



Polygraph Examiner Training Programs

CATALOG

**Location: 277 Hwy. 74 N, Suite #312
Peachtree City, GA 30269 USA**

Phone: (770) 960-1377

www.polygraphschool.com

**American Polygraph Association (Accredited)
American Association of Police Polygraphists (Recognized)**

INTRODUCTION

The American International Institute of Polygraph (AIIP) was founded with the objective and mission to provide quality polygraph training to qualified, highly motivated sponsored persons in law enforcement and other organizations. AIIP provides instruction and training in polygraph sciences; affords the student the opportunity to develop and refine the knowledge and skills necessary for successful accomplishment of polygraph examinations; and, tests students to ensure competence before issuing a graduation diploma. AIIP training programs are accredited by the American Polygraph Association and recognized by the American Association of Police Polygraphists. Frederick Polygraph, LLC, owns the school, which is located at 277 Hwy. 74, Suite #312, Peachtree City, Georgia, USA, and is in compliance with all Georgia State and local licensing requirements. AIIP classes are presented internationally and at other locations in the United States.

FACULTY

Robbie Frederick – *Director and Instructor*. Robbie is a 2003 graduate of the Department of Defense Polygraph Institute with over 31 years law enforcement experience. In addition to his polygraph testing and supervision/training of other polygraph examiners, Robbie's police duties involved supervision of teams targeting illicit drug operations, crime scene investigations, and crisis negotiations, while maintaining a private polygraph business since 2006. He has presented polygraph lectures internationally, has held leadership positions in the Georgia Polygraph Association and the American Polygraph Association, and currently conducts quality control reviews of administered examinations. His academic qualifications include a Bachelor of Science degree in Criminal Justice from the University of West Georgia and graduate work toward a Master's Degree in Forensic Psychology. Robbie is also Post Conviction Sex Offender Testing (PCSOT) certified, and has interned other PCSOT examiners.

Charles (Chuck) E. Slupski - *Deputy Director and Instructor*. A graduate of the US Army Polygraph School and former instructor at the Department of Defense Polygraph Institute, Mr. Slupski has been a polygraph examiner since 1983 and retired from the US Army Criminal Investigations Command in 1996. He conducted polygraph examinations for the Arizona Department of Corrections before taking an instructor position and subsequently becoming the Director of Argenbright International Institute of Polygraph. With the closing of the Argenbright school, Mr. Slupski established the American International Institute of Polygraph. His academic accomplishments include Master of Science degrees in Criminal Justice and Management, and a Bachelor of Science degree in Law Enforcement. He is a member of the American Polygraph Association, the American Association of Police Polygraphists, the Georgia Polygraph Association, the South African Professional Polygraph Association, and the American Society for Testing and Materials (International), ASTM International committee E-52 on Forensic Psychophysiology. Mr. Slupski is a licensed polygraph examiner in Kentucky and South Carolina.

Howdy Hayes – *Instructor*. Mr. Hayes is a 2012 graduate of the American International Institute of Polygraph and currently a private examiner as President & CEO of Southeastern Resolution Group. Prior to retirement from the Georgia State Patrol, he served as Assistant Post Commander, a background investigator and supervisor of special investigations before becoming a polygraph examiner. With certifications in Police Employment Investigations and as a P.O.S.T. Instructor, Mr. Hayes assumed a leadership within the Georgia Polygraph Association as Vice President while maintaining membership in the American Polygraph Association. His academic qualifications include a Bachelor of Science in Criminal Justice.

Sarah T. Keane – *Instructor*. Ms. Keane is a 2014 graduate of the American International Institute of Polygraph. She is a private Polygraph Examiner, conducting post-conviction sex offender testing for both the Georgia Department of Community Supervision and the US Federal Department of Probation and Parole. She has conducted approximately 1,700 post-conviction sex offender exams and has been a guest lecturer at Kennesaw State University. Her academic qualifications include a Bachelor of Arts degree in Psychology. Ms. Keane currently holds the office of Vice President for the GA Polygraph Association and is a member of the American Polygraph Association, the Association for the Treatment of Sexual Abusers, and the GA Association for the Treatment of Sexual Abusers.

