



# **MARSTON POLYGRAPH ACADEMY**

## **STUDENT CATALOG**

**(Valid from Jan. 1, 2018 to Dec. 31, 2018)**

**390 ORANGE SHOW LANE**  
**SAN BERNARDINO, CALIFORNIA 92408**

**Phone: (909) 554-3883**

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

Updated June 20, 2018

## **Table of Contents**

GENERAL INFORMATION .....	3
Mission Statement .....	3
Facilities .....	3
Library .....	3
Office Hours.....	3
DISCLOSURE STATEMENTS .....	4
ADMISSION REQUIREMENTS .....	6
Class Language .....	6
The Application Process.....	6
Credit Evaluation and Challenge Procedures.....	6
Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution.....	7
Student Records .....	7
Retention of Records .....	7
Transcripts.....	7
ACADEMIC POLICIES .....	8
Attendance Policy .....	8
Academic Policy.....	8
Probation.....	8
Termination .....	8
Tardiness .....	8
Make- up hours.....	8
Leaves of Absence .....	8
Satisfactory Progress Policy .....	9
Conduct Policy .....	9
Drug- Free Policy .....	9
Graduation Requirements: .....	10
STUDENT SERVICES .....	11
Counseling Service .....	11
Placement Assistance .....	11

Liability .....	11
Student Grievance Procedure .....	11
SCHEDULE OF CHARGES .....	12
Student Tuition Recovery Fund .....	12
Cancellation and Refund Policies .....	13
Withdrawal and Refund Rights: .....	13
PROGRAM DESCRIPTION .....	15
POLYGRAPH EXAMINER .....	15
Course Descriptions .....	15
Licensing Requirements .....	19
Administration and Faculty .....	20
Calendar .....	21
Academic Calendar .....	21
Academy Holidays 2018 .....	21

## **GENERAL INFORMATION**

### ***Mission Statement***

The mission of the Marston Polygraph Academy, (hereinafter “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.

### ***Facilities***

Marston Polygraph Academy campus is located at 390 Orange Show Lane, San Bernardino, CA 92408 where all classes are held. The campus is between S E Street and S Arrowhead Ave. Instruction is in residence with facility occupancy level accommodating 15 students at one time.

The building is a one story building with 1300 sq. ft. and ideal atmosphere and environment for learning with an 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 takes place at this site. All student records are kept at this site. The 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 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.

### ***Library***

The Academy has a small library on campus relating to polygraph studies and students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. Online library material is also available.

### ***Office Hours***

Business office hours are Monday through Friday from 8:00 AM to 5:00 PM. The Academy observes most major 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.

## **DISCLOSURE STATEMENTS**

- ✓ The Academy catalog is updated at least once a year or whenever changes to Academy policies take place.
- ✓ It is the policy of the Academy to always provide a copy of the latest Academy catalog either in writing or electronically on the Academy's website to all prospective students.
- ✓ All classes are held at 390 Orange Show Lane, San Bernardino, CA 92408.
- ✓ Marston Polygraph Academy is a private postsecondary institute approved to operate by the California Bureau for Private Postsecondary Education.
- ✓ Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and the Division 7.5 of Title 5 of the California Code of Regulations.
- ✓ Marston Polygraph 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.).
- ✓ 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 signing an enrollment agreement.
- ✓ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov). Phone: (916) 431-6959; Fax: (916) 263-1897.
- ✓ 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 the Bureau's Internet Website: ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- ✓ Marston Polygraph Academy is an unaccredited institution in accordance with the [Western Association of Schools and Colleges](#) and [Accrediting Commission for Community and Junior Colleges](#).
- ✓ A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- ✓ If a student obtains a loan to pay for an 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 federal student financial aid program funds.
- ✓ Marston Polygraph Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ Housing within 5 miles of the institution can be found to cost between \$900-\$1500 a month for a one-bedroom apartment.
- ✓ Marston Polygraph Academy does not provide housing assistance services to students.
- ✓ Marston Polygraph Academy has no responsibility to find or assist a student in finding housing.
- ✓ Marston Polygraph Academy does not offer distance education programs.

