. 3611, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period.

4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
5. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
6. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

7. Once you complete the payment, please click the following link: <https://forms.office.com/g/b6wFxXY4DK>. This link will bring you to a Microsoft Forms Education and Experience Test Paper that must be completed to finalize the application process. Failure to complete this document will result in being found not qualified for the examination.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ADMISSION LETTER OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the “Correspondence” section below for instructions on how to update your address and other contact information.

THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The multiple-choice test may include questions that require the use of any of the following knowledge areas/abilities: cleaning, greasing, painting, plumbing, heating and ventilation systems, carpentry and masonry work; safe work practices and precautions involving scaffolds, ladders, electrical equipment and machinery; use of hand tools and machine shop practices; simple arithmetic related to shop work; electrical and electronic equipment; materials used in maintenance work such as piping, sheet metal, paints, paving and masonry materials; maintenance and repair of automotive vehicles; reading and interpreting instructions; and other related areas.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your Admission Letter.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

TEST ADMINISTRATION GUIDELINES

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Probationary Period: You will be required to complete a one-year probationary period. Those who do not successfully complete the probationary period may be terminated.

Training Requirement: Appointees to the title of Maintainer (Bridges and Tunnels) are required to pass a maintenance training and safety program upon hire.

SPECIAL ARRANGEMENTS

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which multiple-choice testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may

1. Email us at examsunit@nyct.com with the subject "Contact Info Update;" or
2. Mail your request to the address at the end of this section.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Maintainer (Bridges and Tunnels), Exam No. 3611" in the Subject. Alternatively, you can mail your correspondence to the following address:

Maintainer (Bridges and Tunnels), Exam No. 3611
MTA Bridges and Tunnels
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the Application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

Division of Human Resources
180 Livingston Street, Room 4070
Brooklyn, NY 11201

REQUEST FOR AN MTA BRIDGES AND TUNNELS EXAMINATION FEE WAIVER

TO ALL APPLICANTS:

In accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

A) Unemployed.	B) Receiving Supplemental Security Income (SSI) payments.
C) Receiving Medicaid benefits.	D) Receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.
E) Certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.	F) Veterans Fee Waiver for U.S. Armed Forces service members who have served on full-time active duty, other than reserves and/or training.
	G) One-time Fee Waiver for Spouses or Domestic Partner of a Veteran of the US Armed Forces.

You must complete a separate "REQUEST FOR AN MTA BRIDGES AND TUNNELS EXAMINATION FEE WAIVER" form for each exam you wish to apply for.

PRINT CLEARLY OR TYPE INFORMATION

Name: _____ SS#: _____ - _____ - _____

I request that my application fee for the examination listed below be waived in accordance with the Section 50.5(b) of the State Civil Service Law.

*****AFFIRMATION*****

I have read the above-mentioned portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, **I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)**

Signature: _____ Date: ____ - ____ - ____

Fee Waiver Criteria Selection: Check only the box that applies to you and for which you have acceptable documentation as described on pages 2 and 3. Complete, sign, and date this form and return it along with your documentation and the completed required form(s) listed on the Notice of Examination. At the time of applying for the above-indicated examination, I am currently...

A) an individual who is unemployed.

B) an individual who is receiving Supplemental Security Income (SSI) payments.

C) an individual who is receiving Medicaid benefits.

D) an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance.

E) a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers.

F) an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver.

G) an individual who is a spouse or domestic partner of a Veteran of the US Armed Forces (one-time use).

FOLLOW THE INSTRUCTIONS ON PAGES 2 & 3, SUBMIT AND SIGN THIS PAGE WITH THE CORRECT DOCUMENTATION.



