



SCHOOL CATALOG

Basic and Advanced Forensic Psychophysiology Courses
in the Detection of Deception

Academy of Polygraph Science

QUESTIONS?

Contact us:

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www.apsPolygraphSchool.com

ACADEMY OF POLYGRAPH SCIENCE

GOVERNING BODY

The governing body for the Academy of Polygraph Science is the American Polygraph Association, who accredits this academy. The American Polygraph Association has certified that there is adequate space, equipment, and instructional material at the academy to provide high quality training.

MISSION AND OBJECTIVES

The Academy was founded to provide quality polygraph training to qualified, highly motivated individuals in law enforcement, government and the private sectors. The Academy's objective is to provide its students thorough and effective education and training in the best practices of the polygraph profession. This comprehensive instruction consists of the most scientifically reliable, valid, and up-to-date principles and techniques in the profession. These best practices will prepare students to perform ethical, proficient, valid, and reliable single-issue, event-specific, and multiple-issue examinations. Upon graduation from the Basic Polygraph Examiner's Course, the students will be able to effectively conduct screening and diagnostic polygraph examinations. Our classes are designed to have a small student to teacher ratio with the goal of providing the highest quality tailor-made instruction in both classroom and laboratory settings. The Academy is in compliance with all state and local licensing requirements.

BASIC PROGRAM

The basic course of instruction is ten weeks in length (all ten weeks on campus). Classes are generally held from 7:45 a.m. to 5:30 p.m., Monday through Friday, with a half hour for lunch. Weekend and evening classes are also required to accommodate study halls and changes in the syllabus. The following holidays are observed by the Academy: New Year's Day, Independence Day, Thanksgiving Day and Christmas Day.

Additionally, the student receives extensive 'hands on' practice with all aspects of polygraph required in the field of polygraph science. Emphasis is on fundamental skills and application of polygraph knowledge. A course curriculum depicting each course activity appears at the end of this Catalog.

TUITION AND FEE POLICY

The tuition for each course covers instruction, student handouts, training aids, teaching manuals, and use of equipment and Polygraph instrumentation during the training course. *All checks, credit card payments, and P.O.'s should be made out to Stoelting Co. and mailed to the following address:*

***Stoelting Company
620 Wheat Lane
Wood Dale, Illinois 60191***

- ***If paying by check***, include student's name, agency name and address (if applicable), and "Polygraph Basic Course."
- ***If paying by credit card***, include name on card, card type (MC, Visa, etc.), card's expiration date, card's CVC2 Code, name as it appears on the card, amount, card billing address, phone number associated with the card. Additionally, include student's name, agency name and address (if applicable), and "Polygraph Basic Course."

Please send all wire transfer of funds to the following:

Wire to:

JP Morgan Chase, NA
New York, NY USA
Swift: CHASUS33
ABA: 021000021

For Credit to: Stoelting Co.
Acct. #960159673

Basic Polygraph Training Course- Course fee is \$5,495 (USD) and is generally due prior to the beginning of the course of study unless other arrangements are made through the Director of the Academy. The tuition fees include all course materials, supplies and use of equipment and polygraph instrumentation together with staff consultation while in attendance. This is a ten week program.

Basic Post-Conviction Sex Offender Training Forty-hour Certification Course- Course fee is \$600 (USD) and must be paid in full by the first day of class.

Advanced Workshops:

- One-day Workshop. Course fee is \$125 (USD) and must be paid in full by the first day of class.
- Two-day Workshop. Course fee is \$250 (USD) and must be paid in full by the first day of class.
- Three-day Workshop. Course fee is \$375 (USD) and must be paid in full by the first day of class.
- Four-day Workshop. Course fee is \$500 (USD) and must be paid in full by the first day of class.
- Five-day Workshop. Course fee is \$600 (USD) and must be paid in full by the first day of class.

REFUND POLICY

If the course or workshop is cancelled for any reason, or if the student is unable to attend the course, any money received by the school from the sponsoring entity will be refunded in full. If, however, a student is terminated, or if the student resigns during the course for any reason, a refund will be returned according to the following pro-rated scale:

Percentage of Physical Attendance Completed	Tuition Refunded
10% or less.	90% refunded
More than 10% and less than or equal to 20%	80% refunded
More than 20% and less than or equal to 30%	70% refunded
More than 30% and less than or equal to 40%	60% refunded
More than 40% and less than or equal to 50%	50% refunded
More than 50%	No refund will be given

Refund requests must be made in writing and delivered to the school administrator. As an alternative, the student(s) may, if eligible, reenroll in a future class in lieu of requesting a refund.

