

VETERANS INFORMATION BULLETIN

Year 2018

(Effective January 1, 2018)



MARSTON POLYGRAPH ACADEMY, LLC
390 Orange Show Lane
San Bernardino, California 92408
Telephone - (909) 554-3883

TABLE OF CONTENTS

I.	<u>INSTITUTIONAL APPROVAL AND ACCREDITATION</u>	PAGE 3
II.	<u>ACADEMY PRINCIPALS, ADMINISTRATORS, AND FACULTY</u>	PAGE 3
III.	<u>INSTRUCTIONAL FACILITIES</u>	PAGE 4
IV.	<u>ENTRANCE REQUIREMENTS</u>	PAGE 4
V.	<u>ACADEMY POLICIES</u>	PAGES 5 - 7
VI.	<u>SAMPLE SCHEDULE FOR BASIC POLYGRAPH ACADEMY</u>	PAGE 8
VII.	<u>BASIC POLYGRAPH COURSE REQUIREMENTS AND FEES</u>	PAGE 9
VIII.	<u>REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS</u>	PAGE 10
IX.	<u>ACKNOWLEDGEMENT OF RECEIPT OF CATALOG / VIB</u>	PAGE 11

I. INSTITUTIONAL APPROVAL AND ACCREDITATION

- A. First approved by the California Bureau for Private Postsecondary and Vocational Education on May 9, 2005.
- B. Accredited by the American Polygraph Association (APA) on January 16, 2005.
- C. Recognized by the American Association of Police Polygraphists (AAPP) in 2008.

II. ACADEMY PRINCIPALS AND ADMINISTRATORS, AND FACULTY

Principals:

- A. Thomas M. Kelly, MA (Academy Director)
LTC, CA Army National Guard (Retired)
32 years law enforcement – Retired, DEA
- B. Ricardo Fuentes, BS (Office Coordinator)
MSgt, CA Air National Guard (Retired)
20 years law enforcement – Retired, California Highway Patrol

Administrative Official:

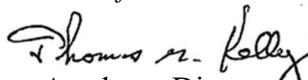
Thomas M. Kelly, Veterans Records Clerk / Certifying Official

Faculty (Listed Alphabetically):

- A. Gary F. Davis, BS
- B. Ricardo C. Fuentes, BS
- C. Deborah Gmeiner, JD
- D. Thomas Kelly, MA
- E. Nick Manfredi, BS
- F. John Odom, BS
- G. Patty Odum, RN, MS
- H. Michael Ward, DC

Bulletin Information Certification

The information contained in this bulletin is true and accurate in content and policy.


Academy Director

January 1, 2018
Date

III. INSTRUCTIONAL FACILITIES

The physical address of Marston Polygraph Academy (further identified as “Academy”) is 390 Orange Show Lane, San Bernardino, California, 92408. The Academy consists of approximately 1500 square feet of classrooms and offices on one single level (ground floor) designed as a polygraph instructional academy. There is one central classroom with a student capacity of 15 students and one secondary classroom with a student capacity of 8 students. The teaching equipment is sufficient to meet educational needs. The maximum capacity for the entire polygraph course is as follows:

Maximum polygraph examiner students: 15

IV. ENTRANCE REQUIREMENTS

- A. The Academy does not discriminate on the basis of race, color, creed, gender, national origin, physical limitation, sexual orientation, or veterans’ status.
- B. Applicants must be twenty-one (21) years of age or older by the start of the first day of the polygraph academy program.
- C. Ability-to-Benefit Students: Applicants shall have a certificate of graduation from a school providing secondary education or a recognized equivalent of that certificate. If the applicant does not have such a certificate or equivalent certificate, the applicant shall take an independently administered examination from the list of examinations provided by the United States Department of education. The applicant may not enroll unless he or she receives a score on said examination demonstrating he or she may benefit from the education and training being offered.
- D. Applicants shall have completed not less than thirty (30) semester college or university units; or have not less than three (3) years full-time employment as a peace officer; or be honorably discharged as a commissioned or non-commissioned officer from any branch of the United States armed forces; or hold any state license to engage in private investigations.
- E. The Academy does not admit applicants with prior a felony conviction. The Academy may deny admission to applicants with a misdemeanor arrest which resulted in imprisonment. 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 any part of his/her application for admission.

