



2024 Marston Polygraph Academy Catalog and Student Handbook

Effective January 1, 2024, to December 31, 2024

1845 Business Center Dr. Ste 210
San Bernardino, California 92408
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marstonpolygraphacademy.com

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Section 1 - General Information

Marston Mission Statement

The mission of Marston Polygraph Academy (the Academy) is to provide instruction in the art and science of the polygraph professional in accordance with the standards established by the American Polygraph Association (APA).

The objective of the program is to produce competent and ethical polygraph examiners who are trained to use current techniques, format, 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 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 the Stoelting CPS Pro, CPS Elite and various other polygraph instruments.

Marston Training Location and Facility

The Academy campus is located at 1845 Business Center Drive, Suite 210, San Bernardino, California 92408. The building is located at the northeast corner of Commercenter Circle and E. Commercenter. There is ample parking (including handicapped parking) located on the north side of the building. All classes are held at this location.

Instruction is in residence where facility occupancy accommodates 15 students for a more personalized educational experience.

The academy is in Suite 210 at the east end of the second floor of this two-story office building. The ADA compliant suite provides over 2000 square feet of space, an ideal atmosphere and environment for learning with an administrative area, classroom space, break room and four polygraph examination suites/labs. Restrooms are available on the floor immediately outside the classroom suite. Instruction is provided in the primary classroom.

Prospective students are encouraged to contact the Academy to coordinate a visit and 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 full 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 3:1 (based on enrollment). The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Students receive instruction on Academy owned equipment, hardware, and software.

School Library

The Academy provides access to library materials on site and online. The library contains copies of the APA Polygraph Journal and Newsletters, as well as books, texts, and research papers from a wide range of peer reviewed journals.

To access online resources, students may go to the American Polygraph Association website which contains all research materials necessary for the course. The website is www.polygraph.org.

Hard copy books and materials in the classroom library are available for students to use in classroom research only and may not be removed from the classroom. However, hard copy books and resources may be useful to students in locating the sources in electronic format if so desired.

Academy Hours

Business office hours are Monday through Friday from 8am to 5pm when class is in session. The Academy office will be closed during breaks and weekends. The Academy observes most major holidays and closes for a winter break between Christmas and New Year's Day. Please see the website (www.marstonpolygraphacademy.com) for a complete list of class sessions.

Section 2 - Disclosure Statements

1. The Academy Catalog is updated at least once a year or whenever changes to the Academy's policies take place.
2. It is the Academy's policy to provide the catalog to all prospective students either in writing or electronically on the Academy's website.
3. Classes are held at 1845 Business Center Drive, Suite 210, San Bernardino, California 92408.
4. The Academy is a private post-secondary institute approved to operate by the California Bureau for Private Postsecondary Education.
5. Approval to operate means the Academy 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.
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 State Bankruptcy Code (11 U.S.C. Sec. 1101 et Seq.).
7. As a prospective student, you are required 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 Academy may be directed to the Bureau of Private Postsecondary Education at:

Mailing Address:

Bureau for Private Postsecondary
Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 574-8900
Toll free: (888) 370-7589
Main fax: (916) 263-1897

Physical Address:

Bureau for Private Postsecondary
Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Website: 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 the Bureau's internet website: www.bppe.ca.gov.
10. The Academy is an unaccredited institution in accordance with the Western Association of Schools and Colleges and Accrediting Commission for Community and

Junior Colleges.

11. The Academy is accredited by the American Polygraph Association (APA) which is not recognized by the Department of Education; thus, the Academy and its programs are not accredited by an accrediting agency recognized by the United States Department of Education.
12. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
13. If the student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund. 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.
14. The Academy does not have housing facilities under its control or ownership and is not affiliated with any dormitory or housing facilities.
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. Housing within five miles of the Academy can be found to cost \$900-\$1500 a month for a one-bedroom apartment. Alternative housing can also be found through Airbnb (www.Airbnb.com).
18. The Academy does not offer distance education programs.
19. The Academy's programs are not intended to prepare graduates for any position that requires a California State license. This also means our graduates may not be eligible to sit for an applicable licensor in other states. Before enrollment, applicants should consult the licensing laws in the area or jurisdiction in which they wish to practice.
20. Academy students are required to speak English as the Academy setting necessitates the use of English for education and communication purposes. All classes are taught in English. The Academy does not offer English as a Second Language.
21. The Academy does not have an articulation agreement or transfer agreement with any other college or university.
22. The Academy Director is responsible for monitoring new policies and procedures and maintaining the Academy in compliance with the California Private Postsecondary Education Act of 2009.
23. Prior to signing an enrollment agreement, you must be given access to 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.

