



MARSTON POLYGRAPH ACADEMY

2020 Catalog of Training

(07-21-2020 - 12-31-2021)

2020 Marston Polygraph Academy

Schedule of Training

Basic Forensic Examiner Class

Post Conviction Sex Offender Testing

August 1, 2020 through December 31, 2021

*390 ORANGE SHOW LANE
SAN BERNARDINO, CALIFORNIA 92408
866-535-8969
<http://www.marstonpolygraph.com>*

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PART ONE

Marston Mission Statement

The mission of Marston Polygraph Academy (hereinafter referred to as “Academy”) is to provide instruction in the art and science of the polygraph profession in accordance with the standards established by the American Polygraph Association (APA).

The objectives of the program are to produce competent and ethical polygraph examiners who are trained to use current techniques, formats and equipment. Polygraph examinations have been used for many years by military and law enforcement agencies as an investigative tool. As security has become a more sensitive and more important issue, private firms have begun to regularly use polygraph examinations in their investigations. The Academy will train law enforcement officers to assume the duties of an examiner in their current employment and train others with the appropriate background to do polygraph work in the private sector.

Students can be trained on Stoelting CPSpro, Lafayette LX5000/LX 6, Acadian Polygraph and Limestone Computer Polygraph.

Marston Training Location and Facility

The Academy campus is located at 390 Orange Show Lane, San Bernardino, California, 92408 where all classes are held. The campus is between E Street and Arrowhead Avenue. Instruction is in residence with the facility occupancy level accommodating 15 students. The American Polygraph Association the Accrediting Agency does not permit distance or online training for the Basic Class.

The building is a one-story building with 1300 sq. ft. an ideal atmosphere and environment for learning with an outside entrance into the administrative area and classrooms. Restrooms are available in the building. Instruction is provided in the primary classrooms.

Prospective students are encouraged to visit the physical facilities of the Academy and to discuss personal educational and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. Enrollment and admissions as well as all classroom study take place at this site. All student records are kept at this site. The Academy facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The ratio of students to equipment is 1:1. The facilities have adequate lighting, are air-conditioned and are wheelchair accessible. Free ample student parking (including handicapped) is available in front of and behind the building. Students receive instruction on Academy owned equipment, hardware, and software. Learning is augmented with hands on practice, Lectures, videos and individual assistance as needed.

School Library

The Academy maintains a digital library available to students via Wi Fi. The Library contains copies of the APA Polygraph Journal and News Letters. In addition research papers from a wide range of peer review Journals are available.

Academy Hours

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. The Academy observes most major bank holidays and closes for a winter break between Christmas and New Year’s Day. A complete listing is provided at the back of this catalog.

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PART TWO

Disclosure Statements

1. The Academy catalog is updated at least once a year or whenever changes to Academy policies take place.
2. It is the policy of the Academy to always provide the latest Academy catalog either in writing or electronically on the Academy's website to all prospective students.
3. All classes are held at 390 Orange Show Lane, San Bernardino, California 92408.
4. The Academy is a private post secondary institute approved to operate by the California Bureau for Private Post Secondary Education. The Academy is a private institution that is approved to operate by the Bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply the Bureau endorses programs or Bureau approval means the institution exceeds state standards.
5. Approval to operate means the institute is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
6. The Academy does not have a pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)
7. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to an enrollment agreement.
8. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education:

1747 North Market Blvd., Ste 225
Sacramento CA., 85834
Phone 888-370-7589
FAX 916-263-1897

PO Box 980818
West Sacramento CA., 95798-0818
916-574-8900
916-263-1897

www.bppe.ca.gov

9. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on Bureau's Internet Website: www.bppe.ca.gov.
10. The is an unaccredited institution in accordance with the Western Association of Schools and Colleges and Accrediting Commission for Community and Junior Colleges.
11. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The Marston Polygraph Academy is approved to accept students under the Post 911 GI Bill and California Workers Compensation.
12. If the student obtains a loan to pay for this educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from student financial aid program funds.
13. The Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.