Joshua Alford – Instructor. Assistant Special Agent in Charge of the Georgia Bureau of Investigation Polygraph Unit. Mr. Alford is a 2016 graduate of the American International Institute of Polygraph with over 21 years of law enforcement experience. He provides daily support, quality control and peer review services for every polygraph exam administered by the GBI. Mr. Alford is also certified in Post Conviction Sex Offender Testing (PCSOT). Other experience by Mr. Alford includes supervising a regional field office that was responsible for responding for requests for assistance from state and local agencies with investigating homicides, robberies, crimes against children and use of force investigations. He has been a certified Peace Officer Standards and Training Council (POST) instructor since 2012. Academic qualifications include a Bachelor of Science degree in Justice Studies from Georgia Southern University and a Master's in Public Safety Administration from Columbus State University.

Camille Chacon - Instructor. Ms. Chacon started her career in Law Enforcement in 2005 with The City of Las Vegas Police Department in New Mexico. She moved to the State of Georgia in 2008 where she continued her law enforcement career with the Clayton County Police Department. Ms. Chacon's duties while in law enforcement consisted of General Patrol, Applicant Background Investigation, Internal Affairs Investigation, Airport Drug Interdiction, Field Training Officer, Crisis Intervention Team, and certified General Instruction. Ms. Chacon attended the American International Institute of Polygraph in 2011 where she was trained in administering Pre-Employment, and Criminal/Specific Issue polygraphs. She has received specialized training in Post-Conviction Sex Offender Testing. Ms. Chacon is a graduate of New Mexico Highland University with a Bachelor of Art degree in Human Performance & Sports.

Amanda Aten, LCSW, Instructor for Psychology. Amanda Aten has a B.S in Psychology and Sociology and a Master's in Social Work from St. Louis University. She has over 25 years experience in sex offender research, assessment, and treatment. Her specialty areas include psychosexual evaluations, risk assessment, sexual compulsivity, pornography "addiction" treatment, individual and group treatment, and family reunification.

Tracy L. Alvord, MS, LPC, Instructor for Psychology. Ms. Alvord has specialized in the assessment and treatment, of those that commit sexual crimes, for over 30 years. Her program also includes addiction treatment, including sexual compulsivity, pornography, and substance abuse. For 20 years she taught Polygraph Psychology for the American International Institute of Polygraph and continues to teach Post Conviction Sex Offender Testing (PCSOT). She has presented for various polygraph associations and law enforcement agencies. Ms. Alvord has been the Executive Director of the Sexual Offender Registration Review (SORRB) for the past 13 years. She has contributed to various bills presented to the Georgia House and Senate.

Ann E. Hall - Instructor for Physiology. Ms. Hall is a certified Emergency Medical Technician and Fire Fighter, specializing in training about physiological aspects of the human body during more than 10 years as a professional strength, conditioning and health coach with the University of South Carolina, private practice, and in government service with the Clayton County Fire Department. Her academic accomplishments include a Bachelor of Arts degree in Communications; certifications in advanced teaching, fire-fighting, first aid, emergency medical technician, NPQ fire instructor, CPR instructor, BLS instructor; and a graduate certification in gerontology.

Ronna M. Woodruff, Attorney at Law. Instructor for Law. A private attorney in Georgia, Ms. Woodruff received her Bachelor's degree, Cum Laude, with honors for outstanding academic achievement every semester and obtained her Juris Doctor from John Marshall Law School in May 2008. Her professional affiliations include being a member of the US Supreme Court, the State Bar of Georgia, and the American Bar Association. A member of Woodruff Law, LLC, Ms. Woodruff serves an Adjunct Professor at both Kennesaw State University and the Southern Polytechnic State University.

The American International Institute of Polygraph (AIIP) reserves the right to use the services of additional professionals to serve as instructors so their varying expertise can add to the educational process. All instructors making presentations at the AIIP meet or exceed instructor qualifications as established by the American Polygraph Association.