- ✓ Marston Polygraph Academy's programs are not intended to prepare graduates for any position that requires California State Licensure. This means our graduates are not eligible to sit for applicable licensure in California or other states.
- ✓ Marston Polygraph Academy students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Marston Polygraph Academy does not offer English as a Second Language.
- ✓ Marston Polygraph Academy is approved by the US Department of Homeland Security (DHS) to accept foreign students under the M-1 Visa program. The M-1 Visa is for students who wish to attend a vocational school in the United States and is managed by the DHS Student and Exchange Visitor Program.
- ✓ Marston Polygraph Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.
- ✓ Marston Polygraph Academy does not have an articulation agreement or transfer agreement with any other college or university.
- ✓ The Academy Director is responsible to monitor new policies and procedures and maintaining the Academy in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ 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 the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ Marston Polygraph Academy is recognized by the American Polygraph Association.
- ✓ Marston Polygraph Academy is recognized by the American Association of Police Polygraphists.
- ✓ Marston Polygraph Academy is recognized by the National Polygraph Association.
- ✓ Before enrollment, applicants should consult the licensing laws in the area or jurisdiction in which they wish to practice.
- ✓ The Academy is a tobacco-free environment. Students may not use tobacco in any form within the offices or classroom(s).
- ✓ Students may not use cellular telephones during classroom instruction or within the offices or classrooms. Cellular telephones may be used off-site during rest and meal breaks.
- ✓ Marston Polygraph Academy, is committed in 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.
- ✓ Marston Polygraph Academy does not participate in state or federal financial aid programs like WIA, ETP, Rehabilitation or Title IV.
- ✓ All equipment is provided during the course except for a laptop computer. All polygraph course materials are provided.

## **ADMISSION REQUIREMENTS**

Applicants shall, as a minimum, have completed sixty (60) semester college or university units with a grade point average of 2.5 or higher or have completed 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 a license to engage in private investigations. Exceptions may be given on a case by case basis.

The Academy does not admit applicants with prior felony convictions. 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 or omits information any part of his / her Application for Admission.

As a condition of admission, all students must own, at their own expense, and bring to class each day, a notebook computer capable of operating the software written by the manufacturers of polygraph instruments. Applicants must have the ability to effectively operate the computer instrument.

### ***Class Language***

Classes are taught in English. All learning material is in English. Instruction is in English so all students are expected to speak English. This would demonstrate that a prospective student speaks and understands English proficiently enough to take the program and has the ability to benefit from the program.

### ***The Application Process***

The application for admissions process is as follows:

1. Complete an admissions application.
2. Complete a personal interview with an admissions representative.
3. May tour the Academy facilities with an admissions representative.
4. Receive and read all required pre-enrollment disclosures.

- ✓ *Academy Catalog with the Program Outline*
- ✓ *A School Performance Fact Sheet*
- ✓ *Read the Enrollment Agreement before signing*
- ✓ *Make financial arrangement to cover tuition and fees*

### ***Credit Evaluation and Challenge Procedures***

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

### ***Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution.***

The transferability of credits you earn at Marston Polygraph Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Polygraph Examiner program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your courses work at that institution. For this reason, you should make certain that 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 Marston Polygraph Academy to determine if the certificate you earn in Polygraph Examiner 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 circumstances will information regarding a student, parent or guardian be released without the written consent of the student. The Academy will provide copies of any information sent out of the Academy at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the Administrator.

### ***Retention of Records***

Marston Polygraph Academy will maintain student records for five years, as required by state law. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the Academy office during normal business hours or may schedule a time to review records that is convenient to both the student and the Academy administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the Academy administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

### ***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 Educational 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 student loan obligation. The Academy also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Academy.



