

Polygraph School of Science, Inc., et al.
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MAR 25 2013	
CLERK U S DISTRICT COURT DISTRICT OF ARIZONA	
BY _____	P DEPUTY

IN THE UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF ARIZONA

Polygraph School of Science, Inc.,)
Laura M. Wells,)
Kelley L. Bradbury,)
Morgan M. Block,)
Melanie Haswood,)
Brian Gilmore,)
Bradley Ledford,)
Elie Lahhoud,)
Timothy Roberts,)
Elizabeth Trujillo,)
Devin Brennan,)
Dean Bausman,)
William Reynolds,)
Plaintiffs,)
vs.)
American Polygraph Association, An Association,)
Barry Cushman, An Individual,)
Charles Slupski, An Individual,)
Pam Shaw, An Individual,)
George Baranowski, An Individual,)
Robert Peters, An Individual,)
Walt Goodson, An Individual,)
Jamie McCloughan, An Individual,)
Raymond Nelson, An Individual,)
Mike Gougler, An Individual,)
Vickie T. Murphy-Carr, An Individual,)
Chad Russell, An Individual,)
Gordon L. Vaughan, An Individual,)
Donald Krapohl, An Individual,)
Robbie S. Bennett, An Individual,)
Donnie Dutton, An Individual,)
Lisa Jacocks, An Individual,)
Roy Ortiz, An Individual,)
Defendants.)

Case No.: CV-13-607-PHX-SPL

COMPLAINT

JURY TRIAL DEMANDED

1. JURISDICTION

1.1 Jurisdiction in this case is based on Title 28 U.S.C. §1332, diversity of citizenship and the amount in controversy. Plaintiffs are citizens of the State of Arizona, Idaho and Colorado. Defendants are citizens of the State of Tennessee, Maine, Georgia, Kentucky, Indiana, Virginia, Texas, Michigan, Mexico, Maryland, Colorado, South Carolina and California. The amount in controversy exceeds, exclusive of interest and costs, the sum of seventy-five thousand (\$75,000) dollars.

2. THE PARTIES

Plaintiffs

- 2.1 Polygraph School of Science, Inc. is an Arizona Corporation located in Phoenix, Arizona and is at all times material to this action.
- 2.2 Laura M. Wells is an adult white female and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time employed as Director and President of Polygraph School of Science, Inc. located in Phoenix, Arizona.
- 2.3 Kelley L. Bradbury is adult white Jewish female and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time employed as Financial Aid Director and Administrator of Polygraph School of Science, Inc. located in Phoenix, Arizona.
- 2.4 Morgan M. Block is an adult white Jewish male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time employed as Hybrid Administrator of Polygraph School of Science, Inc. located in Phoenix, Arizona.
- 2.5 Melanie Haswood is adult Native American female and a citizen of the United States, who resides in the State of Arizona on the Navajo Reservation, and is at all times material to this action and at the present time employed as an Instructor at Polygraph School of Science, Inc. located in Phoenix, Arizona.
- 2.6 Brian Gilmore is an adult white male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time employed as an IT Manager at Polygraph School of Science, Inc. located in Phoenix, Arizona.
- 2.7 Bradley Ledford is an adult white male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time is a Hybrid Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.
- 2.8 Elie Lahhoud is an adult Syrian male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present

time is an On-Campus Day Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.

- 2.9 Timothy Roberts is an adult white male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time is an On-Campus Day Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.
- 2.10 Elizabeth Trujillo is a Hispanic female and citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time is a Night and Saturday Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.
- 2.11 Devin Brennan is a white adult male and citizen of the United States, who resides in the State of Idaho, and is at all times material to this action and at the present time is a Hybrid Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.
- 2.12 Dean Bausman is an adult white male and a citizen of the United States, who resides in the State of Colorado, and is at all times material to this action and at the present time is a Hybrid Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.
- 2.13 William Reynolds is an adult white male and a citizen of the United States, who resides in the State of Arizona, and is at all times material to this action and at the present time is a Hybrid Course Graduate of Polygraph School of Science, Inc., formally known as Arizona School of Polygraph Science, located in Phoenix, Arizona.

Defendants

- 2.14 American Polygraph Association, herein after referred to as APA, is an association headquartered in the State of Tennessee. Established in 1966, the American Polygraph Association (APA) consists of over 2500 members and is the governing association for polygraph schools. Service upon the American Polygraph Association may be had by serving Gordon L. Vaughan, General Counsel on record for the American Polygraph Association, at 951 Eastgate Loop, Suite 800, Chattanooga, Tennessee 37414.
- 2.15 Barry Cushman is a white male citizen of the United States, who resides in the State of Maine, and at times material to this action and at the present time President of APA and, as such the immediate supervisor of the Board of Directors and Committee Members of the American Polygraph Association and has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Cushman, who is being sued as in his individual capacity, may be served at his office at Barry Cushman, c/o Portland Police Department, 109 Middle Street, Portland, Maine 04101.

- 2.16 Charles Slupski is a white male citizen of the United States, who resides in the State of Georgia, and at times material to this action and at the present time Director of American International Institute of Polygraph, an APA Accredited Polygraph School. Mr. Slupski is also President Elect of American Polygraph Association, and, as such an immediate over-seer of the Board of Directors and Committee Members of the American Polygraph Association and has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Slupski, who is being sued in his individual capacity, may be served at his office: 1115 Mt. Zion Road, Suite F, Morrow, Georgia 30260.
- 2.17 Pam Shaw is a white female citizen of the United States, who resides in the State of Kentucky, and at times material to this action and at the present time Director of Kentucky Institute for Polygraph Studies, an APA Accredited Polygraph School. Ms. Shaw is also Chairman of the Board of the American Polygraph Association, and, as such, the immediate supervisor for Committee Members of the American Polygraph Association and has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Ms. Shaw, who is being sued in her individual capacity, may be served at her office: ECU Funderburk Building, 521 Lancaster Avenue, Richmond, Kentucky 40475.
- 2.18 George Baranowski is a white male citizen of the United States, who resides in the State of Indiana, and at times is material to this action and at the present time Vice President Private of APA, and, as such, has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Baranowski, who is being sued in his individual capacity, may be served at his office: MindConsultants, 1912 E. US Hwy, Suite 202, Michigan City, Indiana 46360.
- 2.19 Robert Peters is a white male citizen of the United States, who resides in the State of Virginia, and at times is material to this action and at the present time APA Vice President Government, and, as such, has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Peters, who is being sued in his individual capacity, may be served at: 11330 French Horn Lane, Reston, Virginia 20191.
- 2.20 Walt Goodson is a white male citizen of the United States, who resides in the State of Texas, and at times is material to this action and at the present time APA Vice President Law Enforcement, and, as such has voted on matters concerning APA Accreditation for School of Polygraph Science, Inc. Mr. Goodson, who is being sued in his individual capacity, may be served at his office: Goodson Polygraph and Consulting, 132 Summer Oak Creek Court (Georgetown), Austin, Texas 78628.
- 2.21 James McCloughan is a white male citizen of the United States, who resides in the State of Michigan, and at all times is material to this action and at the present time APA Director and General Chair Education Accreditation Committee, and, as such, has voted on matters concerning APA Accreditation for School of Polygraph Science, Inc. Mr. McCloughan, who is being sued in his individual capacity, may be served at his alter office at Michigan State Police Headquarters, 333 S. Grand Ave., Lansing, Michigan 48909.

- 2.22 Raymond Nelson is a white male citizen of the United States, who resides in the State of Colorado, and at times material to this action and at the present time Director for National Polygraph Studies Center, an American Polygraph Association Accredited Polygraph School. Mr. Nelson is also currently a Director and Research & Development Committee Member for American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Nelson, who is being sued in his individual capacity, may be served via Certified United States Postal Service Mail at National Polygraph Studies Center, Insurgentes Sur No. 1877, Piso 2, Ofi. 204 Col. Guadalupe Inn, Deleg. Álvaro Obregón, C.P. 01020, Mexico D.F.
- 2.23 Mike Gougler is a white male citizen of the United States, who resides in the State of Texas, and at times is material to this action and at the present time Director for American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Gougler, who is being sued in his individual capacity, may be served via Certified United States Postal Service Mail at PO Box 4022, Largo, Texas 78645.
- 2.24 Vickie T. Murphy-Carr is a white female citizen of the United States, who resides in the State of Maryland, and at times material to this action and at the present time Secretary of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Ms. Murphy-Carr, who is being sued in her individual capacity, may be served at her alter office at Maryland Institute of Criminal Justice, 8424 Veterans Highway, Suite 3, Millersville, Maryland 21108.
- 2.25 Chad Russell is a white male citizen of the United States, who resides in the State of Tennessee, and at times material to this action and at the present time Treasurer of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Russell, who is being sued in his individual capacity, may be served at his office: 951 Eastgate Loop, Suite 800, Chattanooga, Tennessee 37414.
- 2.26 Gordon L. Vaughan is a white male citizen of the United States, who resides in the State of Colorado, and at all times material to this action and at the present time General Counsel for American Polygraph Association, and, as such has advised members of American Polygraph Association Board of Directors in matters regarding Accreditation for School of Polygraph Science, Inc. Mr. Vaughan, who is being sued in his individual capacity, may be served at his office: 111 South Tejon Street, Suite 545, Colorado Springs, Colorado 80903.
- 2.27 Donald Krapohl is a white male citizen of the United States, who resides in the State of South Carolina and at times material to this action and at the present time Editor of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Krapohl, who is being sued in his individual capacity, may be served at his office: 7540 Pickens Street, Ft. Jackson, South Carolina 29207.

- 2.28 Robbie S. Bennett is a white female citizen of the United States, who resides in the State of Tennessee and at all times material to this action and at the present time National Office Manager of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. and further is responsible for the mailing of Accreditation Materials. Ms. Bennett, who is being sued in her individual capacity, may be served at her office at 951 Eastgate Loop, Suite 800, Chattanooga, Tennessee 37414.
- 2.29 Donnie Dutton is a white male citizen of the United States, who resides in the State of South Carolina and at times material to this action and at the present time Director of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. Mr. Dutton, who is being sued in his individual capacity, may be served at his alter office at 7540 Pickens Street, Ft. Jackson, South Carolina 29207.
- 2.30 Lisa Jacocks is a white female citizen of the United States, who resides in the State of Tennessee and at all times material to this action and at the present time Assistant National Office Manager of American Polygraph Association, and, as such has voted on matters concerning American Polygraph Association Accreditation for School of Polygraph Science, Inc. and further is responsible for the mailing of Accreditation Materials. Ms. Jacocks, who is being sued in her individual capacity, may be served at her office at 951 Eastgate Loop, Suite 800, Chattanooga, Tennessee 37414.
- 2.31 Roy Ortiz is a Hispanic male citizen of the United States who resides in the State of California and at all times material to this action and at the present Education Accreditation Member of American Polygraph Association, and, as such conducted an inspection of Polygraph School of Science, Inc. and submitted a report to the Board of Director Member James McCloughan. Mr. Ortiz, who is being sued in his individual capacity, may be served at Oasis Polygraph, 5050 Emerald Avenue, La Verne, California 91750.

3. FACTS

- 3.1 In 2007, Plaintiff Well purchased Arizona School of Polygraph Science from Tom Ezell. Exhibit 1.
- 3.2 In 2007 Plaintiff Wells applied for and on September 10, 2007, was granted accreditation from APA for Arizona School of Polygraph Science. No report was given to Plaintiff Wells regarding the inspection report for the accreditation in 2007. Exhibit 2.
- 3.3 In 2009, The United States Department of Education deemed Hybrid Courses as "the most prominent instructional delivery solution"¹.

¹ U.S. Department of Education, Office of Planning, Evaluation, and Policy Development. (2009). *Evaluation of Evidence-Based Practices in Online Learning: A Meta-Analysis and Review of Online Learning Studies*. Washington, D.C.: U.S. Department of Education.

- 3.4 In 2011, Plaintiff Wells informed APA of a change of location for Arizona School of Polygraph Science.
- 3.5 In January 2012, Arizona School of Polygraph was inspected at the new location by APA Certified Inspector Eric Holden and on May 7, 2012, was granted accreditation. No report was given to Plaintiff Wells regarding the inspection report for accreditation in 2012. Exhibit 3.
- 3.6 On April 17, 2012, Arizona School of Polygraph Science formally changed its name to Polygraph School of Science, Inc., herein after referred to as The School and moved to its current location. All concerned parties including the APA were notified of this change. Exhibits 4 and 5.
- 3.7 On July 30, 2012, Plaintiff Wells sent an email to Defendant Bennett inquiring as to the status of the Accreditation Certificate for Arizona School of Polygraph Science. Defendant Bennett claimed it had been sent. Finally on March 18, 2013, the Accreditation Certificate was received by Plaintiff Wells. Exhibits 6 and 7.
- 3.8 The School announces its entire upcoming course schedule, classes and seminars on their website: www.azpolygraphschoo.com. Exhibit 8.
- 3.9 The APA is an association that requires its members to pay annual dues and its schools to pay steep accreditation fees. Exhibit 9.
- 3.10 The APA is not governed by any government agency and has self-appointed itself as "The over-seer and self-governing body for polygraph". Exhibit 10, 11 and 12.
- 3.11 The APA Polygraph School Accreditation Manual, herein after referred to as The Manual, was last revised in 2004. Exhibit 13.
- 3.12 Since the 2004 revision of The Manual, the APA has changed policy without officially publishing new versions of The Manual. These policy changes are at the discretion of the APA Board of Directors and are, at most times, unknown to Polygraph Schools whose Directors are not members of the APA Board of Directors.
- 3.13 The APA Board of Directors expects all polygraph schools to follow the rules outlined in The Manual, but, at most times, those rules are vague and unknown.
- 3.14 The APA Board of Directors Members, at most times, do not follow their own rules outlined in The Manual, Code of Ethics, By-Laws and Mission Statement. In 2007, while working for the Los Angeles Police Department (LAPD), Defendant Ortiz was accused of changing the results on hundreds of polygraph examination and forging the original polygrapher's name to those changed reports. Defendant Ortiz was demoted from his position in the LAPD for his transgressions. This was brought to the attention of APA but no sanctions were ever brought against Defendant Ortiz even though his actions clearly violated APA Code of Ethics, By-Laws and Mission Statement. Exhibits 14, 15 and 16.
- 3.15 Due to the economy, Polygraph Schools, like all other businesses are struggling to survive, therefore competition for student enrollment is aggressive.

- 3.16 In good faith, on February 13, 2012, The School started a Hybrid Beta version of the standard On-Campus Basic Polygraph Course. The hybrid course was a combination of both the online and face-to-face interaction coupled with ASTM Standards and adhering to APA guidelines. There were (2) students in this course and the course proved to be a success.
- 3.17 According to The Manual, each school must notify the APA office "Within 10 days after a basic course begins, the school director/administrator shall forward to the APA National Office a notice that the basic course began, appropriate beginning and ending dates for that course along with the names of all students attending the course." Plaintiff Wells followed this protocol for every class held at The School and was never notified that The School's students would not qualify for APA membership due to the type of course taken. Exhibits 17, 18, 19 and 20.
- 3.18 In good faith, on April 15, 2012, The School launched a campaign, via their website, announcing the new Hybrid Course and Night and Saturday Course, which adhered to APA and ASTM Standards.
- 3.19 In good faith, on May 21, 2012, the School started their first official Hybrid Course which adhered to APA and ASTM Standards. There were two (2) students enrolled and APA was notified according to procedure in The Manual. Once again, the course was a success. Exhibit 17, as previously incorporated herein and Exhibit 21.
- 3.20 In good faith, on June 4, 2012, The School held their second official Hybrid Course which adhered to APA and ASTM Standards. There were four (4) students enrolled and APA was notified according to procedure in The Manual. Once again, the course was a success. Exhibit 18, as previously incorporated herein and Exhibit 22.
- 3.21 In good faith, on July 30, 2012, The School held their first Night and Saturday Course which adhered to ASTM Standards and exceeded APA Standards. There were two (2) students enrolled and APA was notified according to procedure in The Manual. This class, too, proved to be a success. Exhibit 19, as previously incorporated herein.
- 3.22 In good faith, on August 6, 2012, The School held their third official Hybrid Course which adhered to APA and ASTM Standards. There were five (5) students enrolled and APA was notified according to procedure in The Manual. Once again, the course was a success. Exhibit 19, as previously incorporated herein and Exhibit 23.
- 3.23 In good faith, on September 24, 2012, The School held their fourth official Hybrid Course which adhered to APA and ASTM Standards. There were four (4) students enrolled and APA was notified according to procedure in The Manual. Once again, the course was a success. Exhibit 19, as previously incorporated herein and Exhibit 24.
- 3.24 In good faith, on January 7, 2013, The School held their fifth official Hybrid Course which adhered to APA and ASTM Standards. There were seven (7) students enrolled and APA was notified according to procedure in The Manual. Once again, the course was a success. Exhibit 20, as previously incorporated herein and Exhibit 25.

- 3.25 On September 16, 2012, Defendant Wells attended an APA School Directors Meeting prior to the commencement of the 47th APA Annual Seminar/Workshop. At no time during this meeting did any other school Director tell Plaintiff Wells she was not to conduct Hybrid Courses, nor did any of them mention that the curriculum did not meet APA Standards. This meeting took place five (5) months after The School launched their campaign, via their website, announcing the new Hybrid Course and after three (3) official Hybrid Classes had already been completed and the APA notified of the student enrollment.
- 3.26 From September 17 to 22, 2012, Plaintiff Wells attended the 47th APA Annual Seminar/Workshop in San Diego, California. Plaintiff Wells spoke with all of the APA Board of Director Members and at no time did any of the Board of Director Members tell Plaintiff Wells she was not to conduct Hybrid Courses, nor did any of them mention that the curriculum did not meet APA Standards. These meetings took place five (5) months after The School launched their campaign, via their website, announcing the new Hybrid Course and after three (3) official Hybrid Classes had already been completed and the APA notified of the student enrollment. Exhibit 26.
- 3.27 With no negative response from the APA and in good faith, on September 24, 2012, The School commenced their 4th official Hybrid Course.
- 3.28 On October 9, 2012, via email and Certified USPS Mail, Defendant McCloughan requested more information about the School's Hybrid Course.
- 3.29 On October 19, 2012, Plaintiff Wells responded to Defendant McCloughan's request for more information regarding The School's Hybrid Course. Exhibit 27.
- 3.30 On November 5, 2012, Defendant Ortiz, who is not an American Polygraph Association Certified Inspector, showed up unannounced at The School to perform an inspection of the school. According to The Manual "Each facility will be inspected only by an APA certified inspector." Exhibit 28 and Exhibit 13, page 10, as previously incorporated herein.
- 3.31 Defendant Ortiz failed to have President, Laura Wells sign the required American Polygraph Association Inspection Release Form, which is required before the inspection can commence. Exhibit 13, Pages 10 and 45, as previously incorporated herein.
- 3.32 The inspection lasted until November 6, 2012, at which time Defendant Ortiz gave Plaintiff a list of minor deficiencies to be corrected and a list of suggestions to be implemented. Defendant Ortiz then left The School, failing to complete the APA required exit interview. Exhibit 28 and Exhibit 13, page 68, as previously incorporated herein.
- 3.33 On November 24, 2013, Defendant Ortiz submitted his APA Polygraph School Inspection Report, herein referred to as The Report, to APA Director/General Chair Education Accreditation Committee Defendant McCloughan. The report contained numerous libelous statements regarding the school and its operational workings. Exhibit 29.

- 3.33.1 On page 2 of The Report, Defendant Ortiz listed the following quote: "I asked School Director Wells, Who did you obtain permission from to have Hybrid Courses? Which APA Board member or President authorized these courses? School Director Wells reply: No one from the APA gave me approval, if I had to wait for their approval it would take forever." Plaintiff Wells denies ever making this statement. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 2, as previously incorporated herein.
- 3.32.2 On page 2 of The Report, Defendant Ortiz stated that The School was deficient in the area of a student's intern/externship. Defendant Ortiz made the following libelous statement: "APA requires a minimum of ten polygraph exams and either a research paper, report on advanced readings or a report on viewed videos." The Manual contradicts this statement and according to The Manual, The School exceeded the minimum requirements. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 2, as previously incorporated herein.
- 3.32.3 On page 2, paragraph 8, of The Report, Defendant Ortiz stated that The School was deficient in the area of Instructor Requirements. Defendant Ortiz stated "Guest Instructor Diana McLaws did not have her transcripts on file at the school." Defendant Ortiz further stated "Primary instructor David Serfustini did not have on file at the school, college degree or proof of 16 hours of yearly training." The Manual contradicts this statement. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 2, as previously incorporated herein.
- 3.33.4 On page 2, paragraph 10 and page 3, paragraphs 1-3, of The Report Defendant Ortiz lists another deficiency in the area of Instructor Requirements. Defendant Ortiz stated that "Each primary course instructor does not have sufficient documentation on file to verify that they meet or exceed the following:

Possess at minimum a bachelor level degree from a college or university accredited by an accepted and approved regional board.

