PCAP Mini-Manual

MCFRS Tech Training
Updated July 2014

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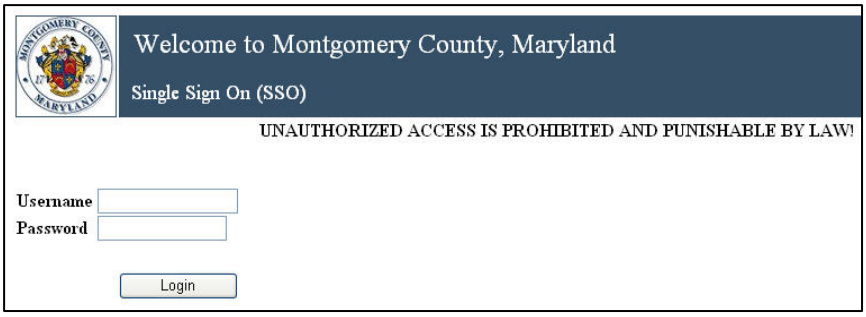
Introduction

This is a basic primer for the Promotional Candidate Application Processing System (PCAP). All career uniformed personnel are required to use PCAP to track certifications, education and employment histories. PCAP is the primary tool used for competitive and non-competitive promotional advancement, so it is important that each individual maintain his/her own data.

Logging onto PCAP

- Access MCFRS Quicklinks, then find and click PCAP on the left-hand side of the screen.
- Type your Windows/Outlook username and password in the fields provided, then click the **Login** button.



Logging off of PCAP

- Click the **Logout** link, located at the top-right corner of the screen.

Using PCAP to Advance in a Non-Competitive Promotion

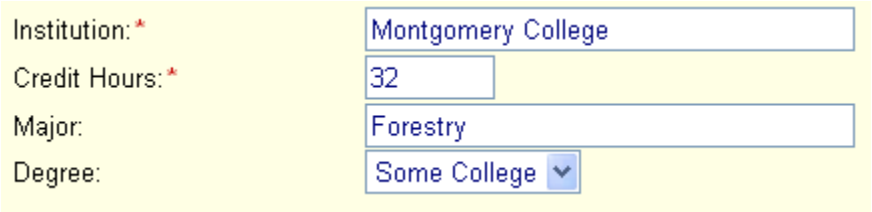
- Log onto PCAP.
- Ensure that your officer has recorded/updated your certifications in PCAP. Provide him/her with dates and details as needed. To check your certifications, access the **Resume Editor** menu and select **Certifications, Military Service**.
- Check your transcript in PCAP and contact the Registrar if you see any discrepancies. There is a link available on the Transcript screen to contact the Registrar. To check your transcript, click the **Transcript** button on the navigation menu.
- Log off of PCAP.

Using PCAP in the Exam Process for Competitive Promotions

- Log onto PCAP.
- Access **the Promo Exams** menu and select **Apply for Promotional Exam**.

- Click the drop-down box at the top of the screen to identify the exam for which you are applying. (Note: In some cases, only one option will appear.)

- Review the **General Information** and **Home Contact Information** sections to ensure that all of your data is correct. If a change is needed, please click the appropriate link in the section in which there is an error to report the error.
- Fill in the education information at the bottom of the screen.



Note: If your highest level of education is a high school diploma, please input the name of your high school. If you list a high school, you may leave the **Credit Hours** entry at zero. If you have attended more than one institution, click the **Resume Editor > Education** link to fill in the details for multiple institutions and credit hours. Finally, anyone applying for the Lieutenant exam should ensure that all education details are up to date and match any transcripts on file with Admin Services.

Additional note: A common mistake applicants make regarding the education entry involves the credit hours. Before applying for a vacant position or a promotional exam, always ensure that the number of credit hours for an institution matches the official transcript. Equally, the official, sealed transcript must be submitted to Liberty Martin in Admin Services at PSHQ well in advance in order for your education experience to be verified. Once Admin Services has validated the transcript, **Verified** will appear in your PCAP education record to the right of the specific entry.

