

**FREQUENTLY ASKED QUESTIONS**  
**MILITARY CANDIDATES**

**Q: I filed to take a civil service exam, but prior to taking the exam, I was called up for active military duty. Am I entitled to a special make-up exam?**

A: Yes. Under New York State Military Law, any qualified member of the armed forces who properly filed an application for a competitive exam, but was unable to participate in the exam due to active military service, must be provided with a special make-up examination. (Section 243-b (1) NYS Military Law) However, in order for a military make-up to be administered, the eligible list resulting from the last exam must still be in existence.

**Q: I failed to file an application for the exam I am interested in because I was away on active military duty (other than for training purposes). Am I entitled to a special military make-up exam?**

A: Yes, according to New York State Military Law. However, in order for a military make-up exam to be administered, the eligible list resulting from the last exam must still be in existence. (Section 243-b (2) NYS Military Law)

**Q: If I'm taking a special military make-up exam, do I have to wait until I'm discharged from active duty to take the test?**

A: No. Completing the exam at the earliest possible opportunity is advisable.

**Q: I've taken the written part of the exam, but have been called to active duty and can not take the required physical agility portion of the exam at this time. What should I do?**

A: Please send us a letter notifying us that you have been called to active duty, along with a copy of your orders. Kindly include your name, date of birth, exam title and exam number in your letter. Please mail this information or send an email to [personneldept@whiteplainsny.gov](mailto:personneldept@whiteplainsny.gov) . Once we have all your documents, we will advise if you qualify for a special military make-up.

**Q: As a disabled veteran, am I entitled to additional credits if non-disabled veterans credits have previously been used to obtain appointment or promotion?**

A: For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on exams if they meet additional criteria. You may be entitled to apply for 10 credits on NYS OC & PR exams, minus the number of non-disabled credits you have previously used. The additional credits can only be used once.

**Q: As a disabled veteran who has used the 10 veterans points in the past, am I entitled to receive any additional veteran's credits?**

A: No. Disabled veteran credits can only be used for a single, permanent appointment.