ADMISSIONS POLICY

The American International Institute of Polygraph (AIIP) does not discriminate based on race, sex, religion, ethnic origin, or disability. Consistent with availability of space, AIIP is open to all qualified individuals. **Qualified individuals are those meeting or exceeding A – D below:**

- A. At least an associate’s degree from an accredited college or university, or written confirmation of qualifications in the state or country in which the applicant intends to practice, unless a higher-level degree is required for licensing in the State or Country in which the applicant intends to practice, in which case the law shall prevail;
OR,
An applicable level of education required by the State or Country in which the applicant intends to practice and at least two years investigative experience confirmed in writing by the supervisor of the applicant, unless a greater amount of investigative experience is required in the State or Country in which the applicant intends to practice, in which case the greater amount shall prevail;
AND, all of the following:
 - B. Good moral character, documented by a professional reference when not sponsored by law enforcement or government.
 - C. At least 25 years of age (waiver on case-by-case basis), unless the State or Country in which the applicant intends to practice requires a higher minimum age, in which case the higher age will apply.
 - D. A sponsor who is funding the tuition and expenses.

The Director of AIIP is responsible for establishment of the admission policy. Implementation of this policy is the responsibility of school administrators and the faculty.

RE-ADMISSIONS POLICY

Students withdrawing or being dismissed from the basic polygraph examiner training program for academic or administrative reasons, may re-apply for later training programs, and will be accepted if they meet the admissions policy in effect at the time of re-application, depending on space available.

CLASS SCHEDULE

Classes are generally Monday-Friday from 8:00 AM to 5:00 PM, with up to two (2) Saturday classes to facilitate a 3–4-day break about mid-course. If an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone. Scheduling of specific subject-matter may change during the course. Classes are not normally held on the following holidays:

New Year’s Eve	New Year’s Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Eve	Christmas Day

BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CURRICULUM

The Basic Polygraph Examiner Training Program offered by the American International Institute of Polygraph is conducted in accordance with requirements for basic polygraph training that were established by the American Polygraph Association and ASTM International.

The Basic Polygraph Examiner Training Program has an overall objective of providing the graduating student with the knowledge, skills, and ability, to professionally administer, and defend, polygraph examinations for government, law enforcement, and private entities; in support of criminal and administrative investigations, and pre-employment/security examinations. The curriculum and instructional training methods utilized have been developed by the Institute Director, and other Instructors, based on US Federal training/standards learned while attending the Department of Defense Polygraph Institute, as well as, conducting numerous polygraph examinations for various law enforcement agencies, US Army Criminal Investigations Command, and private attorneys. At AIIP, the curriculum remains current, based on all case law and research regarding polygraph.

THE BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CONSISTS OF THE FOLLOWING:

Subject Matter	Hours
History and Evolution of Psychophysiological Detection of Deception (Polygraph)	8
Mechanics of Instrument Operation	16
Test Question Construction	32
Polygraph Techniques	40
Pre-Test Interviews	32
Post-Test Interviews	8
Test Data Analysis (Chart Evaluation)	40
Countermeasures	8
Law and Human Rights	8
Ethics, Standards of Practice and APA Bylaws	4
Scientific Testing	8
Information and Results Reporting	2
Psychology	20
Physiology	20
Practical Application of Mock Examinations	80
Director's Discretionary Subjects (74 hours)	
Quality Control Procedures	6
Preparing for Testimony	2
Testing with Interpreter	2
Exams/Performance Evaluations	24
Introduction to Post Conviction Sex Offender Testing	4
Professional Involvement – Membership opportunities	4
Other to facilitate student understanding and licensing requirements	32
	TOTAL: 400

Modifications to the number of hours presented in each subject matter will be made for select students, consistent with requirements of the American Polygraph Association and the ASTM, to assist students in meeting applicable State and Country licensing requirements.