24. The Marston Polygraph Academy is recognized and accredited by the American Polygraph Association (APA).
25. The Marston Polygraph Academy is recognized by the American Association of Police Polygraphists (AAPP).
26. The Marston Polygraph Academy is recognized by the National Polygraph Association (NPA).
27. The Marston Polygraph Academy is recognized by the California Association of Polygraph Examiners (CAPE).
28. The Academy is a tobacco-free environment. Students may not use tobacco in any form within the building.
29. Cell phones and electronic devices may be approved for use by faculty.
30. 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 status, parental status, disability, age, or sexual orientation.
31. The Academy does not participate in state or federal financial aid programs like WIA, ETP, Rehabilitation or Title IV.
32. All equipment is provided during the course except for a Windows-enabled laptop computer with USB ports (or a USB hub) to accommodate a mouse and a connection for the polygraph instrument. All polygraph course materials are provided.
33. The Academy does not provide job placement services.

Section 3 – Admissions Requirements

1. Applicants who are U.S. citizens shall, as a minimum, have earned a bachelor's degree from a regionally or nationally accredited institution as recognized by the Higher Learning Commission and U.S. Department of Education. Exceptions to this requirement include:
 - a) active/sworn law enforcement officers (LEO);
 - b) retired LEOs; or
 - c) honorably discharged or retired U.S. military veterans from any branch of the United States Armed Forces.
2. Applicants for the U.S.-based academy who are non-U.S. citizens must have a four-year college/university degree as recognized by their resident country, and be proficient in reading, writing, and speaking English. Visa and documentation requirements and costs are the responsibility of the student.
3. The Academy does not admit applicants with any felony conviction or misdemeanor conviction involving moral turpitude. The Academy may deny admission to applicants who have been refused admission to, or expelled from, any professional association or organization.
4. The Academy will expel any student who falsifies or intentionally omits information from any part of the application for admission.
5. As a condition of admission, all students must acquire at their own expense and bring to class each day a laptop computer capable of operating the software written for polygraph instruments.

Students only attending the PCSOT course are required to have completed an APA-approved basic polygraph examiner course prior to attending. PCSOT students must also meet the general admissions requirements with exceptions made by the Director on a case-by-case basis.

***NOTE:** The American Polygraph Association (APA) requires a four-year degree for full membership. Prospective students should be aware that admission to this program under an exception does not provide an exemption from APA's requirements.

Technical Requirements

Minimum Technical Specifications

Windows XP SP3
Intel Pentium 4 or AMD processor at 1.8GHz
2GB RAM
SVGA display (800 x 600) 24-bit color
1GB available hard disk space

Recommended Specifications for an Existing Computer

Windows XP SP3 or Vista [RECOMMENDED]

Intel Dual- or Quad- Core or AMD Processor @1.8GHz (or better)

2GB RAM for x86 (or 4GB RAM for 64 Bit OS)

SVGA display (1024 x 768), 24-bit color

Display Adapter—Minimum 128 MB Video RAM, WDDM Compliant, Supports DirectX 9.0, Pixel and Vertex Shader 2.0 CD-RW or DVD-RW – required for burning 1GB available hard disk space.

Recommended Specifications for a New Computer

Windows 10

Intel Sandy-Bridge Core i5 or Better

4 GB RAM (6 GB preferred)

DirectX 10.0 compatible graphics card w/512 MB RAM

1440 x 900 display Resolution

500GB 7200 RPM Hard Drive (SSD preferred)

Additional Considerations

1. Students must have administrative rights to install software on the computer brought to class.
2. A tablet is not recommended as the software may not display correctly.
3. A screen 14 inches or larger is recommended for best results.
4. All polygraph software requires a Windows environment.
5. Software is not compatible with a MacIntosh system.
6. USB ports are recommended.