When having transcripts mailed to Admin Services from schools, please use the following address:

Montgomery County Fire and Rescue Service
Public Safety Headquarters
Attn: Liberty Martin, Admin Services
100 Edison Park Drive, Room G-08
Gaithersburg, MD 20878

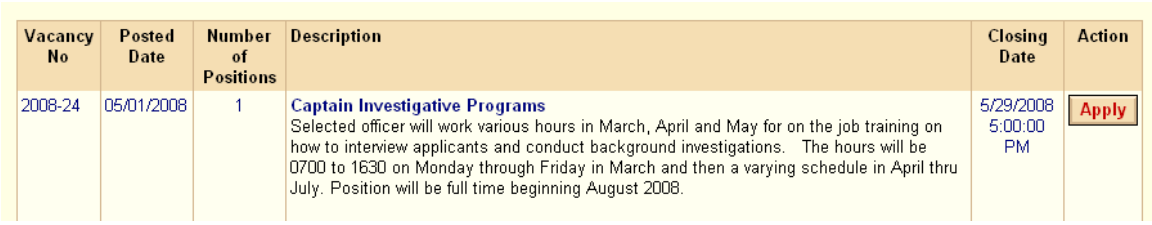
- Click the **Submit** button.

Note: Remember that your application will not be processed until you click the **Submit** button. Please also note that a candidate who is applying for both the Master Firefighter exam and the Lieutenant exam must submit two separate applications.

- Check your e-mail account for confirmation that you submitted the application. The same information should appear on the PCAP screen upon clicking the **Submit** button. (PCAP is also programmed to send you an e-mail reminder one week prior to the exam to alert you about any incomplete items.)
- Log off of PCAP.

Using PCAP to Apply for a Newly Announced Vacant Position

- Log onto PCAP.
- Update your resume using the Resume Editor screens. For specific directions, please see the various Resume Editor sections of this document.
- Provide four names (and related contact information) for four references. For specific directions, please see the Building a Resume – References section of this document.
- Write a cover letter. If you would like tips to do so, access the **Other Links** menu and select **Writing Tips**. You may also want to consider reviewing related job duties (with the **Job Specifications** item in the same menu) prior to writing your cover letter. Remember that this is your opportunity to highlight specific achievements which may set you apart from the competition.
- Click the **Vacancies** button on the main menu.
- Find the position for which you would like to apply and click the **Apply** button that aligns with that specific vacancy.

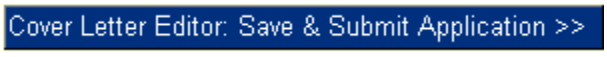


Vacancy No	Posted Date	Number of Positions	Description	Closing Date	Action
2008-24	05/01/2008	1	**Captain Investigative Programs** Selected officer will work various hours in March, April and May for on the job training on how to interview applicants and conduct background investigations. The hours will be 0700 to 1630 on Monday through Friday in March and then a varying schedule in April thru July. Position will be full time beginning August 2008.	5/29/2008 5:00:00 PM	Apply

- Review your personal information and any resume information you wish to update. There is a button at the bottom-right corner of each screen to proceed one step at a time through your resume. You must submit the application before you are able to write a cover letter.

Note: You may edit a cover letter until the vacancy closing date in PCAP. For more information about cover letters and using/editing old cover letters for new applications, please see the **Building a Resume – Preview Resume** section on page 11.

- Click the **Save & Submit Application** button.



- Address any errors that indicate missing data, such as the example below.

> *The following information is missing in your application package:*
>
> *1. One or more reference entries*

Note: If the data missing is something you can edit, you must provide the correct information and then resubmit the application. If the missing data is beyond your control (e.g., transcripts, references, etc.), please contact the appropriate personnel (e.g., PSTA Registrar or your officer).

- Check your e-mail account for confirmation that you submitted the application. The same information should appear on the PCAP screen upon clicking the **Submit** button. (PCAP is also programmed to send you an e-mail reminder one week prior to the exam to alert you about any incomplete items.)

- Log off of PCAP.

