

American International Institute of Polygraph

Mail: P. O. Box 686 Morrow, GA 30260-0686

Location: 1115 Mount Zion Road Suite F, Morrow, (Atlanta) GA 30260

Phone: 866.477.5180, Fax: 770.960.1355

E-mail: aiip@qpolygraph.com

<http://www.polygraphschool.com/>

CATALOG

Polygraph Examiner Training Program

2008

Accredited by the American Polygraph Association

Recognized by the American Association of Police Polygraphists

IN COMPLIANCE WITH ALL GEORGIA STATE AND LOCAL LICENSING REQUIREMENTS

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. Accredited by the American Polygraph Association and recognized by the American Association of Police Polygraphists, the Institute 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. Quality Polygraph Services, Inc. owns the school, which is located in Morrow (Atlanta), Georgia, USA, and is in compliance with all Georgia State and local licensing requirements.

FACULTY:

Charles E. Slupski, Director and APA Certified Primary Instructor for polygraph. 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. Mr. Slupski's 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 and the Georgia Polygraph Association.

Allan E. Stein, APA Certified Primary Instructor for polygraph. A former Special Agent with the US Army Criminal Investigations Command, Mr. Stein is a federally trained and experienced polygraph examiner who was also an Instructor of the polygraph sciences at the US Army polygraph school; which evolved into the Department of Defense Polygraph Institute. During a polygraph career spanning more than 30 years, Mr. Stein has conducted thousands of polygraph examinations for government, police, attorneys, and private clients. He has directed major loss prevention programs involving polygraph programs and has owned both a private investigations company and a polygraph company.

Ronald E. Decker, APA Certified Primary Instructor for polygraph. Currently the President of Decker Instruments, Mr. Decker has more than 25 years teaching polygraph as an instructor and Director of the US Army Polygraph School, the Department of Defense Polygraph Institute, and as a guest lecturer at numerous other polygraph schools and seminars. He is internationally known for his expertise in polygraph instrumentation, chart evaluation, and countermeasures. A longstanding member of the American Polygraph Association and numerous other professional polygraph organizations, Mr. Decker has been involved in establishing several polygraph training and testing programs. (Adjunct Faculty)

Evelyn E. Dorsey, Supplemental Instructor for physiology. Twice listed in Who's Who among American Women, Ms. Dorsey is currently a part-time biology instructor in the Science Department of Georgia Perimeter College and full-time Laboratory Coordinator and Assistant Professor in the Basic Sciences Division of Life College. Ms. Dorsey has developed extensive

knowledge of human physiology during her 30+ years study and work within the medical and teaching professions. Her academic accomplishments include a Master of Science in Medical Technology and a Bachelor of Science degree in Biology, with a minor in Chemistry. Ms. Dorsey is a certified specialist in medical laboratory microbiology and public health with the American Academy of Microbiology. She is also a registered medical technologist with the American Society of Clinical pathologists. (Adjunct Faculty)

Paul E. Hemmann, Assistant District Attorney, Paulding Judicial Circuit, Georgia. Supplemental Instructor for law. (Adjunct Faculty)

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 the minimum qualifications established by the American Polygraph Association. These Primary Instructors and Guest Instructors for polygraph science subjects are selected based on their education, training, knowledge, experience and instructional delivery abilities.

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 in which the applicant intends to practice, unless a higher level degree is required for licensing in the State in which the applicant intends to practice, in which case the State law shall prevail;
OR,
An applicable level of education required by the State and/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 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 professional references.
- C. At least 25 years of age (waiver on case by case basis), unless a State licensing law 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, AIIP is responsible for establishment of the admission policy. Implementation of this policy is the responsibility of school administrators and the faculty.

READMISSIONS POLICY:

Students withdrawing or being dismissed from the basic polygraph examiner training program may apply for later training programs and will be accepted providing they meet the standards of the admissions policy and the course catalog in effect at the time of re-application.

CLASS SCHEDULE:

Monday-Friday 8:00 AM to 5:00 PM with up to two (2) Saturday classes of 8 hours each 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 is subject to change during the course. Classes are not Held on the following holidays:

| | | | |
|---------------|------------------|---------------|------------------|
| New Years Eve | New Years Day | Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day | Christmas Eve | Christmas Day |

CURRICULUM CHANGES:

The Institute 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.

ENROLLMENT POLICY:

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 Institute to facilitate makeup training. Decisions will be made on a case by case basis. All enrollments will be on a “space permitting” basis.

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. Students must enroll for the entire program and cannot selectively enroll for courses.