V. ACADEMY POLICIES

A. Enrollment Policy

Students may enroll by e-mail or on the first day of class.

B. Credit Evaluation Policy

At the time of enrollment, students will be required to present evidence of completion of not less than thirty (30) semester college or university units; or not less than three (3) years full-time employment as a peace officer; or have been honorably discharge as a commissioned or non-commissioned officer from any branch of the United States armed forces; or currently state licensed to engage in private investigations.

C. Veterans' Education Benefits

Students requesting to receive veterans' benefits must have all prior education and training documents submitted prior to enrollment. The Academy will verify the enrollment and attendance to the Department of Veterans Affairs (VA).

D. Attendance Policies

Students are required to attend not less than four hundred (400) hours of the resident required instruction.

Students who are absent for less than twenty-four (24) hours of required instruction will be required to remediate the hours missed. The enrollment of any student who is absent for more than twenty-four (24) hours of required instruction may have their benefits interrupted and may be expelled from the Academy.

Students who arrive late for class by more than one hour will be counted as absent from the block of instruction to which they were late. Students who arrive late may remediate a missed block of instruction at the discretion of the Academy director.

The Academy does not grant leaves of absence.

E. Progress Policies

Units of Measurement and Evaluation (examinations) will be given to each student during the course of instruction. The number of questions will vary. The student must answer correctly seventy percent (75%) or more of the questions. In the event the student fails to answer correctly seventy percent (75%) of the questions on any examination, he or she may

retake that examination with the questions modified. In the event the student fails to answer correctly eighty percent (80%) on the second examination, the student shall be deemed to have failed both the first and second examinations. The enrollment of any student who fails one examination and the retake of that examination may be terminated.

Progress will be monitored at the end of every week. If the student receives a failing grade at the end of any given evaluation period, he or she will be placed on probation for the next evaluation period. If the student's grade is not raised to pass by the end of the probation period, the VA will be notified and benefits may be interrupted or cancelled.

The student must complete the classroom residency and pass all written and scenario evaluations. Upon successful completion of the four hundred (400) hours of classroom instruction and the completion of twenty five (25) mock polygraph examinations while attending the Academy, the student will be granted a certificate of completion.

F. Self-Conduct Policies

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

1. Falsification of the admission application
2. Theft; deliberate or careless damage or destruction of any Academy property, faculty property, or student property.
3. Removing Academy property without prior authorization from the Academy director or office coordinator.
4. Causing, creating, or participating in any disruption of class during Academy hours on Academy property.
5. Making sexually inappropriate messages (written, verbal, or non-verbal) or advances to students or Academy faculty.
6. Use of abusive or threatening behavior (written, verbal, or non-verbal) at any time on Academy premises.
7. The commission of an assault and/or battery upon another person.
8. Attending class as a student while under the influence of alcohol; illegal or legal drugs; or a controlled substance.
9. The commission of plagiarism or cheating on any examination.
10. The commission of sexual harassment of any nature (written, verbal, or non-verbal).
11. Viewing any inappropriate websites while accessing the Academy Internet services on any Internet capable device.
12. The violation of any state or federal law.

G. Use of Tobacco Products

The Academy is a tobacco-free environment. Students may not use tobacco in any form within the offices or classrooms of the Academy.

H. Use of Mobile Phone Devices

Except for a bona fide emergency, students may not use mobile phone devices during classroom instruction or within the Academy building.