INDIVIDUAL COURSE OBJECTIVES

Introduction to the History and Evolution of Psychophysiological Detection of Deception (Polygraph): The student will be able to identify those persons who made notable contributions to the early and contemporary history of lie detection, and demonstrate knowledge of the evolution of polygraph instrumentation, polygraph techniques, test data analysis; the development of professional polygraph associations; and alternate methods of detection of deception.

Mechanics of Instrument Operation: The student will be able to perform a proper functionality check of polygraph instrumentation and demonstrate: proper component placement, including primary and alternate locations; positioning of the examinee; software operations for the polygraph instrument; acceptable data collection practices; and, the use of standardized annotations on polygraph tests.

Test Question Construction: The student will be able to demonstrate, in writing, an effective working knowledge and the ability to analyze case facts, select appropriate test target(s), and develop polygraph test questions for validated: single issue, multi-facet diagnostic test techniques; and, test questions for single and multiple issue screening techniques.

Polygraph Techniques: The student will be able to demonstrate, in writing, a correct working knowledge of several technique protocols, with at least one testing protocol shown to meet APA validation standards for evidentiary, investigative, and screening examinations, as well as techniques known as supplemental to the validated techniques. Emphasis is placed on the Federal Zone Comparison Technique, the Air Force Modified General Question Technique, the Relevant – Irrelevant Question Technique, the Law Enforcement Pre-employment Test, the Utah Comparison Question Technique, Peak of Tension testing and the Concealed Information Test. The student will also demonstrate, in writing, a correct working knowledge of the essential components of testing protocols; including the number of presentations,

number of tests, and question sequence rules.

Pre-Test Interviews: The student will be able to explain, in writing, professional pre-test procedures and the rationale behind those procedures; and, verbally demonstrate the ability to conduct a free narrative, structured or semi-structured interview to prepare the test subject for testing.

Post-Test Interviews: The student will be able to explain, in writing, professional post-test procedures and the rationale for same; when test outcomes are deception indicated (significant response), no deception indicated (no significant response), recognition indicated, no recognition indicated, and no opinion; plus, identify basic interview approaches and demonstrate the process of post-test interviews for the various test outcomes.

Test Data Analysis (Chart Evaluation): The student will be able to demonstrate, in writing, an accurate working knowledge of the physiological response patterns used in interpretation of polygraph data; an ability to identify data suitable and not suitable for analysis; and, will analyze polygraph data using global analysis and validated scoring systems known as the 3-position scale, the 7-position scale, and the Empirical Scoring System; including the appropriate use of decision rules.

Countermeasures: The student will be able to describe, in writing, common types of countermeasure attempts and counter-countermeasure efforts; and, identify atypical physiological records suggestive of countermeasure usage.

Law and Human Rights: The student will be able to demonstrate, in writing, a basic understanding of law and human rights applicable to polygraph testing, including Constitutional issues, federal regulations, court decisions, the Employee Polygraph Protection Act, Garrity, and the Americans with Disabilities Act.

Ethics, Standards of Practice and APA By-Laws of the American Polygraph Association: The student will demonstrate, in writing, a correct understanding of the APA Code of Ethics, Standards of Practice and By-Laws; and, describe unethical practices of examiners from case studies of ethically questionable conduct.

Scientific Testing: The student will demonstrate, in writing, an accurate conceptual knowledge of sensitivity, specificity, false positive errors, false negative errors and statistical significance in the application of these concepts to diagnostic and screening tests; and, the ability to review research articles and explain their methodological strengths and weaknesses.

Information and Results Reporting: The student will demonstrate, in writing, a correct understanding of necessary information content and presentation of polygraph test results; and, complete at least one examination report of a diagnostic exam and one examination report on a screening examination.

Psychology: The student will explain, in writing, the basic elements of human psychology and their applicability to the science of polygraph testing; to include psychological theories, response theories, mechanics of arousal, emotions, stress; and, elements of normal and abnormal behaviors in humans.

Physiology: The student will demonstrate, in writing, an accurate understanding of the cardiovascular system, respiratory system, central nervous system, peripheral nervous system, integumentary and skeletal-muscular systems, and pharmacology, as they relate to the polygraph data collected during polygraph examinations.