Completed a basic polygraph school course at a school accredited by the APA.

All Primary Instructors have three years experience as a practicing polygraphist in the subject areas they teach."

There are two Primary Instructors at this school: Plaintiff Wells and David Serfustini. Both graduated from the Arizona School of Polygraph Science. Both have more than three years of experience. Both possess at a minimum a Bachelor's degree from Arizona State University. Plaintiff Wells has earned a Master's degree in Science from Arizona State University as well. All of Plaintiff Wells' academic degrees are displayed on the walls of the school – in plain sight. A copy of Mr. Serfustini's Bachelor's degree was given to Mr. Ortiz on November 6, 2012. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and

causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, pages 2 and 3, as previously incorporated herein.

- 3.33.5 On page 3, paragraph 4, of The Report, Defendant Ortiz stated that The School was deficient in the area of Instructor Requirements. Defendant Ortiz stated "Documentation regarding continuing education as required by the PI certification program within the last three year period is not on file." The Manual does not state that a school must keep on file proof of a Primary Instructor's continuing education, only that each instructor must complete said continuing education and then provide proof. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 3 as previously incorporated herein.
- 3.33.6 On page 6, paragraph 4, of The Report, Defendant Ortiz stated The School was deficient in the area of Equipment, Instructional Aides, Supplies, Etc. Defendant Ortiz stated that "The library did not meet the APA's requirement of on-site material. According to School Director Wells, the majority of the library was stored in her garage." The Manual contradicts this statement. The School has an extensive digital library. The digital library is on site and the students have access to it wherever they go, thus creating an even more accessible library. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 6 as previously incorporated herein.
- 3.33.7 On page 8, paragraph 2, of The Report Defendant Ortiz states The School was deficient in the area of Record Keeping. Mr. Ortiz stated that "The APA school manual requires that student folders be stored in locked cabinets." The Manual contradicts this statement. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 8 as previously incorporated herein.
- 3.33.8 On page 8, paragraphs 8-9, of The Report, defendant Ortiz states The School was deficient in the area of Record Keeping. Mr. Ortiz stated:

"Jodi Hay: No DVD of practice polygraph charts in package. (Unable to locate)
Stephanie Garrett: No DVD of practice polygraph charts in package.
(Unable to locate)."

The DVD for Jodi Hay was given to defendant Ortiz the morning of November 6, 2012. In addition, the practice polygraph charts for Stephanie Garrett were stored on a secure external hard drive. Defendant Ortiz was made aware of this and told where the charts could be located, but he failed to try and view them. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 8 as previously incorporated herein.

- 3.33.9 On page 9, paragraph 1, of The Report, Defendant Ortiz made reference that "During the exit interview all the deficiencies/recommendations were reviewed and discussed." This is untrue. Defendant Ortiz did not complete a proper exit interview with Plaintiff Wells or any other Plaintiff named in this Complaint, nor was a proper Exit Interview Form completed. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 9 as previously incorporated herein.
- 3.33.10 On page 9, paragraph 4, of The Report, Defendant Ortiz stated "Based on my polygraph experience and training, personal observations and student interviews, this school did not meet numerous APA polygraph school accreditation requirements as noted by an asterisk throughout this report." Of the "numerous" requirements Defendant Ortiz stated that The School did not meet, there were in fact only three (3) requirements we failed to meet. All three (3) of those requirements have been corrected to make this school in compliance with The Manual. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 9 as previously incorporated herein.
- 3.33.11 3.32.11 On page 9, paragraph 5, of The Report, Defendant Ortiz stated "The Hybrid Course did not meet the critical requirement of 320 hours of on campus instruction." Defendant Ortiz did not state that the Hybrid Course did not meet the required course material instruction, only that it did not meet 320 hours of on campus instruction. While the Hybrid Course may not have met 320 hours of on campus instruction, it did exceed the overall required 320 hours of instruction, all of the main subject matter was covered and all hours for each topic were met. The online portion of the course has documented records of student hours and all of them exceeded 160 hours before they came to campus and completed the remaining four (4) weeks (160 hours). In fact, the majority of the Hybrid students had closer to 225 hours logged. Defendant Ortiz was given the opportunity to view these logs, but failed to do so. Defendant Ortiz further refused to review the course material taught for the Hybrid Course. Defendant Ortiz made this libelous statement with malice, forethought and deliberate indifference and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 29, page 9 as previously incorporated herein.
- 3.32.12 The inspection and The Report that led to The School's Accreditation being revoked was not only inconsistent and full of errors, but it failed to meet the rules of The Manual. Plaintiff Wells did not sign the APA Agreement of Inspection and Release and therefore, the inspection should be deemed null and void.
- 3.34 Without verifying the details of The Report, Defendant McCloughan slanderously reiterated the findings in the report to other members of the Board of Directors of APA, and causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 3.35 On November 29, 2012, Defendant Bennett sent an email to Plaintiff Wells inquiring if Defendant Ortiz's Inspection Report had been received. Plaintiff Wells replied that the report had not been received. The emails continued for six (6) days and Plaintiff Wells still had not received the inspection report. Exhibit 30.

- 3.36 On December 10, 2012, The School received a copy of Defendant Ortiz's libelous report via Certified USPS Mail. According to The Manual, the school should be notified of the findings within 21 days of the inspection. The School was notified 34 days after the inspection.
- 3.37 Defendant McCloughan alleges that on February 1, 2013, a letter was sent to The School informing The School that their accreditation was revoked based on the libelous report submitted by Defendant Ortiz. This letter was never received by The School, causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 3.38 On March 11, 2013, Plaintiffs Wells and Bradbury were told by students that The School's accreditation by the APA had been revoked. APA Board of Director Members were libelously and slanderously telling students the revocation was based on the fact The School failed an inspection. These slanderous remarks have caused irrefutable harm, extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs, all employees of The School and all past, present and future students. Exhibit 31.
- 3.39 On March 11, 2013, Plaintiff Wells sent an email to Defendant McCloughan requesting a phone call regarding The School's Accreditation status. Exhibit 32.
- 3.40 On March 11, 2013, Plaintiff Wells sent an email to Defendant Cushman requesting APA stop telling students that The School's Accreditation was revoked and to put The School's name back on APA's website list of accredited schools. No response was ever received from Defendant Cushman. Exhibit 33.
- 3.41 Five hours after Plaintiff Wells emailed Defendant McCloughan regarding The School's Accreditation status, Defendant McCloughan telephoned Plaintiff Wells and informed her she should write a letter explaining that she did not receive the alleged February 5, 2013, letter from APA. Plaintiff Wells complied and sent the letter via email to Defendant McCloughan. Exhibit 34.
- 3.42 On March 11, 2013, Defendant McCloughan responded to the emailed letter received by Plaintiff Wells. Defendant McCloughan informed Plaintiff Wells that under the advice of General Council, Defendant Vaughan, she should write a letter to Chairman of the Board, Defendant Pam Shaw requesting a reconsideration of The School's revoked accreditation. Plaintiff Wells was further advised to outline specifically why the revocation should be reconsidered. Exhibit 35.
- 3.43 On March 13, 2013, Plaintiff Wells did draft a letter to Defendant Shaw outlining exactly what Defendant McCloughan suggested. The letter was sent via email to both Defendants Shaw and Vaughan and via UPS overnight letter. Exhibit 36.
- 3.44 On March 16, 2012, Defendant Shaw sent an email to Plaintiffs Wells and Bradbury acknowledging receipt of the letter sent to her on March 13, 2013, regarding reconsideration of The School's accreditation revocation and that the matter would be brought before the APA Board of Directors. Exhibit 37.

- 3.45 On March 18, 2013, Plaintiff Wells sent an email to Defendant Shaw requesting to know when the emergency Board of Directors Meeting will be held. No response was received by Defendant Shaw. Exhibit 38.
- 3.46 On March 18, 2013, Defendant Vaughan sent a letter to Plaintiff Wells regarding the emergency APA Board of Directors Meeting and a request to remove all reference to The School being APA Accredited from The School's website. Exhibit 39.
- 3.47 On March 19, 2013, Defendant Baranowski sent letters to several of The School's Hybrid Students stating they would not be approved for APA Membership based solely due to the fact that they took the Hybrid Course. Defendant Baranowski libelously stated in these letters that The School's Hybrid Course did not meet the basic requirements of APA course curriculum. Defendant Baranowski further libelously inferred that The School's Hybrid Course students were inferior in their learning and capacity to perform polygraph examinations. These libelous statements have caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs Exhibit 40.
- 3.48 On March 22, 2013, Hybrid Student Todd Vandivert sent an email to Defendant Cushman requesting the Hybrid students not be discriminated against when applying for APA Membership. With deliberate indifference and malice aforethought, Defendant Cushman responded and libelously stated that APA was unaware of the Hybrid Courses and that the Hybrid Courses did not meet APA's minimum standards. These libelous statements have caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 41.
- 3.49 On March 23, 2013, Hybrid Student Todd Vandivert responded to Defendant Cushman's email reply. Mr. Vandivert clearly stated that the curriculum was difficult and met or exceeded all the same requirements as the On-Campus Course. Defendant Cushman responded and libelously stated that The School was "substandard". These libelous statements have caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 42.
- 3.50 Several of The School's Hybrid Students have been granted membership by the APA, while the majority is being denied solely of the basis of having taken the Hybrid Course. This discrimination has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibits 43, 44, 45 and 46.
- 3.51 Due to the Defendant's actions, it has caused a negligent interference with a contract. The School has enrollment agreements with the students in which The School agrees to provide Basic Polygraph Education in exchange for tuition fees. Upon successful completion of the Basic Polygraph Education, The School agrees to issue a Certificate of Training and eventually a Graduation Certificate. The certificates are designed to be the first stepping stone to APA membership. The Hybrid Course falls under this same category. This negligent interference with a contract has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs Exhibit 47.
- 3.52 Not all APA Accredited Schools are treated equally and according to APA Standards, Guidelines or The Manual. In March 2007, a formal complaint was made by a

student against Marston Polygraph Academy alleging that the school was shorting each student of approximately 100 hours of classroom time, which constituted fraud. This complaint was filed with the APA. The APA sent Certified School Inspector, T.V. O'Malley to conduct an inspection to investigate the allegations. Mr. O'Malley found 4 major violations in the Marston Polygraph Academy's operations, but the APA failed to take any action whatsoever against this school, nor was Marston Polygraph Academy's Accreditation revoked by APA. This deliberate discrimination has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 48.

- 3.53 Backster School of Lie Detection, located in San Diego, California and established in 1959, has never been inspected by APA since APA's inception in 1966. This deliberate discrimination has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 49.
- 3.54 All of the Defendants are white males and females. There are no members of color and only one female member in a higher position on the APA Board of Directors. The School employs members of all races, creeds and gender and Defendant Wells was married to a Black Nicaraguan male. Due to the lack of different races on the APA Board of Directors, it can only be deemed a racial organization. This deliberate discrimination has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 50.
- 3.55 Defendant Slupski is currently the Director for American International Institute of Polygraph, an APA Accredited Polygraph School, and as such has a vested interest in this Institute. As an APA Board of Directors Member, the fact that Mr. Slupski voted on matters involving the accreditation of The School is a direct conflict of interest. This deliberate conflict of interest has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 51.
- 3.56 Defendant Shaw is currently the Director of Kentucky Institute for Polygraph Studies, an American Polygraph Association Accredited Polygraph School, and as such has a vested interest in this Institute. As an APA Association Board of Directors Member, the fact that Ms. Shaw voted on matters involving the accreditation The School is a direct conflict of interest. This deliberate conflict of interest has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 52.
- 3.57 Defendant Nelson is currently the Director of National Polygraph Studies Center, an American Polygraph Association Accredited Polygraph School, and as such has a vested interest in this Institute. As an APA Board of Directors Member, the fact that Ms. Nelson voted on matters involving the accreditation of The School is a direct conflict of interest. This deliberate conflict of interest has caused extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs. Exhibit 53.
- 3.58 With deliberate indifference and malice aforethought, the Plaintiffs' intentional outrageous conduct has caused future students of The School to withdraw from The School's upcoming courses, which has caused the Plaintiffs extreme emotional distress, monetary loss, humiliation and loss of reputation. Exhibit 54.

- 3.59 With deliberate indifference and malice aforethought, the Defendants did reward Defendant Ortiz with an award for honoring extended, distinguished, devoted and unselfish service on behalf of the APA membership, for his libelous report and help in discriminating against The School and succeeding in revoking The School's APA Accreditation. Exhibit 55.
- 3.60 On March 25, 2013, with deliberate indifference and malice aforethought Defendant Bennett did slanderously tell Plaintiff Trujillo that the Night and Saturday Course did not meet APA Standards and that those students would not be approved for APA Membership either, which has caused the Plaintiffs extreme emotional distress, monetary loss, humiliation and loss of reputation.

4. COMPLAINT

- 4.3 LIBEL
With deliberate indifference and malice aforethought, Defendant Ortiz did intentionally make libelous statements in The Report causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.4 LIBEL
With deliberate indifference and malice aforethought Defendant Baranowski did make verbal libelous statements to past and present students of The School regarding the accreditation of The School causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.5 LIBEL
Defendants McCloughan and Cushman did intentionally make libelous statements regarding The School's accreditation status in emails sent to past students causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.6 LIBEL
With deliberate indifference and malice aforethought, Defendant Cushman is continuing to tell past, present and future students, via email, that The School's Hybrid Course was "Substandard" causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.7 LIBEL
With deliberate indifference and malice aforethought, Defendant Baranowski did send letters to all of The School's Hybrid students informing them that the Hybrid Course did not meet the minimum APA course curriculum. However, Defendant Baranowski failed to state what the course curriculum is or where the curriculum is published causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.8 LIBEL
With deliberate indifference and malice aforethought, Defendant McCloughan did make libelous statements regarding The School by emailing past and present students of The School that The School was notified of its revocation of accreditation

via certified mail on February 5, 2013 causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.

- 4.9 SLANDER
With deliberate indifference and malice aforethought, and without further investigation, Defendant McCloughan did slander The School by verbally reiterating the libelous statements made in The Report submitted by Defendant Ortiz to other members of the Board of Directors of APA and to past, present and future students of The School causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.10 SLANDER
With deliberate indifference and malice aforethought Defendants Cushman, Baranowski, McCloughan, Bennett and Jacocks are continuing to tell past, present and future students that The School's Accreditation was revoked based on the slanderous report submitted by Defendant Ortiz causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.11 SLANDER
With deliberate indifference and malice aforethought, Defendant Bennett did slanderously tell Plaintiff Trujillo that the Night and Saturday Course did not meet APA Standards and that those students would not be approved for APA Membership either, which has caused the Plaintiffs extreme emotional distress, monetary loss, humiliation and loss of reputation.
- 4.12 DISPARAGEMENT OF TREATMENT
With deliberate indifference and malice aforethought, all of the Defendants inspect and treat each accredited school differently causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.13 DISPARAGEMENT OF TREATMENT
The School's accreditation is being revoked based on the Defendants deeming The Report submitted By Defendant Ortiz as valid. However, Marston Polygraph Academy was never sanctioned due to its major deficiencies found by APA Certified Inspector T.V. O'Malley in 2007, causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.14 DISPARAGEMENT OF TREATMENT
The School's accreditation is being revoked based on the Defendants deeming The Report submitted By Defendant Ortiz as valid. However, Backster School of Lie Detection has never been inspected by APA, causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.15 DISCRIMINATION
With deliberate indifference and malice aforethought, the Defendants did discriminate against The School causing extreme emotional distress, monetary loss, humiliation and loss of reputation to the Plaintiffs.
- 4.16 PAIN AND SUFFERING
With deliberate indifference and malice aforethought, the Plaintiffs' intentional outrageous conduct with the intent to cause plaintiffs extreme emotional distress,

monetary loss, humiliation and loss of reputation and which conduct did cause extreme emotional distress, monetary loss, humiliation and loss of reputation. Therefore Defendants are liable for pain and suffering.

4.17 COMPENSATORY DAMAGES

With deliberate indifference and malice aforethought, the Plaintiffs' intentional outrageous conduct with the intent to cause Plaintiffs a monetary loss and loss of reputation due to loss of student enrollment as a direct result of the revocation of The School's accreditation and which did cause monetary loss and loss of reputation. Therefore the Defendants are liable for compensatory damages.

4.18 PUNITIVE DAMAGES

With deliberate indifference and malice aforethought, the Plaintiffs' intentional outrageous conduct with the intent to cause plaintiffs extreme emotional distress, monetary loss, humiliation and loss of reputation and which conduct did cause extreme emotional distress, monetary loss, humiliation and loss of reputation due to the Defendants malicious, evil and fraudulent acts. Therefore Defendants are liable for punitive damages.

5. DEMAND

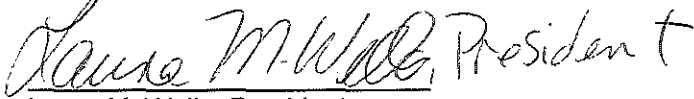
Accordingly, plaintiffs pray that this Honorable Court will allow for leniency in the filing of this Complaint by the Plaintiffs, as the Plaintiffs are not learned attorneys and are not afforded the same legal resources as a learned attorney and do not have access to the same law materials as a learned attorney, nor can they afford to hire a learned attorney.

In addition, Plaintiffs pray that Defendants be cited to appear and answer this action, and that upon the evidence, finding of the jury and applicable law, the court enter judgment:

- 5.3 Declaring the Defendants have maintained and maintain in the Chattanooga, Tennessee office of the APA a policy and practice of discrimination.
- 5.4 Directing the defendants by appropriate injunctive orders to eliminate such policy and practice.
- 5.5 Directing the Defendants to take specific corrective action for the discrimination and retaliation of Plaintiff in the past and protecting Plaintiffs from further acts of discrimination and retaliation in the future.
- 5.6 Declaring the Defendants have maintained and maintain in the Chattanooga, Tennessee office of the APA a policy and practice slander.
- 5.7 Directing the Defendants by appropriate injunctive orders to eliminate such policy and practice.
- 5.8 Directing the Defendants to take specific corrective action for the slander and retaliation of Plaintiff in the past and protecting Plaintiffs from further acts of slander and retaliation in the future.

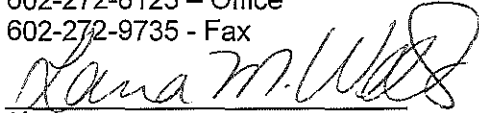
- 5.9 Declaring the Defendants have maintained and maintain in the Chattanooga, Tennessee office of the APA a policy and practice libelous actions.
- 5.10 Directing the Defendants to take specific corrective action for the libelous actions and retaliation of Plaintiff in the past and protecting Plaintiffs from further acts of libelous actions and retaliation in the future.
- 5.11 Directing the Defendants by appropriate injunctive orders to eliminate such policy and practice.
- 5.12 Declaring the Defendants have maintained and maintain in the Chattanooga, Tennessee office of the APA a policy and practice of disparagement of treatment.
- 5.13 Directing the Defendants by appropriate injunctive orders to eliminate such policy and practice.
- 5.14 Directing the Defendants to take specific corrective action for the libelous actions and retaliation of Plaintiff in the past and protecting Plaintiffs from further acts libelous actions and retaliation in the future.
- 5.15 Directing the Defendants to deem the inspection of The School on November 5 and 6, 2012, by Defendant Ortiz null and void.
- 5.16 Directing the Defendants to immediately reinstate The School's Accreditation.
- 5.17 Directing the Defendants to allow all Hybrid Students, past and present, the ability to become members of APA.
- 5.18 Awarding Plaintiffs pain and suffering, compensatory damages and punitive damages against the APA in the amount of \$250,000,000.
- 5.19 Awarding Plaintiffs pain and suffering, compensatory damages and punitive damages against Defendants Cushman, Slupski, Shaw, Baranowski, Peters, Goodson, McCloughan, Nelson, Gougler, Murphy-Carr, Russell, Vaughan, Krapohl, Bennett, Dutton, Jacocks and Ortiz in the amount of \$250,000,000.
- 5.20 Determining and awarding reasonable attorney's fee and the costs and expenses of this action to Plaintiffs and their counsel against the Defendants, and providing for interim payment in the case of an appeal of the judgment by the Defendants.
- 5.21 Including prejudgment and post-judgment interest as provided by law.
- 5.22 All other relief to which Plaintiffs show themselves entitled at law or in equity.