14. Housing within five miles of the institution can be found to cost \$900.00-\$1500.00 a month for one-bedroom apartment. Alternative housing can also be found through AirBnb. (www.Airbnb.com)
15. The Academy does not provide housing assistance services to students.
16. The Academy has no responsibility to find or assist a student in finding housing.
17. The Academy does not offer distance education programs.
18. The Academy's programs are not intended to prepare graduates for any position that requires California state license. This also means our graduates may not be eligible to sit for an applicable licenser in other states. Before enrollment, applicants should consult the licensing laws in the area or jurisdiction in which they wish to practice. Successful completion of the Basic Examiner's Course prepares the student to conduct polygraph examinations and, if having completed Post Conviction Sex Offender Testing meets, the minimum requirements to Test Sex Offenders being supervised as Sex Offenders by Treatment Providers and supervised by State and Federal Probation/Parole Officers.
19. Academy students are required to speak English when an institutional setting necessitates the use of English for education or communication purposes as demonstrated in the Pre-Class interview. All classes are taught in English. The Academy does not offer English as a Second Language.
20. The Academy does not have an articulation agreement or transfer agreement with any other college or university.
21. The Academy Director is responsibility to monitor new policies and procedures and for maintaining the Academy in compliance with the California Private Postsecondary Education Act of 2009.
22. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the Academy. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date information included in the School Performance Fact Sheet relating to completion rates, placement rates, licensing examination rates and salaries or wages, prior to signing an enrollment agreement.
23. The Marston Polygraph Academy is recognized and Accredited by the American Polygraph Association (not recognized by the US Department of Education. The APA is a member of the Association of Specialized and Professional Acridotheres (APA), and the APA / EAC adheres to its Code of Good Practice. For information about ASPA and programmatic accreditation, visit ASPA on the web. In the United States, all State and Local Law Enforcement Agencies require polygraph examiners Graduate for an APA Accredited School. Those students competing for contracts with local or state agencies are generally required to be a member of the American Polygraph Association. The Marston Polygraph Academy will pay the first years membership dues for each graduating student to the American Polygraph Association or American Association of Police Polygraphists.
24. The Marston Polygraph Academy is recognized by the American Association of Police Polygraphists.
25. The Marston Polygraph Academy is recognized by the National Polygraph Association.
26. The Marston Polygraph Academy is recognized by the California Association of Polygraph Examiners.
27. The Academy is a tobacco-free environment. Students may not use tobacco in any form within the offices or classroom/s.
28. Students may not use cellular telephones during classroom instruction or within the offices or classroom/s.
29. The Academy is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to race, color, religion, national origin, gender, marital, parental status, disability, age or sexual orientation.
30. The Academy does not participate in state or federal financial aid programs like WIA, ETP, Rehabilitation or Title IV.
31. All equipment is provided during the course except for a Windows laptop computer. All polygraph course materials are provided.
32. The Academy does not accept ability-to-benefit students.

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PART THREE

Admission Requirements

1. Applicants shall as a minimum, have completed sixty (60) college semester hours/units from a regionally or nationally-accredited institution with a grade point average of 2.5 or higher; or have completed not less than three years full time employment as a peace officer or be an honorably discharged commissioned or non commissioned officer from any branch of the United States Armed Forces; or hold a valid state license to engage in private investigations. Failure to meet the above requirements make you ineligible of attending the Marston Polygraph Academy as dictated by the American Polygraph Association.
2. The Academy does not admit applicants with felony convictions. The Academy may deny admissions to applicants with misdemeanor arrest/s which resulted in confinement. The Academy may deny admission to applicants who have been refused admission to or expelled from any professional association or organization. The Academy may expel any student who falsifies or omits information from any part of his/her application for Admission.
3. As a condition of admission, all students must at their own expense and bring to class each day a notebook computer capable of operating the software written for Polygraph instruments. (Windows 10)

Class Language

All classes are taught in English. All learning material is in English, so all students are expected to be minimally proficient in English. Students with English as a second language shall pass an interview with the Director of the Program this would demonstrate a prospective student speaks and understands English proficiently enough to take the program and has the ability to perform all tasks necessary to conduct validated Credibility Assessment Examinations. The results of the English proficiency interview are documented in the student file.

Visa Requirements

International Students must obtain at their own expense a Visa to attend the Marston Polygraph Academy. Visa's for many Allied Countries can be obtained on-line. Others should contact the American Embassy in your Country of origin.

Application Process

1. Complete an admission application. Available on Marston Polygraph Web Site. **Submit on line.**
2. Complete personal interview with an admissions representative.
3. May tour the Academy facilities with an admissions representative.
4. Read and receive all required pre-enrollment disclosures.