ADMISSIONS POLICY

The Academy recognizes that those who intend to be academically, technically, and ethically qualified polygraph examiners should attend an institution that is both accredited and recognized. To this end, the Academy maintains a rigorous admissions policy that will be enforced by the Academy's school

administrators and faculty. The Academy's administrators have established this admissions policy so that its attendees benefit fully from its curriculum and instruction. The Academy does not discriminate on the basis of race, color, creed, gender, national origin, physical limitations, or sexual orientation. Student approval is also based on availability of space. The Academy of Polygraph Science is open to all qualified persons. Specific admission requirements are:

- Shall complete the course's application fully and accurately.
- Shall not have been previously convicted of a felony. The Academy may also deny admission to those who have been convicted of a misdemeanor which resulted in imprisonment.
- Shall be of verified good reputation as documented by professional references. The Academy may deny admission to those applicants who have been refused admission to or expelled from any professional organization.
- Three years investigative experience, a bachelor's degree from an accredited college or university, or a background approved by the Director.
- Shall be accompanied to the course with a laptop, a wireless mouse, and have administrative rights to that laptop. The laptop should have the following programs installed: Adobe PDF Reader & Microsoft Word.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Due to the specialized and intensive nature of polygraph training, new scientific research, newly formulated professional policies, and ever-changing best practices take place quite frequently. As a result, no credit will be awarded to students for previous education and training related to polygraph.

GRADUATION REQUIREMENTS

Written Examinations- To graduate from the Academy of Polygraph Science, students must achieve at least a minimum of 70% on written examination administered to them. For the Basic Course, these are History, Law, Ethics, Psychology, Physiology, Test Data Analysis, Polygraph Techniques, and the Final Examination. Additionally, students must successfully complete all assignments given throughout the course including, but not limited to, tasks, exercises, essays, readings, reports, and presentations.

Academic Probation for the Basic Course- Any student who fails to maintain a minimum cumulative grade point average (CGPA) of 2.0 for each evaluation period will be placed on academic probation for a period of two weeks. If the student's CGPA is still below 2.0 at the end of the two week period, the student will be terminated. Additionally, any student who fails any written examination by not achieving at least a minimum of 70%, may be given one last opportunity to pass that written examination on a date and time agreed upon by both the student and the Director, or someone appointed by the Director. If the student fails this second opportunity, the student will be terminated.

Collected Chart Time for the Basic Course- Students must complete and submit a minimum five complete laboratory examinations completed during the residency portion of their training.

Attendance- A student may be excused from class due to illness, family emergency or court testimony.

Excusal must be granted in advance by the Director. Nevertheless, all absences must be made up by the student. Even if absences are excused, absences in excess of three days will lead to the student being dismissed from the course. If an unexpected closure occurs due to uncontrollable issues (i.e. inclement weather, etc.) each student will be notified as soon as possible by telephone, and the missed time must be

made up by the Academy. If a student has a medical or family emergency that causes an extended period of absence, the refund policy will be adhered to as described in this document.

Tardiness will not be tolerated and will subject the student to dismissal if tardiness occurs on more than three days. Early departures, class cuts, or tardies for any portion of a class period will be counted as one absence. Classes will generally be held eight hours per day, five days a week. Attendance records will be appropriately recorded on a daily basis. Late arrivals will be noted on the attendance records. All missed class time (absent, tardy, leave early) will be made up as directed by the academy's director.

The legal holidays observed by the school are New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. Classes are generally held from 8:00 a.m. to 4:30 p.m., Monday through Friday, with a half hour for lunch. Weekend and evening classes are also required to accommodate study halls and changes in the syllabus. Breaks are ten minutes in duration each hour of class from ten minutes till the hour until the top of the hour.