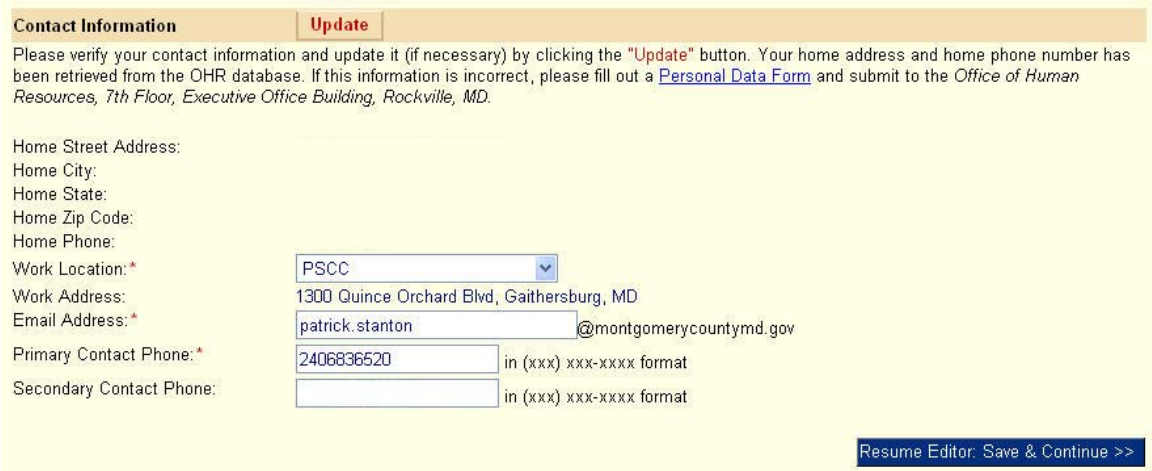
Building a Resume – General Information

- Find the navigation menu at the top of the screen and hover your mouse over **Resume Editor** to see the drop-down list of items. While you will need to fill out each item, you may select to begin with the first in the list.

- Click **General Information**.

- Verify that your current assignment information is correct. If it is not, please click the **Staff Database Administrator** link to identify any corrections.

- Fill in the contact information in the bottom half of the screen as well. (Note: In the image below, the user's personal information has been hidden strictly for this tutorial. It is your responsibility to ensure your contact information remains up to date.



- Click the **Save and Continue** button, located at the bottom-right of the screen. In order for the edited (or new) information to remain, you *must* click this button. The Education screen will load (although you always have the option of jumping to another screen via the navigation menu at the top of the screen).

Building a Resume – Education

- Click the **Add Education Entry** button to input formal education experience (if applicable). Once you save education information, it will remain in PCAP and you will not need to re-enter it into the system every time you apply for a new position/promotion.

- Press the **Save and Continue** button to record the new entry. Return to this screen via the menu if you would like to add another entry. Note: Do not use the browser's back button to return to any screen on which you have new (or edited) information.

  You may also click the **Edit** button above an entry to change information in the field(s). Once you have changed the desired information, click the **Update** button to save the information in PCAP.

Additional note: A common mistake applicants make regarding the education entry involves the credit hours. Before applying for a vacant position or a promotional exam, always ensure that the number of credit hours for an institution matches the official transcript. Equally, the official, sealed transcript must be submitted to Liberty Martin in Admin Services at PSHQ well in advance in order for your education experience to be verified. Once Admin Services has validated the transcript, **Verified** will appear in your PCAP education record to the right of the specific entry.