## **ACADEMIC POLICIES**

### ***Attendance Policy***

The faculty and staff of the Academy consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students are required to attend no less than 90% of their assigned classes.

### ***Academic Policy***

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- five percent (75%) or more of the questions. In the event the student fails to answer correctly seventy- five 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.

### ***Probation***

The Academy Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 90% or more to meet the minimum attendance requirement 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 that student.

### ***Termination***

The enrollment of any student who is absent for more than forty (40) hours of classroom instruction for any reason or no reason may be terminated. Excessive unexcused absences and/or tardiest constitute reason for disciplinary action. Students should notify the administrative office or class instructor of expected absence one day in advance. In the event of an unexpected absence, students should notify the Academy.

### ***Tardiness***

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.

### ***Make-up hours***

Makeup classes are given at the discretion of the instructor and with approval of the Academy Director.

### ***Leaves of Absence***

The Academy does not grant leaves of absence.

## ***Satisfactory Progress Policy***

Satisfactory progress in attendance and academic work is a requirement of all students enrolled in this Academy.

### *Attendance Progress*

Students are required to attend not less 90% (360 hours) of the hours of the resident classroom instruction. Students who are absent for more than 10% (40 hours) of instruction will be required to remediate the hours they have missed.

### *Academic Progress*

The following factors will be measured to determine academic progress: The practical work (test, grades, homework, etc.) Evaluating symbols: P/F (pass or fail). Student must maintain a minimum of 75% on written and task exams. Evaluations will occur periodically.

## ***Conduct Policy***

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 that is 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 upon the discretion of the Academy 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 behavior; including, but not limited to:

1. Falsification or omission of information on 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.

### ***Drug-Free Policy***

Marston Polygraph Academy is committed to fostering a drug-free environment for its students and employees. Therefore, no student or employee may use, possess, sell or distribute alcohol or other types of “illegal” or controlled substances,” or use possess drug paraphernalia or on Academy grounds, except for drugs prescribed by a physician. Additionally, the illegal use of prescribed drugs and the inappropriate use of over the counter drugs are also prohibited. Persons showing behavior or conduct indicative of having used or consumed alcohol or other substances shall be prohibited from entering the Academy grounds.

Marston Polygraph Academy reserves the right to impose disciplinary action to the extent allowed by local, state and federal laws against students or employees found to be in violation of this policy. Academy disciplinary action may include suspension expulsion or termination, as well as referral for prosecution to the appropriate governmental agency. Substances prohibited from use on the Academy site are: Alcohol, marijuana, amphetamines, cocaine, LSD, PCP, and other drugs.

### ***Graduation Requirements***

The student must complete the classroom residency requirements and pass all evaluations. Upon successful completion of the program, the student will be granted a “Diploma”.

## **STUDENT SERVICES**

### ***Counseling Service***

Marston Polygraph Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the Academy Director at any time. Additional referrals for professional counseling may be requested at the student's expense.

### ***Placement Assistance***

Marston Polygraph Academy does not offer job placement. We provide a job listing bulletin board for students to review employment opportunities. We cannot guarantee placement or use it as an endorsement to enroll.

### ***Liability***

Marston Polygraph Academy assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds

### ***Student Grievance Procedure***

From time to time, differences in interpretation of Academy policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academy Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the Academy Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

*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 Postsecondary Education, 2535  
Capitol Oaks Drive, Suite 400, Sacramento  
California, 95833. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

*Mailing address is:*

P.O. Box 980818, West Sacramento, CA, 95798-0818

Toll Free number: 1 (888) 370-7589

Telephone number: (916) 431-6959; Fax number: (916) 263-1897

By E-mail to [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **SCHEDULE OF CHARGES**

<b>Program Name</b>	<b>Registration fee</b>	<b>* STRF</b>	<b>Tuition</b>	<b>** Total Cost</b>
POLYGRAPH EXAMINER	\$100.00	\$0.00	\$4,400.00	\$4,500.00

\*Since January 1st 2015 the STRF fee has temporarily been reduced to \$0.00

\*\*These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

### ***Student Tuition Recovery Fund***

You must pay the state- imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third- party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

*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: **Marston Polygraph 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 owners of Marston Polygraph 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 of repaying 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, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this 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-day after receipt of the notice.