Class Language

All classes are taught in English. All learning material is in English. Students must be proficient in English. Prospective students should speak and understand English proficiently enough to take the program and demonstrate the ability to perform all tasks necessary to conduct a validated creditability assessment examination.

Application Process

Complete an application for admission. The application is available for download from the Marston Polygraph website (www.marstonpolygraphacademy.com). The application should be downloaded, completed, and submitted to info@marstonpolygraph.com. After completing the application:

- Complete a personal interview with an admissions representative.
- Prospective students may schedule an appointment to tour the Academy facilities with an admissions representative.
- Receive and read all required pre-enrollment disclosures:
 - Academy Catalog (available online)
 - School Performance Fact Sheet
 - Read and sign the enrollment agreement

- Ensure the Academy receives your official college transcripts with bachelor's degree (or higher) conferred, a copy of active/retired law enforcement credentials or DD Form 214.

Documents should be sent to:

Marston Polygraph Academy
1845 Business Center Dr., Ste. 210
San Bernardino, CA 92408

Or sent electronically to: info@marstonpolygraph.com

- Pay all tuition and fees by the first day of class or have prior permission to start class pending tuition delivery from funding sources or other authorized financing.

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 the job learning.

Notice Concerning Transferability of Credits & 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 diploma you earn in Marston Polygraph Academy Basic Academy and PSCOT program are also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 coursework 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 diploma will transfer.

Student Records

Students are guaranteed the right to access and review their personal files in the 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 (5) years. Students have a right to access their records anytime during instruction days and normal operating hours.

Students who desire to view their records may schedule a time with the Academy to review their records at the Academy office on instruction days during operating hours. Only the student and the Academy administration have the right 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. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within 15 days from the receipt of written request by the Academy.

Section 4 – Policies

Academic Policies

1. **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 all class sessions. Missed or absence from a session must be remedied at the convenience of the faculty.

The Basic Polygraph Education & Training program consists of 400 clock hours as required by the American Polygraph Association (APA). All students must have 400 clock hours of in-class or make-up instruction to complete the program. The Academy adheres to APA standards as follows:

- No student may miss more than 40 hours of classroom instruction.
- No student may earn more than 9 hours of instruction and/or makeup work on any one calendar day.
- No student may earn educational credit for more than 6 days in any one calendar week.

2. **Academic Policy**

Units of measurement and evaluation (quizzes and examinations) will be given to each student during the course of instruction. The student must answer a minimum of 75% of the questions correctly. In the event the student fails to answer correctly 75% of the questions on any examination, the student may retake the examination (a modified test). The minimum score for passing the second examination is 80%. Should a student fail both examinations, the student shall be terminated from the program or placed on probation.

3. **Probation**

- a. The Academy Director monitors student attendance for all active students. Students are required to be physically present in class during a minimum of 90% of scheduled class session hours to meet minimum attendance requirements of the program. This requirement is APA mandated and may not be waived or modified. All missed classroom hours/time must be remediated to the satisfaction of the subject matter instructor or Director. All students must successfully complete 400 hours of academics to graduate from this course.

4. **Termination**

- a. The enrollment of any student who is absent for more than forty (40) hours of classroom instruction for any reason will be terminated. Excessive absences or tardiness, regardless of remediated hours, constitute reason for

disciplinary action. Students should notify the administrative office or class instructor at least one (1) day in advance of anticipated absence. Students should notify the Academy as soon as possible of any unanticipated absence or emergency.

5. Tardiness

Students who are more than one (1) hour late for class will be counted as absent from that block of instruction. Students who arrive late may schedule to complete the 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 a leave of absence.

8. Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for continued enrollment in the Academy.

9. Conduct Policy

At the discretion of the Director students will/may be terminated for:

- a. Committing plagiarism or cheating on any test or quiz or assigned project.
- b. Falsification or omission of information on the application for admission.
- c. Theft, deliberate or careless damage or destruction of any Academy property, faculty property and/or student property.
- d. Removing Academy property without prior authorization of the Academy Director or staff.
- e. Causing, creating, or participating in any disruption of class.
- f. Communicating sexually inappropriate messages (written, verbal or nonverbal) at any time on Academy property or to Academy students or staff.
- g. Committing sexual harassment of any nature.
- h. Viewing or downloading any material from pornographic websites or other web sites deemed by the Director to be offensive.
- i. Use of abusive or threatening behavior (written, verbal or non-verbal) to Academy students or staff.
- j. Committing assault or battery on any person.
- k. Attending class while under the influence of alcohol or illegal drugs.
- l. Any willful violation of local, state, or federal law.