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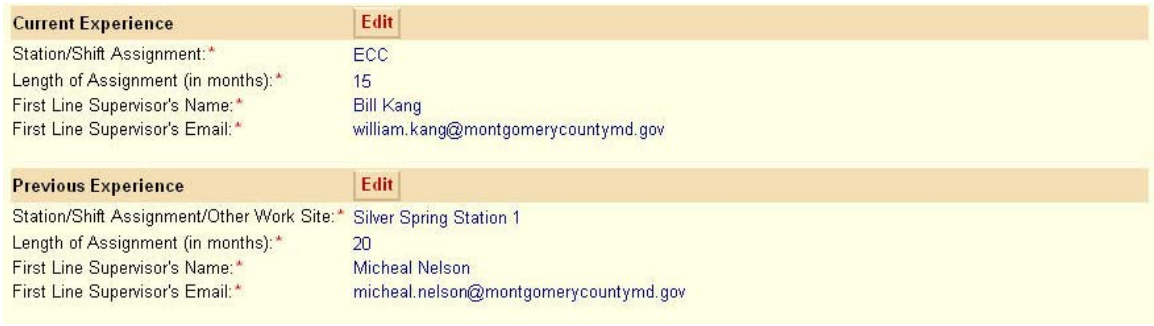
- Click the **Save and Continue** button to move to the Experience screen.

Building a Resume – Experience

- Verify that your current station assignment is correct. If the Captain listed is not currently in the station/worksite (e.g., off the floor on light duty), press the **Edit** button to list your active supervisor.

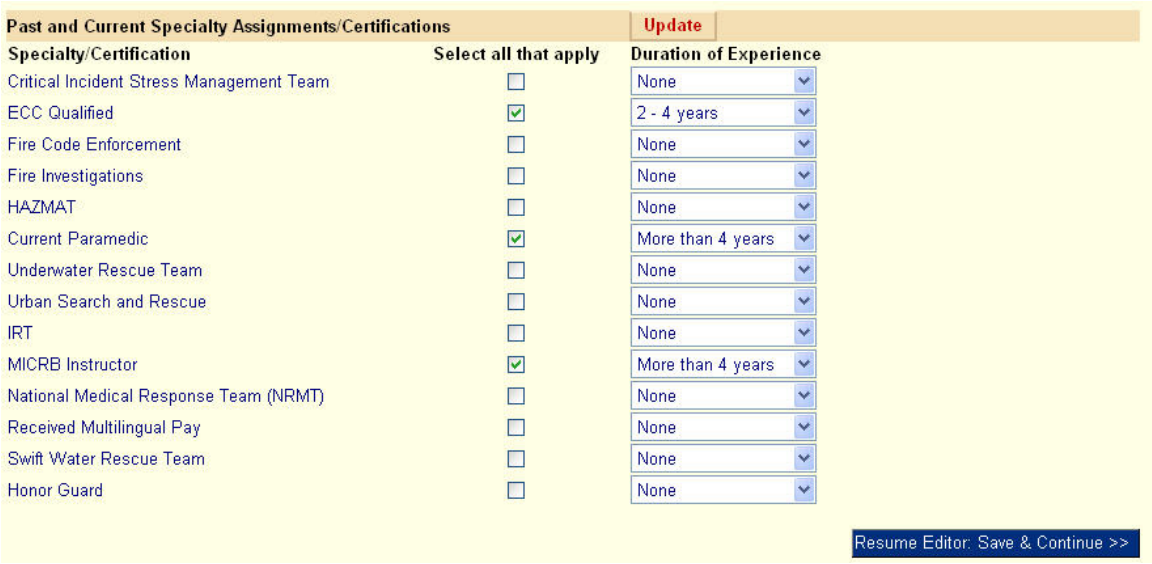
- Edit your previous experience as needed by clicking the appropriate **Edit** button.



Current Experience	Edit
Station/Shift Assignment:*	ECC
Length of Assignment (in months):*	15
First Line Supervisor's Name:*	Bill Kang
First Line Supervisor's Email:*	william.kang@montgomerycountymd.gov

Previous Experience	Edit
Station/Shift Assignment/Other Work Site:*	Silver Spring Station 1
Length of Assignment (in months):*	20
First Line Supervisor's Name:*	Micheal Nelson
First Line Supervisor's Email:*	micheal.nelson@montgomerycountymd.gov

- Select all of the specialty assignments that apply by clicking the appropriate checkboxes. Choose a Duration of Experience for each entry you check by clicking the item's drop-down arrow.



