

**American
International
Institute of
Polygraph**

Polygraph Examiner Training Programs

CATALOG

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www.polygraphschool.com

American Polygraph Association (Accredited)

American Association of Police Polygraphists (Recognized)

INTRODUCTION

The American International Institute of Polygraph (AIIP) was founded with the objective and mission to provide quality polygraph training to qualified, highly motivated sponsored persons in law enforcement and other organizations. The Institute provides instruction and training in polygraph sciences; affords the student the opportunity to develop and refine the knowledge and skills necessary for successful accomplishment of polygraph examinations; and, tests students to ensure competence before issuing a graduation diploma. Training programs are accredited by the American Polygraph Association and recognized by the American Association of Police Polygraphists. Quality Polygraph Services, Inc. owns the school, which is located in Stockbridge (Atlanta), Georgia, USA, and is in compliance with all Georgia State and local licensing requirements. Classes are presented internationally and at other locations in the United States.

FACULTY

Charles (Chuck) E. Slupski - *Director and Instructor*. A graduate of the US Army Polygraph School and former instructor at the Department of Defense Polygraph Institute, Mr. Slupski has been a polygraph examiner since 1983 and retired from the US Army Criminal Investigations Command in 1996. He conducted polygraph examinations for the Arizona Department of Corrections before taking an instructor position and subsequently becoming the Director of Argenbright International Institute of Polygraph. With the closing of the Argenbright school, Mr. Slupski established the American International Institute of Polygraph. His academic accomplishments include Master of Science degrees in Criminal Justice and Management, and a Bachelor of Science degree in Law Enforcement. He is a member of the American Polygraph Association, the American Association of Police Polygraphists, the Georgia Polygraph Association, the South African Professional Polygraph Association, and the American Society for Testing and Materials (International), ASTM International committee E-52 on Forensic Psychophysiology. Mr. Slupski is a licensed polygraph examiner in Kentucky and South Carolina.

Richard W. Kurtz – *Instructor*. Mr. Kurtz is a 1989 graduate of the Department of Defense Polygraph Institute (DODPI) and conducted examinations as an Army CID Special Agent / Polygraph Examiner until retirement and ultimately becoming the Polygraph Program Manager for the Kentucky State Police. He is the former Director and Instructor of the Kentucky Institute for Polygraph Studies. His academic accomplishments include a Bachelor of Science degree in Criminal Justice and in excess of 40 law enforcement / polygraph advanced and specialized training programs. Mr. Kurtz is a member of the American Polygraph Association, the American Association of Police Polygraphists, the Kentucky Polygraph Association, Committee E-52 – Forensic Psychophysiology of the American Society for Testing and Materials (ASTM – International), and the Criminal Investigation Division Agents Association.

Steven D. Duncan – *Instructor*. Mr. Duncan is a 1994 graduate of the Department of Defense Polygraph Institute, with over 3000 hours of Emergency Service, Law Enforcement, and Polygraph related training. He is a certified Peace Officer and maintains status as a Master Peace Officer Standards and Training Council Instructor; having served as a Criminal Investigator for a county Sheriff's Office, Supervisory Polygraph Examiner for the Georgia State Patrol, Deputy Director of the Argenbright International Institute of Polygraph, and Adjunct Instructor for the Department of Defense Polygraph Institute. He is currently a Private Investigator and Polygraph Examiner, conducting investigations and polygraph examinations in several states. His academic qualifications include a Bachelor of Arts degree. Steve holds memberships in the Georgia Polygraph Association and the American Polygraph Association; having held Board of Director positions in both organizations.

Johnny R. "Robbie" Frederick – *Instructor*. Mr. Frederick is a 2003 graduate of the Department of Defense Polygraph Institute and retired with 31 years law enforcement experience. In addition to his police duties involving supervision of teams targeting illicit drug operations, crime scene investigations and crisis negotiations, Robbie has maintained a private polygraph business since 2006. He has presented polygraph lectures internationally and has held leadership positions in the Georgia Polygraph Association and the American Polygraph Association. His academic qualifications include a Bachelor of Arts degree in Criminal Justice and graduate work toward a Master's Degree in Forensic Psychology. Robbie holds membership in the Georgia Polygraph Association; having held the offices of Treasurer and President.