Respectfully Submitted,



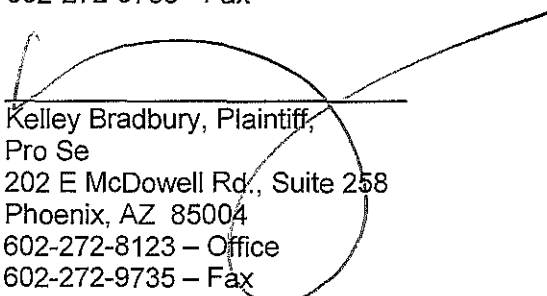
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Dated: March 25, 2013



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Dated: March 24, 2013



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Per *The Digital Signature Act of 1999*, online electronic/digital signatures have a legal status equivalent to a written signature

The Plaintiffs, exercises their right under the United States Constitution and applicable statutes and rules and requests that all issues of fact in this action be determined by a jury.

EXHIBITS

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School Item	Quantity	Cost of Each	Total
laptops	2	\$ 1,400	\$ 2,800
desktop computers	0	\$ 1,000	\$ -
copy machine	0	\$ 7,000	\$ -
audio recorders	0	\$ 1,500	\$ -
projector	1	\$ 5,000	\$ 5,000
overhead	1	\$ 350	\$ 350
opeg projector	1	\$ 850	\$ 850
phones	0	\$ 2,000	\$ -
polygraph instruments for school	6	\$ 1,500	\$ 9,000
polygraph instruments new	0	\$ 6,000	\$ -
safe	0	\$ 1,200	\$ -
polygraph chairs	0	\$ 600	\$ -
misc office furniture	1	\$ 600	\$ 600
refrigerators	1	\$ 125	\$ 125
desks	0	\$ 100	\$ -
chairs	0	\$ 135	\$ -
fingerprint	5	\$ 600	\$ 3,000
printers	0	\$ 300	\$ -
television	1	\$ 300	\$ 300
Total			\$ 22,025

Business Item	Quantity	Cost of Each	Total
laptops	2	\$ 1,400	\$ 2,800
desktop computers	4	\$ 1,000	\$ 4,000
copy machine	1	\$ 7,000	\$ 7,000
audio recorders	2	\$ 1,500	\$ 3,000
projector	0	\$ 5,000	\$ -
overhead	0	\$ 350	\$ -
opeg projector	0	\$ 850	\$ -
phones	1	\$ 2,000	\$ 2,000
polygraph instruments for school	0	\$ 1,500	\$ -
polygraph instruments new	2	\$ 6,000	\$ 12,000
safe	1	\$ 1,200	\$ 1,200
polygraph chairs	3	\$ 600	\$ 1,800
misc office furniture	1	\$ 600	\$ 600
refrigerators	1	\$ 125	\$ 125
desks	5	\$ 100	\$ 500
chairs	5	\$ 135	\$ 675
fingerprint	0	\$ 600	\$ -
printers	5	\$ 300	\$ 1,500
television	2	\$ 500	\$ 1,000
microwave	1	\$ 20	\$ 20
Total			\$ 38,220

SECURITY AGREEMENT

THIS SECURITY AGREEMENT is made and entered into this 29th day of June, 2007, by and between Arizona Polygraph Examiners, L.L.C., an Arizona limited liability company (hereinafter referred to as "Debtor"), and Tom Ezell & Associates, Ltd., an Arizona corporation, and Arizona School of Polygraph Science, Inc., an Arizona corporation and each of them (hereinafter referred to as "Secured Party").

I. GRANT OF SECURITY INTEREST

1.1 For the purposes of securing the Obligations, as hereinafter defined, Debtor hereby grants to Secured Party, pursuant to the Arizona Uniform Commercial Code, a security interest in and to the property described in Attachment A hereto whether now owned or hereafter acquired and owned (hereinafter referred to as the "Collateral"). The security interest of Secured Party in the Collateral shall attach immediately upon the execution hereof, or as soon as Debtor acquires rights in the Collateral, and shall at all times be a prior security interest and not subject nor subordinate to any other security interest of any third party.

1.2 This Security Agreement and the rights hereby granted shall secure the following (hereinafter collectively referred to as the "Obligations"):

- (a) Debtor's obligations under that certain Promissory Note (the "Note") between Secured Party and Debtor dated June 29, 2007; and
- (b) Any and all other sums now or hereafter loaned or advanced by Secured Party to Debtor, and any and all sums now or hereafter due or owing to Secured Party from Debtor by reason of any indebtedness at any time incurred or held by Secured Party for the account or benefit of, or against, the Debtor, arising out of any agreement, endorsement, guarantee or other transaction, regardless of any other collateral or security delivered or held in connection therewith; and
- (c) The costs, including reasonable attorney's fees, of any and all legal proceedings brought by Secured Party to enforce the Note or to enforce any other indebtedness of Debtor to Secured Party secured hereby, all other costs and expenses paid or incurred by Secured Party in respect of or in connection with the Collateral, and any other sums that may become due and payable hereunder by Debtor.

II. WARRANTIES, COVENANTS AND AGREEMENTS

Debtor hereby warrants, covenants and agrees that:

2.1 Debtor has, or upon acquisition will have, title to all of the Collateral, and no other person, entity or governmental instrumentality has or purports to have, or upon acquisition will have, any right, title, encumbrance or adverse claim or lien in or to any of the Collateral.

Debtor shall at all times keep the Collateral free and clear from any liens, claims, encumbrances or security interests of any other party.

2.2 Debtor has authority to enter into this Security Agreement and any person signing on Debtor's behalf has been duly authorized to sign on Debtor's behalf.

2.3 The Collateral covered by this Security Agreement is used or purchased for use primarily for business purposes.

2.4 Debtor shall, at all reasonable times, allow Secured Party or its representatives free and complete access to all of Debtor's records pertaining to the collateral, for such inspection and examination as Secured Party deems necessary and shall permit Secured Party to make copies or abstracts therefrom.

2.5 Debtor at its cost and expense shall protect and defend the security interest of Secured Party and all of the rights of Secured Party hereunder against the claims and demands of all other parties except for claims and demands which arise prior to the date hereof.

2.6 To the extent applicable, Debtor shall at all times keep and maintain the Collateral in good working order, repair and condition and permit no waste thereof, and shall from time to time make all necessary and proper repairs, replacements and additions thereto, so that the efficiency thereof shall be fully preserved and maintained, all as satisfactory to Secured Party. All such replacements shall be free of any other lien, security interest or encumbrance of any nature.

2.7 Debtor shall pay when due all taxes, assessments, charges, liens or encumbrances now or hereafter a lien on or otherwise affecting the Collateral.

2.8 Secured Party or its representatives may at any and all reasonable times inspect the Collateral and may enter upon any and all premises where the same is kept or might be located

2.9 Debtor shall promptly notify Secured Party of any levy, distraint or other seizure by legal process or otherwise of any part of the Collateral, and of any threatened or filed claim or proceedings that might in any way affect or impair any of Secured Party's rights under this Agreement.

2.10 Secured Party at all times shall have a perfected security interest in the Collateral that shall be prior to any other interest therein. Debtor will do all acts and things, and will execute and file all instruments (including, without limitation, any and all security agreements, financing statements, and continuation statements) required by Secured Party to establish, maintain and continue the perfected security interest of Secured Party in the Collateral, and will promptly on demand, pay all costs and expenses of filing and recording, including the cost of any searches reasonably deemed necessary by Secured Party from time to time to establish and determine the validity and the continuing priority of the security interest of Secured Party granted hereby, and also pay all other claims and charges that in the reasonable opinion of Secured Party might prejudice, imperil or otherwise affect the Collateral or its security interest therein.

2.11 Debtor, at its expense, will insure the Collateral, with Secured Party as loss payee, against such hazards and in such form and in such amounts and with such companies as Secured Party may from time to time require, and will deliver the policies or appropriate certificates to Secured Party. Any such insurance policies shall provide for at least thirty (30) days' written notice to Secured Party of cancellation, reduction in amount or material change in coverage of the insurance. In the event that Debtor fails to obtain or renew any insurance required hereunder within fifteen (15) days prior to its expiration, Secured Party may do so and charge the cost thereof to Debtor, pursuant to the provisions of this Security Agreement. Secured Party is hereby irrevocably appointed the Debtor's attorney-in-fact. As Debtor's attorney-in-fact, Secured Party, without any obligation to do so, may make, adjust or settle any claims under such insurance or pursuant to cancellation of such insurance and endorse any check or draft that may be payable to Debtor, alone or jointly with other payees, so that Secured Party may collect the proceeds for any loss under such insurance. The proceeds of such insurance, less any costs and expenses incurred or paid by Secured Party in the collection thereof, shall be applied to repayment of the Obligations, whether or not due and in any order of priority, and any balance shall be refunded to Debtor. Any such application of insurance proceeds shall not cure or waive any default hereunder.

2.12 Debtor shall promptly notify Secured Party in writing of any change in its place of business or the change of any trade name or fictitious business name and, upon request of Secured Party, shall execute any additional financing statements or other certificates necessary to reflect the adoption or change in trade names or fictitious business names. In connection therewith, Debtor represents and warrants to Secured Party that Debtor's principal place of business in the State of Arizona is located at Sedona, Arizona, and that Debtor owns and holds, or upon acquisition will own and hold, all Collateral in the name set forth in the first paragraph hereof and does not do business under any trade name or fictitious business name other than the name set forth in the first paragraph hereof.

2.13 Secured Party may, at its option, and without any obligation to do so, pay, perform and discharge any and all amounts, costs, expenses and liabilities herein agreed to be paid or performed by Debtor, and all amounts expended by Secured Party in so doing shall become part of the Obligations secured hereby, and shall be immediately due and payable by Debtor to Secured Party upon demand therefor, and shall bear interest at the rate of ten percent (10%) per year from the date of such expenditure until paid.

2.14 Debtor shall notify Secured Party promptly upon the occurrence of any Event of Default hereunder or event which, with the giving of notice or passage of time, would constitute such an Event of Default.

2.15 Secured Party shall be under no duty to exercise or to withhold the exercise, and shall not be responsible for any failure to exercise or for any delay in exercising, any of the rights, powers, and privileges expressly or implicitly granted to Secured Party under any provision of this Security Agreement. Furthermore, Secured Party shall not be required to take any steps necessary to preserve any rights of the Collateral against prior parties nor to protect, preserve or maintain any security interest given to secure the Collateral.

2.16 (a) The term "inventory" as used herein shall mean goods which are held for sale or lease or are to be furnished under contracts of service, or which are raw materials, work in process, or materials used or consumed in Debtor's business.

(b) Unless Debtor has given Secured Party written notice to the contrary, as of the time any inventory becomes subject to the security interest provided for hereby, Debtor shall be deemed to have warranted that such inventory is not evidenced by any documents of title unless such documents of title have been endorsed and delivered to Secured Party.

(c) Until default hereunder, Debtor may use, consume and sell inventory not represented by warehouse receipts or other documents of title held by Secured Party, and may also use, consume and sell inventory so represented by warehouse receipts and other documents of title when the same are released by Secured Party to the Debtor, but in either case only in carrying on its business in the ordinary course substantially in the same manner as now conducted. Unless Secured Party otherwise agrees in writing, a sale in the ordinary course of business shall not include any transfer or sale in satisfaction, partial or complete, of any indebtedness or liability owed by Debtor.

III. EVENTS OF DEFAULT

The occurrence of any of the following events shall constitute an "Event of Default":

3.1 Any failure or neglect to observe or perform any of the terms, provisions, promises, agreements or covenants of this Security Agreement; or

3.2 Any failure of Debtor to pay any of the Obligations secured hereby, at the time such payment shall become due and payable; provided however, that Buyer shall only be deemed to have committed an Event of Default under the Note if Buyer commits an act meeting the definition of "Event of Default" set forth in the terms of the Note; or

3.3 Any failure of Debtor to observe and perform all of the terms, provisions, covenants and agreements under any other security agreement given in connection herewith or under any other agreement entered into by Debtor and Secured Party in connection with the Obligations secured hereby; or

3.4 If any warranty, representation or statement by Debtor contained in this Security Agreement, shall be or shall prove to have been false when made or furnished; or

3.5 Any loss, theft, destruction of, or substantial damage to any of the Collateral resulting in a substantial and material monetary loss and which Debtor is unable to provide evidence satisfactory to Secured Party that such loss will be rectified by Debtor within a reasonable period of time following the occurrence thereof; or

3.6 Any sale, creation of a security interest, lien, attachment, levy, garnishment, distraint, or other process of, in or upon any of the Collateral; or

3.7 Debtor becomes insolvent or makes a general assignment for this benefit of creditors; or

3.8 A petition on bankruptcy is filed by Debtor, or against Debtor and not dismissed within sixty (60) days of filing; or Debtor is adjudicated a bankrupt; or

3.9 A bill in equity or other proceeding for the appointment of a receiver for Debtor or other custodian for Debtor's business or assets is filed and consented to by Debtor; or

3.10 A receiver or other custodian (permanent or temporary) of Debtor's assets or property or any part thereof is appointed by any court of competent jurisdiction; or

3.11 Any attachment, execution or other judicial seizure of substantially all of Debtor's assets takes place, which attachment, execution or judicial seizure is not discharged within thirty (30) days.

IV. SECURED PARTY'S REMEDIES

Upon the occurrence of any Event of Default hereunder, Secured Party shall have the right to:

4.1 to declare all or any part of the Obligations immediately due and payable and Debtor shall on demand by Secured Party deliver the Collateral to Secured Party, if the Collateral can reasonably be delivered, otherwise Secured Party may, without further notice or demand and without legal process, take possession of the Collateral wherever found and, for this purpose, may enter upon the real property where the Collateral may be located. Secured Party may require Debtor to assemble the Collateral and make it available to Secured Party at a place to be designated by Secured Party that is reasonably convenient to both parties.

4.2 Secured Party, upon obtaining possession of the Collateral or any part thereof, may retain the Collateral in satisfaction of the indebtedness secured hereby or sell the same at public or private sale either with or without having such Collateral at the place of sale. The proceeds of any such sale of the Collateral or any part thereof, after deducting therefrom all expenses of Secured Party in taking, storing, repairing and selling the Collateral (including reasonable attorney's fees) shall be applied to the payment, first to interest and then to principal, of the Obligations and any other indebtedness or liability of Debtor to Secured Party which is secured hereby, and any surplus thereafter remaining shall be paid to the Debtor, or any other person that may be legally entitled thereto.

4.3 At any sale, public or private, of the Collateral or any part thereof, made in the enforcement of the rights and remedies hereunder of Secured Party, Secured Party may, so far as may be lawful, purchase any part or parts of the Collateral or all thereof offered at such sale.

4.4 Secured Party shall give Debtor reasonable notice of any sale or other disposition of the Collateral or any part thereof. Debtor agrees that notice and demand shall be conclusively deemed to be reasonable and effective if such notice is mailed by registered or certified mail, postage prepaid, to Debtor at least fifteen (15) days prior to such sale or other disposition; provided, however, that this Section 4.6 shall not apply to any Collateral that is perishable or threatens to decline speedily in value or is of a type customarily sold on a recognized market.

4.5 Notwithstanding the forgoing, in the event Debtor causes the Collateral to be unavailable as a remedy for Debtor's Event of Default, Secured Party may, at its option, pursue any of the following rights and remedies:

(a) Secured Party may pursue any legal remedy available to collect all sums secured hereby and to enforce its title in and right to possession of the Collateral, and to enforce any and all other rights or remedies available to it, and no such action shall operate as a waiver of any other right or remedy of Secured Party under the terms hereof, or under the laws of the State of Arizona.

(b) Debtor waives any requirement of presentment, demand for payment, notice of nonpayment or late payment, protest, notice of protest, notice of dishonor and all other formalities. Debtor waives all rights and/or privileges it might otherwise have to require Secured Party to proceed against or exhaust the Collateral or to pursue any other remedy available to Secured Party in any particular manner or order under the legal or equitable doctrine or principle of marshalling and/or suretyship and further agrees that Secured Party may proceed against any or all of the Collateral encumbered hereby in the event of default in such order and manner as Secured Party in its sole discretion may determine.

(c) The Secured Party shall have all the rights and remedies afforded a Secured Party under the Arizona Uniform Commercial Code and all other legal or equitable remedies provided by the laws of the United States and the State of Arizona.

V. MISCELLANEOUS PROVISIONS

5.1 No Event of Default hereunder shall be deemed to have been waived by Secured Party except by a writing to that effect signed on behalf of Secured Party and no waiver of any such Event of Default shall operate as a waiver of any other Event of Default on a future occasion, or as a waiver of that Event of Default after written notice thereof and demand by Secured Party for strict performance of this Agreement. Acceptance of partial or delinquent payments shall not constitute the waiver of any right of Secured Party. Time is and shall be of the essence of this Agreement. All rights, remedies and privileges of Secured Party hereunder shall be cumulative and not alternative.

5.2 Until an Event of Default, Debtor may retain possession of the Collateral and may use it in any lawful manner not inconsistent with this Security Agreement or with the provisions of any policies of insurance thereon.

5.3 Any notices or other communications required or permitted to be delivered hereunder shall be in writing signed by the party giving the notice, and shall be deemed given when delivered personally, or when mailed, three (3) days after deposit in United States registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Debtor:

Arizona Polygraph Examiners, L.L.C.
Attn: Laura and Joseph Perry
3228 E. Cambridge Avenue
Phoenix, Arizona 85008
Email: laurawellsperry@cox.net

With a Copy to:

Titus, Brueckner & Berry, P.C.
Attn: Kelley L. Cathie
8377 E. Hartford Drive, Suite 110
Scottsdale, Arizona 85255
Email: kcathie@tbb-law.com

If to Secured Party:

Tom and Millie Ezell
400 E. Wigwam Blvd.
Litchfield Park, Arizona 85340
Email: tezell@quest.net

With a Copy to:

John G. Sestak, Jr.
Jennings, Strouss & Salmon, P.L.C.
201 E. Washington Street, 11th Floor
Phoenix, Arizona 85004-2385
Email: jsestak@jsslaw.com

A party may at any time change the address to which any notice or other communication directed to such party shall be addressed by giving written notice of such change to the other party to this Security Agreement and such notice shall be deemed to have been given when received by the other party hereto.

5.4 Subject to any express definitions set forth in this Agreement, all terms used herein shall have the meanings in and be construed under the Arizona Uniform Commercial Code and all issues arising hereunder shall be governed by the laws of the State of Arizona. Whenever possible each provision of this Security Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Security Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Security Agreement.

5.5 No modification, rescission, waiver, release or amendment of any provision of this Security Agreement shall be made except by a written agreement executed by the parties or by their authorized officers or agents.

5.6 This Security Agreement shall remain in full force and effect until all of the Obligations and any extensions or renewals thereof shall be paid and performed in full.

5.7 This Security Agreement shall inure to the benefit of Secured Party's successors and assigns and shall bind Debtor's heirs, legatees, devisees, administrators, executors, successors and assigns. The provisions of this Agreement shall apply to the parties according to

the context hereof and without regard to the number or gender of words and expressions used herein.

5.8 If more than one person signs this Security Agreement as Debtor, a breach of any covenant or warranty by one of them may be treated as a breach by all of them and the liability of each of them is joint and several with the liability of the others.

5.9 The release of the security interest in any or all of the Collateral shall not affect the liability of any person on the indebtedness secured hereby.

5.10 Without affecting any obligation of Debtor hereunder, Secured Party without notice or demand may renew, extend or otherwise change the terms and conditions of any of the Obligations, take or release any other collateral as security for any of the Obligations, and add or release any guarantor, endorser, surety or other party to any of the Obligations.

5.11 Should legal action be required to enforce any provision of this Security Agreement, the prevailing party shall be entitled to payment of its court costs and attorneys' fees.

5.12 This Security Agreement may be executed in any number of counterparts, each of which shall be an original and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Security Agreement has been executed on the date set forth above.