I. Refund Policy

The Academy maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course, withdraws, or is terminated prior to the completion of the course. The amount charged to the former student for tuition, fees, and other charges may not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

The refund shall be calculated as follows:

1. Divide \$4,500.00 by 400 hours = \$11.25 per hour charge.
2. The amount owed by the former student for the purposes of calculating a refund is derived by multiplying the total hours attended by \$12.25.

Example: If a student pays \$4,500.00 and withdraws or fails to complete the period of enrollment after 50 hours of instruction, the refund would be calculated as follows: 50 hours x \$11.25 = \$562.50 (student obligation).

Total cost of course:	\$4,500.00
Student obligation:	\$562.50
Non-refundable enrollment fee	<u>\$50.00</u>
Total refund:	\$3,887.50

Note: The non-refundable enrollment fee is \$100.00. Any amount charged in excess is subject to the refund policy as listed above. All Academy books, materials, and supplied shall be returned to the Academy if student withdraws or fails to complete the course. Additionally, the former student shall be responsible for any debt owed to the VA that is incurred while attending the Academy.

Note: Any refund owed to the former student will be paid (by bank check) by the Academy within 30 days of the receipt of the former

student's date of withdrawal or failure to complete the course. Any request for a refund under this provision shall be made in writing and delivered to in person or by mail to:

**Marston Polygraph Academy
390 Orange Show Lane, San Bernardino, CA 92408**

Disputes concerning refunds may be addressed to:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

VI. SAMPLE SCHEDULE FOR BASIC POLYGRAPH ACADEMY

A. Days of Instruction

Instruction is normally offered Monday through Friday. The Academy may be closed for major holidays mandated by federal or state law depending on scheduling requirements set by the American Polygraph Association (APA).

B. Hourly Schedule

Class periods meet on the following approximate daily schedule:

Lecture 8:00 am to 10:00 am
Break 10:00 am to 10:15 am
Lecture 10:15 am to 12:00 am
Lunch 12:00 am to 1:00 pm
Lecture 1:00 pm to 3:00 pm
Break 3:00 pm to 3:15 pm
Lecture 3:15 pm to 5:00 pm

Note: Total instructional hours for the basic polygraph course are 8 clock hours per day, 40 clock hours per week for 10 weeks, for a total training period of 400 clock hours in accordance with APA standards.

VII. BASIC POLYGRAPH COURSE REQUIREMENTS AND FEES

A. Basic Instruction

The basic polygraph instruction course curriculum consists of the following required classes and hours:

APA Ethics, Standards of Practice, and By-Laws	4
Countermeasures	8
Intro to History & Evolution of Detection of Deception	8
Information & Results Reporting	2
Law and Human Rights	8
Pre-Test Interview	32
Post-Test Interview	8
Mechanics of Instrument Operation	16
Optional Instruction and Remediation	30
Physiology	20
Scientific Testing	8
Polygraph Techniques	40
Psychology	20
Test Data Analysis	40
Test Question Construction	32
Practical Application of Polygraph I Mock Examinations	80
Education and Training Program Elective Instruction	44
Total Hours	400

B. Course Tuition and Fees

Tuition:

1. Tuition cost	\$4400
2. Enrollment Fee (none refundable)	\$100
Total:	\$4500

Fees:

1. Certified transcript	\$5
2. Diploma replacement	\$25
3. Returned check fee	\$25

VIII. ADVERTISEMENT

"Institution is approved to enroll veterans and other eligible persons."

IX. REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the VA nationwide toll free number at 1-888-442-4551

ACKNOWLEDGEMENT OF RECEIPT OF CATALOG (VETERANS INFORMATION BULLETIN



390 Orange Show Lane
San Bernardino, CA 92408

I have received a copy of the Academy Catalog and/or Veterans Information Bulletin, which contains the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled at Marston Polygraph Academy. I also acknowledge that the successful completion of these course requirements may not be the only prerequisites for establishing a membership in any of the professional polygraph associations.

Print Name: _____

Signature: _____

Date: _____