Academy Catalog with the Program on Line
A School Performance Fact Sheet
Read and sign the Enrollment Agreement
Pay all tuition and fees by the first day of class

Credit Evaluation and Challenge Procedures

The Academy does not accept credit from other schools or programs. The Academy has not entered into an articulation or transfer agreement with any other school or university at this time. The Academy does not award credit for experience or on job learning.

Notice Concerning Transferability Credits & Credentials

Transferability of credits you earn at the Academy is at the complete discretion of an institution to which you may seek to transfer. If the certificate you earn at this institution is not accepted by another institution, you may be required to repeat some or all of the course work. For this reason, you should make certain your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Academy to determine if the certificate you earn in polygraph training will transfer.

Student Records

Students are guaranteed the right to access and review their personal files in compliance with the 1974 Family Education Right to Privacy Act. Third Party requests for information will require written authorization from the Student. Under no circumstance will information regarding a student, parent or guardian be released without written consent of the student. Maintaining and safeguarding student records, both personal and financial are the responsibility of the Administrator.

Record Retention

The Academy will maintain student records for a minimum of five years. Students have a right to access their records anytime the institution is open during normal business hours.

Students desiring to view their records may request to see them in the Academy Office during the normal business hours or may schedule a time to review records that is convenient for both the student and Academy Administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has made the request. Extensions of this time shall be granted only upon decision of the student. Only the student and the Academy administration have the right to review records except for the appropriate state regulator, federal regulator or accrediting agency officials. Records may also be released upon properly issued subpoenas.

Transcripts

Student transcripts will be maintained permanently. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Education Rights and Privacy Act of 1974, as amended.

The Academy reserves the right to withhold an official transcript, if the student's financial obligation to the Academy is in arrears, or if the student is in arrears on any Federal or State loan obligation. The Academy also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee.

PART FOUR

Academic Policies

- Attendance Policy** The faculty and staff of the Academy consider each moment in class as imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students are required to attend not less than 90% of their assigned classes.
- Academic Policy** Units of measurement and evaluation (quizzes and examinations) will be given each student during the course of instruction. The student must answer correctly a minimum of 75% of the questions. In the event the student fails to answer correctly 75% of the questions on any examination, he/she may retake the examination (a modified test). The minimum score for passing the second examination is 80%. Should a student fail both examinations he/she may be terminated from the program or placed on probation.
- Probation** The Academy Director monitors the student attendance cards for all active students. Students are required to have an overall attendance of 90% or more to meet minimum attendance requirements of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module

will be put on probation until the end of the next scheduled level or module. A probation letter will be sent or delivered to the student.

4. **Termination** The enrollment of any student who is absent form more than forty (40) hours of classroom instruction for any reason or no reason may be terminated. Excessive absences and/or tardiness constitute reason for disciplinary action. Student should notify the administrative office or class instructor one day in advance of any absence. In the event of an unexpected absence, students should notify the Academy as soon as possible.
5. **Tardiness** Students who arrive late for class more than one hour will be counted as absent from that block of instruction. Students who arrive late may make up a missed block of instruction at the discretion of the Academy.
6. **Make-up Hours** Makeup classes are given at the discretion of the instructor and with the approval of the Academy Director.
7. **Leaves of Absence** The Academy does not grant leaves of absence.
8. **Satisfactory Progress Policy** Satisfactory progress in attendance and academic work is a requirement of all students enrolled in the Academy.
9. Good conduct is expected of all students. This includes following all the Academy rules, regulations and following the directions and instructions of the staff. Any problems are to be brought to the attention of the Academy Director. Conduct unbecoming, rude, vulgar, profane endangering and/or behavior that has a negative reflection on the reputation and welfare of the Academy will result in disciplinary action at the discretion of the Director. Conduct policy applies on or off campus within the scope of Academy hours.

The enrollment of any student may be terminated for any of the following behaviors including but not limited to:

- A. Falsification or omission of information on the admission application.
- B. Theft; deliberate or careless damage or destruction of any Academy property, faculty property and/or student property.
- C. Removing Academy property without prior authorization of the Academy Director or staff.
- D. Causing, creating or participating in any disruption of class during Academy hours.
- E. Making sexually inappropriate messages (written, verbal or non-verbal) at any time on Academy property or to Academy students or staff.
- F. Use of abusive or threatening behavior (written, verbal or non-verbal) to Academy students or staff.
- G. Committing an assault or battery on any person.
- H. Attending class while under the influence of alcohol or illegal drugs.
- I. Committing plagiarism or cheating on any test/quiz or assigned project or assignment.
- J. Committing sexual harassment of any nature.
- K. Viewing or downloading any material from a pornographic website or other websites deemed by the Director to be offensive using Academy internet access or while on Academy property.
- L. Any willful violation of local, state or Federal law.

