



State of Connecticut Human Resources  
**Promotional Examination Score/Application Request Form**  
**(CGS 5-216d)**

*Visit the Applicant Examination List Site to verify exam score(s) and expiration date(s):*  
<https://www.biznet.ct.gov/AccountMaint/Login.aspx>

REV: 10/14/2015  
 Form #: CT-HR-26

**TO:** Department of Administrative Services  
 Statewide Human Resources Management Division  
 450 Columbus Boulevard – Suite 1502  
 Hartford, CT 06103

Effective October 1, 2015 a **current state employee** may request the Department of Administrative Services (DAS) to apply his or her most recent score **from a promotional examination to a newly announced promotional examination for the same classification**. **Please note that this legislation applies only to promotional exams** and **does not** apply to any promotional examination held for classifications in the police-protective services occupational group. An examination must be announced at the time this request is submitted. **See “Important” section below for deadline and submittal information.**

In accordance with Public Act 15-64, a current state employee may opt to apply his or her most recent score to the exam currently posted when **ALL** of the following are true: (1.) the form of the new examination is the same or equivalent as the previous examination the employee had taken, (2.) the exam announcement indicates a previous score may be applied to this examination, (3.) the employee meets all other requirements for the classification and the examination, and (4.) no more than seven years have passed from the date of the previous score for the same exam. Refer to [General Letter 38](#) for more information.

**Procedure:** An eligible employee completes the “Employee” section and signs the form to authorize a request to use his or her most recent score for a promotional examination. The employee then submits the form in its entirety to DAS via FAX or by mailing to the address shown for review and processing. Once a determination is made, the original request is retained in the DAS-Statewide Human Resources Management files. A copy will be returned to the employee at the Home Address provided below.

**IMPORTANT:** When a **new promotional examination is announced and all of the stipulations above are met, applicants must complete and submit this form in place of the CT-HR-12 to apply their most recent score to the newly announced exam. This form must be date stamped by the DAS Statewide Human Resources Management Division or postmarked by the Application Closing Date on the new exam announcement. This form may also be sent via FAX (860-622-2618). Do not fax this form to the fax number on the examination announcement. If sent via FAX, you are advised to retain FAX transmittal receipt for your records.**

**EMPLOYEE COMPLETES THIS SECTION:**

Print Full Name	Employee ID #: _____
Mailing Address (include Apt. #)	Current Agency (do not abbreviate)
City, State, Zip Code	
Current Examination Title	Current Examination Number (from announcement)
Most Recent Examination Title	Most Recent Examination Number (from Biznet)
Employee’s Signature (A typed name will substitute for a signature.)	Date

*My signature confirms I am requesting the use of my most recent score for the above-referenced examination.*

**FOR DAS HUMAN RESOURCES OFFICE USE ONLY BELOW THIS POINT**

APPROVED: \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ REASON: \_\_\_\_\_  
 Class Title: \_\_\_\_\_  
 Current class code: \_\_\_\_\_ Current Exam #: \_\_\_\_\_ Most Recent Exam #: \_\_\_\_\_

In accordance with your request, we have applied the score of \_\_\_\_\_ from your most recent examination for the above class title to the current promotional examination for the same class.

REVIEWED BY: DAS SHRM Representative      Date