

CENTER FOR POLYGRAPH SCIENCE

SCHOOL CATALOG

Basic and Advanced Forensic Psychophysiology Courses
in the Detection of Deception

Center for Polygraph Science

CENTER FOR POLYGRAPH SCIENCE

MISSION AND OBJECTIVES

The Center was founded to provide quality polygraph training to qualified, highly motivated individuals in law enforcement, government and the private sectors. The Center's objective is to provide its students thorough and effective education and training in the best practices of the polygraph profession. This comprehensive instruction consists of the most scientifically reliable, valid, and up-to-date principles and techniques in the profession. These best practices will prepare students to perform ethical, proficient, valid, and reliable single-issue, multi-facet, and multiple-issue examinations. Upon graduation from the Basic Polygraph Examiner's Course, the students will be able to effectively conduct screening and diagnostic polygraph examinations. Our classes are designed to have a small student to teacher ratio with the goal of providing the highest quality tailor-made instruction in both classroom and laboratory settings. The Center is in compliance with all state and local licensing requirements.

BASIC PROGRAM

The basic course of instruction is ten weeks in length (Eight weeks on campus and two weeks off campus). Classes are generally held from 8 a.m. to 5 p.m., Monday through Friday, with an hour for lunch. Saturday and /or Sunday classes are occasionally required to accommodate some of the instructors. The following holidays are observed by the Center: New Year's Day, Dr. Martin Luther King Day, Memorial Day, Independence Day, Thanksgiving, and Christmas Day.

Additionally, the student receives extensive "hands on" practice with all aspects of Polygraph required in the field of Polygraph science. Emphasis is on fundamental skills and application of polygraph knowledge. A course curriculum depicting each course activity appears at the end of this Catalog.

ADVANCED AND OFF SITE CLASSES

As it is the policy of the Center for Polygraph Science to meet the needs of the Polygraph community, we offer both off site and advanced classes which provides training at your agency or department and allows for resultant cost reductions. Should you be interested, please inquire about co-sponsoring training by contacting the Director. Additionally, advanced courses are offered at the home campus throughout the year.

TUITION AND FEE POLICY

The tuition for each course covers instruction, student handouts, training aids, teaching manuals, and use of equipment and polygraph instrumentation during the training course. All checks and P.O.'S should be made out to **Stoelting Co.** and mailed to the following address:

Stoelting Company
620 Wheat Lane
Wood Dale Illinois 60191

Please send all wire transfers of funds to the following:

Wire to: JP Morgan Chase, NA
New York, NY USA
Swift: CHASUS33
ABA: 021000021

For Credit to: Stoelting Co.
Acct. # 960159673

Basic Polygraph Training Course. Course fee is \$5000 (USD) and is generally due prior to the beginning of the course of the study unless other arrangements are made through the Director of the Center. The tuition fees include all course materials, supplies and use of equipment and polygraph instrumentation together with staff consultations while in attendance. This is a ten week program: (8) week on-campus training and off-campus, post residency practicum of twenty (10) polygraph examinations and a research paper on a topic approved by the Director.

Basic Post-Conviction Sex Offender Training Forty-hour Certification Course. Course fee is \$500 (USD) and must be paid in full by the first day of class

Advanced Workshops.

One-day Workshop. Course fee is \$100 (USD) and must be paid in full by the first day of class.

Two-day Workshop. Course fee is \$200 (USD) and must be paid in full by the first day of class.

Three-day Workshop. Course fee is \$300 (USD) and must be paid in full by the first day of class.

Four-day Workshop. Course fee is \$400 (USD) and must be paid in full by the first day of class.

Five-day Workshop. Course fee is \$500 (USD) and must be paid in full by the first day of class.

REFUND POLICY

If the course or workshop is cancelled for any reason, or if the student is unable to attend the course, any money received by the school from the sponsoring entity will be refunded in full. If, however, a student is terminated, or if the student resigns during the course for any reason, a refund will be returned according to the following pro-rated scale:

<u>Percentage of Physical Attendance Completed</u>	<u>Tuition Refunded</u>
10% or less	90% refunded
More than 10% and less than or equal to 20%	80% refunded
More than 20% and less than or equal to 30%	70% refunded
More than 30% and less than or equal to 40%	60% refunded
More than 40% and less than or equal to 50%	50% refunded
More than 50%	No refund will be given

Refund requests must be made in writing and delivered to the school administrator. As an alternative, the student(s) may, if eligible, reenroll in a future class in lieu of requesting a refund.