Russell D. (Howdy) Hayes – Instructor. Mr. Hayes is a graduate of the American International Institute of Polygraph. He received certification in Police Employment Background Training from the Institute of Police Technology and Management. His academic qualifications also include a Bachelor of Science degree. He retired after 30 years of service as a Trooper with the Georgia State Patrol. He served in the Special Investigation Division as a Background Sergeant and Polygraph Examiner, as well as a P.O.S.T. certified instructor. He currently owns and operates Southeastern Resolution Group, specializing in polygraph examinations. A member of the American Polygraph Association, Howdy Hayes has also served as the Vice President of the Georgia Polygraph Association.

Tracy L. Alvord - Instructor for psychology. Ms. Alvord is a licensed Professional Counselor and current co-founder/owner of the North Georgia Forensic Counseling Center where she specializes in Sex Offender Treatment, Sexual Abuse Intervention Programs, Family Violence Intervention Programs and Chemical Dependency Intervention Programs. She works closely with Department of Corrections and the Department of Family and Children’s Services, providing both counseling service and training. Ms. Alvord is a member of the American Counseling Association, the Association for the Treatment of Sexual Abusers, and the Georgia Association for the Treatment of Sexual Abusers.

Ann E. Hall - Instructor for psychology. Ms. Hall is a certified Emergency Medical Technician and Fire Fighter, specializing in training about physiological aspects of the human body during more than 10 years as a professional strength, conditioning and health coach with the University of South Carolina, private practice, and in government service with the Clayton County Fire Department. Her academic accomplishments include a Bachelor of Arts degree in Communications; certifications in advanced teaching, fire-fighting, first aid, emergency medical technician, NPQ fire instructor, CPR instructor, BLS instructor; and a graduate certification in gerontology.

Ronna M. Woodruff, Attorney at Law. A private attorney in Georgia, Ms. Woodruff received her Bachelor’s degree, Cum Laude, with honors for outstanding academic achievement every semester and obtained her Juris Doctor from John Marshall Law School in May 2008. Her professional affiliations include being a member of the US Supreme Court, the State Bar of Georgia, and the American Bar Association. A member of Woodruff Law, LLC, Ms. Woodruff serves an Adjunct Professor at both Kennesaw State University and the Southern Polytechnic State University.

The American International Institute of Polygraph (AIIP) reserves the right to use the services of additional professionals to serve as instructors so their varying expertise can add to the educational process. All instructors making presentations at the AIIP meet or exceed instructor qualifications as established by the American Polygraph Association.

ADMISSIONS POLICY

The American International Institute of Polygraph (AIIP) does not discriminate based on race, sex, religion, ethnic origin, or disability. Consistent with availability of space, AIIP is open to all qualified individuals. **Qualified individuals are those meeting or exceeding A – D below:**

- A. At least an associate’s degree from an accredited college or university, or written confirmation of qualifications in the State or country in which the applicant intends to practice, unless a higher level degree is required for licensing in the State or country in which the applicant intends to practice, in which case the law shall prevail;
OR,
An applicable level of education required by the State 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 or country in which the applicant intends to practice, in which case the greater amount shall prevail;
AND, all of the following:
 - B. Good moral character, documented by a professional reference when not sponsored by law enforcement or government.
 - C. At least 25 years of age (waiver on case by case basis), unless the State or country in which the applicant intends to practice requires a higher minimum age, in which case the higher age will apply.
 - D. A sponsor who is funding the tuition and expenses.

The Director, AIP is responsible for establishment of the admission policy. Implementation of this policy is the responsibility of school administrator and the faculty.