Practical Application of Mock Examinations: The student will demonstrate, in the laboratory, basic proficiency in conducting at least three complete polygraph examinations, with at least one diagnostic and one screening examination, under field-like conditions, during the conduct of at least ten laboratory sessions. **NO STUDENT WILL CONDUCT AN ACTUAL FIELD POLYGRAPH EXAMINATION UNTIL THEY HAVE SUCCESSFULLY GRADUATED FROM THE 400 – HOUR EDUCATION AND TRAINING PROGRAM.**

Director's Elective Subjects:

Quality Control Procedures: The student will demonstrate accurate knowledge concerning the conduct of polygraph quality control procedures, and, will complete at least two quality control reviews.

Preparing for & Providing Testimony: The student will demonstrate an accurate understanding of professional procedures in preparing for and providing expert witness testimony in court or at administrative hearings.

Testing with Interpreter: The student will demonstrate professional practices associated with the training of and utilization of interpreter services during the conduct of polygraph testing.

Introduction to Post Conviction Sex Offender Testing: The student will demonstrate a basic understanding of post-conviction sex offender testing, its testing applications (exam type); and, identify from descriptions and scenarios three different testing applications.

Professional Involvement – Membership Opportunities: The student will demonstrate a basic understanding of professional organizations and membership requirements for the American Polygraph Association and the American Association of Police Polygraphists.

Other instruction to facilitate student understanding and to meet applicable licensing requirements. Exams/Performance Evaluations: To graduate from the training program, the student will successfully complete all written and three practical application examinations.

CURRICULUM CHANGES

AIIP reserves the right to modify the curriculum consistent with the requirements of the American Polygraph Association, the American Association of Police Polygraphists, the American Society for Tests and Materials (ASTM International), and applicable government agencies from States and Countries where graduates intend to practice.

RECRUITMENT AND ENROLLMENT POLICY

AIIP maintains a website at www.polygraphschoo.com, advertises in professional journals, and recruits students by participation in polygraph related seminars. AIIP accepts students that are sponsored by an organization, as private employment opportunities in the polygraph profession of the U.S.A. are very limited.

Graduation from an APA accredited training program does NOT guarantee membership in the APA or other professional organizations. Graduation from an APA accredited training program is only one of the membership requirements for APA membership.

Prospective students may enroll at any time up to the actual commencement of the scheduled class by submitting a completed enrollment agreement. Later enrollments are contingent upon requirements of the American Polygraph Association and the ability of the AIIP to facilitate make-up training. Decisions will be made on a case-by-case basis. All enrollments will be on a “space permitting” basis.

ACADEMIC PROGRESS POLICY

AIIP will keep official records of the students’ progress during the course and will maintain examination grades. Students are informed of their progress verbally, by periodic counseling sessions, and review of all graded examinations. Students have the right to petition for access to student records.

The grading system used by AIIP consists of percentiles between zero and 100. Students must obtain at least a 75% on each of the written examinations and on the comprehensive final examination. Any examination grade below 75% will be considered unsatisfactory. **Students will receive additional training and will be re-tested following receipt of an unsatisfactory grade. Students will be dismissed from the training program if they receive an unsatisfactory grade on a re-test. Any student failing a third written examination, excluding those in Physiology and Psychology, will be dismissed from the training program.** The student may re-enroll in a later training program.

ATTENDANCE – SUSPENSION - DISMISSAL POLICY

Students are expected to arrive on time for class with proper materials. Time lost due to late arrivals or early departures will be appropriately recorded in attendance records. There will be no dismissal for tardiness if, at the discretion of the Director, a reasonable explanation is offered. After three (3) incidents of unexcused tardiness, the student may be dismissed from training.

Absence from any scheduled class without prior approval can be cause for termination. A total of three absences will be excusable if, at the Director's discretion, the student has a reasonable explanation. After a total of three absences, the student may be dismissed.

The student must physically be present at the training facility for not less than **95%** of actual classroom instruction time, with remediation required for missed hours. Lost time must be made up within three weeks of the class missed unless otherwise provided for by the AIPP Director.