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

REQUEST FOR AN MTA BRIDGES AND TUNNELS EXAMINATION FEE WAIVER

- A) For an individual who is unemployed: Submit an **“Unemployment Insurance Benefit Payment History”** inquiry printout. This printout must include Week Ending dates that correspond with the month that you are applying for an exam. You may obtain this printout from the New York State Department of Labor by calling 1 (877) 221-1634 or online at www.labor.state.ny.us. For the Department of Labor outside of New York State, you may access their website at www.dol.gov for assistance in locating this type of documentation online for the state in which you reside. If you are unemployed, but not currently receiving Unemployment Insurance Benefits, you may submit an affidavit signed by you stating that you are unemployed, and notarized by a Notary Public. Your affidavit must be dated within the application period for the exam you are applying for. For unemployment benefits received outside of New York State, you may include a copy of your unemployment check that bears your Name and SS# dated and issued for the month in which you are applying for an exam.
- B) For an individual who is receiving Supplementary Security Income (SSI) payments: Submit a **“Benefit Verification Break Down Letter”**. This printout shows the break down of your monthly payments on letterhead from a Social Security Administration Office in your state that is dated during the month for which you are applying for an exam and specifically indicates that you received SSI benefits that month. Award Letter Notifications re-issued during the month you are applying for an exam that does not include the added information in the OTHER IMPORTANT INFORMATION field that specifically states you are receiving SSI benefits that month will not be accepted. Parents who receive SSI benefits for their minor children are not eligible for a fee waiver.
- C) For an individual who is receiving Medicaid benefits or partial benefits that include Medicaid: Submit the **“MA Case/Suffix/ Individual/Summary”** printout. This printout must verify that either your eligibility for Medicaid is coded “AC” for Active, or your authorization period is currently active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Medicaid Office or call 1 (877) HRA-8411. If you applied for Medicaid benefits through a hospital or managed care program/organization, you will need to submit documentation on letterhead from that program/organization that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits that month. For Medicaid benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving Medicaid benefits, or indicates your case is active that month.
- D) For an individual who is receiving Public Assistance in the form of Temporary Assistance for Needy Families(TANF)/Family Assistance or Safety Net Assistance benefits: Submit the **“PA Case Composition-Suffix/Individual Summary”** printout. This printout must verify that either your eligibility for Public/Cash Assistance is coded “AC” for Active, or if your case has been closed, the date your case was closed. These dates must include the month for which you are applying for an exam. If your case has been coded “SN” for Sanctioned, or if you recently applied for benefits and your case is coded “AP” for Application, you are not eligible to receive a fee waiver. You may obtain this printout from your assigned worker, or from a New York City Human Resources Administration Office or call 1 (877) HRA-8411. For TANF/Family Assistance or Safety Net Assistance benefits received outside New York City, you will need to submit documentation on letterhead from a social service agency in your state that is dated during the month you are applying for an exam that specifically verifies your eligibility of receiving TANF/Family Assistance or Safety Net Assistance benefits, or indicates your case is Active that month.



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

REQUEST FOR AN MTA BRIDGES AND TUNNELS EXAMINATION FEE WAIVER

- E) For a participant certified eligible for a Workforce Investment Act program through New York City's Workforce1 Career Centers: Submit documentation on letterhead from the Department of Small Business Services that is dated during the month for which you are applying for an exam and specifically indicates that you are a participant registered with the City's Workforce1 Career Centers for that month. You may obtain this letter only by calling the New York City Department of Small Business Services at (212) 513-6406.
- F) For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver: Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.
- G) One-time Fee Waiver for Spouses or Domestic Partner of a Veteran of the US Armed Forces: At the time of exam filing, you must be a Spouse or Domestic Partner of a Veteran and the Veteran must be a United States citizen or an alien lawfully admitted for permanent residence, have received an honorable discharge or have been released under honorable conditions from the Armed Forces of the United States (i.e., the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law) or have received deployment orders on U.S. Armed Forces letterhead, and have served or is serving on full-time active duty, other than active duty for training.

Include the "**REQUEST FOR AN MTA BRIDGES AND TUNNELS EXAMINATION FEE WAIVER**" when you mail your application. You cannot request a Fee Waiver when applying on-line; Fee Waivers must be requested by mail. A separate request for a Fee Waiver must be included with each exam application you submit. Return the completed form(s) to MTA Bridges and Tunnels, Attention: Exam Fee Waiver, (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn, NY 11201 by mail only. MTA Bridges and Tunnels will not accept applications in person from candidates, unless otherwise instructed by MTA Bridges and Tunnels personnel. An application for a particular exam must be postmarked no later than the last date of the application period for that exam.

Applications that are submitted without the required supporting documentation at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will not be able to re-submit their applications to MTA Bridges and Tunnels once the filing period has closed, nor will they be permitted to take the test on the date scheduled.



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

SPECIAL CIRCUMSTANCES Directions for submission of requests

Note: **These directions are designed to assist you in completing Section 17 through 19 on the APPLICATION FOR EXAMINATION form and to inform employees how to notify us of a CHANGE OF ADDRESS. You may include your religious observance, disability, temporary disability or Veterans' Credits requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.**

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 30 days prior to the scheduled test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn, NY 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- the specific nature of your disability
- a justification for the special accommodations
- a statement corroborating your disability by a doctor or agency authorized for this purpose.