### ***Withdrawal and Refund Rights***

You have the right to withdraw from Academy at any time. If you withdraw from the course after the cancellation period described above, the Academy will remit a refund less a registration fee of \$100.00 within 45 days following your withdrawal. The institutional refund policy for student who has completed 60 percent or less of the course of instruction 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 45 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.

**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 in the Academy.

**HYPOTHETICAL EXAMPLE:** You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- a) Deduct a registration fee (\$100.00) from the total tuition charge.
- b) Divide this figure by the number of days in the program.
- c) The quotient is the daily charge for the program.
- d) 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.
- e) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- f) The refund amount shall be adjusted for equipment, if applicable.

Other fees include:

Certified Transcript	\$5.00
Returned Check Fee	\$25.00
Diploma or Certificate Replacement	\$25.00

## **PROGRAM DESCRIPTION**

### ***POLYGRAPH EXAMINER***

The course of instruction is designed to prepare the student to conduct valid and reliable polygraph examinations for law enforcement agencies, either as an employee of the agency or as an independent contractor. Graduates may also be able to work as independent contractors providing polygraph services to the legal profession or the private sector. This is a ten (10) week, 400-hour course of instruction in the art and science of the polygraph profession.

Course	Course Title	Clock Hrs.
Module 1	Ethics, Standards of Practice and APA Bi-Laws:	8
Module 2	Countermeasures	8
Module 3	History and Evolution of Detection Of Deception	8
Module 4	Information and Results Reporting	2
Module 5	Law and Human Rights:	4
Module 6	Mechanics of Instrument Operation	16
Module 7	Psychology	20
Module 8	Polygraph Techniques	40
Module 9	Post-Test Interview	8
Module 10	Pre-Test Interview	32
Module 11	Physiology	20
Module 12	Scientific Testing	8
Module 13	Test Data Analysis	40
Module 14	Test Question Construction	32
Module 15	Practical Application of Polygraph / Mock Examinations	80
	Education and Training Program Elective Instruction	74
Total		400 hours

### ***Course Descriptions***

#### **ETHICS, STANDARDS OF PRACTICE AND APA BY-LAWS (8 hours)**

**Behavioral Objective(s):** The student will write the relationships between the APA Code of Ethics, the APA Standards of Practice and the APA Bi-Laws as they apply to the profession.

**Examination:** A written examination shall be administered. The examination will cover the APA Code of Ethics, the APA Standards of Practice and the APA Bi-Laws. A passing score of 75% or better is required.



### **COUNTERMEASURES** (8 hours)

Behavioral Objectives: The student will learn to recognize patterns in the test data indicative of attempted manipulation of that data.

Measurement and Evaluation: The student will complete a written essay examination. The essay will be subjectively graded.

### **HISTORY AND EVOLUTION OF DETECTION OF DECEPTION** (8 hours)

Behavioral Objectives: The student will identify the psychological and physiological doctrines that form the basis of polygraph examinations and the identities and contributions made by those who used those doctrines to ultimately establish the validity and reliability of polygraph examinations.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required.

### **INFORMATION and RESULTS REPORTING** (2 hours)

Behavioral Objectives: The student will understand the methodology for accurately and objectively reporting factual information to the end user or client.

Measurement and Evaluation: The student will complete a written essay examination. The essay will be subjectively graded. A passing score of 75% or better is required.

### **LAW AND HUMAN RIGHTS** (4 hours)

Behavioral Objectives: The student will identify the criminal and civil laws of the nation and culture in which he or she conducts polygraph examinations and how those laws serve and protect the rights of the people therein.