DEBTOR:

ARIZONA POLYGRAPH EXAMINERS,
L.L.C., an Arizona limited liability company

By: Laura W. Perry

SECURED PARTY:

TOM EZELL & ASSOCIATES, LTD., an
Arizona corporation

By: Thomas R. Ezell

ARIZONA SCHOOL OF POLYGRAPH
SCIENCE, INC., an Arizona corporation

By: Thomas R. Ezell

ATTACHMENT A

The property subject to the Security Agreement to which this is attached is described as follows:

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BUSINESS ASSETS

laptops	desktop computers
copy machine	audio recorders
Phones	polygraph instruments new
safe	polygraph chairs
Miscellaneous office furniture	Refrigerators
desks	Chairs
Printers	Television
Microwave	License to Use Business Name
Business Intellectual Property	Business Software
Business Goodwill	Lists of Contacts
Lists of Past/Present Students	Lists of Vendors
Phone numbers	

SCHOOL ASSETS

laptops	Overhead projector
polygraph instruments for school	URL assigned to School
fingerprint	Opaque projector
Television	School Name
School Intellectual Property	School Goodwill
Lists of Past/Present Students	Lists of Vendors
Miscellaneous furniture	Refrigerators
Lists of Contacts	Phone numbers

ASSIGNMENT AND ASSUMPTION OF CONTRACTS

THIS ASSIGNMENT AND ASSUMPTION OF CONTRACTS (the "Assignment") is made as of this 29th day of June, 2007 by and between Tom Ezell & Associates, Ltd., an Arizona corporation ("Assignor") and Arizona Polygraph Examiners, L.L.C., an Arizona limited liability company ("Assignee")

RECITALS

A. Concurrent with the execution of this Assignment, Assignor is selling substantially all of its assets to Assignee pursuant to that certain Agreement for Purchase and Sale of Assets dated concurrently herewith;

B. Assignor's assets include rights pursuant to certain contracts with third parties ("Contracts") as more thoroughly described on Exhibit A hereto; and

C. Assignor desires to assign its rights under the Contracts to Assignee pursuant to this Assignment.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. Assignment and Assumption. Assignor hereby assigns to Assignee all of Assignor's right, title and interest and delegates to Assignee all of Assignor's duties, liabilities and obligations in, to and under the Contracts. Assignee hereby accepts the assignment of the Contracts from Assignor and assumes the right, title, interest and obligations of Assignor under the Contracts and agrees to timely perform, fulfill and comply with all covenants and obligations to be performed, fulfilled or complied with or by Assignor under the Contracts arising from and after the date of this Assignment.

2. Indemnity. Assignee agrees to indemnify, defend and hold Assignor harmless for, from and against any and all actions, suits, proceedings, liability, loss or damage (including without limitation, actual attorneys' fees and costs) that Assignor may incur by reason of any claims or obligations under the Contracts attributable to or arising out of any alleged breach occurring or alleged to have occurred on or subsequent to the date of this Assignment. Assignor agrees to indemnify, defend and hold the Assignees harmless for, from and against any and all actions, suits, proceedings, liability, loss or damage (including without limitation, actual attorneys' fees and costs) that Assignee may incur by reason of any claims or obligations under the Contracts attributable to or arising out of any alleged breach of the Contracts accruing before the date of this Assignment.

3. Representations and Warranties of Assignor. Assignor hereby represents and warrants to Assignee as follows:

(a) None of the rights assigned to Assignee under this Assignment have been previously assigned, conveyed, or hypothecated.

(b) Assignor, to its actual knowledge, is not in default under the Contracts.

4. Governing Law. This Assignment shall be governed by and construed in accordance with the internal laws of the State of Arizona, without regard to its conflict of law rules

5. Severability. In the event that any portion of this Assignment shall be illegal, null or void, the remaining portions of this Assignment shall not be affected thereby and shall remain in force and effect to the fullest extent permitted by law.

6. Counterparts; Facsimile. This Assignment may be executed in counterparts, all of which, when taken together, shall constitute a fully executed original Facsimile or pdf signatures may evidence the parties' execution of this Assignment, whereupon this Assignment will be deemed binding upon transmittal of the facsimile or pdf version.

IN WITNESS WHEREOF, Assignor and Assignee have executed this Assignment as of the date first written above.

ASSIGNOR:

Tom Ezell & Associates, Ltd.,
an Arizona corporation

By: Thomas R. Ezell
Its: President

ASSIGNEE:

Arizona Polygraph Examiners, L.L.C.,
an Arizona limited liability company

By: Laura W. Perry
Its: President

BUSINESS CONTRACTS

- o Copy Machine (Maintenance) Hughes Calihan
- o Insurance: Errors and Omissions-Equity
- o General Liability, furniture, fixtures and glass-CBIC Hester, Heitel and Associates
- o SCF- State Workman's Compensation
- o Unemployment Comp - State (DES) Federal (FUTA)
- o Payroll tax/ twice a month
- o Maricopa County Supreme Court-polygraph testing
- o Arizona State Hospital: Health Services
- o Maricopa County Adult Probation
- o Maricopa County Juvenile Probation
- o Lease: West Thomas Business Center

\$124,827 00

DATE: June 29, 2007
SCOTTSDALE, ARIZONA

PROMISSORY NOTE

FOR VALUE RECEIVED, the undersigned, Arizona Polygraph Examiners, L.L.C., an Arizona limited liability company ("Maker") promises and agrees to pay to the order of the Arizona School of Polygraph Science, Inc., an Arizona corporation and Tom Ezell & Associates, Ltd., an Arizona corporation (collectively "Payee"), at the mailing address of Payee, or at such other place as the holder hereof ("Holder") may from time to time designate, the principal sum of One Hundred Twenty Four Thousand Eight Hundred Twenty Seven Dollars (\$124,827), together with interest (defined herein) in lawful money of the United States, on the unpaid amount of said sum at the Interest Rate (as defined herein) or the Default Rate (as defined herein), whichever is applicable.

1. Payments and Interest Rate

a. Commencing on August 15, 2007, the unpaid balance of this Promissory Note ("Note"), shall accrue interest ("Interest") at the rate ("Interest Rate") of six percent (6%) per annum. Principal and interest shall be paid in monthly installments of principal and interest, based on a seventy-five month amortization, beginning on August 15, 2007, and continuing on the same day of each month thereafter.

b. The failure by Maker to make any payment of principal or interest due under this Note in accordance with the terms of this Note for a period of three months or more shall constitute an event of default ("Event of Default") under this Note if not cured within ten (10) business days after Maker's receipt of written notice from Payee. Upon the occurrence of any Event of Default, the Payee shall have the right to collect such past due Monthly Payments plus interest at a rate of ten percent (10%) per annum commencing after the expiration of the cure period. Interest shall accrue at the Default Rate on the unpaid principal balance plus accrued and unpaid interest immediately upon any Event of Default without notice to Maker. This Note is secured by a Security Agreement of even date herewith on certain tangible property described on Exhibit "A" attached thereto.

2. Prepayment. The Maker may prepay any portion of the remaining balance of this Note at any time without penalty.

3. Attorneys' Fees. Maker, endorsers, guarantors, sureties, accommodation parties hereof, and all other persons liable or to become liable on this Note, jointly and severally agree to pay all fees and costs incurred in connection with the collection of the amounts due and owing under this Note, including attorneys' fees and all costs.

4. Governing Law and Severability. This Note is made pursuant to, and shall be construed and governed by, the laws of the State of Arizona and Maker irrevocably and

unconditionally submits to the non-exclusive jurisdiction of the courts of Maricopa County, State of Arizona and all courts competent to hear appeals therefrom. If any provision of this Note is construed or interpreted by a court of competent jurisdiction to be void, invalid or unenforceable, such decision shall affect only those provisions so construed or interpreted and shall not affect the remaining provisions of the Note.

5. Time of Essence. Time is of the essence of this Note.

6. Notices. All notices under this Note shall be in writing and shall be deemed delivered upon personal delivery or confirmed facsimile to the authorized representatives of either party or three days after being sent by certified mail (registered mail if to an address outside of the United States), return receipt requested, postage prepaid, addressed to the respective parties at the addresses set forth below.

7. Usury Laws. It is the intention of Maker and Payee to conform strictly to the usury laws now or hereafter in force in the State of Arizona, and any interest payable under this Note, and/or any of the other documents or instruments executed by Maker in connection with the debt evidenced hereby shall be subject to reduction to the amount not in excess of the maximum nonusurious amount allowed under the usury laws of Arizona as now or hereafter construed by the courts having jurisdiction over such matters. In the event the maturity of this Note is accelerated by reason of any election by the Holder hereof resulting from an Event of Default hereunder, voluntary prepayment by the undersigned, or otherwise, then earned interest may never include more than the maximum amount permitted by law, and any interest in excess of the maximum amount permitted by law shall be cancelled automatically, and, if theretofore paid, shall, at the option of the Holder hereof, either be rebated to the undersigned or credited on the principal amount of this Note, or if all principal has been repaid, then the excess shall be rebated to the undersigned. The aggregate of all interest contracted for, chargeable, or receivable under this Note, or any other document in connection with this transaction shall under no circumstances exceed the maximum legal rate upon the unpaid principal balance of this Note remaining unpaid from time to time. In the event such interest does exceed the maximum legal rate, it shall be deemed a mistake and such excess shall be cancelled automatically, and, if theretofore paid, rebated to the undersigned or credited on the principal amount of this Note, or if the Note has been repaid, then such excess shall be rebated to the undersigned.

8. Non-Recourse Obligation. Notwithstanding any other provision herein, the obligations of Maker and its officers, directors, members, managers, employees, representatives or agents hereunder shall be non-recourse in nature and none of Maker's assets other than the collateral identified in Section 1(b) hereof shall be liable for the payment of any sum secured by this Note.

IN WITNESS WHEREOF, Maker has executed this Note as of the date set forth above.

"MAKER"

Arizona Polygraph Examiners, L.L.C., an
Arizona limited liability company

By: Laura W. Percy
Its: President

GUARANTY

DATED: June 29, 2007

PARTIES:

Guarantor:

Name: Joseph Perry and Laura Perry, husband and wife
Address: 3228 E. Cambridge Ave.
Phoenix, AZ 85008

called "Guarantor", guaranteeing payment and performance by

Principal Debtor:

Name: Arizona Polygraph Examiners, an Arizona limited liability company
Address: 3228 E. Cambridge Ave.
Phoenix, AZ 85008

called "Debtor": to

Creditor:

Name: Arizona School of Polygraph Science, Inc., an Arizona corporation
Address: 400 E. Wigwam Blvd.
Litchfield Park, Arizona 85340
Attention: Tom Ezell

Name: Tom Ezell & Associates, Ltd., an Arizona corporation
Address: 400 E. Wigwam Blvd.
Litchfield Park, Arizona 85340
Attention: Tom Ezell

Collectively called "Creditor";

1. Guaranty. The Guarantor unconditionally guarantees and promises to pay and to perform to the Creditor, or order, on demand, the debt and other related obligations owed the Creditor by the Debtor described as follows:

The payment of all sums to be paid and the performance of all acts to be performed under that (i) Promissory Note of the same date as this Guaranty, in the principal amount of One Hundred Twenty Four Thousand Eight Hundred Twenty Seven Dollars (\$124,827) and executed in favor of Creditor, and (ii) that Agreement for Purchase and Sale of Assets dated the same date as this

Guaranty, by and between Debtor and Creditor (all such obligations and performances are collectively referred to as the "Debt").

2. Guaranty Irrevocable. This Guaranty is irrevocable. Guarantor guarantees the full payment and performance of this Debt without limitation of any kind.

3. Consideration. Guarantor acknowledges that this Guaranty is given for valuable consideration to the Guarantor, whether or not given directly to the Guarantor. This Guaranty is given as an inducement to the Creditor to continue to extend credit to Debtor which, but for this Guaranty, the Creditor would not have extended.

4. Guaranty Comprehensive. This Guaranty applies to the Debt in the most comprehensive sense including continuations or extensions of the Debt, increases or decreases in the amount of the Debt, renewals of the Debt and changes in any of the terms and conditions of the Debt.

5. Guaranty Independent. This Guaranty is the absolute and unconditional obligation of the Guarantor and is in addition to and independent of the obligations of the Debtor to the Creditor.

6. Waivers. Guarantor waives each of the following:

a. Any right to require the Creditor to make presentments or demands or to give notices of any kind, including, without limitation, demand for performance, notice of non-performance, protest, notice of protest, notice of dishonor, notice of acceptance of this Guaranty, notice of the existence, creation or incurrence of existing or of new debt, notice of modification, payment, default or change or action of any kind relating to the Debt guaranteed.

b. Any defense to liability on this Guaranty based on any disability or other defense of the Debtor or based upon any cessation of the liability of the Debtor to the Creditor for any reason other than the payment of Debt in full.

c. The benefits of any statutory provision limiting the liability of a surety, including without limitation, the provision limiting the liability of a surety, including without limitation, the provisions of Section 12-1641 et. seq., of the Arizona Revised Statutes.

7. Consents. Guarantor consents that the Creditor, without affecting Guarantor's liability, may take any one or more of the following action, at any one or more times:

a. Renew, compromise or extend the time for payment of, or the terms of, all or any part of the Debt.

b. Take security for the payment of this Guaranty or for payment of the Debt, or both, and exchange, enforce, alter or release all or any part of any security.

c. Add, release or substitute any one or more Guarantors.

8. Remedies Of Creditor. Upon (i) failure of Debtor to pay any part of the Debt when due as set forth in the Note, or (ii) failure of the Debtor to meet any obligation to the Creditor relating to the Debt, or (iii) the initiation of any bankruptcy or insolvency proceedings by Debtor or by the Guarantor, or (iv) the institution of any bankruptcy or insolvency proceedings against the Debtor or the Guarantor, or the seizure or retention of any of the property of the Debtor or of the Guarantor under claim of lien or by legal action, unless such proceeding, seizure or retention is dismissed, released, stayed or bonded against within ten (10) days or is being diligently and in good faith contested by appropriate proceedings, or (v) any stated intention by the Debtor or by the Guarantor to default in payment of or in performance of the Debt or upon this Guaranty; the Creditor, at its option, may do any one or more of the following, separately or concurrently and at any one or more times:

a. Reinstatement of the Debt in good standing upon payment of all delinquent payments, including accrued interest on delinquent payments, and performance of any other obligations of the Debtor in default.

b. Proceed against any security held from the Debtor by Guarantor.

In addition to the Debt guaranteed, the Guarantor is liable to the Creditor for the Creditor's costs of enforcement of this Guaranty, including reasonable attorney's fees, whether or not suit is brought.

9. Death. The death of the Guarantor will not terminate this Guaranty. This Guaranty is binding upon the Guarantor, his heirs, successors, administrators and assigns, until payment made in full of the Debt.

10. Subordination. The Guarantor subordinates to the Debt of the Debtor to the Creditor any and all future debt of the Debtor owed to the Guarantor.

11. Miscellaneous.

a. The Creditor need not inquire into the power of Debtor or of its officers, directors, or agents purporting to act on behalf of Debtor; and the Debt created in reliance upon the professed exercise of such powers is guaranteed by the Guarantor.

b. Payments, notices and demands are to be made or given to the Guarantor at the address of the Guarantor shown on the first page. Either may change its address for these purposes by giving prior written notice to the other party. Notices and demands given by registered or certified mail are effective when mailed; but if given otherwise are effective when received.

c. The word "Guarantor" refers to the above named Guarantor and to any additional persons who may hereinafter be added as Guarantors of the Debt, in which case this Guaranty will bind all Guarantors jointly and severally.

IN WITNESS WHEREOF, the Guarantors have executed this Guaranty as of the date set forth above.

"Guarantor"

Joseph Perry

Laura Perry

BILL OF SALE

For Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt, sufficiency and validity of which is hereby acknowledged, Arizona School of Polygraph Science, Inc., an Arizona corporation ("Seller") hereby transfers, assigns, and conveys to Arizona Polygraph Examiners, L.L.C., an Arizona limited liability company ("Buyer"), all of Seller's assets of every kind, nature and description, tangible or intangible, including, without limitation, those specific assets identified in Schedule A attached hereto and made a part hereof, free and clear of any liens or encumbrances ("Assets").

Seller warrants that it has good and marketable title to said Assets and that said Assets are free and clear of all liens and encumbrances. Seller binds itself and its successors, heirs, legatees and personal representatives to warrant and defend title to the Assets as against the acts of Seller and all others.

Dated this 29th day of June, 2007.

SELLER:

Arizona School of Polygraph Science, Inc.,
an Arizona corporation

By: Thomas R. Egolf
Its: President

BILL OF SALE

For Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt, sufficiency and validity of which is hereby acknowledged, Tom Ezell & Associates, Ltd., an Arizona corporation ("Seller") hereby transfers, assigns, and conveys to Arizona Polygraph Examiners, L.L.C., an Arizona limited liability company ("Buyer"), all of Seller's assets of every kind, nature and description, tangible or intangible, including, without limitation, those specific assets identified in Schedule A attached hereto and made a part hereof, free and clear of any liens or encumbrances ("Assets").

Seller warrants that it has good and marketable title to said Assets and that said Assets are free and clear of all liens and encumbrances. Seller binds itself and its successors, heirs, legatees and personal representatives to warrant and defend title to the Assets as against the acts of Seller and all others

Dated this 29th day of June, 2007

SELLER:

Tom Ezell & Associates, Ltd.,
an Arizona corporation

By: Thomas R Ezell
Its: President

LAURA WELLS DE PERRY
JOSEPH O. PERRY
3228 E CAMBRIDGE AVE
PHOENIX, AZ 85008-1214

1500

91-527/1221.670
3614601003

PAY TO THE
ORDER OF

6-29-07
Thomas R. Enell

DATE

\$50,000-

fifty thousand dollars - DOLLARS



Security
Features
Guaranteed



Wells Fargo Bank, N.A.
Phoenix
wellsfargo.com

FOR

Laura Perry

⑆ 122105278⑆ 3614601883⑆ 01500

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American Polygraph Association,
acting upon the recommendations of the Educational Accreditation Committee,
hereby certifies

Arizona School of Polygraph Sciences

has successfully demonstrated compliance with the Standards established
and required by the

American Polygraph Association

as necessary for accreditation, including on-site inspection and evaluation of
course content, instruction, facilities and internships.

Therefore, let it be known by all that the

American Polygraph Association

has approved this school's basic Polygraph Training Program
and thereby recognizes this school to be

**An American Polygraph Association
Accredited Polygraph Training Institution.**

This status to remain in effect, without cause, beginning

May 1st 2012
Effective Date

During the time the Accreditation Status is in effect
all rights and privileges associated with A.P.A. Accreditation
are hereby granted to this Institution and its Graduates

[Signature]
President

[Signature]
Secretary

American Polygraph Association

The Board of Directors of the

American Polygraph Association,

acting upon the recommendations of the Educational Accreditation Committee,

hereby certifies

Arizona School

f

Polygraph Sciences

has successfully demonstrated compliance with the Standards established

and required by the

American Polygraph Association

as necessary for accreditation, including on-site inspection and evaluation of
course content, instruction, facilities and internships.

Therefore, let it be known by all that the

American Polygraph Association

has approved this school's basic Polygraph Training Program

and thereby recognizes this school to be

An American Polygraph Association Accredited Polygraph Training Institution.

This status to remain in effect, without cause, beginning

September 10, 2007
Effective Date

During the time the Accreditation Status is in effect
all rights and privileges associated with A.P.A. Accreditation
are hereby granted to this Institution and its Graduates

D. W. Smith

President

American Polygraph Association

Vickie Murphy-Cann

Secretary

American Polygraph Association

This Certificate is the exclusive property of the A.P.A. and is to be returned to the A.P.A. upon cessation of A.P.A. accreditation status.

COMMISSIONERS
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BOB STUMP
SANDRA D. KENNEDY
PAUL NEWMAN
BRENDA BURNS



ERNEST G. JOHNSON
Executive Director

PATRICIA L. BARFIELD
Director, Corporations Division

ARIZONA CORPORATION COMMISSION

April 20, 2012

LAURA PERRY
202 E. MCDOWELL RD. #275
PHOENIX, AZ 85004

RE: POLYGRAPH SCHOOL OF SCIENCE, INC.
File Number: 17535465

We are pleased to notify you that the Articles of Incorporation for the above-referenced entity **HAVE BEEN APPROVED.**

You must publish the Articles of Incorporation in their entirety. The publication must be in a newspaper of general circulation in the county of the known place of business in Arizona for three consecutive publications. A list of acceptable newspapers in each county is enclosed and is also available on the Commission website. Publication must be completed **WITHIN 60 DAYS** after April 20, 2012, which is the date the document was approved for filing by the Commission. The corporation may be subject to administrative dissolution if it fails to publish. You will receive an Affidavit of Publication from the newspaper, and you may file it with the Commission.

Corporations are required to file an Annual Report with the Commission. Your Annual Report is due on 04/12/2013, and on the anniversary of that date each subsequent year. It is your responsibility to file the corporation's Annual Report by the deadline each year. You can visit our website at www.azcc.gov/divisions/corporations to electronically file your annual report. You can also complete the form online, print it out and mail it in, or you can call the Annual Reports section at 602-542-3285.

Corporations must notify the Commission immediately, in writing, if they change their corporate address, statutory agent, or statutory agent address. Address change orders must be signed by a duly authorized corporate officer. A forwarding order placed with the U.S. Postal Service is not sufficient to change your address with the Commission.

We strongly recommend you periodically monitor your corporation's record with the Commission, which can be viewed at www.azcc.gov/Divisions/Corporations. If you have questions or need further information please contact us at (602) 542-3026 in Phoenix, or Toll Free (Arizona residents only) at 1-800-345-5819.

Sincerely,
Yesica Magdaleno
Examiner, Corporations Division

CF:04
REV. 01/2009

DO NOT PUBLISH
THIS SECTION

ARTICLE 1

The corporate name must contain a corporate ending which may be "corporation," "association," "company," "limited," "incorporated" or an abbreviation of any of these words. If you are the holder or assignee of a tradename, attach tradename certificate.