RE-ADMISSIONS POLICY

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

CLASS SCHEDULE

Classes are generally Monday-Friday from 8:00 AM to 5:00 PM or 6:00 PM; with up to two (2) Saturday classes to facilitate a 3-4 day break about mid-course. If an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone. Scheduling of specific subject matter is subject to change during the course. Classes are not normally held on the following holidays:

New Years Eve	New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Eve	Christmas Day

BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CURRICULUM

The Basic Polygraph Examiner Training Program offered by the American International Institute of Polygraph is conducted in accordance with requirements for basic polygraph training that were established by the American Polygraph Association and ASTM International. It has an overall objective of providing the graduating student with the knowledge, skills and ability to professionally administer and defend polygraph examinations for government, law enforcement and private purposes; in support of criminal and administrative investigations, and pre-employment/security examinations. The curriculum and instructional/training methods are based on federal training and experience gained while a polygraph examiner with the US Army Criminal Investigations Command and an instructor at the Department of Defense Polygraph Institute.

THE BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CONSISTS OF THE FOLLOWING:

Subject Matter	Hours
History and Evolution of Psychophysiological Detection of Deception (Polygraph)	8
Mechanics of Instrument Operation	16
Test Question Construction	32
Polygraph Techniques	40
Pre-Test Interviews	32
Post-Test Interviews	8
Test Data Analysis (Chart Evaluation)	40
Countermeasures	8
Law and Human Rights	8
Ethics, Standards of Practice and APA ByLaws	4
Scientific Testing	8
Information and Results Reporting	2
Psychology	20
Physiology	20
Practical Application of Mock Examinations	80
Director's Discretionary Subjects (74 hours)	
Quality Control Procedures	6
Preparing for Testimony	2
Testing with Interpreter	2
Exams/Performance Evaluations	24
Introduction to Post Conviction Sex Offender Testing	4
Professional Involvement – Membership opportunities	4
Other to facilitate student understanding and licensing requirements	32
	TOTAL: 400

Modifications to the number of hours presented in each subject matter will be made for select students, consistent with requirements of the American Polygraph Association and the ASTM, to assist students in meeting applicable State and country licensing requirements.

INDIVIDUAL COURSE OBJECTIVES

Introduction to the History and Evolution of Psychophysiological Detection of Deception (Polygraph): The student will be able to identify those persons who made notable contributions to the early and contemporary history of lie detection, and demonstrate knowledge of the evolution of polygraph instrumentation, polygraph techniques, test data analysis; the development of professional polygraph associations; and alternate methods of detection of deception.

Mechanics of Instrument Operation: The student will be able to perform a proper functionality check of polygraph instrumentation and demonstrate: proper component placement, including primary and alternate locations; positioning of the examinee; software operations for the polygraph instrument; acceptable data collection practices; and, the use of standardized annotations on polygraph tests.

Test Question Construction: The student will be able to demonstrate, in writing, an effective working knowledge and the ability to analyze case facts, select appropriate test target(s), and develop polygraph test questions for validated: single issue, multi-facet diagnostic test techniques; and, test questions for single and multiple issue screening techniques.

Polygraph Techniques: The student will be able to demonstrate in writing a correct working knowledge of several technique protocols, with at least one testing protocol shown to meet APA validation standards for evidentiary, investigative, and screening examinations, as well as techniques known as supplemental to the validated techniques. Emphasis is placed on the Federal Zone Comparison Technique, the Air Force Modified General Question Technique, the Relevant – Irrelevant Question Technique, the Law Enforcement Pre-employment Test, the Utah Comparison Question Technique, Peak of Tension testing and the Concealed Information Test . The student will also demonstrate in writing a correct working knowledge of the essential components of testing protocols; including the number of presentations, number of tests, and question sequence rules.

Pre-Test Interviews: The student will be able to explain, in writing, professional pretest procedures and the rationale behind those procedures; and, verbally demonstrate the ability to conduct a free narrative, structured or semi-structured interview to prepare the test subject for testing.

Post-Test Interviews: The student will be able to explain, in writing, professional post test procedures and the rationale for same; when test outcomes are deception indicated (significant response), no deception indicated (no significant response), recognition indicated, no recognition indicated, and no opinion; plus, identify basic interview approaches and demonstrate the process of post-test interviews for the various test outcomes.

Test Data Analysis (Chart Evaluation): The student will be able to demonstrate, in writing, an accurate working knowledge of the physiological response patterns used in interpretation of polygraph data; an ability to identify data suitable and not suitable for analysis; and, will analyze polygraph data using global analysis and validated scoring systems known as the 3 position scale, the 7 position scale, and the empirical scoring system; including the appropriate use of decision rules.