Measurement and Evaluation: The student will complete a written essay examination. The essay will be subjectively graded. A passing score of 75% or better is required.

### **MECHANICS OF INSTRUMENT OPERATION** (16 hours)

Behavioral Objectives: The student will learn how to attach instrumentation to an examinee and the relationship between the acquisition of data from the examinee and the manner in which it is interpreted by computer program.

Measurement and Evaluation: The student will objectively demonstrate his or her ability to attach instrumentation to the examinee and operate the necessary computer software.

**PSYCHOLOGY** (20 hours)

Behavioral Objectives: The student will learn the concepts of elementary psychology as that discipline applies to those who volunteer to undergo polygraph examination.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required.

**POLYGRAPH TECHNIQUES** (40 hours)

Behavioral Objectives: The student will identify the Taxonomy of Polygraph and those polygraph techniques and formats validated by research. The student will learn to apply those techniques and formats to appropriate target issues.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required.

**POST-TEST INTERVIEW** (8 hours)

Behavioral Objectives: The student will learn effective techniques to elicit confessions from those examinees whose test data analysis suggests deception and confirming information from those examinees whose test data suggests non- deception.

Measurement and Evaluation: The student will demonstrate his or her understanding of the post-test interview in a one-on-one evaluation with an Academy instructor.

**PRE-TEST INTERVIEW** (32 hours)

Behavioral Objectives: The student will learn the communication skills necessary to build rapport with the examinee; provide an overview of the polygraph process; explain the psychology, physiology and instrumentation of the polygraph technique; ascertain the examinee's understanding and purpose of the examination; select the appropriate test technique and format and to introduce test questions.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required. The student will demonstrate his or her understanding of the pre-test interview in a one-on-one evaluation with an Academy instructor.

**PHYSIOLOGY** (20 hours)

Behavioral Objectives: The student will learn the concepts of elementary psychology as that discipline applies to those who volunteer to undergo polygraph examination.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required.

### **SCIENTIFIC TESTING** (8 hours)

Behavioral Objectives: The student will learn the basic concepts and history of scientific testing and the statistical methodologies that support those concepts as they apply to the reliability and validity of polygraph examinations.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required.

### **TEST DATA ANALYSIS** (40 hours)

Behavioral Objectives: The student will learn the validated principles of test data analysis and apply those principles to data acquired from actor subjects in classroom mock examinations.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required. The student will demonstrate his or her understanding of test data analysis in a one-on-one evaluation with an Academy instructor.

### **TEST QUESTION CONSTRUCTION** (32 hours)

Behavioral Objectives: The student will learn the use of validated test questions within validated test question formats and will demonstrate the use of those questions in terms of target issue, semantics and cultural considerations.

Measurement and Evaluation: The student will complete an objective multiple-choice / true-false written examination. A passing score of 75% or better will be required. The student will demonstrate his or her understanding of test question construction in a one-on-one evaluation with an Academy instructor.

### **PRACTICAL APPLICATION OF POLYGRAPH / MOCK EXAMINATIONS** (80 hours)

Behavioral Objectives: In a laboratory setting, using previous instruction and learning, the student will conduct mock examinations on volunteer examinees who have participated in simulated crimes and other offenses. During these examinations, the volunteer examinee will not be asked any personal embarrassing questions or questions that do not relate to the mock situation under examination.

Measurement and Evaluation: The student will demonstrate his or her understanding of previous instruction in a one- on- one evaluation with an Academy instructor.

### **EDUCATION AND TRAINING PROGRAM ELECTIVE INSTRUCTION** (74 hours)

Behavioral Objectives: This block of instruction will reinforce the understanding of previous instruction and understanding of polygraph techniques and their applicability to target issues and the validity and reliability of examiner opinion.