Drug-free and Alcohol-free Policy

The Academy is committed to fostering an environment for students and staff that is free of drugs and alcohol. No student or staff member shall possess, consume, sell, or distribute an alcoholic beverage, marijuana or cannabis product, 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 staff 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

Any use of tobacco products is prohibited in the Academy facilities. Tobacco use is defined as the personal use of any tobacco product including that which is smoked or smokeless. Electronic cigarettes or “vaping” and other smoking devices are included in this policy.

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

Completion/Graduation Requirements

Students must complete all the classroom requirements and pass all performance evaluations, i.e., students must have a 75% final score and have 400 academic hours to successfully complete the program. Upon successful completion of these requirements, the student will receive a certification of completion.

Section 5 – Student Services

1. Counseling Service

The Academy takes a personal interest in each student. Every student is extended the privilege of consulting with the Academy Director at any time. In addition, quality assurance review is provided to Marston Polygraph Academy graduates for no additional charge.

2. Placement Assistance

The Academy does not offer or guarantee job placement.

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 or while a student is involved in Academy activities.

4. Student Grievance Procedure

Should a difference arise in interpretation of Academy policy among students, faculty or staff, the person seeking to resolve the problem/complaint should first contact the instructor. If the difference cannot be resolved, 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 cannot 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 (10) 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 and direct the complaint to:

Mailing Address:

Bureau for Private Postsecondary
Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 574-8900
Toll free: (888) 370-7589
Main fax: (916) 263-1897

Email: bppe@dca.ca.gov

Physical Address:

Bureau for Private Postsecondary
Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Website: www.bppe.ca.gov

Section 6 – Schedule of Charges

This is the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. California residents will also pay the California Student Tuition Recovery Fund assessment as described in the Student Tuition Recovery Fund section below.

*Student Tuition**

The Bundle is the most comprehensive option, but Marston provides students with a variety of options to allow flexibility.

Class Options	Registration fee \$100	Basic School \$4,895	Instrument \$6,995	PCSOT \$750	Association Application Fee \$75	Total List Price	What Student Pays
Bundle	X	X	X	X	X	\$12,815	\$10,990
Basic Class	X	X		X	X	\$5,820	\$4,995
PCSOT				X		\$750	\$750

The Bundle includes:

The Bundle	
Registration Fee	\$100
10-Week Basic Course	\$4,895
1-Week PCSOT Course	\$750
CPS Elite Instrument	\$6,995
Association Application Fee	\$75
Regular Total	\$12,815
Discount	(\$1,825)
Student Pays	\$10,990

The Basic class includes:

The Basic Polygraph Examiner Class	
Registration Fee	\$100
10-Week Basic Course	\$4,895
1-Week PCSOT Course	\$750
Association Application Fee	\$75
Regular Total	\$5,720
Discount	(\$725)
Student Pays	\$4,995

The PCSOT course is tuition only:

The Post-Conviction Sex Offender Testing (PSCOT)	
1-Week PCSOT Course	\$750
Total	\$750

*Tuition does not include itemized fees paid to the California Bureau for Private Postsecondary Education (BPPE) (for California residents) or the cost of textbooks (there are none required as all materials are provided), supplies, transportation, or equipment (other than the equipment provided in the Bundle option above).

Note: Students who purchase the Basic course alone, but later decide to purchase the Elite CPS Polygraph instrument, will receive the student discount price (\$4,995) for the Elite polygraph instrument. Regardless of whether the instrument is purchased before or after the class starts, students will be offered the student price for the Elite polygraph instrument.

Student Tuition Recovery Fund

The California Bureau for Private Postsecondary Education (BPPE) Student Tuition Recovery Fund (STRF) assessment fee for California residents is explained below:

§76120. Amount of STRF Assessment.

(a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Note: Authority cited: Sections 94877, 94923 and 94924, Education Code.
Reference: Sections 94843, 94911(b), 94923 and 94924, Education Code.

NOTE: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120).

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies (apply) 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.