Countermeasures: The student will be able to describe, in writing, common types of countermeasure attempts and counter-countermeasure efforts; and, identify atypical physiological records suggestive of countermeasure usage.

Law and Human Rights: The student will be able to demonstrate, in writing, a basic understanding of law and human rights applicable to polygraph testing, including Constitutional issues, federal regulations, court decisions, the Employee Polygraph Protection Act, Garrity, and the Americans with Disabilities Act.

Ethics, Standards of Practice and APA By-Laws of the American Polygraph Association: The student will demonstrate, in writing, a correct understanding of the APA Code of Ethics, Standards of Practice and By-Laws; and, describe unethical practices of examiners from case studies of ethically questionable conduct.

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

Information and Results Reporting: The student will demonstrate, in writing, a correct understanding of necessary information content and presentation of polygraph test results; and, complete at least one examination report of a diagnostic exam and one examination report on a screening examination.

Psychology: The student will explain in writing, the basic elements of human psychology and their applicability to the science of polygraph testing; to include psychological theories, response theories, mechanics of arousal, emotions, stress; and, elements of normal and abnormal behaviors in humans.

Physiology: The student will demonstrate in writing an accurate understanding of the cardiovascular system, respiratory system, central nervous system, peripheral nervous system, integumentary and skeletal-muscular systems, and pharmacology, as they relate to the polygraph data collected during polygraph examinations.

Practical Application of Mock Examinations: The student will demonstrate in the laboratory, basic proficiency in conducting three complete polygraph examinations, with at least one diagnostic and one screening examination, under field-like conditions, during the conduct of at least ten laboratory sessions. **NO STUDENT WILL CONDUCT AN ACTUAL FIELD POLYGRAPH EXAMINATION UNTIL THEY HAVE SUCCESSFULLY GRADUATED FROM THE 400 – HOUR EDUCATION AND TRAINING PROGRAM.**

Director's Elective Subjects:

Quality Control Procedures: The student will demonstrate accurate knowledge concerning the conduct of polygraph quality control procedures, and, will complete at least two quality control reviews.

Preparing for & Providing Testimony: The student will demonstrate an accurate understanding of professional procedures in preparing for and providing expert witness testimony in court or at administrative hearings.

Testing with Interpreter: The student will demonstrate professional practices associated with the training of and utilization of interpreter services during the conduct of polygraph testing.

Introduction to Post Conviction Sex Offender Testing: The student will demonstrate a basic understanding of post-conviction sex offender testing, it's testing applications (exam type); and, identify from descriptions and scenarios three different testing applications.

Professional Involvement – Membership Opportunities: The student will demonstrate a basic understanding of professional organizations and membership requirements for the American Polygraph Association and the American Association of Police Polygraphists.

Other instruction to facilitate student understanding and to meet applicable licensing requirements.

Exams/Performance Evaluations: To graduate from the training program, the student will successfully complete all written and three practical application examinations.

CURRICULUM CHANGES

The Institute reserves the right to modify the curriculum consistent with the requirements of the American Polygraph Association, the American Association of Police Polygraphists, the American Society for Tests and Materials (ASTM International), and applicable government agencies from states and countries where graduates intend to practice.

RECRUITMENT AND ENROLLMENT POLICY

The AIP maintains a website at www.polygraphschoo.com, advertises in professional journals, and recruits students by participation in polygraph related seminars. The AIP accepts students that are sponsored by an organization, as private employment opportunities in the polygraph profession of the U.S.A. are very limited.

Graduation from an APA accredited training program does NOT guarantee membership in the APA or other professional organizations. Graduation from an APA accredited training program is but one of the membership requirements for APA membership.

Prospective students may enroll at any time up to the actual commencement of the scheduled class by submitting a completed enrollment agreement. Later enrollments are contingent upon requirements of the American Polygraph Association and the ability of the Institute to facilitate makeup training. Decisions will be made on a case by case basis. All enrollments will be on a "space permitting" basis.