Past and Current Specialty Assignments/Certifications — Update

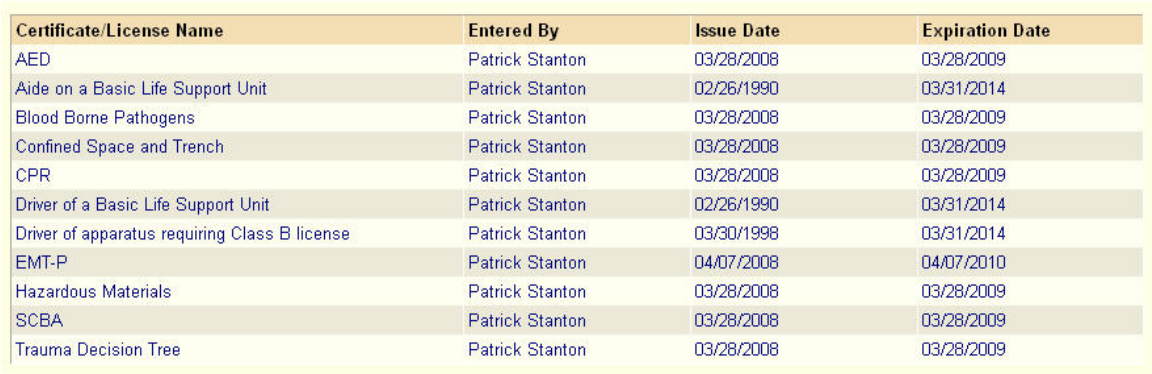
Specialty/Certification	Select all that apply	Duration of Experience
Critical Incident Stress Management Team	☐	None
ECC Qualified	☑	2 - 4 years
Fire Code Enforcement	☐	None
Fire Investigations	☐	None
HAZMAT	☐	None
Current Paramedic	☑	More than 4 years
Underwater Rescue Team	☐	None
Urban Search and Rescue	☐	None
IRT	☐	None
MICRB Instructor	☑	More than 4 years
National Medical Response Team (NRMT)	☐	None
Received Multilingual Pay	☐	None
Swift Water Rescue Team	☐	None
Honor Guard	☐	None

Resume Editor: Save & Continue >>

- Click the **Save and Continue** button to move to the Certifications, Licenses and Military Experience screen.

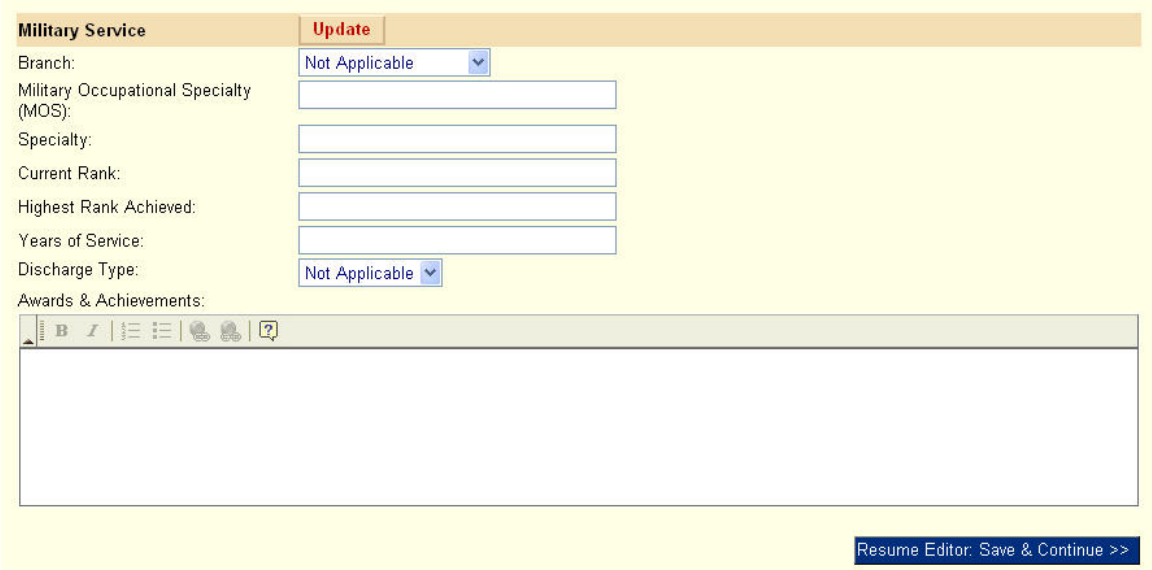
Building a Resume – Certifications, Licenses and Military Experience