### ***Licensing Requirements***

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

Successful completion of an APA accredited polygraph program is only one of the necessary prerequisites for membership in the American Polygraph Association 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 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 that is 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 the student intends to work.

## ***Administration and Faculty***

### **Thomas M. Kelly, MA** - Academy Director and Instructor

Mr. Kelly received his MA in Forensic Psychophysiology from Argosy University, School of Professional Psychology and his B.A. from San Diego State University. At the time of his retirement he was the lead polygraph examiner for the Los Angeles field division of the Drug Enforcement Administration. Mr. Kelly is a Member of the American Polygraph Association, AAPP, NPA and other state organizations. He has conducted thousands of polygraph examinations worldwide.

### **Gary F. Davis, BA** - Instructor

Mr. Davis possesses 15 years as a Law Enforcement Officer serving with the Sedgwick County Sheriff's Office, Wichita, KS. He earned the rank of Detective Lt, supervising Criminal Investigations. He also served as a Special Agent Kansas Bureau of Investigation (Organized Crime Unit and Investigative Division) as a Polygraph Examiner.

### **Ricardo C. Fuentes, BS, CFI** - Instructor

Mr. Fuentes holds a Bachelor of Science degree from Excelsior College. He has over twenty-five years of combined, professional experience in the public, military, and private sectors as a law enforcement investigator, private investigator, and polygraph examiner. He is certified as a forensic interviewer by the International Association of Forensic Interviewers and has conducted advanced interviews and training (worldwide) in the field of interview and interrogation.

### **Deborah M. Gmeiner, JD** - Instructor

Ms. Gmeiner holds a Juris Doctorate degree in law and a Bachelor of Science degree in Secondary Education. She has served as an administrative law judge and county counsel.

### **John E. Odum, BS** - Instructor

Mr. Odum holds a Bachelor of Science degree from California State University. He has more than twenty years of experience in municipal law enforcement and corporate security. He is certified as a Forensic Law Enforcement Examiner by the American Association of Polygraph Examiners and recognized as a Post-Conviction Sex Offender Examiner by the American Polygraph Association. Mr. Odum is our primary instructor for the Post-conviction Sex Offender Testing (PCSOT) Course.

### **Patricia Odum, RN, MSN, FNP- BC** - Instructor

Ms. Odum holds a Bachelor of Science in Nursing and a Master of Science in Nursing from Western University of Health Science. She is a licensed Nurse Practitioner and Board Certified as a Family Nurse Practitioner by the American Nurses Credentialing Center.

### **Nick Manfredi, BS** – Instructor

Mr. Manfredi holds a Bachelor of Science degree in Organizational Leadership from Azuza Pacific University and Associate of Science degree in Administration of Justice from Rio Hondo College. Mr. Manfredi retired from California law enforcement after more than 26 years of service. As a lieutenant, he commanded a detective bureau and also served as a watch commander with the Monrovia Police Dept.

### **Dr. Michael W. Ward** - Instructor

Dr. Ward is licensed in Chiropractic and Sports Medicine and serves as Associate Faculty at Southern California University of Health Sciences. He is a former federal agent in charge of criminal, fraud and counterintelligence investigations for the Department of Defense Office of Special Investigations. He is an Associate Member of the American Polygraph Association.

Note: Other highly qualified guest instructors may teach, as needed.

## ***Calendar***

### ***Academic Calendar***

The Academy has an open enrollment period and start dates are assigned upon the number of students enrolled.

Winter Holidays will last from December 24, 2018 until January 2, 2019. Additional holidays or Academy closures may be declared at the discretion of the Academy Director.

### ***Academy Holidays 2018***

New Year's Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 11
Thanksgiving Day	November 22
Day after Thanksgiving	November 23

Winter Holidays will last from December 23, 2016 until January 3, 2017. Additional holidays or Academy closures may be declared at the discretion of the Academy Director.

*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: \_\_\_\_\_