ACADEMIC PROGRESS POLICY

The Institute 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 Institute consists of percentiles between zero and 100. Students must obtain at least a 75% on each of the written examinations and on the comprehensive final examination. Any examination grade below 75% will be considered unsatisfactory. **Students will receive additional training and will be re-tested following receipt of an unsatisfactory grade. Students will be dismissed from the training program if they receive an unsatisfactory grade on a re-test. Any student failing a third written examination, excluding those in physiology and psychology, will not be given a third re-test and will be dismissed from the training program.** The student may re-enroll in a later training program.

ATTENDANCE – SUSPENSION - 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, at the discretion of the Director, a reasonable explanation is offered. After three (3) incidents of unexcused 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, at the Director's discretion, 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 95% 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 by the Institute Director.

Students who are unable to continue classes for medical reasons or severe personal problems will, at the discretion of the Director, be permitted to take a leave of absence until they are able to return to class. Under certain extenuating circumstances, a student may be allowed to finish missed portions of the program within a 12 month period from the initial start of the education and training program.

Any student may be dismissed for violation of rules, regulations and policies of the Institute, as set forth in Institute publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The 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 Institute 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 a program of study if more than seven (7) days on which the student's classes were held have passed since the last date of actual attendance at the school. However, if earlier written notice of termination is received by the Institute, termination is the date of receipt of the written notice.

CONDUCT POLICY

While enrolled, the Institute expects its students to conduct themselves in a professional manner at all times. **Acts of dishonesty and questionable moral turpitude are grounds for dismissal. CHEATING OR WILLFUL ASSISTANCE TO ANOTHER CHEATING, WILL RESULT IN THE STUDENT BEING DISMISSED FROM THE TRAINING PROGRAM.** 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 Institute policies may result in permanent dismissal from the Institute.

GRADUATION REQUIREMENTS

To graduate from the basic polygraph examiner training program, students must successfully complete: 1) the written performance examinations or their re-tests; 2) the attendance requirements; 3) a minimum of 3 complete mock polygraph examinations; 4) an exit questionnaire, and, 5) satisfactory performance in the conduct of a Zone Comparison examination, a Modified General Question Technique examination, and a Known Solution and Searching Peak of Tension Test.

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.

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, the institution having provided the original training and this Institute. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

REFUND POLICY

- Within the first two weeks of a training program: A full refund of the tuition paid if the Institute does not accept an applicant; the Institute discontinues a course or program of instruction; or if the student withdraws and the sponsoring agency requests a refund within the first two weeks of a training program. The sponsoring agency may elect to train another student at a future scheduled class in lieu of requesting a refund.
- During the third, fourth and fifth weeks of a training program: A refund of fifty percent (50%) of the tuition should a student withdraw or be dismissed from the training program for an academic reason; or, the sponsoring agency may elect to train another student at a future scheduled class in lieu of the refund.
- No refunds are available for those students dismissed from the training program due to a violation of the Institute Conduct Policy.
- There is no refund of the supplies/materials fee if the student withdraws or is terminated from the training program. Training manuals remain the property of the Institute until a student graduates.

STUDENT COMPLAINTS

Student complaints should be brought to the attention of the Institute Director in order to be resolved. In the absence of the Director at the training site, students may direct complaints to the Instructor present, the office manager, or electronically notify the Institute Director (polygraphchuck@gmail.com). Students may also direct complaints to the American Polygraph Association or the American Association of Police Polygraphists.

TUITION AND FEES

Tuition for the basic polygraph examiner-training program is \$5,500.00. An additional fee of \$250.00 is assessed for Institute provided training materials and a workbook that the graduating student maintains. Total due to Quality Polygraph Services, Inc., d.b.a. American International Institute of Polygraph on or before the first day of scheduled training is **\$5,750.00**, unless other arrangements are made with the Institute Director in advance. The Institute reserves the right to provide individual and group discounts on a case-by-case or contractual basis.

The above tuition and fees do not include costs associated with meals, lodging or transportation. The Institute can identify a hotel that will offer individual students reduced lodging rates. A one bedroom suite at a block rate of \$3,468.00 (68 days at \$51.00 daily) can be arranged. All student lodging, transportation and subsistence accommodations are outside the scope of any enrollment agreement with the American International Institute of Polygraph unless otherwise authorized by the Director.