Students who are unable to continue classes for medical reasons, or severe personal problems will, at the discretion of the Director, be permitted to take a leave of absence until they are able to return to class. Under certain extenuating circumstances, a student may be allowed to finish missed portions of the program within a 12-month period from the initial start of the education and training program, pending APA approval.

Any student may be dismissed for violation of rules, regulations and policies of AIPP, as set forth in AIPP publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

Instructors may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to AIPP standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

A student is recorded as having terminated a program of study if more than seven (7) days on which the student's classes were held have passed since the last date of actual attendance at the school. However, if earlier written notice of termination is received by AIPP, termination is the date of receipt of the written notice.

CONDUCT POLICY

While enrolled, students are expected to conduct themselves in a professional manner at all times. **Acts of dishonesty, or questionable moral turpitude, are grounds for dismissal. CHEATING, OR WILLFUL ASSISTANCE TO ANOTHER CHEATING, WILL RESULT IN THE STUDENT BEING DISMISSED FROM THE TRAINING PROGRAM.** All students are expected to act maturely and are required to respect other students and faculty members. Incidents of criminal activity, to include illegal possession of weapons or drugs are not allowed at any time on the training site. Any violation of AIPP policies may result in permanent dismissal, without the option of attending at a later date.

GRADUATION REQUIREMENTS

To graduate from the Basic Polygraph Examiner Training Program, students must successfully complete: 1) the written performance examinations or their re-tests; 2) the attendance requirements; 3) a minimum of 3 complete mock polygraph examinations; 4) an exit questionnaire, and, 5) satisfactory performance in the conduct of a Zone Comparison examination, a Modified General Question Technique examination, and a Known Solution and Searching Peak of Tension Test.

PLACEMENT ASSISTANCE

Job placement assistance is limited to assisting the student in determining State licensing requirements and where to obtain job related information for the polygraph profession.

PREVIOUS CREDITS

Credit for training from another institution will not be applied toward the completion of this training program without expressed consent of the American Polygraph Association, the institution having provided the original

training and AIPP. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

REFUND POLICY

- Within the first two weeks of a training program: A full refund of the tuition paid if: AIPP does not accept an applicant; AIPP discontinues a course or program of instruction; or if the student withdraws and the sponsoring agency requests a refund. The sponsoring agency may elect to train another student at a future scheduled class in lieu of requesting a refund.
- During the third, fourth and fifth weeks of a training program: A refund of fifty percent (50%) of the tuition should a student withdraw or be dismissed from the training program for an academic reason; or, the sponsoring agency may elect to train another student at a future scheduled class in lieu of the refund.
- No refunds are available for those students dismissed from the training program due to a violation of the AIPP Conduct Policy.
- There is no refund of the supplies/materials fee if the student withdraws or is terminated from the training program. Training manuals remain the property of AIPP until a student graduates.

STUDENT COMPLAINTS

Student complaints should be brought to the attention of the AIPP Director in order to be resolved - either personally, or by email (polygraphrobbie@gmail.com). In the absence of the Director at the training site, students may direct complaints to the Instructor present, or the Operations Manager.

TUITION AND FEES

Tuition for the basic polygraph examiner-training program is \$5,750.00. An additional fee of \$250.00 is assessed for AIPP provided training materials and a workbook that the graduating student maintains. Total due to Frederick Polygraph, LLC, dba "American International Institute of Polygraph" on, or before, the first day of scheduled training is **\$6000.00**, unless other arrangements are made with the AIPP Director in advance. AIPP reserves the right to provide individual and group discounts on a case-by-case or contractual basis.

The above tuition and fees do not include costs associated with meals, lodging, or transportation. AIPP can assist in finding lodging options in the area, some of which may offer individual students reduced lodging rates.

The above tuition and fees also do not include any polygraph equipment. AIPP works with several polygraph manufacturers who sometimes offer polygraph equipment to AIPP students at a substantial discount. Ask about current discount offers during class.