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 program 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 Academy closed before the course of instruction was completed.
2. The Academy'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 Academy.
3. The Academy'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 Academy 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 Academy 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 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 full refund of all 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 to the director at the institution's address and is considered effective no later than the date received by the institution. You may deliver a cancellation by U.S. mail, or in person only. The notice, if mailed, is effective by postmark date. This notice need not take any specific form; it only needs 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 any Academy property or equipment not timely returned in good condition within 30 days after receipt of the notice.

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 a refund less a registration fee of \$100.00 and STRF (if collected) within 45 days following your withdrawal. The institutional refund policy for students who have 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 you attended prior to withdrawal. If the amount you paid is more than the amount you owe, then a refund will be made within 45 days of your withdrawal date. If the amount you owe is more than the amount you paid, then you will have to make arrangements to pay it (to pay the difference).

Enrollment Defined

Enrollment is defined as scheduled hours of attendance, i.e. 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.

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

To calculate a refund, follow these steps:

- a) Deduct a registration fee (\$100.00) from the total tuition charged.
- b) Deduct STRF payment (if collected).
- c) Divide the remaining tuition charged by the number of total program days.
- d) The quotient is the daily charge for the program.

- e) 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.
- f) The refund would be any amount in excess of the figure derived in (d) that was paid by you.
- g) The refund amount shall be adjusted for equipment, if applicable.

Other Fees

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

Section 7 – Polygraph Examiner Program Description

Basic Polygraph Examiner Program of Study

Number	Title	Hours
1	Ethics and Standards of Practice (APA)	4.00
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
Number	Title	Hours
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

Course Descriptions

Ethics and Standards of Practice	
Objective	Teach the student the standards of practice and ethical requirements for credibility assessment examinations.
Instruction	Lecture and MS PowerPoint™ Presentation
Evaluation	Written Quiz

Countermeasures	
Objective	Teach students to identify a-typical tracings and attempts to manipulate the data.
Instruction	Lecture, videos, MS PowerPoint™ 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 MS PowerPoint™ Presentation
Evaluation	Written Quiz

Information and Results Reporting	
Objective	Teach the student to present examination outcomes in compliance with forensic testing.
Instruction	Lecture and MS PowerPoint™ Presentation
Evaluation	Practical Exercises – Instructor Assessment

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
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 MS PowerPoint™ Presentation. Hands-on operation of the polygraph instrument. Use of the instrument in collecting physiological data and making adjustments to sensors.
Evaluation	Instructor Evaluation

Psychology	
Objective	Teach the student the application of human psychology to the physiological detection of deception (PDD), i.e. polygraph.
Instruction	Lecture and MS PowerPoint™ Presentation
Evaluation	Written Quiz

Validated Polygraph Techniques	
Objective	Teach the student the proper use of validated polygraph techniques to conduct diagnostic tests, screening tests and recognition tests.
Instruction	Lecture, videos, and MS PowerPoint™ Presentation. Hands on practice in test construction.
Evaluation	Instructor evaluations and written exercises

Post-Test Interview	
Objective	Learn post-test interviewing techniques.
Instruction	Lecture and MS PowerPoint™ Presentation. Interview videos and critique.
Evaluation	Instructor observation and evaluation of performance.

Pre-Test Interview	
Objective	Teach the student the pre-test interview framework, including explanation of the APA requirements, instrument explanation, information gathering and question formulation.
Instruction	MS PowerPoint™ Presentation
Evaluation	Practical exams and instructor evaluation of performance.

Physiology	
Objective	Teach the student the physiological basis for recording and inferring deception to relevant questions. Identify proper physiology and associated changes when a stimulus is introduced to the subject.
Instruction	Lecture and MS PowerPoint™ Presentation
Evaluation	Written Quiz

Scientific Testing	
Objective	Teach the student the concepts of the scientific method and common statistical methodologies, including determining the probability of error when conducting a credibility assessment examination.
Instruction	Lecture and MS PowerPoint™ Presentation
Evaluation	Practical application and instructor evaluation

Test Data Analysis	
Objective	Teach the student to subjectively score physiological data gathered during the credibility assessment examination using validated scoring models including the ESS and Federal Scoring models.
Instruction	Lecture, MS PowerPoint™ Presentation and hands-on practice using scoring models 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 fundamental process for target selection; preparing relevant questions for diagnostic and screen tests; and the proper construction and use of directed lie comparison questions and probable lie questions.
Instruction	MS PowerPoint™ Presentation
Evaluation	Instructor observation and review