ARTICLE 2

The name cannot imply that the corporation is organized for any purpose other than the initial business indicated in this article.

ARTICLE 3

The total number of authorized shares cannot be blank or "Not Applicable." The number of authorized shares must be greater than zero.

ARTICLE 4

May be in care of the statutory agent.

ARTICLE 5

The agent must provide a physical address. If the statutory agent has a P.O. Box, then they must also provide a physical description of their street address/location. The agent must sign the Articles or provide a consent to acceptance of the appointment.

AZ CORPORATION COMMISSION
FILED

APR 12 2012

ARTICLES OF INCORPORATION
OF

Pursuant to A.R.S. §10-202
(An Arizona Business Corporation)

FILE NO. 17535416-5

1. Name:

The name of the Corporation is:

Polygraph School of Science, Inc.

AZ CORPORATION COMMISSION
FILED

APR 17 2012

2. Initial Business:

The Corporation initially intends to conduct the business of:

FILE NO. 17535416-5

Education in the technique of polygraph science and the conducting of polygraph examinations.

3. Authorized Capital:

The Corporation shall have authority to issue 1000 shares of Common Stock.

4. Known Place of Business: (In Arizona)

The street address of the known place of business of the Corporation is:

202 E. McDowell Rd, Suite 258, Phoenix, AZ 85004

5. Statutory Agent: (In Arizona)

The name and address of the statutory agent of the Corporation is:

Laura Wells Perry

3228 E. Cambridge Ave.

Phoenix, AZ 85008

DO NOT PUBLISH
THIS SECTION

ARTICLE 6
A minimum of 1
director is required.

6. Board of Directors:

The initial board of directors shall consist of 1 director(s). The name(s) and address(es) of the person(s) who is(are) to serve as the director(s) until the first annual meeting of shareholders or until his(her)(their) successor(s) is(are) elected and qualifies is(are):

Name: Laura Wells Perry

Name: _____

Address: 3228 E. Cambridge Ave.

Address: _____

City, State, Zip: Phoenix, AZ 85008

City, State, Zip: _____

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

The number of persons to serve on the board of directors thereafter shall be fixed by the Bylaws.

7. Incorporators:

The name(s) and address(es) of the incorporator(s) is (are):

Name: Laura Wells Perry

Name: _____

Address: 3228 E. Cambridge Ave.

Address: _____

City, State, Zip: Phoenix, AZ 85008

City, State, Zip: _____

All powers, duties and responsibilities of the incorporators shall cease at the time of delivery of these Articles of Incorporation to the Arizona Corporation Commission.

8. Indemnification of Officers, Directors, Employees and Agents:

The Corporation shall indemnify any person who incurs expenses or liabilities by reason of the fact he or she is or was an officer, director, employee or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise. This indemnification shall be mandatory in all circumstances in which indemnification is permitted by law.

9. Limitation of Liability:

To the fullest extent permitted by the Arizona Revised Statutes, as the same exists or may hereafter be amended, a director of the Corporation shall not be liable to the Corporation or its stockholders for monetary damages for any action taken or any failure to take any action as a director. No repeal, amendment or modification of this article, whether direct or indirect, shall eliminate or reduce its effect with respect to any act or omission of a director of the Corporation occurring prior to such repeal, amendment or modification.

DO NOT PUBLISH
THIS SECTION

Executed this 17th day of April, 2012 by all of the
incorporators

Signed: _____

Laura Wells Perry

Print Name Here

Print Name Here

PHONE 602-272-8123

FAX 480-393-4538

Phone and fax
numbers are
optional

The agent must
consent to the
appointment by
executing the
consent.

Acceptance of Appointment By Statutory Agent

The undersigned hereby acknowledges and accepts the appointment
as statutory agent of the above-named corporation effective

This 17th day of April, 2012

Laura W. Perry
Signature

Laura Wells Perry

Print Name Here

The Articles must
be accompanied by
a Certificate of
Disclosure,
executed within 30
days of delivery to
the Commission, by
all incorporators.

[If signing on behalf of a company serving as
statutory agent, print company name here]

From: office
To: k.bradbury@azpeinc.com
Subject: FW: Change of Name/ AZ School of Polygraph Science
Date: Friday, March 22, 2013 11:20:47 AM

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf Of Laura Wells
Sent: Friday, March 22, 2013 11:07 AM
To: office@arizonapolygraphexaminers.com
Subject: Fwd: Change of Name/ AZ School of Polygraph Science

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

----- Forwarded message -----

From: Robbie Bennett <apapolygraph@att.net>
Date: Tue, Apr 17, 2012 at 11:30 AM
Subject: RE: Change of Name/ AZ School of Polygraph Science
To: Laura Wells <l.wells@azpeinc.com>
Cc: Bill Gary <garybillg@yahoo.com>, Bill Gary <vpgovernment@polygraph.org>

Forwarded to the Chairman of the Educational Accreditation Committee.

Ms. Robbie S. Bennett, Manager
APA National Office
PO Box 8037
Chattanooga TN 37414-0037
423/892-3992 / 800/272-8037
FAX: 423/894-5435
apapolygraph@att.net
manager@polygraph.org

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf Of Laura Wells
Sent: Tuesday, April 17, 2012 1:21 PM
To: Robbie Bennett; Gerspacher, Julie; Gordon Vaughan; Chip Morgan
Cc: office@arizonapolygraphexaminers.com;
b.gilmore@arizonapolygraphexaminers.com
Subject: Change of Name/ AZ School of Polygraph Science

Dear All,

We have changed our name and address. Please make sure this name change is reflected in your documents/ certificates of recognition/ certifications.
Many thanks.

This letter serves as notice that effective April 17, 2012, Arizona School of Polygraph Science is now Polygraph School of Science, Inc. d/b/a Arizona School of Polygraph Science.

Our new address and name is:
Polygraph School of Science, Inc.
202 E. McDowell Rd. Suite 258
Phoenix, AZ 85004

602-513-8263 - Office
602-272-9735 - Fax

info@azpolygraphschool.com - Email

45-5030663 - EIN

Laura M. Wells M.S.
Director/ Owner
Polygraph School of Science, Inc.
Arizona Polygraph Examiners

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
<<http://www.arizonapolygraphexaminers.com/>>
www.azpolygraphschool.com <<http://www.azpolygraphschool.com/>>

From: laurawellsperry@gmail.com on behalf of Laura Wells
To: Robbie Bennett; directorougler@polygraph.org; directormccloughan@arizonapolygraphexaminers.com
Cc: office@arizonapolygraphexaminers.com
Subject: Fwd: AZ School of Polygraph Science School Accreditation Certificate
Date: Tuesday, March 12, 2013 12:10:12 PM

May I please have the status of this certificate?
July 30, 2012, a duplicate was requested. I was told the caligrapher was ill. Seven months later...I still have no certificate and no communication as to what has happened with it.

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

----- Forwarded message -----

From: Robbie Bennett <apapolygraph@att.net>
Date: Mon, Jul 30, 2012 at 11:15 AM
Subject: RE: AZ School of Polygraph Science School Accreditation Certificate
To: Laura Wells <l.wells@azpeinc.com>

I will mail the F. Lee Bailey Moot Court DVD today.
Your School Certificate was mailed and has not been returned. I will request a duplicate to be printed.

Robbie S. Bennett, Manager
APA National Office
PO Box 8037
Chattanooga TN 37414-0037
423/892-3992 / 800/272-8037
FAX: 423/894-5435
apapolygraph@att.net
manager@polygraph.org

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf Of Laura Wells
Sent: Monday, July 30, 2012 1:49 PM
To: Robbie Bennett
Cc: office@arizonapolygraphexaminers.com
Subject: AZ School of Polygraph Science School Accreditation Certificate

Dear Robbie,

I was just wondering if you could give me the status of our School

Accreditation Certificate and perhaps the F Lee Bailey DVD of the moot court from New Mexico?

Is there anything more you need from us?
Sincerely,

Laura M. Wells M.S.
Director/ Owner
Arizona School of Polygraph Science
Arizona Polygraph Examiners

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
<<http://www.arizonapolygraphexaminers.com/>>
www.azpolygraphschoo.com <<http://www.azpolygraphschoo.com/>>



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Label 11-B, March 2004

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PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> 2nd <input type="checkbox"/> 2nd Day	Postage \$
Date Accepted	Scheduled Date of Delivery	Return Receipt Fee \$
Mo. Day Year	Month Day	COD Fee \$ Insurance Fee \$
Time Accepted <input type="checkbox"/> AM <input type="checkbox"/> PM	Scheduled Time of Delivery <input type="checkbox"/> Noon <input type="checkbox"/> 3 PM	Total Postage & Fees \$
Flat Rate <input type="checkbox"/> or Weight	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Acceptance Emp. Initials
lbs. ozs.	Int'l Alpha Country Code	

FROM: (PLEASE PRINT) PHONE () - -

Address: 1000 1st St
Nashville, TN 37203

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Mo. Day		
Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day		
Delivery Date	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day		

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<input type="checkbox"/> NO DELIVERY <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	<input type="checkbox"/> WAIVER OF SIGNATURE (Domestic Mail Only) Additional merchandise insurance is void if customer requests waiver of signature. I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery.

TO: (PLEASE PRINT) PHONE () - -

Address: 1000 1st St
Nashville, TN 37203

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\$18.00

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Home

Formally, Arizona School of Polygraph Science Founded by Tom Ezell in 1985, we are approved/ accredited by the American Polygraph Association, the American Association of Police Polygraphists and various other State Licensing Boards. We also meet ASTM Standards for Polygraph Schools.

Laura M. Wells M. S., Director
202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
students@azpolygraphschool.com

Courses Offered:

Basic Polygraph Examiner On-Campus Day Course

Basic Polygraph Examiner On-Campus Night and Saturday Course

Basic Polygraph Examiner Hybrid Course

****NEW****

Financial Aid now available!

VA Funding Available!

Seating is limited in all our classes. To enroll please click here.

Classes/Seminars:

- Advanced PCSOT Class**
- Basic PCSOT Training Class**
- Directed Lie Technique Seminar**

OBJECTIVES

This basic polygraph course is designed to prepare the law enforcement student as well as the private student to enter one of the most fascinating fields of endeavor one can imagine.

By providing a solid academic background, we prepare the student to be efficient in pre-employment screening tests as well as specific issue tests.

During the eight week class, you will have much hands on training with the instruments in our lab.

This course will prepare you to enter this profession with a solid academic background in polygraph.

This polygraph examiner training course is a comprehensive 320-hour program in the latest polygraph techniques. It consists of intensive classroom study and a post-test field project.

Our classes are small, consisting of no more than 12 students.

All prospective students will be given a polygraph examination prior to the start of the course.

We are located in sunny Phoenix, Arizona, right downtown with housing available on campus. To check availability and prices on rooms call (602) 528-9100.

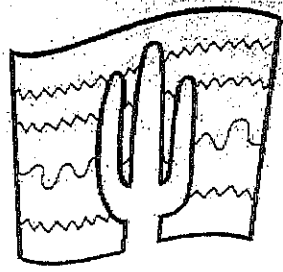
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Mission Statement



To provide instruction in forensic psychophysiological detection of deception in accordance with the standards established by the American Polygraph Association and to produce competent, ethical polygraph examiners who are trained to use current techniques and equipment.

 Instrument.



Polygraph School of Science, Inc.

008476

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A division of Polygraph School of Science, Inc.

Wells Polygraph Institute

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Basic Polygraph 8-Week On-Campus Day Classes

Held 8:00AM to 5:00PM Monday-Friday

Next Class Dates:

January 7 – March 1, 2013

April 8 – May 31, 2013

September 9 – November 1, 2013

BASIC POLYGRAPH EXAMINER COURSE - ON-CAMPUS DAY COURSE

This Basic Polygraph Course is a comprehensive 320-hour course in the latest scientific polygraph techniques. It consists of intensive classroom study, final exam and a post-test field project. Graduates will be issued a Certificate of Training upon successful completion of the course. A Certificate of Graduation will be issued to each student who successfully completes the course and her/his field project.

The course is approved by the American Polygraph Association, the American Association of Police Polygraphists and is licensed by the State Board of Postsecondary Education for the State of Arizona.

Classes will be held Monday - Friday from 8:00am to 5:00pm according to a pre-arranged schedule, which is outlined in the Course Syllabus. Extra classes will be held if necessary.

All prospective students will be given a polygraph examination prior to the start of the course.

Course Objectives and Mission

Graduates of the Arizona School of Polygraph Science Basic Polygraph Course will be able to administer professional polygraph examinations by properly structuring polygraph test questions, accurately analyzing the polygraph charts and recognizing and interrogating deceptive subjects.

Eligible candidates enter the Arizona School for Polygraph Science ready to learn the comprehensive study of polygraph science and eight (8) weeks later graduate as professionally-trained Forensic Psychophysicologists. Students leave the Arizona School of Polygraph Science with an operational expertise geared to empower his or her individual working style and environment.



[2013 Basic Polygraph Examiner On-Campus Day Course Syllabus](#)



[2012-2013 Basic Polygraph Examiner On-Campus Day Course Catalog](#)

To enroll in this course, please click here.

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Wells Polygraph Institute

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10-Week Basic Polygraph Examiner On-Campus Night and Saturday Classes Held 5:00PM to 10:00PM Monday-Friday and from 8:00AM to 5:00 PM on Saturdays Next Class Dates:

April 1 - June 8, 2013
August 5 - October 12, 2013

BASIC POLYGRAPH EXAMINER COURSE - NIGHT AND SATURDAY COURSE

This Basic Polygraph Course is a comprehensive 320-hour course in the latest scientific polygraph techniques. It consists of intensive classroom study, final exam and a post-test field project. Graduates will be issued a Certificate of Training upon successful completion of the course. A Certificate of Graduation will be issued to each student who successfully completes the course and her/his field project.

The course is approved by the American Polygraph Association, the American Association of Police Polygraphists and is licensed by the State Board of Postsecondary Education for the State of Arizona.

Classes will be held Monday - Friday from 5:00pm to 10:00pm and Saturdays from 8:00am to 5:00pm according to a pre-arranged schedule, which is outlined in the Course Syllabus. Extra classes will be held if necessary.

All prospective students will be given a polygraph examination prior to the start of the course.

Course Objectives and Mission

Graduates of the Arizona School of Polygraph Science Basic Polygraph Course will be able to administer professional polygraph examinations by properly structuring polygraph test questions, accurately analyzing the polygraph charts and recognizing and interrogating deceptive subjects.

Eligible candidates enter the Arizona School for Polygraph Science ready to learn the comprehensive study of polygraph science and eight (8) weeks later graduate as professionally-trained Forensic Psychophysicologists. Students leave the Arizona School of Polygraph Science with an operational expertise geared to empower his or her individual

working style and environment



[2013 Basic Polygraph Examiner Night and Saturday Course Syllabus](#)



[2012-2013 Catalog - Basic Polygraph Examiner Night and Saturday Course](#)

To enroll in this course, please click here.

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Wells Polygraph Institute

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8-Week Basic Polygraph Examiner Hybrid Course*

Held 4 weeks Online followed by 4 weeks On-Campus

The 4 weeks of On-Campus classes are held 8:00am - 5:00pm Monday - Friday.

Next Class Dates:

January 7 to February 1, 2013 Online Hybrid, then February 4 to March 1, 2013 On-Campus

10-Week Basic Polygraph Examiner Hybrid Course held 5 weeks Online followed by 5 weeks On-Campus

The 5 weeks of On-Campus classes are held 8:00am - 5:00pm Monday - Friday.

Next Class Dates:

June 3 to July 7, 2013 – Online Hybrid, then July 8 to August 9, 2013 – On-Campus

September 16 - October 20, 2013 Online Hybrid, then October 21, November 22, 2013 On-Campus

***Due to changing guidelines, this will be the last 8-week Online Hybrid Course. All future Online Hybrid Courses will be 10 weeks.**

BASIC POLYGRAPH EXAMINER HYBRID COURSE

This Basic Polygraph Hybrid Course is a comprehensive 320-hour course in the latest scientific polygraph techniques. This course consists of 4 or 5 weeks of intensive independent/home online study followed by 4 or 5 weeks of intensive classroom study, a final exam and a post-test field project. Graduates will be issued a Certificate of Training upon successful completion of the course. A Certificate of Graduation will be issued to each student who successfully completes the course and her/his field project.

The course is approved by the American Polygraph Association, the American Association of Police Polygraphists and is licensed by the State Board of Postsecondary Education for the State of Arizona.

On-Campus Classes will be held Monday - Friday from 8:00am to 5:00pm according to a pre-arranged schedule, which is outlined in the Course Syllabus. Extra classes will be held if necessary.

All prospective students will be given a polygraph examination at the beginning of the 4 or 5 weeks on-campus portion of the course.

Course Objectives and Mission

Graduates of the Arizona School of Polygraph Science Basic Polygraph Hybrid Course will be able to administer professional polygraph examinations by properly structuring polygraph test questions, accurately analyzing the polygraph charts and recognizing and interrogating deceptive subjects.

Eligible candidates enter the Arizona School for Polygraph Science ready to learn the comprehensive study of polygraph science and eight (8) or ten (10) weeks later graduate as professionally-trained Forensic Psychophysicologists. Students leave the Arizona School of Polygraph Science with an operational expertise geared to empower his or her individual working style and environment.



[2012-2013 Basic Polygraph Examiner Hybrid Course Catalog](#)



[2012 Basic Polygraph Examiner Hybrid Course Syllabus](#)

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[To enroll in this course, please click here.](#)

Wells Polygraph Institute

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UPCOMING CLASSES AND SEMINARS

About Us

Basic PCSOT:

Courses

March 4 - 8, 2013

Curriculum

June 3 - 7, 2013

Upcoming
Classes/Seminars

August 12 - 16, 2013

Financial Aid

November 4 - 8, 2013

Policies

Cost: \$600. Graduates from the the Polygraph School of Science, Inc. & Wells Polygraph Institute receive a \$100 discount!

Enroll

Contact Us

APA and JPCOT Standards
40 hours (8 hour days x 5 days)

Driving Directions

Classes are from 0800 - 1700 hours daily with 30 minutes for lunch!

Frequently Asked
Questions

Classes are held in the Wells Polygraph Institute Classroom:
202 E. McDowell Rd.
Suite 258
Phoenix, AZ 85004

Online Resource
Links

Previous Students

Instructor: Candace Elder, APA Approved PCSOT Instructor CNC Polygraph, Inc.

Class 50 Access

Scope of Program

Class 53 Log-In

Basic PCSOT:

The basic PCSOT course meets and exceeds the minimum guidelines established by American Polygraph Association (APA), the Joint Polygraph Committee on Offender Testing (JPCOT), the American Association of Police Polygraphists (AAPP) and ASTM. Those guidelines require the completion of a minimum of 40 hours of specialized sex offender polygraph examination training. Upon completion of this course, the student will gain a thorough understanding of post conviction sex offender polygraph examinations.

Students who are members of APA will be given an examination proctored by a representative of the APA. Those who complete this examination successfully will be awarded a certificate of completion by the APA. Other students who are members non-members of APA will receive a certificate of completion from The Arizona School of Polygraph Science.

Prerequisite for Basic PCSOT:

In order for a polygraph examiner to attend this training course and take the APA Final Examination, the student must have attended and received a certificate of completion of a basic polygraph examination training course approved by the American Polygraph Association (APA) and must either be a member of APA or must submit an application prior to the final test.

Graduates of Non-APA Approved Polygraph Schools and Non-Members of APA:

Graduates of Non-APA approved polygraph schools or non-members of APA may attend this course and an Arizona School of Polygraph Science Certificate of Attendance will be awarded.

E43

Non-Examiners: (Treatment Providers, Parole or Probation Officers and/or others):

Treatment providers/Parole or Probation Supervisors and/or others may also attend the

course. The standard course test, or written assignment, will not be required. A modified test will be administered for these students. A Certificate of Attendance will be awarded upon successful completion of the test.

Advanced PCSOT:

March 9 - 11, 2013 (Weekend Class - Saturday, Sunday and Monday)

June 8 - 10, 2013 (Weekend Class - Saturday, Sunday and Monday)

August 17 - 19, 2013 (Weekend Class - Saturday, Sunday and Monday)

November 9 - 11, 2013 (Weekend Class - Saturday, Sunday and Monday)

Cost: \$400. Graduates from the the Polygraph School of Science, Inc. & Wells Polygraph Institute receive a \$100 discount!

APA and JPCOT Standards

30 hours (10 hour days x 3 days)

Classes are from 0800 - 1830 hours daily with 30 minutes for lunch!

Classes are held in the Wells Polygraph Institute Classroom:
202 E. McDowell Rd.
Suite 258
Phoenix, AZ 85004

Instructor: Candace Elder, APA Approved PCSOT Instructor CNC Polygraph, Inc.