Drug-Free and Alcohol Free Policy

The Academy is committed to fostering a drug and alcohol free environment for students and staff. No student or staff member shall possess, consume, sell or distribute any alcoholic beverage or illegal drug/controlled substance while on Academy property.

The illegal use of prescribed drugs and inappropriate use of over the counter drugs is prohibited. Persons showing behavior, physical signs or conduct indicative of the use of alcohol or drugs shall be denied access to the Academy.

The Academy reserves the right to impose disciplinary action to the extent allowed by law against students or employees found to be in violation of this policy. Disciplinary action may include but is not limited to suspension, expulsion, employee termination and referral to the appropriate Law Enforcement agency.

Tobacco Free Policy

All tobacco use is prohibited inside the facilities of the Academy. Tobacco use is defined as the personal use of any tobacco product including that which is smoked or smokeless. The use of Electronic Cigarettes is included in this policy.

Tobacco products may be consumed at the rear of the Academy a minimum of 20 feet from the backdoor. No physical waste of the tobacco products may be disposed of on or around Academy facilities.

Completion/Graduation Requirements

1. Students must complete all the classroom requirements and pass all performance evaluations. Upon successful completion of this requirement, the student will receive a Certificate of Completion.
2. Students receiving the Certificate of Completion may participate in a post graduation field project by submitting a minimum of 10 completed Credibility Assessment Examinations using validated techniques and conforming to the Standards of Practice of the American Polygraph Association. Students completing the field project will be awarded a Certified Graduate Certificate. This Certificate is issued based upon the recommendation of the Faculty and Director of the Marston Polygraph Academy.
3. In the United States, individuals seeking employment as a polygraph examiner may be required to meet licensing requirements by state or local authorities. One of the major requirement is graduation from an American Polygraph Association accredited Polygraph School. The Marston Polygraph Academy meets this requirement. Graduation from an APA accredited Polygraph School and Membership in the American Polygraph Association is a requirement for many government and private agencies. The Marston Polygraph Academy pays students first year membership in the American Polygraph Association or American Association of Police Polygraphists.

PART FIVE

Student Services

1. **Counseling Service**

The Academy takes a personal interest in each additional student. Every student is extended the privilege of consulting with the Academy Director at any time. In addition Quality Assurance review is provided Marston Polygraph Academy graduates at no cost.

2. **Placement Assistance**

The Academy does not offer job placement assistance. We provide a job listing bulletin board for student listing employment opportunities. We cannot guarantee placement or use it as an endorsement to enroll.

3. **Liability**

The Academy assumes no responsibility for loss or damage to personal property or for personal injury which may occur while on the Campus grounds.

4. **Student Grievance Procedure**

Should a difference in interpretation of Academy police arise among students, faculty and staff, the person seeking to resolve the problem/complaint should first contact the instructor. If the difference can not be resolved the instructor, the Director of the Academy should be contacted. If the problem involves the Director or other school official, it should be reported directly to Mike Cochran, CEO Stoelting Company (mike@stoeltingco.com) or Trent Lund, President Stoelting Company (trent@stoeltingco.com).

If the complaint can not be resolved informally a written complaint should be forwarded to the above email addresses for resolution. It is expected all complaints will be resolved within ten days of submission and a written explanation provided to the complainant.