ADMISSIONS POLICY

The Center recognizes that those who intend to be academically, technically, and ethically qualified polygraph examiners should attend an institution that is both accredited and recognized. To this end, the Center maintains a rigorous admissions policy that will be enforced by the Center's school administrators and faculty. The Center's administrators have established this admissions policy so that its attendees benefit fully from its curriculum and instruction. The Center does not discriminate on the basis of race, color, creed, gender, or national origin, physical limitations, or sexual orientation. Student approval is also based on availability of space. The Center for Polygraph Science is open to all qualified persons. Specific admission requirements are:

- Shall complete the course's application fully and accurately.
- Shall be at least 20 years of age, or greater if a higher minimum age is required by the state Polygraph Examiner licensing law in the student's state.
- Shall not have been previously convicted of a felony. The Center may also deny admission to those who have been convicted of a misdemeanor which resulted in imprisonment.
- Shall be of verified good reputation as documented by professional references. The Center may deny admission to those applicants who have been refused admission to or expelled from any professional organization.
- Shall provide the authorization from the sponsoring agency.
- A bachelor's degree from an accredited college or university (if required by the state you plan to practice in) and/or an appropriate background of training and experience as confirmed by the Center's Director.

-OR -

- Shall have a minimum of three years of investigative, law enforcement, military, interviewing, or treatment (Psychological or Counseling fields) experience.
- Satisfactory completion of an oral interview demonstrating the student's genuine interest in and aptitude for Polygraph. The student's ability to meet this requirement is at the discretion of the Director of the Center.
- Shall be accompanied to the course with a laptop, and have administrative rights to that laptop.

GRADUATION REQUIREMENTS

Written Examinations. To graduate from the Center for Polygraph Science, students must achieve at least a minimum of 70% on written examination administered to them. For the Basic Course, these are History, Law, Ethics, Psychology, Physiology, Test Data Analysis, Polygraph Techniques, and the Final Examination.

Academic Probation for the Basic Course. Any student who fails to achieve the minimum requirement will be placed on academic probation for a period of two weeks. Failure to achieve the minimum requirement on a re-test will result in the student being dismissed.

Post-residency Requirement for the Basic Course. Each student must complete and submit ten examinations, along with accompanying recordings, score sheets, and charts in the techniques taught

during the basic course. These examinations must be completed and submitted to the Center within twelve months of the completion of the basic course. The final graduation certificate will be awarded to each student upon successful completion of the post-residency requirement. In addition to this requirement, students must complete a research paper about a topic approved by the director.

Collected Chart Time for the Basic Course. Students must complete and submit a minimum of 60 minutes in chart time from laboratory examinations completed during the residency portion of their training.

Attendance. A student may be excused from class due to illness, family emergency or court testimony. Excusal must be granted in advance by the Director. If an unexpected closure occurs due to uncontrollable issues (i.e. inclement weather, etc.) each student will be notified as soon as possible by telephone. The student must be physically present at the Center for not less than 288 hours (90% of 320 hours) of actual classroom instruction time. Absence in excess of 10% (32 total hours for the Basic Course) of the total class time must be made up by each student in order to meet minimum graduation requirements. Tardiness will not be tolerated and may subject the student to dismissal. Classes will generally be held eight hours per day, five days a week. Attendance records will be appropriately recorded on a daily basis. Late arrivals will be noted on the attendance records. The only holidays observed by the school are New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

ACADEMIC PROGRESS POLICY

Written examinations will be administered to students to monitor their grasp of the subject matter. The results of these examinations will be documented in the student's file. These written examinations will cover material found in presentation slides, reference materials, and lectures provided to each student.

Grades on these written examinations are determined as follows:

A	90-100%	4
B	80-89%	3
C	70-79%	2
D	60-69%	1
F	0-59%	0

Following the student's satisfactory completion of all course requirements, a diploma will be awarded attesting to the student's achievement. The Center will maintain permanent records of each student's progress within the course including all scores achieved, conduct, etc. Further, the student will receive guidance and progress reports on approximately a weekly basis throughout the entire course of study. The student may also be given special counseling sessions either student or Director initiated, as circumstances dictate.

SUSPENSION AND DISMISSAL POLICY

Each student is expected to exercise professionalism throughout the course. Any acts of moral turpitude or dishonesty may result in suspension or dismissal from the course. Examples of such acts are criminal behavior, disruption, harassment, acts of threats or violence, cheating, theft, damage or destruction, and falsification of application.