Scope of Program

Advanced PCSOT

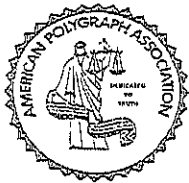
The Advanced PCSOT course meets and exceeds the minimum guidelines established by American Polygraph Association (APA), the Joint Polygraph Committee on Offender Testing (JPCOT), the American Association of Police Polygraphists (AAPP) and ASTM. Those guidelines require the completion of a minimum of 30 hours of specialized sex-offender polygraph examination training. Upon completion of this course, the student will gain an advanced understanding of post conviction sex offender polygraph examinations above and beyond that which can be taught at the basic level.

**The Polygraph School of Science, Inc.
Proudly Presents the 2-day
Directed Lie Technique Seminar
Seminar Schedule:**

Dates: October 28 - 29, 2013

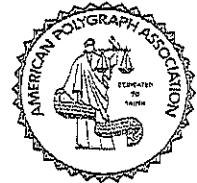
Day 1

08:00 AM	Seminar Begins
10:15 AM	Morning Break
12:30 PM	Lunch Break
01:30 PM	Seminar Resumes E44
03:15 PM	Afternoon Break
05:00 PM	End of Day One



American Polygraph Association

Membership Application



NOTE TO APPLICANT

All items must be answered fully. Include any additional information for consideration on a separate sheet of paper if necessary.

Type or Print All Answers

Class of Membership Desired

Member _____ Associate _____ Science & Technology _____

First Name - Middle Name - Maiden Name (if any) - Last Name

- ☐ Mr.
☐ Mrs.
☐ Ms.

Status

- ☐ Private
☐ Government
☐ Law Enforcement

Alias (es) Nicknames or Changes in name (other than marriage)

Last 4 digits of Social Security Number
*** ** _____

Date of Birth (day, month, and year)

Place of Birth (City, County, State, and Country)

Please disclose and describe any event, trait, incident or condition which may, in any way, impact upon your qualification or eligibility for membership in the Association.
(Provide legible print or typed document on a separate piece of paper and submit.)

Residence Address (Include Zip Code + 4)

Business Address (Include Zip Code + 4)

Telephone

Business:

Home:

Fax:

Cell:

Send Mail to:

- ☐ Residence
☐ Business

Email:

Military Service

Are you presently on active duty in the Military drawing full pay?

☐ Yes

☐ No

If "Yes" complete the following:

Grade and Service No.

Service and Component

Organization and Station

Date Current Active Service Started:

Prior Military Service: (dates of service - branch of service - type of discharge - service number)

Education: (account for all civilian schools)

Month and Year From - To	Names and Location of School	Graduated Yes - No	Degree *

*Copy of diploma/transcript(s) from college or university must be submitted with application

Polygraph Training: (indicate length of school by weeks and hours, and the date of graduation.)

Principal Instructor (List full address):

Equipment Used:

Number of Tests Conducted in Training:

Refresher or Seminar Programs Attended:

Polygraph Experience	
Total Number of Tests Conducted:	
Total Hours Spend Conducting Those Tests:	
Type and Number of Cases:	
Specifics:	
Screening:	
PCSOT:	
Other (specify):	

List Polygraph License(s) by state, number and date issued:

Employment				
(show every employment you have had in the last ten years and within that time all periods of unemployment.)				
Month and Year From/To	Name and Address of Employer	Telephone	Name of Immediate Supervisor	Reason for Leaving

Present Occupation: (if not self employed, indicate name and address of employer)

Percentage of Time devoted to Polygraph Work:

Have you ever been denied admission to or expelled from a polygraph training facility?

☐ Yes ☐ No

Polygraph School(s) Attended:

Have you ever been denied admission or your membership terminated in the American Polygraph Association?

☐ Yes ☐ No

Have you ever been refused a surety bond?

☐ Yes ☐ No

Have you ever been discharged from any employment?

☐ Yes ☐ No

Have you ever been asked to resign from any employment?

☐ Yes ☐ No

Have you ever been expelled from membership in any organization or society?

☐ Yes ☐ No

Are you now or have you ever been a member of any organization which advocates or has adopted the policy approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or any Sovereign Government?

☐ Yes ☐ No

(If you have stated "Yes" to any of the above questions please explain on a separate sheet of paper.)

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding or convicted, fined, or imprisoned or placed on probation or have you ever been ordered to deposit bail or collateral for the violation of any law, Police regulation or Ordinance (excluding minor traffic violations for which a fine or forfeiture of \$250.00 or less was imposed? Include all court martial while in Military service.

☐ Yes ☐ No

If yes, list the date, the nature of the offense or violation, the name and location of the court or place of hearing and the penalty imposed or other disposition of each case.

List all residences for the past five years

Month and Year From/To	Street and Number	City	State or Country

Past and/or Present Memberships in Organizations

Name and Address	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership From/To

Character References

Do not include relatives or former employees.

Name (Must provide at least five)	Years Known	Street and Number	City, State, Zip	Telephone
**				

** This reference should be a full member of the American Polygraph Association

Remarks

(If you have been involved in teaching polygraph; or have any scientific skills please explain on a separate sheet of paper.)

Applicants who graduated from an APA accredited school shall be eligible for membership in the APA, without examination.

Date: _____ State: _____

County of: _____

I, _____, after being duly sworn, do solemnly swear that I am the applicant named in this application and attachments thereto. I have read and understand the contents herein, and to the very best of my knowledge and belief, the foregoing answers and statements are both complete and true. I hereby grant authorization to the American Polygraph Association and/or to their designated agents to contact any and every person and organization listed herein for information regarding me. This authorization includes the verification of any statement or statements made by me or about me, my employment history, my character, my physical condition, my department, my military history, or my conduct I further agree that any misstatement or omission of fact will constitute sufficient grounds for rejection of my application, and/or termination of membership in the American Polygraph Association. A photocopy of this release shall be considered as effective and binding as the original hand executed copy.

By my signature affixed to this document, I acknowledge that I have read, understand and will comply with the American Polygraph Association Constitution, By-Laws and Standards of Practice as published and amended from time to time by appropriate authority.

I FURTHER AGREE TO HOLD SAID AMERICAN POLYGRAPH ASSOCIATION, ITS MEMBERS, EXAMINERS, OFFICERS, AND AGENTS, FREE FROM DAMAGE, LIABILITIES OR COMPLAINT, BY REASON OF ANY ACTION THEY, OR ANY OF THEM TAKE IN CONNECTION WITH THE APPLICATION.

Date: _____ Signed: _____

I have enclosed the sum of (\$170.00). This is payment of the present membership fee (\$150.00) and filing fee (\$20.00), due at the time of submission of this application. (In the event application is not accepted, full refund of membership fee will be made.)

Mail application and check, payable to American Polygraph Association, to cover annual dues to: APA Membership Chair, PO Box 8037, Chattanooga, TN 37414-0037

423,892,3992 or toll free 1.800.APA.8037

Rev. 08/2009



Search

Member Login

Username: *

Password: *

☐ Remember me

Log in

Register for Access

Renew Membership

Forgot Password?

About the APA

The American Polygraph Association (APA) is the leading professional polygraph organization in the world, representing more than 2,600 experienced polygraph examiners in private business, law enforcement and government. Professional APA polygraph examiners administer hundreds of thousands of polygraph exams each year worldwide. The APA establishes standards of ethical practices, techniques, instrumentation and research, as well as provides advanced training and continuing education programs.

APA examiners are highly qualified professionals who are motivated to help protect the public by verifying the truth, while following the highest standards of moral, ethical, and professional conduct. APA examiners pledge to follow all the rules and regulations for polygraph methodologies that are accepted and used in the field today. The APA governs the conduct of its members by requiring adherence to a Code of Ethics and a set of Standards and Principles of Practice.

In order to become an APA member, examiners must adhere to strict guidelines and educational requirements that include hundreds of hours of coursework at an APA approved school, as well as an internship. As in many respected professions, APA members must acquire annual continuing education and training in order to maintain membership. Each APA accredited school is inspected regularly and rigorously to ensure that the curriculums attain the highest standards by teaching the most current, fundamental polygraph techniques. Through strict adherence to training and education standards, APA examiners are able to attain accuracy rates exceeding 90 percent.

The Association is governed by a board of 11 officers who are elected by the members. Through this board, the APA represents industry segments that include government, law enforcement, private practice, education and the public at large.

The Association's national office is in Chattanooga, Tennessee.

APA Contact info:

American Polygraph Association
PO Box 8037
Chattanooga, TN 37414-0037
Phone: 1-800-APA-8037 or (423) 892-3992
Fax (423) 894-5435
E-mail: manager@polygraph.org

About Us

SHARE



Member Login

Username: *

Password: *

☐ Remember me

Log in

[Register for Access](#)
[Renew Membership](#)
[Forgot Password?](#)

Member Benefits



The American Polygraph Association, established in 1966, is the largest polygraph association consisting of examiners in the private, law enforcement, and government fields. The APA continues to be the leading professional association of its kind, establishing standards of ethical practices, techniques, instrumentation, research, and advanced training and continuing educational programs. The APA has approximately 2,800 members who are required to maintain the highest standards of ethical and professional conduct and they are further required to discharge their duties with complete impartiality, dignity and respect. Members recognize that their primary responsibility is to the person being examined, and are forbidden to allow considerations of race, religion, politics, union activity, or economic status to play any part in their examinations, and they are pledged to issue an objective and unbiased opinion and to protect the confidentiality of the examination. The following is a sampling of the benefits that you will receive as a member of the APA:

- Toll free access to the National Office, staffed with a full-time Office Manager that is a clearing house for all polygraph related issues and is the primary custodian of all records and publications
- Subscriptions to the quarterly journal *Polygraph*, the most authoritative, thorough, and up-to-date journal in the field
- Subscriptions to the bi-monthly publication of the *APA Magazine* which contains everything from APA and state organizations, to recent court decisions
- An annually published Directory of Membership by names and geographic location, along with listings of Officers, memorials, state associations, licensing boards, and accredited polygraph schools with a free listing of your membership status
- Advanced notice and reduced rates for annual seminars and continuing education programs with a seminar & Continuing Education Committee dedicated to provide members with the most up-to-date training and information on technological advances in the polygraph profession
- A chance to obtain a Certificate of Advanced and Specialized Training which exceeds the minimum APA membership guidelines through continuing education
- Reduced rates on numerous APA publications and reference materials
- Access to the latest information on legal issues to include areas such as EPPA, ADA, police applicant screening, testing victims of sex crimes and polygraph testing of sexual offenders
- Recruitment incentives that can be used towards your membership dues and/or seminar registration fees
- Job referral and placement service
- Access to the APA Archives for written, visual and auditory materials relevant to educational information and the polygraph profession, including taped seminar sessions
- Access to the Research Center, its progressive research, and its publications in areas of techniques, validity, scientific issues, current practices, assessments, surveys of attitudes and problems facing the polygraph profession, where its publications and papers have been presented at APA seminars as well as at other criminal justice and related conferences
- Access to a Legislation Committee and state liaisons who bring forth any areas of interest of the APA in all matters relating to legislation, proposed or enacted, at federal, state and local levels which affect or may affect the Association, its members and the polygraph profession in general
- Assistance to any state organization for legislation restricting or prohibiting the use of polygraph, as well as assistance in other areas that may affect members and the profession
- Annual awards presentation that identifies those persons who through their unselfish and extraordinary efforts promote and advance the best interest of the polygraph profession
- An Ethics & Grievance Committee who receives and investigates all allegations of misconduct against members of the APA
- An Educational Accreditation Committee that establishes minimum criteria for evaluation and accreditation of polygraph training programs to enhance the instruction and learning experiences of those seeking to be polygraph professionals
- Free referrals and advance notice of accredited training programs and other approved advanced continuing education seminars
- The chance to network with over 2,800 members in the polygraph profession
- E-Mail capabilities and Internet home page which is constantly updated

In addition to the services you will receive, the APA Board of Directors, its Officers and Committee Members, are dedicated to the polygraph profession who go about the tasks of running an organization to benefit the entire polygraph profession. On any given day, you will find those Officers and Committee Members corresponding, teaching, recruiting, developing new initiatives, conducting research, establishing and reviewing accredited polygraph schools, resolving ethical issues and disputes, preparing publications, fighting anti-polygraph legislation, and providing liaisons between the individual needs of state associations, as well as liaison between the needs of private, law enforcement and government sectors. Services, guidance, references, networking and publications are only a phone call away!

For more information about the American Polygraph Association, contact Robbie Bennett, National Office Manager, 1-800-APA-8037 or at (423) 892-3992; by FAX at: (423) 894-5435; or via mail at: APA National Office, PO Box 8037, Chattanooga, TN 37414-0037

Membership

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CONSTITUTION

AMERICAN POLYGRAPH ASSOCIATION

ARTICLE I

Name

The name of this organization shall be the American Polygraph Association.

ARTICLE II

Goal

The goal of the American Polygraph Association is to provide mankind with a valid and reliable means to verify the truth of the matter asserted by:

- A - Serving the cause of truth with integrity, objectivity and fairness to all persons.
- B - Encouraging and supporting research, training and education to benefit members of the Association as well as those who support its purpose and by providing a forum for the presentation and exchange of information derived from such research, training and education.
- C - Establishing and enforcing standards for admission to membership and continued membership in the Association.
- D - Governing the conduct of members of the Association by requiring adherence to a Code of Ethics and a set of Standards of Practice.

ARTICLE III

General Provisions

- A - This document shall be known as the Constitution of the American Polygraph Association.
- B - All persons who, at the time this Constitution is adopted, hold offices under any previous Constitution, which offices are continued by this Constitution, shall continue to hold the same offices according to the former tenure thereof.
- C - No action or proceeding commenced before this constitution takes effect, and no right accrued, is affected by the provisions of this Constitution, but all provisions thereafter taken herein shall conform to the provisions of this Constitution.
- D - Unless the context otherwise requires, the General Provisions hereinafter set forth shall govern the construction of this Constitution and By-Laws established by the Board of Directors.

- 1 E - Writing shall include any form of recorded message capable of
2 comprehension by ordinary visual means. Whenever any notice, report,
3 statement or record is required by this Constitution or the By-Laws of this
4 Association, it shall be made in writing in the English language. The mailing
5 of any notice, report or record by first class mail shall be sufficient
6 compliance with any requirement of this Constitution or except as
7 established by Board policy in accordance with Articles VII and IX of this
8 constitution.
9
- 10 F - Whenever any reference is made to any portion of this Constitution, such
11 reference shall apply to all amendments and additions thereto now or
12 hereafter made.
13
- 14 G - The present tense includes the past and future tense; and the future, the
15 present. The singular includes the plural and the plural the singular. The
16 masculine gender includes the feminine and neuter. "Shall" is mandatory
17 and "may" is permissive.
18
- 19 H - "Accredited school" shall mean any school of polygraphy or forensic
20 psychophysiology as accredited by the American Polygraph Association.
21
- 22 I - "Association" shall mean the American Polygraph Association or any
23 successor thereto.
24
- 25 J - "Board" shall mean the Board of Directors of the Association.
26
- 27 K - "By-Laws" shall mean any set of rules or other writings established by the
28 Board of Directors for the purpose of the administration of the affairs of the
29 Association. The Board of Directors shall establish and maintain By-Laws.
30 The By-Laws shall include, but are not limited to, a Code of Ethics and a set
31 of Standards of Practice.
32
- 33 L - "Director," unless otherwise described in this Constitution, shall mean any
34 natural person elected to hold office under the provisions of this
35 Constitution.
36
- 37 M - "Elective Year" shall mean the period between meetings of the General
38 Membership held for the purpose of electing Directors and Officers of this
39 Association.
40
- 41 N - "Meeting" shall mean any meeting of the General Membership of this
42 Association, any meeting of the Board of Directors of this Association or any
43 meeting of any committee authorized by this Constitution or convened at
44 the direction of the President or the Board of Directors.
45
- 46 O - "Member" shall mean any natural person, partnership or division as defined
47 and or limited by the Constitution or By-Laws of this Association.
48
- 49 P - "Officer" shall mean any natural person elected to one of the following
offices: President, President Elect, Immediate Past President, Vice-

- 1
- 2
- 3 2 - Conduct which brings, or may tend to bring, discredit to the
- 4 Association or the polygraph profession.
- 5
- 6 3 - Failure of any member to meet his, her or its financial obligations to
- 7 the Association when due and payable.
- 8 E - In lieu of suspension or termination of membership, the Board of Directors
- 9 may censure any member, publicly or privately, or impose such other
- 10 discipline as deemed appropriate, for any violation of Section D of this
- 11 Article.
- 12
- 13 F - The Board shall act upon the findings and recommendations of the
- 14 Grievance Committee at the next scheduled meeting of the Board of
- 15 Directors.
- 16

17 ARTICLE V
18 Directors and Officers

- 19
- 20 A - Only Voting Members authorized by the By-Laws shall hold office as a
- 21 Director or as an Officer.
- 22
- 23 B - Directors - Directors shall perform the duties and fulfill the obligations of
- 24 their office as defined in the By-Laws of the Association. There shall be four
- 25 (4) Directors.
- 26
- 27 1 - Each Director shall be elected to and shall serve a term of two (2)
- 28 years or until the next meeting of the General Membership thereafter
- 29 and may be reelected to consecutive terms.
- 30
- 31 2 - Two (2) Directors shall be elected to office in years ending in even
- 32 numbers and two (2) Directors shall be elected to office in years
- 33 ending in odd numbers.
- 34
- 35 C - Officers - Officers shall perform the duties and fulfill the obligations of their
- 36 office as defined in the By-Laws of the Association. The Officers shall be six
- 37 (6) in number and shall be the:
- 38
- 39 1 - President - The President shall serve one year in that capacity and in
- 40 the subsequent year as Immediate Past President, the latter office
- 41 being held by virtue of his or her election as President. The
- 42 President may not be elected to consecutive terms.
- 43
- 44 2 - President Elect - The President-Elect will serve one year in that
- 45 capacity upon election and in the subsequent year as President, the
- 46 latter office being held by virtue of his or her original election as
- 47 President-Elect without subsequent re-election.
- 48
- 49 3 - Immediate Past President - The Immediate Past President shall

- 1 serve one year in that capacity by virtue of his or her original election
2 as President Elect. The Immediate Past President will act as the
3 Chairman of the Board.
4
5 4 - Vice President, Private - This Vice President shall be elected to a term
6 of one (1) elective year and may be reelected to consecutive terms.
7
8
9 5. Vice President, Government - This Vice President shall be elected to a
10 term of one (1) elective year and may be reelected to consecutive
11 terms.
12
13 6. Vice President, Law Enforcement - This Vice President shall be
14 elected to a term of one (1) elective year and may be reelected to
15 consecutive terms.
16
17 7 - Secretary - The Secretary shall be elected to and serve a term of two
18 (2) elective years and may be reelected to consecutive terms, and
19 such election shall occur in years ending in an odd number.
20

21 ARTICLE VI
22 Board of Directors
23

- 24 A - The Board of Directors (BOD) shall be eleven (11) in numbers and shall
25 consist of:
26
27 1. The President
28 2. The President-Elect
29 3. The Immediate Past President
30 4. The three (3) Vice Presidents
31 5. The four (4) Directors
32 6. The Secretary
33
34
35 B - There may be Ex-Officio members of the Board of Directors. They must be
36 nominated by the President and confirmed by a two-thirds (2/3) majority
37 vote of the Board of Directors. They may attend any and all meetings of the
38 Board, but shall have no vote in matters before the Board. Ex-Officio
39 members may include, but not limited to:
40
41 1 - General Counsel
42 2 - Editor In Chief
43 3. National Office Manager
44 4. Treasurer
45
46 C - The Board of Directors shall convene within forty-eight (48) hours prior to
47 every meeting of the General Membership of the Association and, at such
48 other times and places as may be necessary.
49 A special meeting may be called at anytime by the Chairman of the Board of
50 Directors or through petition of the majority of the Board members. No vote

1 shall be taken by the Board in the absence of a quorum.