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Post Secondary Education
 1747 North Market Blvd., Ste 225
 Sacramento, California, 95843
 Phone 888-370-7589
 (Fax) 916-263-1897
E-mail bppe@dca.ca.gov

Bureau for Private Post Secondary Education
 PO Box 980818
 Sacramento, California 95758-0818
 (Fax) 916-263-1897
 916-574-8900
Web Site: www.bppe.ca.gov

PART SIX

SCHEDULE OF CHARGES

TOTAL COURSE COST

Course

Basic Examiner Course	400 Hours	\$4995.00
Basic Examiner Course and APA PCSOT Training	440 Hours	\$4995.00
Academy Students may add a new CPSpro Instrument		\$4000.00
APA Post Conviction Sex Offender Testing (40 hours) ¹	40 Hours	\$ 600.00
Student Recover Fund (non refundable)		Not Currently Collected

The Marston Polygraph Academy does not charge an application fee

1. PCSOT Class is included in the cost of the Basic Forensic Examiner Course

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for [Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834, \(916\) 431-6959 or \(888\) 370-7589.](#)

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

This institution does not charge interest on student installment payments. The institution reserves the right to change tuition and fees, make subject changes when necessary and make substitution in kits as required without prior notice. Any changes will not affect currently enrolled students.

Tuition Policies and Fees

The Academy, currently does not participate in Federal or state financial aid programs; however, occasionally the Academy Director may authorize students to set-up payment arrangements, on a case-by-case basis prior to commencement of classes. The final decision rests with the management staff of the Academy.

If a student agrees to pay as training is received, the agreed upon monthly payments to be made by the student are indicated on the Student enrollment agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Cancellation and Refund Policies

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, or email. This notice need not take any particular form; it needs only to state that you wish to cancel the enrollment agreement. If you cancel this agreement, the Academy will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 30-days after receipt of the notice. **A full refund will be granted with withdrawal notification occurs by the end of the first day of class or seven days after the signing of the enrollment agreement whichever is later.**

Students receiving Federal Student Financial Aid funds are entitled to a refund of the moneys not payed from Federal Financial Aid Funds.

Withdrawal and Refund Rights

You have the right to withdraw from the Academy at any time. If you withdraw from the course after the cancellation period described above, the Academy will remit the refund within 15 days following your withdrawal. The institutional refund policy for a student who has completed classes for over seven (7) days from signing the enrollment agreement shall be a prorated refund. You are obligated to pay only for the educational services rendered. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which you were scheduled to attend prior to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within 15 days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

You are obligated to pay only for educational services rendered and for unreturned books or equipment

Enrollment

Is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance at the Academy.

- a) Divide this figure by the number of days in the program.
- b) The quotient is the daily charge for the program.
- c) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- d) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- e) The refund amount shall be adjusted for equipment, if applicable.

PART SEVEN

BASIC POLYGRAPH EXAMINER PROGRAM

	<i>Hours</i>
1. Ethics and Standards of Practice (APA)	8.00
2. Countermeasures	8.00
3. History of Detection of Deception	8.00
4. Information and Outcome Reporting	2.00
5. Law and Human Rights	8.00
6. Operation of Polygraph Instrument	16.00
7. Psychology	20.00
8. Validated Polygraph Techniques	40.00
9. Post Test Interview	8.00
10. Pre-Test Interview	32.00
11. Physiology	20.00
12. Scientific Testing	8.00
13. Test Data Analysis	40.00
14. Test Question Construction	32.00
15. Practice Polygraph Examination	80.00
16. Academy Elective Training	74.00
Total	\$400.00

Staff and Instructors

- Gary F. Davis** Gary is the Director of the Marston Polygraph Academy. He has over 15 years experience as either a Law Enforcement Officer and served as a Special Agent with the Kansas Bureau of Investigation. In 1982 he became a Certified Graduate of the University of Houston Polygraph Program and has qualified as an Expert in State and Federal Courts. He is a Graduate of Wichita State University with a BS degree and post graduate hours at the University of Louisville. He is a Graduate of the Southern Police Institute. He has conducted over 27,000 Polygraph examinations and owns Forensic Assessments, Inc. Gary serves as the Primary Instructor for the Marston Polygraph Academy.
- Mike Cochran** Mike is currently the CEO of the Stoelting Company, Wood Dale, Illinois. He was the driving force behind the development and expansion of Computer Polygraph technology. He has a Masters Degree from the St. Ambrose University. Mike is a graduate of the American International Institute of Polygraph, Stockbridge, Georgia. Mike provides training in the development and use of Computer Polygraphs and Stoelting Computer Polygraph Systems.
- Sue Luttrell** Sue is a graduate of the Maryland Institute of Criminal Justice. Sue provides training of Axciton Polygraph Systems, Lafayette Polygraph Systems and Stoelting Cps Pro.
- John Odum** John is a graduate of the Marston Polygraph Academy. He is recognized as an expert in Courts of Record in the State of California. John provides training in Post Conviction Sex Offender Testing. He completed his PCSOT internship with Forensic Assessments, Inc. before returning to California and founding Cuesta Polygraph.