RE-ADMISSIONS POLICY

Considering the rigorous nature of these courses, some students may be unable to complete it with their initial attempt and, for these students, on a case by case basis and at the discretion of the Director, re-admission in a subsequent course may be available. In order for a previous student to be re-admitted into a course, the applicant must prepare a letter explaining the reason for re-admission, and detailing any corrective actions the applicant has taken in order to mitigate previous reasons for being dismissed from training.

LEAVES OF ABSENCE

If a student has a medical or family emergency that causes an extended period of absence, the following policy will prevail. For the Basic Course, if the absence is less than 40 hours, instructors will assist the student in making up the curriculum missed. Absences in excess of 40 hours will be evaluated on a case-by-case basis to determine if the student is able to continue in the training. In the event that the student is dismissed, the refund policy will be adhered to as described in this document.

TARDINESS

Attendance records will be appropriately recorded on a daily basis. Late arrivals will be noted on their attendance records. The student will be charged as follows:

1. There is no dismissal for tardiness if a suitable explanation is given.
2. An hour will be charged for any fraction of an hour basis lost from class.
3. A student may be dismissed for excessive absence with no valid reason.

CONDUCT

Professionalism is expected of every student during the duration of the course. The Director may dismiss from the course any student involved in acts of dishonesty or questionable moral turpitude.

FACULTY DESCRIPTION AND QUALIFICATIONS

Primary Instructors. The Center utilizes the most experienced and qualified instructors available. Each primary instructor will each hold a current Primary Instructor Certificate approved by the American Polygraph Association, and at a minimum must:

- Possess a degree at the Baccalaureate level from a college or university accredited by the appropriate regional accreditation board.

- Have administered a minimum of 200 polygraph examinations within a three-year period following the completion of their final graduation from an APA-accredited training facility.
- Have completed a basic polygraph school course at a school that was accredited by the APA at the time of their attendance.
- Have at least three years experience as a practicing polygraphist after their final graduation from an APA-accredited training facility.
- Annually maintain no less than 16 hours of APA-approved continuing education coursework in subjects specifically related to polygraph.

Benjamin Blalock holds a Bachelor's Degree in Liberal Arts and a Master's Degree in Organizational Management. He is a former law enforcement and federal government examiner. Mr. Blalock is also a graduate of the Special Agent's courses for both the United States Army Intelligence School and the Department of Defense. He is a graduate of the International Academy of Polygraph and the Defense Academy for Credibility Assessment and is also the former Director of the International Academy of Polygraph. He holds Primary and PCSOT Instructor certificates from the American Polygraph Association, and is a member of numerous state, national and international polygraph associations.

Dr. Richard Poe holds a an Ed.D in Human Services, as well as Master's, Bachelor's and Associate's degrees in Business Management. He is a retired Law Enforcement Officer and Polygraphist from the Pinellas County Florida, Sheriff's Office. Dr. Poe has served as the Director of APA accredited polygraph schools, and has taught the basic course and lectured to various agencies and associations throughout the world. Dr. Poe is currently serving as the F.P.A. Randall Jones School for Continuing Studies Director. He holds F.P.A. Certified Polygraphist Certificate #127 and American Association of Police Polygraphist certificate # 1745. The American and Florida Polygraph Association programs in Post Conviction Sexual Offender Testing and Monitoring also certify Dr. Poe. He was formerly Regional Director (Region 3), of the Ethics and Grievance Committee of the American Polygraph Association. Dr. Poe is a former member of the National Association of Polygraph specialists in Sex Offender Testing / Monitoring. Dr. Poe serves on the ASTM subcommittee E52 on Examiner Education and Training Committee on Forensic Psychophysiology. Dr. Poe consults with various law enforcement agencies through out the world. Dr. Poe is a recognized expert in the 6th Judicial Court System in the State of Florida. Dr. Poe is recognized by the Florida Certification Board as a Certified Mental Health Professional and is certified by the American Polygraph Association to instruct the psychology of polygraph.