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 evaluation

Post-Conviction Sex Offender Testing (PCSOT) Program of Study

Number	Title	Hours
1	PCSOT Training and Standards of Practice (APA)	40.00

Course Description

Post-Conviction Sex Offender Testing (PCSOT) Course	
Objective	Teach the student the basic PCSOT standards of practice and requirements to conduct sex offender evaluation, interviewing and credibility assessment testing in accordance with the APA Model Policy and professional standards.
Instruction	Lecture, practical exercise, MS PowerPoint™ Presentation
Evaluation	APA-approved examination

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: 199.267026). Students are encouraged to review other states' license requirements for specific requisites to become a licensed polygraph examiner.

Successful completion of an APA accredited polygraph program is only one of the necessary prerequisites for membership in the APA or 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 that is paid a polygraph examiner. Independent contractors set their own fees. The student is strongly advised to research the qualifications, needs, and salaries paid for polygraph examiners in the area of intended employment.

Administration and Faculty

James R. Sackett, MA – Academy Director/Instructor

Mr. Sackett is a 1994 graduate of the U.S. Department of Defense Polygraph Institute (DoDPI), currently known as The National Center for Credibility Assessment (NCCA). He holds a Master of Arts degree in Forensic Psychophysiology from Argosy University, School of Professional Psychology, and a Bachelor of Science degree in Psychology from University of Maryland. Mr. Sackett has over 37 years law enforcement experience with over 27 of those directly involved as a polygraph examiner supporting military, federal, state and local agencies, with experience in the U.S. and internationally. Mr. Sackett retired as a polygraph examiner for the Army CID in 2000, served as a Kansas City, Missouri Police Department polygraph examiner for several years, and later retired as an Advanced P.O.S.T Certified Detective/Polygraph Examiner for the Nevada Department of Public Safety (DPS) in 2015. After retirement from public service, Mr. Sackett continued to contract with federal and county agencies in the State of Arizona to provide Post Conviction Sex Offender Testing (PCSOT) for several catchment areas in the state. Mr. Sackett is a full member of the American Polygraph Association (APA), the American Association of Police Polygraphists (AAPP), the National Polygraph Association (NPA) and ASTM International. He has contributed to polygraph and criminal justice course content and taught for accredited universities and schools.

Brian Hilke - Academy Instructor

Mr. Hilke is a 2007 graduate of the Texas Department of Public Safety Law Enforcement Polygraph School. He completed his Post-Conviction Sex Offender Testing (PCSOT) training in 2010. Mr. Hilke holds a Master of Arts Degree in Criminal Justice and Sociology from Lincoln University in Jefferson City, Missouri, and a Bachelor of Arts Degree in Criminal Justice, with a Minor in Sociology from Columbia College in Columbia, Missouri. He is a certified Missouri Peace Officer Standards and Training (POST) Law Enforcement Instructor, holding both Generalist and Specialist training certifications. Mr. Hilke retired as a Lieutenant in May 2021 from the O'Fallon, Missouri Police Department after a 25-year law enforcement career. He spent 14 of his 25-year career serving in the roles of Detective and Detective Sergeant. Mr. Hilke was also a Shift Supervisor and Section/Division Commander for 18 of his 25 years. Mr. Hilke is currently President-Company Partner, Lead Instructor, and Certified Forensic Law Enforcement Polygraph Examiner for Vista Law Enforcement Training and Consulting, LLC based in Missouri. He is currently a member of the American Polygraph Association (APA) and the American Association of Police Polygraphists (AAPP).

Trent Lund, PhD - Lecturer (Anatomy and Physiology)

Dr. Lund is a graduate of Brigham Young University (PhD & MS- Behavioral Neuropsychology/ Neuroscience), Weber State University (BA - Psychology) and a former Professor and Postdoctoral Scholar at Colorado State University (Department of Biomedical Sciences). Trent currently works for Stoelting (a multidisciplinary company with an overarching psychophysiological theme).