The Basic Polygraph Examiner Training Program has an overall objective of providing the graduating student with the basic knowledge, skills and ability to professionally administer and defend polygraph examinations for law enforcement and private purposes, in support of criminal and administrative investigation, and pre-employment/security examinations. The curriculum and instructional/training methods utilized were developed by the Institute Director based on federal training and experience gained while a polygraph examiner with the US Army Criminal Investigations Command, an instructor at the Department of Defense Polygraph Institute, and while the Director/Primary Instructor of Argenbright International Institute of Polygraph.

The Basic Polygraph Examiner Training Program consists of the following:

| Subject Matter | Schedule 1 Hours | Schedule 2 Hours |
|-------------------------------------------------|---------------------|---------------------|
| History of Polygraph (Detection of Deception) | 8 | 8 |
| Instrumentation and Operations | 30 | 20 |
| Test Question Construction (Formulation) | 36 | 30 |
| Polygraph Techniques | 70 | 60 |
| Chart Evaluation (Test Data Analysis) | 56 | 50 |
| Pre and Post Test Interviews | 28 | 14 |
| Development & Application of Polygraph Skills | 64 | 40 |
| Ethics in Forensic Psychophysiology (Polygraph) | 6 | 6 |
| Director's Discretionary Subjects | | |
| Preparing for Testimony | 2 | 2 |
| Polygraph Countermeasures | 2 | 2 |
| Polygraph Research | 4 | 4 |
| Report Writing | 4 | 4 |
| Quality Control Procedures | 2 | 2 |
| Other as student requires for understanding | 6 | 6 |
| Legal Issues Concerning Polygraph | 8 | 8 |
| Psychological Issues in Polygraph | 24 | 24 |
| Physiology and the Polygraph Examination | 24 | 20 |
| Exams/Performance Evaluations | 20 | 20 |
| <u>COURSE ADMINISTRATIVE TIME</u> | 6 | 4 |
| Program 2 Internship | | 76 |
| TOTAL: | <u>(400)</u> | <u>(400)</u> |

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

Individual Course Objectives:

History of Polygraph (Detection of Deception): Student understanding of historical efforts directed at the detection of deception, identification of the theoretical basis for detection of deception efforts, recognition of instrumentation developments, and understanding of the more significant contributions of individuals and organizations within the polygraph profession.

Instrumentation and Operations: Student understanding of the mechanical operations of analog and computerized polygraph instruments, the proper collection of polygraph tests, chart markings, maintenance and calibration.

Test Question Construction (Formulation): Student understanding of and ability to properly develop test questions for various polygraph testing techniques.

Polygraph Techniques: Student understanding and ability to use varying techniques including comparison question techniques, relevant-irrelevant techniques, guilty knowledge tests, and peak of tension tests.

Chart Evaluation (Test Data Analysis): Student recognition of evaluation criteria and ability to evaluate polygraph tests, using global and numerical scoring systems, and computer scoring algorithms.

Pre and Post Test Interviews: Student understanding of and ability to conduct proper pretest interviews to psychologically prepare the examinee for testing; and, student understanding of and ability to conduct appropriate post test interviews to resolve polygraph issues.

Development and Application of Polygraph Skills: Student practice and skill development when performing as a polygraph examiner in the preparation phase, pretest, in test, analysis, and post test phases of various polygraph techniques; with individual and group critiques.

Ethics in Forensic Psychophysiology (Polygraph): Student understanding of "professional issues" and ethical dilemmas that polygraph examiners encounter; including professional competence, standards and principles of practice, ethical codes and case studies of ethically questionable conduct.

Preparing for Testimony: Familiarize students with basic considerations in preparing for and providing expert witness testimony in court or at administrative hearings.

Polygraph Countermeasures: Familiarize the student with polygraph countermeasures and appropriate counter countermeasures.

Polygraph Research: Familiarize students with basic nature of research design as well as providing a basic understanding of statistics, thus, the student will be able to have a level of skill in reading and understanding current research in the field of polygraph as well as related areas of interest.

Report Writing: Student understanding of report writing essentials and various types of reports for the polygraph profession.

Quality Control Procedures: Instructor led student review of comprehensive quality control methods and procedures.

Legal Issues Concerning Polygraph: Familiarize students with basic legal matters pertinent to the practice of polygraphy; including local, state, and federal regulations, admissibility issues, the Employee Polygraph Protection Act and the Americans with Disabilities Act.

Psychological Issues in Polygraph: Acquaint the student with psychological theories associated with polygraph testing; including response theories, mechanics of arousal, emotions, and stress; and, to introduce students to elements of normal and abnormal behaviors in humans.