ACADEMIC PROGRESS POLICY

Written examinations will be administered to students to monitor their grasp of the subject matter. The results of these examinations will be documented in the student's file. These written examinations will cover material found in presentation slides, reference materials, and lectures provided to each student. Grades on these written examinations are determined as follows:

A	100-90%	4
B	89-80%	3
C	79-75%	2
D	74-70%	1
F	69-0%	0

Following the student's satisfactory completion of all course requirements, a diploma will be awarded attesting to the student's achievement. Each student's progress is tracked in the student's records, and maintained by the Director. The student may, upon written request, receive a copy of this record at any time during their attendance. The student may be given special counseling sessions either student or Director initiated, as circumstances dictate.

SUSPENSION AND DISMISSAL POLICY

Each student is expected to exercise professionalism throughout the course. Any acts of moral turpitude or dishonesty may result in suspension or dismissal from the course. Examples of such acts are criminal behavior, disruption, harassment, acts of threats or violence, cheating, theft, damage or destruction, and falsification of application.

RE-ADMISSIONS POLICY

Considering the rigorous nature of these courses, some students may be unable to complete it with their initial attempt and, for these students, on a case-by-case basis and at the discretion of the Director, re-admission in a subsequent course may be available. In order for a previous student to be re-admitted into a course, the applicant must prepare a letter explaining the reason for re-admission, and detailing any corrective actions the applicant has taken in order to mitigate previous reasons for being dismissed from training.

CONDUCT

Professionalism is expected of every student during the duration of the course. The Director may dismiss from the course any student involved in acts of dishonesty or questionable moral turpitude.

FACULTY DESCRIPTION AND QUALIFICATIONS

Gary Davis holds a Bachelor's Degree in the Administration of Justice and is a graduate from the University of Houston Polygraph Program, University of Louisville and the Southern Police Institute. He has served as a Detective Lieutenant supervising criminal investigations with the Sedgwick County Sheriff's Office. He has also served as the Chairman of the Kansas Board of Polygraphist, President of the Kansas Association of Polygraphist, is a 34 year member of the American Polygraph Association and current vice president private and the President and Life time member of the National Polygraph association. He is also a licensed examiner in the states of Nebraska and Oklahoma. Gary has conducted over 25000 exams and is qualified as an expert in State and Federal courts. He has also conducted training for State and National Polygraph Organizations.

POLYGRAPH CURRICULUM

The curriculum of the Academy of Polygraph Science consists of 400 hours of course studies (classroom instruction, laboratory practica, and post-residency requirement) in Polygraph Science. The following is a full and accurate description of the curriculum for the Basic Polygraph Course, including hours of instruction:

History of Polygraph	8 Hours
Physiology	20 Hours
Psychology	20 Hours
Law, Ethics, Human Rights.	12 Hours
Test Question Construction	32 Hours
Mechanics of Instrument Operations	16 Hours
Polygraph Techniques.	40 Hours
Test Data Analysis	40 Hours
Countermeasures.	8 Hours
Interviewing and Interrogation	40 Hours
Best Practices Practica (Labs).	80 Hours
Scientific Testing.	8 Hours
Information and Report Writing.	2 Hours
Elective Instruction	74 Hours

History of Polygraph- A comprehensive presentation on the history of polygraph, including information about the precursors of the polygraph used to detect deception from ancient times. Particular emphasis will be placed on the contributions of various individuals to what has evolved into our current-day polygraph procedures.

Physiology- A review of the basic anatomy and physiology of the human body as they relate to the administration of the polygraph, sensor recording, and how these relate to diagnosing deception.

Psychology- A review of the psychological underpinnings of the polygraph process. Particular emphasis will be placed on cognition, emotion, memory, disorders, and psychological defense mechanisms.

Law, Ethics, and Human Rights- A general review of legal issues pertaining to polygraph will be presented. Particular emphasis will be placed on the Employee Polygraph Protection Act, and the history of admissibility of polygraph. Additionally, the students will learn the relationship between the APA code of Ethics, Standards of Practice, and By-Laws and other ethical considerations for the practice of polygraph.

Test Question Construction- During classroom and laboratory exercises the student will demonstrate, in writing, an effective working knowledge of polygraph test questions for validated polygraph techniques.