- Ensure that your certification and/or license information is correct. Only officers have the rights to input this information. Note: Certification entries must be maintained if they are to stay on the list. Expired entries are automatically be removed from the list.



Certificate/License Name	Entered By	Issue Date	Expiration Date
AED	Patrick Stanton	03/28/2008	03/28/2009
Aide on a Basic Life Support Unit	Patrick Stanton	02/26/1990	03/31/2014
Blood Borne Pathogens	Patrick Stanton	03/28/2008	03/28/2009
Confined Space and Trench	Patrick Stanton	03/28/2008	03/28/2009
CPR	Patrick Stanton	03/28/2008	03/28/2009
Driver of a Basic Life Support Unit	Patrick Stanton	02/26/1990	03/31/2014
Driver of apparatus requiring Class B license	Patrick Stanton	03/30/1998	03/31/2014
EMT-P	Patrick Stanton	04/07/2008	04/07/2010
Hazardous Materials	Patrick Stanton	03/28/2008	03/28/2009
SCBA	Patrick Stanton	03/28/2008	03/28/2009
Trauma Decision Tree	Patrick Stanton	03/28/2008	03/28/2009

- Input military service experience in the appropriate fields (if applicable).



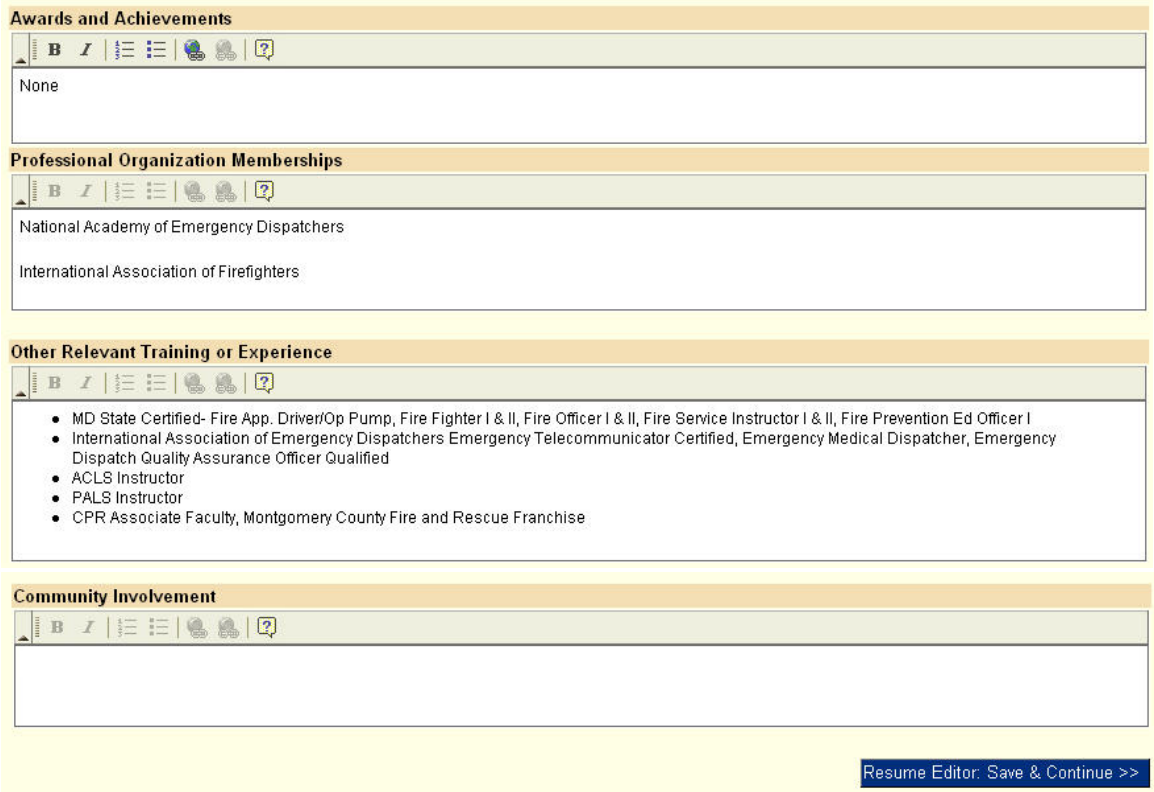
- Click the **Save and Continue** button to move to the Additional Information screen.