Physiology and the Polygraph Examination: Student understanding of basic anatomy and physiology of the human body as they relate to polygraph instrumentation, physiological recordings, equipment and filtering.

Exams/Performance Evaluations: Eight written examinations test student knowledge and skills to determine satisfactory progress throughout the training program and to document student understanding prior to course completion. Laboratory evaluations and critiques of student knowledge, skills and ability to prepare for and conduct the various components of a variety of polygraph examination types.

Schedule 2 Internship: Student successful conduct of twenty (20) polygraph examinations as determined by a quality control review process by the Institute.

ACADEMIC PROGRESS POLICY:

The Institute will keep official records of the student's progress during the course and will maintain examination grades. Students are informed of their progress verbally by periodic counseling sessions and will review all graded examinations. Students have the right to petition for access to student records. The grading system used by the Institute consists of percentiles between zero and 100. Students must obtain at least a 75% on each of the written subject matter examinations and on the comprehensive final examination. Any examination grade below 75% will be considered unsatisfactory. Students will be re-tested following receipt of an unsatisfactory grade and will be dismissed from the training program if they receive an unsatisfactory grade on a re-test. The student may re-enroll in a later Institute training program.

ATTENDANCE – 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 a reasonable explanation is offered. After three (3) incidents of 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 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 90% 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 in writing by the Institute Director.

Students who are unable to continue classes for medical reasons or severe personal problems will be permitted to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. In order for the student to receive credit for training by the American Polygraph Association, all program requirements must be completed within a one-year time period.

Any student may be dismissed for violation of rules, regulations and policies of the Institute, as set forth in Institute 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 Institute 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 his or her program of study if more than seven (7) days on which the student's classes were held, or twenty-one (21) calendar days, which ever is less, have passed since the last date of actual attendance at the school. However, if earlier written notice of termination is received by the Institute, termination is the date of receipt of written notice.

CONDUCT POLICY:

While enrolled, the Institute expects its students to conduct themselves in a professional manner at all times. Acts of dishonesty and questionable moral turpitude are grounds for dismissal. 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 Institute policies may result in permanent dismissal from the Institute.

GRADUATION REQUIREMENTS:

To graduate from the basic polygraph examiner training program, students must successfully complete: 1) the eight written performance examinations or their re-tests; 2) the attendance requirements; 3) a minimum of 60 minutes chart time; and, 4) document proficiency in the conduct of an R&I examination, 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 and this Institute. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

REFUND POLICY:

- A full refund of all moneys paid if the Institute does not accept the applicant; the Institute discontinues a course or program of education; or if the student withdraws and requests same within three working days of signing a contract or making a payment to the Institute, provided that the student has completed no more than 5% of the training program.
- A full refund of the supplies/materials fee if the student withdraws or is terminated from the training program, provided the student returns non-expended issued supplies/materials.
- Refunds are calculated from the last date of attendance, and the Institute issues the appropriate refund in full to the contracting party within a maximum of thirty (30) days of termination.
- Students terminating training are entitled to the following tuition refunds:

| A student terminating training..... | Is entitled to a refund of |
|-----------------------------------------------|----------------------------|
| Within the first 5% of program | 95% |
| After 5% but within first 10% of program | 90% |
| After 10% but within first 25% of program | 75% |
| After 25% but within first 50% of program | 50% |
| After 50% but within the first 75% of program | 25% |
| After 75% of program | No refund |

- The official date of termination or withdrawal of a student shall be:

The date on which the Institute received notice of the student's intention to discontinue the training program; or

The date on which the student violates Institute policy, which provides for termination.

STUDENT COMPLAINTS:

Student Complaints should be brought to the attention of the Institute Director in order to be resolved. In the absence of the Director at the training site, students may direct complaints to the Instructor present or telephonically notify the Institute Director. Students may also direct complaints to the American Polygraph Association or the American Association of Police Polygraphists.

TUITION AND FEES:

Tuition for the basic polygraph examiner-training program is \$4,750.00. An additional fee of \$250.00 is assessed for Institute provided training materials and a workbook that the graduating student maintains. Total due to Quality Polygraph Services, Inc., d.b.a. American International Institute of Polygraph on or before the first day of scheduled training is \$5,000.00, unless other arrangements are made with the Institute Director in advance. The Institute 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. The Institute can identify a hotel that will offer individual students reduced lodging rates. However, all student lodging, transportation and subsistence accommodations are outside the scope of any enrollment agreement with the American International Institute of Polygraph.