Linda Quast, MS, MBA, PMP - Lecturer (Psychology)

Linda holds a Master of Science in Psychology, a Master of Business Administration, and project management professional certification. She has managed higher education programs, personnel and projects for psychology, social work and human services programs at the bachelor's, master's, and doctorate levels. Currently, she is the faculty manager for a major university's Master of Social Work (MSW) program. In addition, Linda supports the polygraph profession by maintaining affiliate membership in the American Association of Police Polygraphists (AAPP) and associate membership in the National Polygraph Association (NPA).

Thurma Stewart, MA - PSCOT Lecturer (Psychology and Sex Offender Treatment)

Mrs. Stewart holds a Master of Arts in Clinical Psychology/Marriage Family Therapy and a Bachelor of Science in Criminal Justice Administration from University of Phoenix. She is certified with the California Sex Offender Management Board (CASOMB) as an Associate Practitioner, State Authorized Risk Assessment Tools for Sex Offenders (SARATSO) and certified as a Trainer for Trainers for the Level of Service Case Management Inventor, a violent risk assessment for sex offenders. Mrs. Stewart has over 10 years' experience working with post-incarcerated sex offenders as a sex offender treatment provider and over 7 years' experience as a site-coordinator of SOT programs and implementation of the Containment Model of Supervision of Sex Offenders. As a site coordinator, Mrs. Stewart worked closely with California Department of Corrections GPS Parole Units in San Bernardino, Los Angeles, and Riverside Counties to successfully implement the Containment Model of Supervision. Mrs. Stewart's experience includes working with at-risk youth in highly restricted residential treatment facilities and foster care youths living in community residential homes. She is currently the president of SOAR & LIVE, Inc., a non-profit organization that works towards stopping stigmas in mental health within families and communities. Mrs. Stewart is a full member of the American Psychological Association (APA), a member of National Resources Development Council for Inclusion and Equity (NRDCIE, NRDCLG), and an Advisory Board member of LoveNSpired.org, a Department of Children and Family Services community mentoring program.

W. Bruce Voss, Esq. - Lecturer (Law)

Mr. Voss is judge pro tem in the Orange County, California Superior Court and former board and faculty member of Irvine University School of Law and professor of business law at Golden West College. He earned a juris doctorate from Pepperdine University School of Law and a bachelor's degree in business administration/finance from California State University, Fullerton and is rated AV (the highest possible ranking) by Martindale Hubbell which establishes worldwide ratings for lawyers. He has lectured to the Australian Bar Association and was the first American to sit on the Australian Supreme Court. Mr. Voss has appeared in court hearings in Australia, Canada, Belize, and Mexico, and in hearings in State courts in California, Nevada, Arizona, Missouri, Pennsylvania, Texas, New Mexico, Colorado, Wyoming, and Oregon. He is currently a board member and general counsel to the following organizations: California Association of Polygraph Examiners, National Polygraph Association, Equine Empowered Treatment for Military Personnel, Beacon House Legal Team (Residential Treatment Center for men), Foundation for Worldwide Health and St. Mark Presbyterian Church in New Port Beach, California.

Mike Ward, D.C. – Lecturer (Anatomy and Physiology)

Mike Ward is a Sports Medicine practitioner who graduated from the Southern California University of Health Sciences where he completed his Doctor of Chiropractic. He is also an experienced polygraph examiner having previously served as a Lead Polygraph Examiner with the Los Angeles Police Department. He also has extensive PSCOT and private practice polygraph experience. Dr. Ward commissioned into the United States Air Force where he was a Special Agent with the Office of Special Investigations.

Academic Calendar

The Academy has an open enrollment period prior to each course start date. Course start dates are posted, in advance, on the Academy's website: www.marstonpolygraph.com.

Academy Holidays 2024

Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving Day	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

The winter holiday period is from December 23, 2024, until January 6, 2025. Additional holidays or Academy closures may be declared at the discretion of the Academy Director.

Academy Catalog Receipt Acknowledgement

I acknowledged I have received a copy of the Academy Catalog, which contains the rules, regulations, course completion requirements and costs for the specific course, for 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. In addition, I acknowledge that there is no license requirement for polygraph examiners in California; however, I am encouraged to review other states' licensure requirements for specific requisites to become a licensed polygraph examiner.

Print Name: _____

Signature: _____

Date: _____

**Complete, sign and return this page to the Academy Director (email to
info@marstonpolygraph.com)**