Nancelyn Kniffin Poe holds a Bachelor's Degree in Human Services with a concentration in Criminal Justice. Mrs. Poe first completed polygraph training in 1975 by graduating from the National Loss Prevention Institute and graduated from the Academy of Polygraph Science in 2004. She currently holds Certified Polygraph Certificate number 234 and Sexual Offender and Monitoring Program certificate number 641 as well as the American Association of Police Polygraphist Certified Forensic Law Enforcement Polygraph Examiner number 2533. She is a member of the American Polygraph Association, Florida Polygraph Association, British and European Polygraph Association

Scott Walters holds a Bachelors Degree in Business Management. Mr. Walters is an American Polygraph Association Certified Primary Instructor. He graduated from the International Academy of Polygraph in 1995 and has conducted polygraph interview and examinations for both the private and government sector. Mr. Walters has served as an adjunct instructor for the International Academy of Polygraph and has supervised the internship of several graduates from the Academy. He has 15 years of active law enforcement service and is currently employed as a Sergeant with the Professional Responsibility Bureau of the Collier County Sheriff's Office and is the polygraph section supervisor. Mr. Walters is a member in good standing with the American Polygraph Association (APA) and the American Association of Police Polygraphists (AAPP). He is also a certified member with the Florida Polygraph Association (FPA), where he currently serves as the Vice President Public and Grievance Committee Chair, and is a past board member with this association. Mr. Walters has many hours of specialized instruction in Interview and Interrogation techniques. He also has specialized training in Post-Conviction Sex Offender Testing (PCSOT) and is certified in this discipline with the FPA. To date, Mr. Walters has conducted in excess of 4,000 polygraph examinations and is a recognized court expert in the field of polygraph.

Physiology Instructor. The Physiology Instructor at a minimum must have successfully completed and been granted at least one graduate degree, beyond the Bachelor level, in physiology or in a discipline defined as closely related to or aligned with physiology, i.e., psychophysiology, physiological psychology, etc., from a college or university graduate department approved by the appropriate regional accrediting agency; or in lieu thereof, must have completed and been granted a Bachelor-level degree and have been credited with documented successful completion of not less than 18 graduate level semester credit hours or equivalent in physiology, (psychophysiology, physiological psychology, etc.) from a college or university graduate department approved by the appropriate regional accrediting agency.

Psychology Instructor. The Psychology Instructor at a minimum must have successfully completed and been granted at least one graduate-level degree beyond the Bachelor level, in the field of psychology from an appropriately accredited college or university psychology graduate department; or in lieu thereof, must have successfully completed and received a Bachelor-level degree plus must have been credited with documented successful completion of no less than 18 graduate-level semester credit hours or equivalent in the field of psychology by an approved psychology graduate department within a college or university approved by the appropriate regional accrediting agency.

Dr. Richard Poe (see qualifications above).

Legal Issues Instructor. The Legal Issues Instructor must possess a law degree or jurisprudence degree recognized by the appropriate national or regional bar association(s); and/or, be currently licensed to practice law by an appropriate governmental or regulatory licensing authority; and, be a current member in good standing with the bar association in their state or residence where applicable.

The Center reserves the right to assign other instructors not listed herein to provide the best instruction available to its students with the caveat that they all will meet the requirements as set forth by the American Polygraph Association.

Examinations on this course work consist of written examinations, as well as a *demonstration of competency* in the administration, scoring and interpretation of the polygraph examination. Additional studies involve completion of a research project and/or participation in an intern program as deemed appropriate by the Director.

POLYGRAPH CURRICULUM

The curriculum of the Center for Polygraph science consists of 400 hours of course studies (classroom instruction, laboratory practica, and post-residency requirement) in Polygraph Science. The following is a full and accurate description of the curriculum for the Basic Polygraph Course, including hours of instruction:

History of Polygraph	8 Hours
Physiology	24 Hours
Psychology	20 Hours
Law	8 Hours
Ethics	6 Hours
Test Question Construction	30 Hours
Mechanics of Instrument Operations	20 Hours
Polygraph Techniques	64 Hours
Test Data Analysis	50 Hours
Interviewing and Interrogation	14 Hours
Report Writing	6 Hours
Skills Development	50 Hours
Student Performance Evaluation	20 Hours
Post-residency Requirement	80 Hours

History of Polygraph. A comprehensive presentation on the history of polygraph, including information about the precursors of the polygraph used to detect deception from ancient times. Particular emphasis will be placed on the contributions of various individuals to what has evolved into our current-day polygraph procedures.

Physiology. A review of the basic anatomy and physiology of the human body as they relate to the administration of the polygraph, sensor recording, and how these relate to diagnosing deception.

Psychology. Students will be presented information pertaining to the psychological underpinnings of the polygraph process. Particular emphasis will be placed on cognition, emotion, memory, disorders, and psychological defense mechanisms.

Law. A general review of legal issues pertaining to polygraph will be presented. Particular emphasis will be placed on the Employee Polygraph Protection Act, and the history of admissibility of polygraph.