Building a Resume – Additional Information

- Click in any of the four fields to type applicable information. Once you place a cursor in a field, the toolbar will offer the following formatting options:

Button	Description
B	Applies a bold format to selected words.
I	Applies an italics format to selected words.
	Provides automatic list numbering.
	Provides automatic list bullets.
	Enables you to make selected text a hypertext link to another website. (Note: The button with the broken chain removes the link.)
	Loads a help screen.

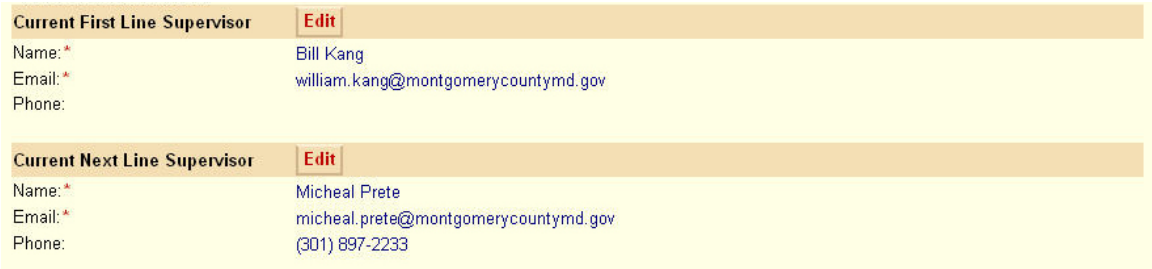
- Input information as desired in all of the fields.



- Click the **Save and Continue** button to move to the References screen.

Building a Resume – References

- Verify that your current supervisor is listed. If his/her phone number is not listed and you would like to include it, click the **Edit** button to add it. To correct any other information about your current supervisor, go to the Current Experience screen of the Resume Editor to make the change. All other reference information may be edited on the References screen.



Note: Competitive promotions require four references. If fewer than four are listed, click the **Add** button to list one or more names and related contact information.

- Click the **Save and Continue** button to move to the Preview Resume screen.

Building a Resume – Preview Resume

- Verify that all of the information listed is correct. If you need to make a change, use the Resume Editor to link to the appropriate screen.

  Note: For your records, you may want to print a copy of the resume from within the Preview Resume screen. Use the web browser's print function for this, as PCAP does not offer a specific print option.

- Click the **Cover Letter Editor** button to begin writing a cover letter (or select it from the navigation menu at the top of the screen).

  Note: If you have submitted a vacancy position application in the past, PCAP will automatically display the last cover letter you submitted so that you may edit it (if desired) instead of starting from a blank screen. If you have submitted multiple applications in the past, you may access each of the previous cover letters by using the **History** link in the navigation menu at the top of the screen. (Simply click the application receipt number of your choice.)

Checking Your PSTA Transcript

- Click the Transcript button on the navigation menu and verify the information that is provided.

  Note: It is your responsibility to ensure that all of the PSTA courses and certifications are recorded properly. In the past, some users have found that courses they took many years ago were not listed. In this case, you must provide verification of the course(s) to the Registrar so that your transcript can be updated.

Checking the Status of an Application

- Check the **History** screen (accessible by the **History** button on the navigation menu) for an updated application status.