1890 Star Shoot Parkway Suite 170-366 Lexington, KY 40509

NATIONAL POLYGRAPH ACADEMY

CATALOG

Basic Polygraph Examiner Training Program

HOSTED BY
NC STATE BUREAU OF INVESTIGATION

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Accredited by the APA

RECOGNIZED BY

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INTRODUCTION:

The National Polygraph Academy (NPA) was founded with the objective and mission to provide quality polygraph training to qualified, highly motivated persons in law enforcement, governmental organizations and the private sector. The Academy provides instruction and training in polygraph and related disciplines; affords the student the opportunity to develop and refine the knowledge and skills necessary for successful administration of polygraph examinations; and tests students to ensure competence before issuing a graduation diploma. We believe in providing training consistent with the APA Standards of Practice, validated techniques and US government standards. The National Polygraph Academy is led by a team of instructors with over 50 years of combined polygraph educational experience.

FACULTY:

Pamela Shaw, Director and Primary Instructor for polygraph
Ms. Shaw is currently the President of Shaw Polygraph Services, Inc. and was formerly employed with the Kentucky Law Enforcement Council for 15 years where she served as the Testing Services Supervisor. The Council provides polygraph services involving the Peace Officer, Telecommunicator and Court Security Officer Professional Standards Acts. As a result, she regularly conducted polygraph examinations for over 400 law enforcement agencies in the state of Kentucky. Pam holds a bachelor's degree in Exercise Science and a Master's degree in Allied Health Education. She is an American Polygraph Association Past-President and has served on the Board in various positions for 18 years. She has additionally served as President and Vice-President for the Kentucky Polygraph Association. She is a member of the American Association of Police Polygraphists and a regular guest speaker at various international and state association seminars. She also serves as an adjunct professor at the Texas Department of Public Safety Polygraph School and as the Principal Primary Instructor for the Singapore Ministry of Defense Centre for Credibility Assessment.

Additional Instructors:
National Polygraph Academy's cadre of instructors can vary with each course location. The faculty of NPA are carefully selected to ensure a solid, foundational approach to polygraph with strong adherence to best practices and professional standards. Instructors come from a variety of backgrounds to include private, law enforcement and federal government arenas.

ADMISSIONS POLICY:

The National Polygraph Academy (NPA) does not discriminate based on race, sex, religion, ethnic origin, or disability. Consistent with availability of space, NPA is open to all qualified individuals. *Qualified individuals are those applicants with:*

A. At least an associate's degree from an accredited college or university, or written confirmation of qualifications in the State in which the applicant intends to practice, unless a higher degree is required for licensing in the State in which the applicant intends to practice, in which case the State law shall prevail; **OR,**

   An applicable level of education required by the State and/or country in which the applicant intends to practice and at least two years investigative experience confirmed in writing by the supervisor of the applicant, unless a greater amount of investigative experience is required in the State in which the applicant intends to practice, in which case the greater amount shall prevail.

B. Good moral character, documentable by professional references.

C. At least 25 years of age (waiver on case by case basis), **unless** a State licensing law requires a higher minimum age, in which case the higher age will apply.

D. Have not been convicted of a felony or any crime involving moral turpitude.

E. Ability to bring a laptop for use throughout the duration of the course. Laptops should allow the student to have administrator rights for the purposes of loading polygraph-related software as needed.

The Director of NPA is responsible for establishment of the admissions policy. Implementation of this policy is the responsibility of school administrators and the faculty.

RE-ADMISSIONS POLICY:

Students withdrawing or being dismissed from the basic polygraph examiner training program may apply for later training programs and will be accepted providing they meet the standards of the admissions policy and the course catalog in effect at the time of re-application.

CLASS SCHEDULE:

Classes will be held in one of two formats, Monday – Friday 8:00am to 5:00pm (1 hour lunch) or Monday-Thursday 8:00am-5:00pm (1/2 hour lunch) and Friday 8:00am-12:00pm. Up to three Saturday classes of 8 hours each may be incorporated to facilitate holidays or unexpected closures due to extraordinary conditions such as inclement weather. In the case of inclement weather, students will be notified as soon as possible by phone and/or email. Scheduling of specific subject matter is subject to change during the course. Classes are generally not held on the following holidays:

Thanksgiving	Memorial Day	Independence Day	Labor Day
New Year's Day	Christmas Eve	Christmas Day	New Year's Eve

CURRICULUM CHANGES:

The Academy reserves the right to modify the curriculum consistent with the requirements of the American Polygraph Association, the American Association of Police Polygraphists, and the American Society for Testing and Materials.

CONDUCT POLICY:

While enrolled, the Academy expects its students to conduct themselves in a professional manner at all times. Acts of dishonesty and questionable moral turpitude are grounds for dismissal. All students are expected to act maturely and are required to respect other students and faculty members. Incidents of criminal activity, to include illegal possession of weapons or drugs are not allowed at any time on the training site. Any violation of Academy policies may result in permanent dismissal from the Academy.