Patty Odum	Patty is a licensed Neurological Nurse Practitioner and an instructor in Nursing Science. She provides training nation wide on pharmacology and physiology as it relates to polygraph testing.
Dr. Mike Ward D.C.	Dr. Ward is a licensed Chiropractor and polygraph examiner and is currently a Supervisor at the Los Angeles Police Department. He is recognized as an expert in physiology and polygraph. He instructs Marston students on physiology and polygraph recordings.
Nick Manfredi	Nick is a polygraph examiner with the San Bernardino County Sheriff's Office. He is a graduate of the Marston Polygraph Academy. He provides instruction on report writing and interviewing.
Gil Melhed	Gil is the former chief polygraph examiner for the Israeli Security Services. With decades of experience as an interviewer and interrogator he provides Marston students with an international perspective on Polygraph interviewing and interrogation.
Deb Gmeir	Deb is a retired attorney and member of the California Bar Association. She instructs students on legal aspects of polygraph and human rights.
Tom Kelly MA	Tom is a retired. Federally trained polygraph examiner and past owner and Director of the Marston Polygraph Academy. Tom has a Master's Degree in Psychology and instructs students on the Psychology of Polygraph Testing.
Bryant Crosby	Bryant is a retired senior NCO from the United States Air Force. He is also a retired Polygraph Examiner with practices in Kansas, Nebraska, Iowa and Missouri. He has a Master's Degree in Psychology and teaches Psychological Basis of Polygraph Testing.
Dr. Trent Lund	Dr. Lund has his Master's Degree in Psychology and Doctorate Degree Physiology. He provides instructions in the relationship between Psychology and Physiology.

Course Description

Ethics and Standards of Practice

Objective	Teach the student the Standards of Practice and ethical requirements for Credibility Assessment Examinations.
Instruction	Lecture and Power Point Presentation
Evaluation	Written Quiz

Countermeasures

Objective	Teach students to identify a-typical tracings and attempts to manipulate the data.
Instruction	Lecture, Videos, Power Point Presentation
Evaluation	Practical Application and/or Quiz

History of the Detection of Deception

Objective	Familiarize the student with the development of the Detection of Deception
Instruction	Lecture and Power Point
Evaluation	Written Quiz

Information and Results Reporting

Objective	Teach the Student to present the examination outcome in compliance with forensic testing.
Instruction	Lecture and Power Point
Evaluation	Practical Exercise - Instructor Assessment

Post Test Interview

Objective	Teach the Student the nuances of post test interview and taking a legally admissible confession. Identifying and avoiding false confessions.
Instruction	Lecture, Power Point - Interview Videos
Evaluation	Practical Exercise

Law and Human Rights

Objective	Teach the student applicable laws impacting the use of polygraph. The impact of Daubert vs Merrill Chemical on the admissibility of polygraph testing.
Instruction	Lecture by Attorney
Evaluation	Quiz

Mechanics of Instrument Operation

Objective	Teach the student to use a computer polygraph system. Collect scoreable data and use validated techniques.
Instruction	Lecture and power point. Hands on operation of the instrument. Use of the instrument in collecting physiological data along with making adjustments to sensors.
Evaluation	Instructor Evaluation

Psychology

Objective	Teach the student the psychology of the Credibility Assessment Examination.
Instruction	Lecture and power point presentation
Evaluation	Written Quiz

Validated Polygraph Techniques

Objective	Teach the student the proper use of validated polygraph techniques. Use of validated techniques to conduct Diagnostic Tests, Screening Tests and Recognition Tests.
Instruction	Lecture, videos and Power Point Presentation. Hands on practice in test construction.
Evaluation	Instructor evaluations and written exercises

Post Test Interview

Objective	Teach the student Post Test Interview techniques
Instruction	Lecture and power point presentation. Interview videos and critique.
Evaluation	Instructor observation and evaluation

Pre-Test Interview

Objective	Teach the student the how to conduct the pre-test interview including explanation of the requirements of the APA, instrument explanation, information gathering and question formulation.
Instruction	Lectures, Power Point and videos
Evaluation	Written Quiz and Instructor Evaluation of Performance.