Ethics. A presentation on the ethical issues that present themselves to polygraph examiners, and how to properly deal with those issues will be discussed. Particular emphasis will be placed on the standards required of professional polygraph examiners.

Test Question Construction. A detailed explanation of each type of question used in validated polygraph techniques. Particular emphasis will be placed on the optimal way of constructing test questions.

Mechanics of Instrument Operation. A thorough review of the mechanics involved in the proper operation of computerized polygraph instruments and the accompanying sensors.

Polygraph Techniques. A thorough review of validated polygraph techniques supported by empirical evidence. Question sequence, question types, scoring procedures, dealing with artifacts and insufficient data, and proper protocol will be thoroughly discussed. Finally, students will be familiarized with the research literature pertaining to polygraph available for review, and how to understand that literature.

Test Data Analysis. A comprehensive presentation will be given regarding how to properly evaluate test data using validated scoring systems supported by empirical evidence. Diagnostic criteria, scoring rules, cut scores, and decision rules will be thoroughly reviewed. Additionally, instruction on how to identify countermeasures, and how to execute proper anti and counter-countermeasures will be given.

Interviewing and Interrogation. A systematic discussion about proper pre-test interviewing and post-test interviewing/interrogation will be conducted with emphasis on encouraging disclosure of pertinent information related to the purpose of the polygraph examination.

Report Writing. The essential elements of report writing will be discussed. Particular emphasis will be placed on content and proper reporting procedures.

Skills Development. A brief review of study techniques that are vital for students to be successful in the basic polygraph course will be discussed. All of the necessary skills to conduct a proper polygraph examination from Pre-test to Post-test will be thoroughly practiced during skills development blocks. Particular emphasis will be placed on proper procedures and providing each student effective feedback for improvement.

The student may also be given special counseling sessions either student or Director initiated, as circumstances dictate.

LODGING

The school does not directly arrange housing. There are several housing options available in the area at various rates. Housing information can be obtained by calling the office directly. Local accommodations, meals, and other student personal living expenses are not included.

RECORDS

The Center will maintain permanent records of each student's progress within the course including all scores achieved, class standing throughout, conduct, etc. All student records are maintained by the Center for Polygraph Science and will be maintained permanently. Student transcript information will be maintained permanently.

OTHER REQUIREMENTS

The Center will provide the actual instrumentation (Lafayette, Limestone, Stoelting, Axciton) to be used during the course. However, students will be required to have a laptop computer with ***full administrative rights*** so that Polygraph Software programming can be added to their systems. Students are also required to have a mouse, MS Word and an updated Adobe Reader program.

ASSOCIATION AND LICENSING REQUIREMENTS

The school is in the process of being accredited by the American Polygraph Association (APA). Based upon successful accreditation, it will be recognized by the American Association of Police Polygraphists (AAPP) and virtually all National, International, and Regional Polygraph Associations. Completion of an American Polygraph Association accredited basic polygraph program is only one of the necessary prerequisites for membership in the American Polygraph Association.

It should be understood that attendance alone at an APA accredited polygraph school does not constitute eligibility for membership in the American Polygraph Association and Recognition by the American Association of Police Polygraphist does not constitute eligibility for membership. Additionally, each student is required to verify that they meet the licensing requirements in the state in which they intend to conduct polygraph examinations. The Center does not guarantee that the student will pass state examinations required for licensing. Additionally, the Center does not offer any placement services and does not make any guarantee, expressed or implied, that students can gain employment or remain employed as a Polygraph Examiner.

ORGANIZATIONAL CHART FOR THE CENTER FOR POLYGRAPH SCIENCE

OWNER

Mark Cochran
Melinda Cochran

DIRECTOR

Benjamin Blalock

ADVISORY COMMITTEE

Trent Lund, PhD
Michael Cochran
Shawn Edwards

POLYGRAPH SUBJECTS

Primary – Benjamin Blalock
Primary – Dr. Richard Poe
Primary – Nancy Poe
Primary – Scott Walters
Primary – Gil Witte
Primary – Raymond Nelson
Primary – Joe Johnson

LEGAL

PSYCH

Gil Witte
Dr. Richard Poe

PHYSIO

Dr. Trent Lund
Dr. Richard Mills
Dr. Lauren Eloff

ACKNOWLEDGMENT BY SCHOOL APPLICANT

I have received a copy of the School Catalog which contains the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name _____

Signature: _____

Enrolled By: _____

Date: _____