If you have a **temporary disability, pregnancy-related, or child-birth-related condition** which prevents you from taking the exam on the date that it is scheduled, you may request a make-up exam by submitting a request to the address listed below, either in person or by mail (postmarked), no later than one week following close of the application period, or, if the temporary disability, pregnancy-related, or child-birth-related condition arises after that date, then within one week following the occurrence. In addition to the information specified above, the request must include **original medical documentation** signed by an appropriate, licensed doctor specifying **1)** the nature of the condition, **2)** the duration of the condition, **3)** the functional limitations of the condition, and **4)** why the condition prevents you from taking the exam as scheduled. Where appropriate and practicable, MTA Bridges and Tunnels may provide an alternative form of accommodation, such as an alternative exam site.

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

SPECIAL CIRCUMSTANCES
Directions for submission of requests
(C) VETERANS' / DISABLED VETERANS' CREDIT:

For Veterans' or Disabled Veterans' Credit you must meet the following requirements:

1. Be a resident of New York State at the time of list establishment; **and**
2. Be a United States citizen or an alien lawfully admitted for permanent residence; **and**
3. Received or expect to receive an honorable discharge or release under honorable conditions from the Armed Forces of the United States. The "*Armed Forces of the United States*" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law; **and**
4. Have served or are now serving, on full-time active duty, other than active duty for training, in at least one of the following Time of War periods below:

<u>Armed Forces of the United States during:</u> World War II (Dec 7, 1941 - Dec 31, 1946); or Korean Conflict (Jun 27, 1950 - Jan 31, 1955); or Vietnam Conflict (Feb 28, 1961 - May 7, 1975); or Persian Gulf Conflict (Aug 2, 1990 - to be determined)	O R	<u>You must have received the armed forces expeditionary medal, navy expeditionary medal, or the marine corps expeditionary medal for Hostilities in:</u> Lebanon (Jun 1, 1983 - Dec 1, 1987); or Grenada (Oct 23, 1983 - Nov 21, 1983); or Panama (Dec 20, 1989 - Jan 31, 1990).
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For Disabled Veterans' Credit, in addition to 1, 2, 3, and 4, at the time the list is established, you must have been found to have a service connected disability incurred in a Time of War period listed on the previous page, which has been rated at least 10 percent by the U.S. Department of Veterans Affairs (V.A.). If the V.A. has not certified the disability as permanent, it must have been rated at least 10 percent by a V.A. physician no more than one year prior to the date of filing your application or the date of establishment of the eligible list.

Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established.

Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established. All claims for Veterans' or Disabled Veterans' Credit will be investigated and you will be required to produce documentation, such as discharge papers, to prove that you are eligible for the credit.

Note:

1. You may use Veterans' or Disabled Veterans' Credit only once after January 1, 1951 for appointment or promotion from a City, State, or County civil service list from a jurisdiction within the State of New York.
2. Veterans' or Disabled Veterans' credit will be added only to the final score of those candidates who pass all parts of the examination.
3. The above is only a summary of necessary conditions. The complete provisions are contained in statutory and/or decisional law.

If you are submitting your request after you applied, please mail it to: **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – VETCRD, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**



Bridges & Tunnels

180 Livingston Street, Room 4070
Brooklyn NY, 11201

SPECIAL CIRCUMSTANCES

Directions for completing application for examination form.

(D) LEGACY CREDIT (FOR OPEN COMPETITIVE EXAMINATIONS ONLY):

Ten points will be added to the open competitive exam score of a candidate who qualifies for Parent or Sibling Legacy Credit.

A. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

B. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling, in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but **must** be requested before the date of the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both.

The letter must be addressed to **MTA Bridges and Tunnels, Attn: (Insert Exam Title and Exam Number) – LEGCRD, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to the hiring agency prior to appointment documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Note:

1. You may use Legacy Credit only once for appointment from a City, State, or County open competitive civil service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.
3. The above description of Legacy Credit is only a summary of necessary conditions. The complete provisions are contained in the relevant statutory and/or decisional laws governing Parent and Sibling Legacy Credit.

(E) CHANGE OF ADDRESS:

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

**MTA Bridges and Tunnels
Attn: (Insert Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY, 11201**



Personnel Testing, Selection and Classification Unit

180 Livingston Street, Room 4070
Brooklyn, NY 11201

Applicant questions can be emailed to examsunit@nyct.com or mailed to the address above.