2
3 D - The Board of Directors is responsible for the administration of the affairs of
4 the Association and is authorized to take any action necessary to protect the
5 best interests of the Association.
6

7
8 ARTICLE VII

9 Meetings, Elections, Voting and Dues

10
11 A - The General Membership of the Association shall meet once each calendar
12 year for a General Membership Meeting and act upon any business brought
13 before it. The General Membership may elect to meet at any other time for
14 any other purpose. The Board of Directors shall establish the date, time and
15 place of the annual seminar and annual General Membership Meeting.
16

17 B - Voting Members as defined, present at any meeting of the General
18 Membership shall constitute a quorum to transact any and all business
19 brought before the membership by proper motion. A simple majority vote,
20 unless otherwise provided in the motion, shall be sufficient to carry any
21 motion. All votes, other than those for elective office, shall be taken by voice
22 vote unless the motion requires a vote by secret written ballot in which case
23 the vote shall be taken by secret written ballot.
24

25 C - The election of the President-Elect, the three Vice Presidents, the Secretary,
26 and the four Directors shall be elected by ballot by majority vote of those
27 electors, as specified by By-Laws Division VII: Election Procedures. All
28 Officers and Directors shall take office immediately upon taking the oath of
29 office at the annual banquet held at the annual seminar and General
30 Membership Meeting.
31

32 D - In the event of death, resignation or the inability to act of any Officer or
33 Director, the Board of Directors shall immediately appoint any Voting
34 Member to serve the unexpired term of the deceased, resigned or disabled
35 Officer or Director. A vacancy in the office of the President shall be filled by
36 the immediate succession to that office of the President-Elect for the
37 balance of the term remaining, and one year thereafter, or until a successor
38 is duly qualified. Any vacancy in the office of the Immediate Past President
39 will result in the duties of that office being assumed by the President, who
40 will retain rights as a voting member of the Board while serving as Chair of
41 the Board for the unexpired term, or until a successor as President is duly
42 qualified. A vacancy in the office of the President-Elect will be filled by vote
43 of the Board of Directors from among its members, or any duly qualified
44 member in good standing in the Association. Nomination of one or more
45 candidates may be made by any voting member of the Board of Directors,
46 and unless there is one candidate where voice vote shall suffice, voting shall
47 be by secret ballot with a majority vote of those voting necessary to elect. In
48 the event no single candidate receives a majority on the first or subsequent
49 ballots, the two candidates, plus ties, receiving the most votes shall be voted

1. on the next ballot. The person elected shall serve the balance of the term
2 remaining and shall automatically assume the Presidency at the next annual
3 meeting of the Association. Members of the Board of Directors may be
4 removed, for cause, by a majority vote of the General Membership.
5
- 6 E - Any Member shall be entitled to speak on the floor at any meeting of the
7 General Membership. Only Voting Members as defined in the By-Laws shall
8 have the right to vote upon motions, elections or any other business brought
9 before the general membership.
10
- 11 F - Dues, and the amount thereof, may be established by a majority vote of the
12 Board of Directors. Dues shall be levied against all members in equal
13 amount; provided, no dues shall be levied against Life Members, Honorary
14 Members or Retirees, and the amount of dues levied against Divisional
15 Members shall be determined by the Board of Directors.
16
- 17 G - For the sole purpose of providing recruitment incentives, when deemed
18 appropriate, the Board of Directors shall have the authority to waive,
19 suspend, adjust, or modify the existing membership dues and/or fees for
20 specified groups of applicants or potential applicants when such action is
21 deemed to be in the best interest of the American Polygraph Association.
22
- 23 H - Special Assessments, and the amount thereof, may be established and levied
24 by the Board of Directors; provided, no single special assessment shall
25 exceed the amount of dues levied in the year in which the special assessment
26 is imposed. All members, except honorary members, may be subject to any
27 assessment.
28

29 ARTICLE VIII

30 Standing and Ad-Hoc Committees

- 31
- 32 A - The President shall establish the following standing committees and shall
33 appoint a general chairperson from the membership of the Board of
34 Directors for each committee:
35
- 36 1 - Communication and Public relations Committee
 - 37 2 - Ethics and Grievance Committee
 - 38 3 - Member Services Committee
 - 39 4 - Professional Development Committee
 - 40 5 - Research and Development Committee
 - 41 6 - Standards and Specialized Testing Committee
- 42
- 43 B - The General Chair will nominate to the President appointment of eligible
44 APA members to serve as chairpersons of each committee.
45
- 46 C - The Chairpersons report to the General Chair and supervise the operation of
47 the various Committees
48
- 49 D - The General Chair is responsible for presenting the status of the committee

1 actions to the President and the Board of Directors.

2
3 E - The President may establish Ad-Hoc committees for the purpose of
4 administering the goals and objectives of the Association and may appoint
5 any Voting Member to act as Chairperson of any such committee. Ad-Hoc
6 committees shall dissolve upon the completion of their stated purpose,
7 dissolution by the President or upon the expiration of the office of the
8 appointing President.

9
10 F - Policies and Procedures established by the Board of Directors in
11 administrating the Association shall be documented as historical record by
12 the Secretary and retained at the National Office.

13
14 ARTICLE IX

15 By-Laws

16
17 A - By-Laws to this Constitution shall be established and maintained by the
18 Board of Directors for the purpose of promoting the mission of the
19 Association and administering the goals and objectives thereof.

20
21 B - Unless otherwise specified, By-Laws may be amended by a two-thirds (2/3)
22 majority vote of the ten (10) voting members of the Board; provided, no
23 amendment or other revision shall be voted upon unless a copy of the
24 proposed amendment or revision has been mailed or otherwise provided to
25 all members of the Board at least thirty (30) days prior to the meeting upon
26 which the amendment is to be voted.

27
28
29 ARTICLE X

30 Parliamentary Authority

31
32 A - In all instances not covered by this Constitution, the parliamentary
33 authority for the Association shall be Robert's Rules of Order, as amended.

34
35 B - All meetings of the General Membership shall be conducted in accordance
36 with Robert's Rules of Order, as amended.

37
38 C - All meetings of the Board of Directors shall be conducted in accordance with
39 Robert's Rules of Order, as amended.

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46 ARTICLE XI

47 Amendments

1 A - This Constitution may be amended by two-thirds (2/3) majority vote of all
2 Voting Members, as designated:

3
4 1 - present and voting at any meeting of the General Membership, or

5
6 2 - by mail ballot.
7

8 B - No amendment or replacement shall be voted upon unless a copy of the
9 proposed amendment or revision has been mailed or otherwise provided to
10 all Voting Members at least thirty (30) days prior to the meeting at which
11 the amendment is to be voted upon or the deadline set in the mail ballot.
12

13 C - Amendments may be proposed by any member to the Board of Directors
14 and shall be submitted to the General Membership either on order by the
15 Board of Directors or by petition signed by five (5) members in good
16 standing of the American Polygraph Association.
17

18 D - Amendments shall take effect immediately upon approval unless otherwise
19 stated in the amendment.
20

21
22 ARTICLE XII
23 Ratification
24

25 This Constitution shall take effect and supersede, subject to the provisions of
26 Article III of this Constitution, any other Constitution then in effect, immediately
27 upon approval.
28

29 The effective date of this Constitution is AUGUST 21, 2007, with Amendments
30 approved through September 15, 2011
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APA EDUCATION ACCREDITATION PROGRAM

**APA POLYGRAPH SCHOOL
ACCREDITATION MANUAL**

REVISED MARCH 2004

**THE AMERICAN POLYGRAPH ASSOCIATION
EDUCATIONAL ACCREDITATION COMMITTEE**

This booklet is the property of the American Polygraph Association

ACCREDITATION OVERVIEW

The American Polygraph Association (APA) has, since its inception in 1966, been a driving force in the accreditation of polygraph schools engaged in Psychophysiological Detection of Deception. A primary objective of the APA, has been to improve the qualifications of polygraphists, through adherence to high standards of professional ethics, conduct, education and achievement. The APA program of accreditation and the requirements associated with accreditation have evolved with the science, and it is through this program that various schools associated with this science have set their goals and standards.

The status of Accredited School by the APA Education Accreditation Committee is a position that a school voluntarily strives to achieve and it is the responsibility of each polygraph school to determine its participation in the accreditation process.

The American Polygraph Association (APA) seeks:

1. To establish and maintain high standards and ethical business practices in the field.
2. To use functions and procedures of the accreditation process to enhance the instruction and learning experiences of those individuals who seek training as polygraphists.
3. To create a means for ensuring the highest level of competency and professionalism of polygraphists.

The process of accreditation functions as:

1. A means of assisting good proprietary and public schools to become better by setting standards, against which, all schools engaged in polygraph instruction can be measured.
2. An assistance to prospective polygraph students in their identification of acceptable training alternatives, leading to professional certification and/or license.

GOVERNING BODY

EDUCATIONAL ACCREDITATION COMMITTEE

The American Polygraph Association (APA) Educational Accreditation Committee is the responsible body for recommending criteria and schools for accreditation to the Board of Directors.

The configuration of the committee is as follows:

1. General Chair
2. Committee Chair
3. Committee Members including Certified School Inspectors
4. A Representative of the School Directors (ex-officio)

General Chair:

A General Chair shall be designated by the president of the American Polygraph Association to oversee the Education Accreditation Committee. The General Chair may at his discretion, delegate specific duties or responsibilities to any other active member of the Education Accreditation Committee. The General Chair may elect to fulfill duties of the Committee Chair when deemed appropriate and necessary.

Committee Chair:

At the discretion of the General Chair a Committee Chair may be designated to directly assist in scheduling and managing school inspections and committee functions as necessary. The Committee Chair should have experience as a certified school inspector of the Educational Accreditation Committee.

Committee Members:

At the discretion of the General Chair additional Committee members comprised of eligible members of the American Polygraph Association shall be selected and appointed by the president as necessary to assist with Committee matters concerning the granting of, suspension of, denial of and/or revocation of APA accreditation status and the creation and/or modification of Education Accreditation standards.

Certified School Inspectors:

Inspectors are to be selected by the General Chair and/or Committee Chair of the Educational Accreditation Committee and appointed by the President. Upon completion of the Inspector Training and Certification Program, school inspectors conduct inspections of polygraph training facilities at the direction of the Committee Chair to ensure compliance with APA educational accreditation requirements and submits factual, objective, and thorough reports of school inspections to the Committee Chair for review. Inspectors will not be allowed to inspect any polygraph training facility in which they have a vested interest or from which they received their basic training. Vested interest shall mean having any financial interest in or participation in the administration of, or affiliation as a faculty member of, any polygraph training facility, as every effort will be made to avoid conflicts of interest in accomplishing committees duties.

Representative School Director (ex-officio):

The General Chair shall appoint a representative APA School Director or envoy to serve as an ex-officio member of the Education Accreditation Committee to assist the committee as necessary representing the interests of APA accredited schools as a body.

EDUCATIONAL ACCREDITATION COMMITTEE RESPONSIBILITIES:

1. The Committee is responsible for the formulation of criteria and requirements associated with APA Educational Accreditation, subject to approval of the Board of Directors.
2. The Committee is responsible for school evaluations and the school accreditation process.

GENERAL POLICIES

1. A listing of currently accredited polygraph schools shall be routinely published in the APA Newsletter.
2. Accreditation **does not** automatically transfer with changes in ownership or affiliation. (See page 24, Notification of Substantive Changes) and Exceptions to Existing Accreditation status).
3. The Committee may seek continuing evidence of compliance with standards and may request special reports from some or all accredited schools or programs.
4. Inclusion of a separate facility within the accredited status of a school becomes effective upon approval of the Board of Directors.
5. After initial accreditation, inspections for continued accreditation must take place every three years or as soon thereafter as possible. Complete or partial re-inspection may be required whenever a school's compliance with accrediting requirements is called into question or doubt.

6. Accredited schools or programs shall notify the Committee immediately of changes in ownership, management, contractual affiliations with other schools, additions or major changes of courses or facilities, and items that could substantially affect the school's policies, staff, curricula, reputation, and legal or financial status.
7. Schools may enter into contractual arrangements with industry or any level of government for group training purposes. While specific accrediting criteria may not necessarily apply to such group contracts, the Committee is concerned that normal and reasonable services are made available to students by the school or program. Schools shall notify the Committee of such training contracts should a modified course be offered. (See page 25).
8. The Certificate of Accreditation is awarded by the Board of Directors, but remains at all times the property of the American Polygraph Association, and is to be immediately surrendered by the school upon termination of accredited status. If termination of accredited status of a school or program should occur, the school must immediately delete references and claims of the APA accreditation from correspondence, catalogues, advertising, and all promotional materials immediately. Further, if accredited status is withdrawn the affected school may in no way link itself as an entity associated with the APA.

Facilities that teach Polygraph methodology shall be categorized in the following manner:

1. **APA Accredited** – A Polygraph school or facility holding a certificate of accreditation issued by the APA Education Accreditation Committee.
2. **Authorized** – A polygraph school or facility which was in existence and operating prior to August 01, of 2001 teaching a formal basic polygraph course of continuous full time instruction and of at least 280 hours in duration lasting six weeks or longer.
3. **Not Recognized** – Any other polygraph school, facility, or training course not meeting any definition above.

ADOPTION AND REVISION OF ACCREDITATION REQUIREMENTS

1. The Board of Directors has the authority and responsibility to establish and promulgate criteria for the evaluation and accreditation of polygraph schools of higher education engaged in the education of polygraph training or programs of polygraph training at larger schools. These criteria take the form of Accreditation Requirements and are under continuing review, with changes made as appropriate.
2. Persons, schools, and organizations affected by, or with an interest in, the Committee standards and policies, are advised of proposed standards and of the date they will be given consideration by the Committee. This will be accomplished by memorandum from the Committee Chair through the committee liaison, and comments will be solicited.
3. Distribution of the memorandum will be to the IAFPI, individual schools and their programs and published in the Newsletter of the APA and offered to other major polygraph-related organizations and publications for reprint.
4. After distribution of proposed requirements, interested persons, schools and organizations are given a minimum of 30 days to file written comments with the Committee Chair.
5. The Board of Directors, after considering written comments, takes action on proposed standards. The Board of Directors can adopt with changes or modifications, defer action for further study and consideration, or reject proposed standards.
6. When new standards are adopted, the Board of Directors must establish the date the standards will become effective, providing (up to 12 months) a reasonable time for schools to come into compliance.

ACCREDITATION PROCESS

THE ACCREDITATION PROCESS

I. POLYGRAPH SCHOOL ELIGIBILITY

The American Polygraph Association does not purport to have within its capacity, and does not define as its purpose, the evaluation of all programs or schools that may seek accreditation. Conversely, the process of accreditation is voluntary on the part of individual polygraph schools, who's activities must fall within the scope of the APA Educational Accreditation Committee for it to receive consideration by the committee. The Board of Directors has the authority and responsibility to establish and promulgate accreditation requirements for evaluation of schools engaged in the instruction of polygraph sciences. These requirements are under continuing review and changes are made as deemed appropriate or necessary.

To be eligible for participation in the accreditation process, schools must initially meet the following criteria:

1. As it shall be used by the American Polygraph Association=s Educational Accreditation Committee, the term "Polygraph School", shall refer to any private, public, or federal educational or training school; or, to any course of study within any private, public, or federal educational or training school which purports to offer legitimate and authorized instruction in, or the teaching of, the theory and/or practice of detecting deception or verifying truth of statements through the use of polygraph instrumentation.

At a minimum, Polygraph Schools must provide instruction in:

- a. Procedures for collecting and processing information for diagnoses of truth and deception.
- b. Analysis and integration of psychophysiological data generated by an examiner-examinee interaction.
- c. Instituting proper procedures to maintain and ensure accuracy in the formulation of diagnostic opinions.
- d. Applying new technology, instrumentation, and procedures developed and validated for the polygraph profession.
- e. Interpersonal communication skills with examinees, clients, other professionals, and the public.

2. APA Accredited School Directors are encouraged and responsible to thoroughly screen prospective students to ensure they are of good character and have no significant criminal history. Pre-applicant polygraph screening tests are encouraged but not required.

II. INITIAL APPLICATION FOR ACCREDITATION

Should a polygraph training school believe that it meets the eligibility requirements of Section I above, that school may make formal application for accreditation to the American Polygraph Association, Educational Accreditation Committee. To initiate the application process, the school must complete all of the forms found in Appendix B, an Application for Accreditation, Intent to Comply with the Polygraph School Accreditation Requirements of the American Polygraph Association and the Agreement of Inspection and Release. Additionally, the school must demonstrate compliance with the Prerequisites to the Accreditation Process (I of the Accreditation Requirements). (See pages 28-29).

III THE INSPECTION PROCESS

A. Scheduling Inspections:

1. Polygraph Schools seeking initial APA accreditation status shall notify the APA National Office and Education Accreditation Committee of that desire. The APA National Office will then supply the requesting school with a current APA School Accreditation Inspection Manual and the necessary forms to be submitted. When the completed forms and inspection fee are received by the National Office, the Committee Chair will set an inspection date and through a designated inspector, authorize the school's inspection. New school Directors and Administrators are strongly encouraged to study the Manual thoroughly to assure their full compliance prior to the inspection date.
2. Within 6 months of an APA school accreditation expiration date, the Committee Chair will notify each polygraph school director/administrator that a renewal inspection for re-accreditation is required. No later than 120 days prior to the expiration date, the School shall notify the APA National Office, in writing, of their desire for a continuing accreditation inspection.
3. When reason exists to indicate significant departure from the accrediting requirements or to otherwise verify a school's compliance, at the direction of the Educational Accreditation Committee, the General Chair or the Committee Chair may schedule an unannounced visit to a school to determine prior and continuing compliance. Failure to provide prompt and timely reporting or refusal of a visit may constitute grounds for withdrawal of accreditation status. A copy of the inspection report will be provided to a school in the event it may wish to respond prior to the Committee's

review and action.

4. Scheduled initial or continuing school inspections, will result from notification by the General Chair or the Committee Chair to the school director that an accreditation inspection is due. Prior to the inspection being conducted, the Committee Chair will have contacted the polygraph school and will have secured a request for inspection (letter of intent to comply with APA standards) from the polygraph school. The Committee Chair's instructions to the designated certified inspector will include the name and address of the polygraph school to be inspected, the name of the director and other faculty, and the final date or dates that the inspection should be accomplished by. Also, included will be any special instructions, and attached to the inspection authorization will be copies of instructors' curriculum vitae and a copy of the most recent inspection report for that school, if any.

B. **Scope of the Inspection:**

1. Initial inspections are designed to ascertain whether or not a polygraph training facility has established and instituted operating and training standards consistent with those minimum accreditation requirements set forth by the American Polygraph Association Educational Accreditation Committee.
2. Continuing inspections are designed to ensure that APA accredited polygraph schools are continuing to abide by all requirements of the APA School Accreditation Program, and that a system is in place for school self-evaluation, which measures attainment of educational objectives for the purpose of enhancing student achievement.
3. Additionally, initial inspections require that especially thorough attention be paid to the verification of instructors being present during the instruction of course material, verification of course requirements being met, instrumentation issues being met, records, facilities, supplies, and equipment being consistent with the requirements, etc., since no previous inspection by the APA has likely ever occurred.
4. It should be noted that the Committee Chair and certified inspectors are to work together as a team, and together will assist each polygraph school in its desire to obtain or maintain APA accreditation status. In the event minor deficiencies are discovered during the course of inspection, the polygraph school will be afforded, an opportunity until the next scheduled class, to correct the deficiency or deficiencies.
5. The inspection process itself, will be divided into eight phases: (1) Initial Contact; (2) Faculty Evaluation; (3) Course of Instruction Evaluation; (4) Facilities Evaluation; (5) Student Interviews; (6) Evaluation of School

Record Requirements; (7) The School's Self-Evaluation Program; and (8) An objective general assessment of the school's strengths and weaknesses. Each phase will be incorporated into the final inspection report under the appropriate headings. Additionally, each phase will be separately and thoroughly explored during each inspection to ensure total compliance with APA accreditation requirements.

C. **Inspection Procedures:**

1. **Initial Contact:**

- a. School Inspectors assigned to conduct a school inspection will telephonically contact the polygraph training facility at least 24 hours prior to the inspection, to ensure that classroom sessions are being held, and that all documents, records, lesson plans, and allied material will be available to the inspector upon his/her arrival at the polygraph training facility. School inspections will be scheduled toward the latter stages of training courses in order that the facility, lesson plans, course material, student notes, and student interviews can be more meaningfully evaluated. Every APA accredited polygraph school should anticipate at least one unannounced visit by a single APA Educational Accreditation Inspector during each period of accreditation.
- b. Upon arrival at the polygraph training facility, the inspector will present an original blank APA School Accreditation inspection release form to the school director or authorized agent for his/her execution at that time. No school will be inspected without this properly executed APA School Accreditation Release. This Release will be attached to the Final Inspection Report to be forwarded to the Committee Chair.
- c. Each facility will be inspected only by an APA certified inspector. It will be necessary that all documents, files, etc., pertinent to the inspection of that facility be made available to the inspector upon request. Failure to comply with this request will automatically result in a recommendation that accreditation status be withheld from that facility. Upon completion of the inspection, a written report concerning all phases and aspects of the inspection will be submitted to the Committee Chair, and a copy submitted to the school director/administrator.
- d. In localities where state, county, and/or municipal licensing is required, or in localities where accreditation of educational/training school is required, documentation demonstrating compliance with these requirements must be viewed by the school inspector and must be cited in the final Inspection Report. Also, school

admission requirements should be determined and noted in the final Inspection Report to the Committee Chair.