Scientific Testing - The student will demonstrate a conceptual knowledge of sensitivity, specificity, false positive errors, false negative errors and statistical significance in the application of the concepts to diagnostic and screening tests; the ability to review research articles and explain their methodological strengths and weaknesses.

Mechanics of Instrument Operation- The student will be able to perform a proper functionality check of the type of instrument he or she will be using. During their laboratory exercises the student must also demonstrate the proper component placement, including primary and alternate locations in addition to the positioning of the examinee; proper software operations for the instrument he or she will use; acceptable data collection practices, and the use of standardized annotation on polygraph examinations.

Polygraph Techniques- The student will be able to demonstrate a working knowledge of at least one testing protocol shown to meet APA validation standards for each of the following applications: Evidentiary, investigative, and screening. Exposure to two or more validated protocols is recommended. Students will understand the essential components of these testing protocols, including the number of presentations, number of tests, and question sequence rules.

Test Data Analysis- The student will demonstrate a working knowledge of the physiological response patterns used in interpretation of polygraph data, in addition to an ability to identify data suitable and not suitable for analysis. Students will learn to analyze polygraph data using a validated scoring system, including the appropriate use of decision rules.

Pre-Test Interview - The student will be able to explain the rationale behind pretest procedures and demonstrate the ability to conduct a free narrative, structured or semi-structured interview.

Post-Test Interview - The student will be able to explain the rationale behind post-test procedures, identify basic interview approaches and demonstrate the process of post-test interviews for the various test outcomes.

Countermeasures - The student will be able to describe common types of countermeasure attempts and atypical physiology.

Information and Results Reporting - The student will demonstrate an understanding of necessary information content and presentation of test results.

Best Practice Practica (Labs) - Practical Application of Polygraph/Mock Examinations (80 hours): The student will demonstrate basic proficiency in conducting examinations under field-like conditions. A minimum of three complete polygraph examinations, being monitored by a lab instructor or someone providing instructional assistance, will be conducted under field like conditions with a student-to-instructor ratio not to exceed three-to-one. No student will conduct an actual field polygraph examination until they have successfully graduated from the 400-hour education and training program.

Education and Training Program Elective Instruction - The student will be familiarized with other polygraph-related content or given additional instruction on topics listed earlier in these standards, at the discretion of the program.

DIPLOMA

Upon successful completion of the basic polygraph course requirements, a Diploma of Graduation will be awarded to each student.

LODGING

The school does not directly arrange housing. There are several housing options available in the area at various rates. Housing information can be obtained by calling the office directly. Local accommodations, meals, and other student personal living expenses are not included.

OTHER REQUIREMENTS

The Academy will provide the actual instrumentation (Lafayette, Limestone, Stoelting, Axciton) to be used during the course. However, students will be required to have a laptop computer with full administrative rights so that polygraph software programming can be added to their systems. Students are also required to have a mouse, MS Word and an updated Adobe Reader program.

ASSOCIATION AND LICENSING REQUIREMENTS The school is accredited by the American Polygraph Association (APA), and recognized by the American Association of Police Polygraphists (AAPP), the National Polygraph Association (NPA), and virtually all national, international, regional, and state polygraph associations. Completion of an American Polygraph Association accredited basic polygraph program is only one of the necessary prerequisites for membership in the American Polygraph Association. It should be understood that attendance alone at an APA accredited polygraph school does not constitute eligibility for membership in the American Polygraph Association and recognition by the American Association of Police Polygraphist does not constitute eligibility for membership. Additionally, each student is required to verify that they meet the licensing requirements in the state in which they intend to conduct polygraph examinations. The Academy does not guarantee that the student will pass state examinations required for licensing. Additionally, the Academy does not offer any placement services and does not make any guarantee, expressed or implied, that students can gain employment or remain employed as a Polygraph Examiner.

***ORGANIZATIONAL CHART FOR THE
ACADEMY OF POLYGRAPH SCIENCE***

APS OWNER

Mark & Melinda Cochran

APS Director

Gary Davis

APS ADVISORY COMMITTEE

Trent Lund, PhD

Michael Cochran

ACKNOWLEDGMENT BY SCHOOL APPLICANT

I have received a copy of the School Catalog which contains the rules, regulations, course completion requirements and costs for the specific course in which I have enrolled.

Print Name

Signature

Date