FOREIGN EDUCATION FACT SHEET

- In order to receive credit in the examination for your foreign education, you must have your foreign education evaluated by **one of the approved services on the reverse side**.
- Refer to the Notice of Examination to find out whether you need a "document-by-document" evaluation (general) or a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education.
- The cost of evaluating your foreign education is paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the last day to apply for this examination. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluations submitted directly by the evaluation service to the address below **will be retained in a permanent file for future reference. However, if a document by document evaluation is on file with us and you are now applying for an examination that requires a course by course evaluation to meet the education qualification(s), you will need to have an evaluation service send us a course by course evaluation. If you are having a foreign education evaluation sent to us for the first time and you are applying for multiple exams in the same month, the evaluation service that you use only needs to send us one foreign education evaluation.**
- Photocopies of foreign education evaluations received from candidates will **not** be accepted and may be returned or discarded.
- Only foreign education evaluations submitted directly to us by an approved evaluation service with a *raised seal* or an *original stamp* of the evaluation service on the evaluation will be accepted.
- If you previously had a foreign education evaluation done by one of the approved evaluation services listed on the reverse side for another purpose, we will accept your foreign education evaluation provided that it is stamped "certified duplicate original" **and** received directly from that evaluation service.

In order to obtain an official confirmation that we have received your foreign education evaluation from the service that you selected, we recommend that you have a stamped, self-addressed postcard included by the service when your evaluation is sent to us. We will return the post card to you to acknowledge that your foreign education evaluation has been received. **Due to the number of foreign education evaluations received, a delay may occur in confirming the receipt of your evaluation by telephone or in-person inquiries.**

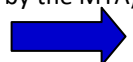
Have the evaluation service include:

- Your **name** and **social security number** on the evaluation; and
- The **Exam Title** and **Examination Number** of the examination you are applying for on the envelope.
- A stamped, self-addressed stamped postcard (for confirmation of receipt of your foreign education evaluation).

Have the evaluation service mail or email your completed original evaluation to:

- New York City Transit
Personnel Testing, Selection and Classification Unit
c/o (please state the specific Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn, NY 11201
Email: foreigned@nyct.com (Evaluation services **must** password-protect emailed files, as instructed by the MTA)

TURN OVER FOR THE LIST OF APPROVED FOREIGN EDUCATION EVALUATION SERVICES



APPROVED FOREIGN EDUCATION EVALUATION SERVICES

Center for Applied Research, Evaluation & Education, Inc.

International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: info@iescaree.com
Web: <http://www.iescaree.com>

Center for Educational Research & Evaluation (CERE)

140-30 Beech Avenue, Suite #1R
Flushing, Queens, NY 11355
Phone: (718) 445-2790
Fax: (718) 879-5871
E-mail: MJafry8@aol.com
Web: <http://www.degreeevaluation.com>

Evaluation Service, Inc.

333 W. North Avenue #284
Chicago, IL 60610
Phone: (847) 8569
Fax: (312) 587-3068
E-mail: info@evaluationservice.net
Web: www.evaluationservice.net

Educational Perspectives, NFP.

P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@edperspective.org
Web: <http://www.edperspective.org>

Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Phone: (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Web: <http://www.eres.com>

Foreign Academic Credentials Services, Inc.

P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
E-mail: facsa@aol.com
Web: www.facsusa.com

Span Tran: The Evaluation Company

450 Fashion Avenue, Suite 1004
New York, NY 10123
Phone: (646) 475-2570
Fax: (713) 789-6022
E-mail: status@spantran.com
Web: <http://www.spantran.com>
Online App: https://www.spantran.com/mta_app

Foundation for International Services, Inc.

505 Fifth Avenue South
Suite 101
Edmonds, WA 98201
Phone: (425) 248-2255
Fax: (425) 248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.

305 Broadway, Suite 401
New York, New York 10007
Phone: (212) 227-1994
Fax: (212) 693-1489
E-mail: info@globelanguage.com
Web: www.globelanguage.com

Institute of Foreign Credential Services

12 Cedar Street
Dobbs Ferry, NY 10522
Phone: (914) 693-2840
Fax: (914) 231-7782
E-mail: info@ifcsevals.com
Web: <http://www.ifcsevals.com>

International Consultants of Delaware, Inc.

3600 Market Street, Suite 450
Philadelphia, Pa. 19104
Phone: (215) 387-6950 Ext 603
Fax: (215) 349-0026
E-mail: icd@icdeval.com
Web: <http://icdeval.com>

International Education Research Foundation (IERF)

PO Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Web: www.ierf.org

Josef Silny & Associates, Inc.

International Education Consultants
7101 S.W. 102nd Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Web: <http://www.jsilny.com>