Physiology

Objective	Teach the student the physiological basis for recording and inferring deception to relevant questions. Teach the student to identify proper physiology and associated changes when a stimulus is introduced to the subject.
Instruction	Lecture and power points
Evaluation	Written Quiz

Scientific Testing

Objective	Teach the student the concepts of the Scientific method and common statistical methodologies. Teach the student techniques in determining the probability of error when conducting a Credibility Assessment Examination.
Instruction	Lecture and Power Point
Evaluation	Written Examination

Test Data Analysis

Objective	Teach the student to subjectively score physiological data gathered during the Credibility Assessment Examination. Teach the student to use validated scoring models including ESS, Utah and Federal Scoring.
Instruction	Lecture, Power Point and hands-on practice using scoring model on a wide range of real world charts.
Evaluation	Instructor observation, group practice and written practical problems.

Test Question Construction

Objective	Teach the student the fundamentals process for Target selection. Preparing Relevant questions for Diagnostic and Screening tests. The proper construction and use of Directed Lie Comparison Questions and Probable Lie Questions.
Instruction	Lecture, Power Point and videos
Evaluation	Instructor Observation and quiz

Practical Application of Polygraph

Objective	Hands on practice conducting Credibility Assessment Examinations, Question Formulation, Validated Techniques and validated scoring.
Instruction	Hands on practice
Evaluation	Instructor Evaluation

Elective Instruction

Objective	Practical application of the skills necessary to conduct valid polygraph tests.
Instruction	Hands on practice
Evaluation	Instructor Observation

Licensing Requirements/Employment Information

The course will provide the student with the education and training necessary to become a polygraph examiner. There is no license requirement for polygraph examiners in California, and, therefore, the exact title of the occupation may vary among public agencies and private employers. (See: Dictionary of Occupational Titles - United States Department of Labor / Polygraph Examiner / Code: 199.267 026). Students are encouraged to review other states' license requirements for specific requisites to become a licensed polygraph examiner in those states.

Successful completion of an APA accredited polygraph program is only one of the necessary prerequisites for membership in the APA or any other professional polygraph association. Students should review the membership requirements of the APA or any other polygraph association to determine eligibility for membership before enrolling.

The Academy makes no guarantee, expressed or implied, that the student can gain employment and/or remain employed as a polygraph examiner. The Academy does not offer any placement services. Most polygraph examiners either work for a public agency such as a law enforcement agency or work as an independent contractor in the private sector.

The Academy makes no representation as to the salary paid to a polygraph examiner. Independent contractors set their own fees. The student is strongly advised to research the qualifications, need, and salaries paid for polygraph examiners in the area in which he/she intends to work.

2020 Training Schedule

Basic Forensic Examiner Course (400 Hours)	Jan 06 - Mar 13, 2020
APA Post Conviction Sex Offender Testing (40 Hours)	Cancelled
Basic Forensic Examiner Course (400 Hours)	Cancelled
APA Post Conviction Sex Offender Testing (40 Hours)	Jun 22 - June 25, 2020
Basic Forensic Examiner Course (400 Hours)	July 13- Sept 18, 2020
APA Post Conviction Sex Offender Testing (40 Hours)	Sept 21-Sept 24, 2020
Basic Forensic Examiner Course (400 Hours)	Oct 05 - Dec 11, 2020
APA Post Conviction Sex Offender Testing (40 Hours)	Dec 14 - Dec 17, 2020

2021 Training Schedule

Basic Forensic Examiner Course (400 Hours)	Jan 11 - Mar 19, 2021
APA Post Conviction Sex Offender Testing (40 Hours)	Mar 22 - Mar 25, 2021
Basic Forensic Examiner Course (400 Hours)	Apr 05 - May 11, 2021
APA Post Conviction Sex Offender Testing (40 Hours)	May 12 - May 15, 2021

For Questions or more information call Gary Davis, Director 785-230-0145

Basic Forensic Examiner Course (400 Hours)	Jun 07 - Aug 13, 2021
APA Post Conviction Sex Offender Testing (40 Hours)	Aug 16 - Aug 19, 2021
Basic Forensic Examiner Course (400 Hours)	Sep 06 - Nov 19, 2021
APA Post Conviction Sex Offender Testing (40 Hours)	Nov 20 - Nov 24, 2020

Course Schedule Subject Change
Check

Marstonpolygraph.com for course status

For more information or if you have questions call Gary Davis 785-230-0145

Notice

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