STUDENT COMPLAINTS:

Student complaints should be brought to the attention of the National Polygraph Academy Directors. If both directors are not present at the training site, students may direct complaints to the Instructor present or telephonically notify the Academy Directors. Students may also direct complaints to the American Polygraph Association.

ENROLLMENT POLICY:

Prospective students must submit a completed enrollment application no later than one (1) month prior to the course start date to be considered for admission. Later enrollments will

be considered if space is available and sufficient time is given to ensure completion of background checks and preliminary reviews. Decisions will be made on a case-by-case basis. All enrollments will be on a first come, first serve basis and as space permits.

BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CURRICULUM:

The Basic Polygraph Examiner Training Program offered by the National Polygraph Academy is conducted in accordance with requirements for basic polygraph training that were established by the American Polygraph Association. Students must enroll for the entire program and cannot selectively enroll for courses within the program.

The Basic Polygraph Examiner Training Program has an overall objective of providing the graduating student with the basic knowledge, skills and ability to professionally administer and defend polygraph examinations for law enforcement, in support of criminal and administrative investigation, and pre-employment/security examinations. The curriculum and instructional/training methods utilized have been developed in alignment with the level of training utilized by the federal government and exceeds the minimum requirements established by the American Polygraph Association.

The Basic Polygraph Examiner Training Program consists of the following:

Subject Matter	**Schedule Hours**
Law and Human Rights	8
History of Polygraph (Detection of Deception)	8
Mechanics of Instrument Operation	16
Test Question Construction (Formulation)	32
Polygraph Techniques	40
Test Data Analysis	40
Pre-Test Interview	32
Post-Test Interview	8
APA Ethics, Standards of Practice and By-Laws	4
Scientific Testing	8
Psychology	20
Physiology	20
Countermeasures	8
Information and Results Reporting	2
Practical Application of Polygraph/Mock Examinations	80
Elective Instruction	74
Exams/Performance Evaluations	
TOTAL:	**400**

Academy Directors reserve the right to increase allocation of topic hours as deemed necessary throughout the course.

INDIVIDUAL COURSE OBJECTIVES:

History of Polygraph (Detection of Deception): Student understanding of historical efforts directed at the detection of deception, identification of the theoretical basis for detection of deception efforts, recognition of instrumentation developments, and understanding of the more significant contribution of individuals and organizations within the polygraph profession; and alternate methods of detection of deception.

Mechanics of Instrument Operation: Student understanding of the software and operations of computerized polygraph instruments, to include proper component placement, proper data collections, chart markings, maintenance and calibration.

Test Question Construction (Formulation): Student understanding of and ability to properly develop test questions for validated polygraph techniques.

Polygraph Techniques: Student understanding and ability to utilize various validated techniques for evidentiary, investigative and screening examinations. Formats include comparison question techniques, guilty knowledge tests, and peak of tension tests.

Test Data Analysis: Student recognition of evaluation criteria and ability to evaluate polygraph tests, using global and numerical scoring systems, and computer scoring algorithms.

Pre and Post Test Interviews: Student understanding of and ability to conduct proper free narrative, structured or semi-structured pretest interviews; and, student understanding of and ability to conduct appropriate post-test interviews to resolve polygraph issues, to include interview and interrogation theme development.

Practical Application of Polygraph/Mock Examinations: Student practice and skill development under field-like conditions. Student understanding of the preparation phase, pretest, in-test, test data analysis, and post-test phases of various polygraph techniques are ensured; with individual and group critiques.

APA Ethics, Standards of Practice and By-Laws: Student understanding of the relationship between the APA Code of Ethics, Standards of Practice and By-Laws and other ethical considerations for the practice of polygraph.

Preparing for Testimony: Familiarize students with basic considerations in preparing for and providing expert witness testimony in court or at administrative hearings.

Polygraph Countermeasures: Familiarize the student with common polygraph countermeasures, identification of resulting atypical physiology, and appropriate counter countermeasures procedures.

Scientific Testing: Familiarize students with the conceptual knowledge of sensitivity, specificity, false positive errors, false negative errors and statistical significance in the application of diagnostic and screening tests. Student demonstrates ability to review research articles and explain their methodological strengths and weaknesses.

Information and Results Reporting: Student understanding of report content essentials, proper presentation of test results and the various types of reports within polygraph.

Law and Human Rights: Familiarize students with basic legal matters pertinent to the practice of polygraphy; including local, state, and federal regulations, admissibility issues, the Employee Polygraph Protection Act and the Americans with Disabilities Act.

Psychology: Acquaint the student with basic elements of human psychology and their applicability to polygraph testing; including response theories, mechanics of arousal, emotions, and stress; and, to introduce students to elements of normal and abnormal behaviors in humans.

Physiology: Student understanding of basic anatomy and physiology of the cardiovascular, respiratory, nervous, integumentary and skeletal-muscular systems, as well as pharmacology, as they relate to the polygraph data, equipment and filtering.

Exams/Performance Evaluations: Regular written examinations test student knowledge and skills to determine satisfactory progress throughout the training program and to document student understanding prior to course completion. Laboratory evaluations also test student knowledge, skills and ability to prepare for and work within the various types of polygraph examinations.

ACADEMIC PROGRESS POLICY:

The Academy will keep official records of the student's progress during the course and will maintain examination grades. Students are informed of their progress verbally by periodic counseling sessions and will review all graded examinations. Students have the right to petition for access to student records. The grading system used by the Academy consists of percentiles between 0 to 100. Students must obtain at least a 75% on each of the written subject matter examinations and on the comprehensive final examination. Any examination grade below 75% will be considered unsatisfactory. Students may utilize one (1) re-test opportunity following receipt of an unsatisfactory grade. No more than two retest opportunities are allowed throughout the course. A student will be dismissed from the training program if they receive an unsatisfactory grade on a re-test. No re-test opportunity is granted on the comprehensive final. The student may re-enroll in a later Academy training program if desired.

PREVIOUS CREDITS:

Credit for training from another institution will not be applied toward the completion of this training program without expressed consent of the American Polygraph Association and this Academy. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

ATTENDANCE – DISMISSAL POLICY:

Students are expected to arrive on time for class with proper materials. Time lost due to late arrivals or early departures will be appropriately recorded in attendance records. There will be no dismissal for tardiness if a reasonable explanation is offered. After three (3) incidents of tardiness, the student may be dismissed from training.

Absence from any scheduled class without prior approval can be cause for termination. A total of three absences will be excusable if the student has a reasonable explanation. After a total of three absences, the student may be dismissed.

The student must physically be present at the training facility for not less than 90% of actual classroom instruction time, with remediation required for missed hours. Lost time must be made up within three weeks of the class missed unless otherwise provided for in writing by the Academy Director.

Students who are unable to continue classes for medical reasons or severe personal problems will be permitted to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. In order for the student to receive credit for training by the American Polygraph Association, all program requirements must be completed within a one-year time period.

Any student may be dismissed for violation of rules, regulations and policies of the Academy, as set forth in Academy publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. A director, after consultation with all parties involved, makes the final decision.

Instructors may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to Academy standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

A student is recorded as having terminated his or her program of study if more than seven (7) class days have passed since the last date of actual attendance at the school. However, if earlier written notice of termination is received by the Academy, termination is the date of receipt of written notice.

GRADUATION REQUIREMENTS:

To graduate from the basic polygraph examiner training program, students must successfully complete: 1) all written performance examinations, or their re-tests if necessary; 2) the attendance requirements; and, 3) complete a minimum of three examinations documenting proficiency in the conduct of a comparison question technique.

Successful completion of an American Polygraph Association (APA) accredited polygraph-training program is only one of the necessary prerequisites for admission into the various national and state professional polygraph associations and/or for the various jurisdictional polygraph licensing authorities. Additional standards may be required for licensure and acceptance. It is the responsibility of each student to ensure they adequately meet the standards of their desired jurisdiction and/or professional association affiliation.

PLACEMENT ASSISTANCE:

Job placement assistance is limited to assisting the student in determining state licensing requirements and where to obtain job related information for the polygraph profession.

TUITION AND ASSOCIATED COSTS:

Tuition for the basic polygraph examiner training program is $6250.00. Payment in full is due one month prior to the first day of scheduled training unless other arrangements are made with the Academy Director in advance. The Academy reserves the right to provide group discounts on a case-by-case or contractual basis.

Tuition does not include costs associated with housing, meals or transportation. Students may utilize discounted on-site cafeteria and dormitory services if made available at the desired course location. Typically, dormitory rooms are double occupancy, shared with another polygraph training student and cafeteria services are provided Monday morning thru Friday noon. Each student must request and reserve access to a dormitory room and/or cafeteria services at the time of initial application to be guaranteed availability. Please contact NPA for pricing and terms specific to your requested training location.

REFUND POLICY:

A full refund of all moneys paid is granted if the Academy does not accept the applicant; the Academy discontinues a course or program of education; or if the student withdraws and requests same within three working days of signing a contract or making a payment to the Academy, provided that the student has completed no more than 5% of the training program. Refunds are paid in full to the contracting party within a maximum of thirty (30) days of termination.

Students terminating training are entitled to the following tuition refunds:

A student terminating training is entitled to a refund of:

- Within the first 5% of program… 95%
- After 5% but within first 10% of program… 90%
- After 10% of program… No refund

The official date of termination or withdrawal of a student shall be:

- The date on which the Academy received notice of the student's intention to discontinue the training program; or
- The date on which the student violates Academy policy, which provides for termination.

CONTACT INFORMATION:

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