2. **Faculty Evaluation:**

- a. Prior to beginning the school inspection, the inspector shall have a copy of the most recent inspection report for that polygraph training facility if available. Attached to the inspection report will be the most current curriculum vitae for all instructors on file for that polygraph course. In the event that changes occur with the primary faculty or other instructors utilized by the polygraph school, such changes will be noted in the inspection report. In the event that other or additional instructor(s) are teaching, the school director will procure and submit current curriculum vitae to the APA School Accreditation Committee within 30 days. Whenever possible, the reputation of the training facility and its principals shall be researched during the inspection. A copy of any complaints and/or reports of unprofessional or unethical conduct or business practices, substantiated or not, shall be attached to the final inspection report for review by the full committee.
- b. The inspector should obtain, from the school director, all information and documents pertinent to and reflective of the course lesson plans and student interviews, and clearly which faculty members are utilized as primary, supplemental, guest, or visiting instructors. Attention should be given to the requirements outlined in the Polygraph School Instructor Requirements, II - A, B, C & D. (See pages 29-31).

3. **Course of Instruction Evaluation.** From course lesson plans and student notes, a breakdown of the hours of instruction should be well documented and should reflect the name of the faculty member or instructor who provided the instruction in each respective topic. As mentioned in Basic Polygraph Course Requirements, (pages 28-31), there are eight areas of primary course work, and four areas of supplemental disciplines. The inspector should make every effort to verify that the minimum hours of instruction in each area have been, or will be, offered. Also, reference should be made to Polygraph School Accreditation Requirements which establish the presentation requirements for each area of instruction. Discrepancies or inconsistencies which are found to exist must be documented. Actual dates of the course of instruction must be documented. Verification that the instructors were present during the allotted times for presentation of course materials must be documented.
4. **Facilities Evaluation.** Referring to Polygraph School Accreditation Requirements IV, VI, VII, (pages 31-33) the inspector will verify that no less than the minimum number of instruments required are available to students

and that the educational materials and facilities are conducive to a proper educational atmosphere. The polygraph school library, with reference sources available to students, will also be verified and evaluated by the school inspector. Deficiencies must be documented in detail.

5. Student Interviews. At the conclusion of each school inspection a minimum of two students enrolled in the present polygraph course will be selected at random and interviewed by the inspector to ensure compliance with APA standards. The inspector will review each student's class notes as a verification that lesson plans are accurately portraying what is being taught. Faculty attendance as required and reported should be verified. Virtually all aspects of the APA accreditation standards should be reviewed carefully during each student interview in order to provide secondary corroboration of compliance. In the event an inspector has reason to believe that one or both of the students being interviewed are being less than candid in his answers the inspector would have the option to choose additional students to interview. A lack of candor would be described as overly negative, coached, or malicious. Each interview should be carefully documented, in detail, in the final inspection report to the Committee Chair.
6. School Record Requirements. The inspector will verify compliance with APA Polygraph Accreditation Requirements regarding record maintenance V. The inspector will pay special attention to A-E. (See page 38-39).
7. School Self Evaluation Program. The inspector will evaluate the school on the accuracy of its self-evaluation and measurements of educational effectiveness. Schools are required to utilize a self evaluation program to include documentation of critical introspection and definitive measures to correct identified deficiencies.
8. General School Evaluation. A general evaluation of the school=s strengths and weaknesses, not necessarily relating to the requirements set forth in this manual will be performed by the school inspector to provide the school director with objective observations or suggestions which may lead to future improvements, or maintenance of present practices.

IV. INSPECTION REPORTS

Information necessary to evaluate a polygraph training facility's compliance with APA accreditation requirements must be completely and accurately recorded. The Final Inspection Report serves as a permanent record of the investigative findings of the inspector, and serves as the medium to provide information to the Educational Accreditation Committee. Copies of all school inspection reports will remain on file at the National office as well as the APA Education Accreditation Committee Chairman. Each inspection report should be:

1. Accurate - reflecting exactly what was seen, heard, and/or done. Assumptions and conclusions will not be made unless so captioned. Any opinion or belief expressed

- by the inspector must be labeled as such.
2. Complete - each inspection report must cover all of the APA accreditation requirements, and should not avoid or omit any area or requirement that is set forth in the polygraph school accreditation standards.
 3. Relevant - information contained in the final inspection report should have a direct bearing on assessing the polygraph school's compliance with APA Accreditation requirements. Extraneous information should be avoided.
 4. Clear - reports should be written in a simple, direct, and concise style. Length of the report will be dependent upon the pertinent information developed.
 5. Objective - the inspection report must reflect complete impartiality on the part of the inspector, whether the final Inspection Report is favorable or unfavorable.

Reports will be organized into eight categories as described earlier in this manual: (1) Initial Contact; (2) Faculty Evaluation; (3) Course Material Evaluation; (4) Facilities Evaluation; (5) Student Interviews; (6) Self-Evaluation Program; (7) School Record Requirements; and (8) A general evaluation of the school's strengths and weaknesses.

A Confidential cover page will also be prepared by the school inspector which will contain the following information: (1) Name and full address of the polygraph school inspected; (2) date of the inspection; and (3) Name of the inspector.

The Final Inspection Report, including the cover page, will be typed and submitted by the inspector to the Committee Chair within 21 days of the completion of the school inspection. Use of the existing accreditation report template is highly recommended.

The polygraph school inspected also receives a copy of the report and is afforded the opportunity to respond and submit additional information that the school may wish to place before the accrediting committee. The school's response, if any, is forwarded to the Committee Chair for review and comments. The school will receive a copy of comments by the inspector and the Committee Chair and is provided an opportunity to respond and submit any additional material that the school may wish to place before the Educational Accreditation Committee.

V. COMMITTEE REVIEW

Upon receipt, in writing, of the inspection report, the Committee Chair will evaluate the school's compliance with the APA accreditation requirements. Upon completion of that review and evaluation, the Committee Chair will recommend to the Educational Accreditation General Chair, in writing, that accreditation status be granted, denied, or deferred. Where minor deficiencies in a school's compliance have been noted, the Committee Chair is authorized to withhold a final written recommendation to the Educational Accreditation Committee for a period not to exceed 30 days following the Committee Chair's written notification to the school that those deficiencies exist. During that time, the Committee Chair and Certified Inspector will work together to ascertain whether that school has corrected or intends to correct those

deficiencies.

The Educational Accreditation General Chair or Committee Chair shall review the materials of each school. The Committee is concerned with the totality of each school. It respects the school's objectives and integrity. The Committee views each applicant school in accordance with all of the available information gathered through the accreditation process and other authoritative data contained in the school's file. The integrity, record, and ability of the school to meet its stated objectives and to meet the accreditation requirements established by the Committee provide the foundations of the Committee's judgment. Strengths are considered along with deficiencies and weaknesses. Above all, the committee seeks to ascertain to what degree the school meets its objectives in terms of students and student achievement.

To aid in formulating a judgment, Committee Members may be sent and consider prior to meeting: (a) a copy of the application, (b) the Inspection Report, (c) any additional information collected about the school, which may include but not be limited to items such as reports from government agencies, Better Business Bureaus, and (d) the school's response.

All data in the Inspection report, and the school's responses are to be maintained confidentially.

VI. EDUCATIONAL ACCREDITATION COMMITTEE ACTION

Upon receipt, in writing, of the official recommendation of the General Chair and or Committee Chair, the Committee will take the necessary voting action by submitting their recommendations and associated documentation to the entire Board Of APA Directors.

The Board of Directors can take the following actions:

1. Accredit the school (with or without stipulations). The Committee may also require evidence of compliance, progress reports, and/or additional visits as deemed appropriate.

2. Defer action.

3. Order a school to "show cause" why its accreditation should not be revoked.

The Board of Directors will not consider changes or additions to a school or its separate facilities while the school is under a Show Cause Order.

4. Denial of accreditation.

4. Revocation of school accreditation status.

When any facility has been found to contain major deficiencies in complying with the APA approved accreditation requirements, a direct recommendation of denial or revocation may be appropriate. A major deficiency is defined as an obvious instance of flagrant noncompliance, or an obvious instance of no intent to comply with requirements and shall include, but not be limited to, evidence of falsification, concealment, or misrepresentation on the part of a training facility

processing for accreditation.

When any facility has been found to contain minor deficiencies in complying with the APA approved accreditation requirements, that facility shall be afforded a reasonable opportunity to correct the documented minor deficiencies in order to come into compliance with APA approved accreditation requirements. A minor deficiency is defined as instances where there does not appear to be flagrant violations, and the deficiencies do not represent an obvious instance of intent to comply with requirements. When any facility has been found to contain minor deficiencies, that facility will be notified in writing by the Committee Chair of those deficiencies. Following receipt of that letter, the facility will be allowed 30 days to comply or indicate in writing their "intent to comply." When the written "intent to comply" is received, the facility will be allowed until the enrollment date of the next scheduled class to be in compliance and accreditation action will be deferred until that time. When the appropriate correction or changes are made, if deemed necessary, the General Chair may schedule a follow-up inspection by a certified inspector. Following that inspection, the Committee Chair will submit the appropriate recommendation to the General Chair, who in turn, will make final recommendations to the Educational Accreditation Committee and ultimately the Board of Directors. Where no "intent to comply" notice is received, or when the General Chair and Committee Chair are satisfied there is no "intent to comply" with the minimum accreditation requirements, the General Chair shall recommend that accreditation status be withheld, revoked or not granted that facility. At this point, the school will receive written notification of the Committee's action.

VII. RIGHT TO APPEAL COMMITTEE ACTION

The affected polygraph school may appeal a fail to grant, or revocation of accreditation action of the Educational Accreditation Committee to the APA Board of Directors, on the grounds that such a decision was arbitrary, capricious, or otherwise in substantial disregard of the requirements or procedures of the Committee, or not supported by substantial evidence in the record on which the Committee took action. Appeals will be made in writing to the APA National Office.

A school wishing to appeal the Board of Directors failure to grant accreditation shall do so in accordance with procedures as set forth below; and may be represented by counsel during appeal.

Only information that has previously been submitted to the Educational Accreditation Committee may be included in a submission to the APA Board of Directors. Information that has not been acted upon by the Committee must first be submitted to the Committee. Following any oral presentations afforded the appellant by the APA Board of Directors, the individual members will provide due consideration to all appeals and then by majority vote will determine the outcome of the appeal. The decision of the APA Board of Directors on matters of appeals, will be communicated to the appellant, in writing, along with the Board of Directors rationale.

VIII. RE-APPLICATION

Upon final denial or revocation of accreditation, due to a school's failure to meet APA accreditation requirements, the school may reapply for accreditation by submitting a fresh

application to include an updated self evaluation reflecting correction of any deficiencies.

Should a polygraph school be found in violation of State review standards, resulting in termination of a school's participation, the school may not re-apply for participation in that program until 18 months have expired from the effective date of its termination.

IX. PUBLICATION REQUIREMENTS

1. When final action of the Board of Directors has been taken to grant accreditation to a polygraph school, the APA Educational Accreditation Committee shall within 60 days:
 - a. Publish the final action of the Board of Directors in all appropriate APA publications with appropriate dates where applicable.
 - b. Notify all state and federal licensing and regulatory boards of the final action with appropriate dates where applicable.
 - c. Maintain a permanent record.
2. When final action of the Board of Directors has been taken to deny or revoke the accreditation of any polygraph school, the APA Educational Accreditation Committee shall within 60 days:
 - a. Publish that final action in all appropriate APA publications with appropriate dates where applicable.
 - b. Notify all state and federal licensing and regulatory boards of that final action with appropriate dates where applicable.
3. Where a recommendation was made to the Board of Directors to grant accreditation or to re-accredit; but, where a significant change occurs to any of the requirements upon which that recommendation was based, it shall be the policy to recommend that the Board of Directors grant accreditation status to approved classes conducted prior to the date of the change(s). Upon receipt of notification of such change(s), the Committee Chair will schedule a re-inspection during the next scheduled basic course to insure continued compliance with requirements herein defined. When APA initial accreditation is granted to a polygraph school, that accreditation status will be retroactive to the class in session, during which inspection was made, and upon which the recommendation for accreditation was based.
4. Where a polygraph school releases false or misleading information regarding the accreditation status of the polygraph school, the contents of site-visit reports or the Committee's actions with respect to the polygraph school, the Board of Directors will publicly correct this information and may pursue legal remedies including but not limited to a cease and desist order.

X. MAINTENANCE OF ACCREDITATION STATUS

1. Period of Accreditation. Upon final action of the Board of Directors to accredit, a polygraph school will be granted accreditation status for a period of 36 months from the date the inspected class began.

2. Minimum Classes. In order to maintain accreditation status, it will be necessary that the facility conduct at least one basic polygraph training course during each 36-month period. Where conditions prevail that prevent schools from conducting at least one basic course during each 36-month period, one extension of the accreditation status expiration date may be granted for a period not to exceed 6 months, upon the recommendation of the Committee Chair and consent of the Board of Directors. Where no basic polygraph training course is conducted during the extension period, a recommendation will be made to the Board of Directors that the facility be considered non-accredited. Following this, where re-accreditation is desired, that facility must follow the guidelines set forth under Initial Application for Accreditation except that the school shall be allowed to pay the existing re-accreditation fee and not the fee for initial accreditation.

3. Notification of Substantive Changes. It is required that major changes in the objectives or mission, course content, changes in school instructors, administrators or directors, degree programs, program length, legal status, hourly requirement or changes in school location, be brought to the attention, in writing, of the Committee Chair within 30 days of the effective date of those changes. Failure to so notify may result in a recommendation that action be taken against the school's accreditation status. School's which undergo a change in ownership, resulting in a change of control, must be re-inspected no later than 6 months after the change in ownership.

4. Exceptions to Existing Accreditation Status. Accreditation may be suspended upon written recommendation of the General Chair and majority vote of the Board of Directors if, in the judgment of the Board of Directors, serious flagrant acts or omissions have occurred which adversely impact upon the ethics, integrity, or quality of instruction at an APA accredited polygraph school. A suspension of a training facility's accredited status must be resolved by revocation or reinstatement at the next regularly scheduled meeting of the APA Board of Directors. School accreditation may be revoked by a majority vote of the Board of Directors upon receipt of information which indicates to a reasonable degree of certainty that one or more serious and flagrant breaches of ethics, integrity, or instructional quality have occurred; or which indicate a continuing pattern of compliance deficiencies on the part of the accredited training school. The Committee through the Committee Chair may order a field assistance visit to the school to verify allegations of non-compliance.

4. APA Accredited Polygraph Schools that provide basic polygraph training at satellite locations shall be required to conduct at least one basic polygraph training class per calendar year at the physical facility that was awarded the original APA Accreditation status.

Satellite Schools.

APA Accredited Polygraph Schools basic training courses in the detection of deception at locations other than the original facility that was inspected and resulted in the awarding of APA Accreditation shall be authorized to conduct the same basic training courses at satellite training facilities or branch campuses. A physical inspection of a satellite training facility may not be required, at the discretion of the General Chair of the APA Educational Accreditation Committee, provided the following conditions are met: The Committee Chair, of the Committee shall all be advised, in writing, no less than thirty (30) days in advance of the intent to conduct a basic training class at some location other than the previously inspected physical facility. However, such advance notice may be waived at the discretion of the General Chair, if such action is necessitated by circumstances beyond the control of the training school. In such an event submission of the required notice shall be made as soon as circumstances reasonably permit. An application will specifically identify the physical environment where the satellite program will be conducted, the inclusive dates of the scheduled class, and the names of all primary, supplemental and guest or visiting instructors scheduled to teach at the satellite facility. Curriculum vitae of all instructors not previously provided will also be forwarded. All training materials normally available to students at the originally inspected facility, to include the required library of psychophysiological detection of deception books, journals and periodicals, shall be made available to students at satellite training facilities. No later than the end of the first week of the satellite training program, the school director shall maintain a roster of all students enrolled in the course, identifying the students by name, home address, agency or business where applicable. Within thirty (30) days after the completion date of the training class, a notarized letter signed by the owner and director of the training facility certifying compliance with all accreditation standards will be forwarded to the General Chair of the APA Educational Accreditation Committee. Deficiencies, if any, shall be reported and fully explained. The school owner and director shall cooperate and comply with any request for information concerning the conduct of the satellite training program as may be initiated by the General Chair, of the APA Educational Accreditation Committee. At the discretion of the APA Educational Accreditation Committee General Chair, an on-site inspection of satellite training facilities may be initiated and conducted at any time. If a school conducts three or more satellite training courses within a 12 month period, a full accreditation compliance inspection should be anticipated during one of the satellite training courses.

SCHOOL ACCREDITATION REQUIREMENTS

I. PREREQUISITES TO THE ACCREDITATION PROCESS

A. Unless otherwise required by lawful authority, prior to being inspected by the APA Educational Accreditation Committee, each polygraph school must be licensed and/or recognized and approved by the appropriate state, county, and/or municipal licensing authority wherein such authority exists. In addition, in those localities which require accreditation of educational/training schools, each school must be accredited by the local or regional accreditation board(s). Schools involved in multi-disciplined educational enterprises should provide copies of other recognized accreditation to the Committee. Documentation will be required to be available for review by the APA Educational Accreditation Committee. A school must be legally established (as a corporation, partnership, sole proprietorship, governmental institution, etc.), and reported as such to the appropriate state agencies, and other certifying bodies. Adverse accrediting action against the school by a recognized institutional accrediting agency or state agency will require additional investigation and may prevent accreditation by the APA Board of Directors.

B. It shall be required that each school participating in the accreditation process indicates in all of its school advertisements, and individually in writing to each entering student, that **“successful completion of an APA accredited polygraph program is only one of the necessary prerequisites for membership in the American Polygraph Association”**. Additionally, any statement or representations made concerning the school's reputation, effectiveness, or quality must be clear, factually accurate, and current.

C. Each school seeking accreditation shall submit a current school catalogue containing, at a minimum, the following:

1. Clearly stated objectives and mission statement of the school.
2. A well-defined and clearly expressed admission policy so related to its educational purposes that it ensures the admission of those students who can benefit from polygraph training. The entity responsible for the establishment of admission policies must be identified. Implementation of these policies must be the responsibility of school administrators and faculty.
3. A full and accurate description of curriculum, including hours of instruction and instructor qualifications.
4. Policies with respect to satisfactory academic progress, as well as dismissal, suspension and re-admissions procedures.
5. Graduation requirements.

6. Tuition and fee requirements, including refund policies.
 7. If the state in which the School is located has licensing requirements, the School must state that they are in compliance with all state and local licensing requirements
- D. Each school seeking accreditation shall submit a completed application for accreditation, intent to comply with accreditation requirements and agreement to the inspection process as found in Appendix B.
 - E. **Each school must have a self-evaluation program in place** that allows it to measure its effectiveness in training students and provide for improvement.
 - F. The school must clearly define its administrative organization to include any advisory committees, officers and key employees. The school must make available to the APA Educational Accreditation Committee and the public, an accurate organizational chart.
 - G. The school must clearly demonstrate it has the administrative and financial capacity to fulfill its stated mission.

II. PERSONNEL REQUIREMENTS

- A. The Director of every APA accredited school shall maintain current APA membership in good standing, or with the approval of the BOD, shall designate a full time school employee who is a full APA member in good standing, charged with the direct supervision of all polygraph school training activities to include; training schedules, instruction content, facilities, faculties, continued student performance and school compliance to regulations set forth in the APA accreditation manual.
- B. Instructor Selection: The selection, development and retention of competent faculty at all levels is of major importance to the quality of the polygraph school.
 1. A current resume or CV for each faculty member **must be kept on file** and accessible by the school registrar or director.
 2. The school must demonstrate that the size of the faculty is sufficient to achieve the school's stated mission.
 3. The school must present designated criteria for periodic evaluation of faculty members in conjunction with required self-evaluation reports.
- C. Instruction in primary course work material: Methodology, techniques, and instrumentation; and in any area of school instruction not defined under paragraph B(3) below.
 1. Each PRIMARY INSTRUCTOR must meet or exceed the minimum

requirements necessary for APA membership, to include:

- a. Must possess, as a minimum, a degree at the Baccalaureate level from a college or university accredited by the appropriate regional accreditation board(s).
- b. Must have administered a minimum of 200 polygraph examinations within a 3-year period following the completion of their final graduation from an APA accredited training facility.
- c. Must have completed a basic polygraph school course at a school that was accredited by the American Polygraph Association at the time of their attendance.
- d. Must have at least 3 years experience as a practicing polygraphist after their final graduation from an APA accredited training facility.
- e. Primary course instructors must be capable of demonstrating three years of documented polygraph experience gained after their final graduation from an APA accredited training facility applying the subject matter and/or procedures they are responsible for teaching.
- f. Exceptions to a. and/or c. above may be granted on rare occasion to those persons on a case by case basis, with the totality of the concerned instructor's overall experience, education, merits, and assets being the criteria considered.
- g. Any individual expelled for cause from the American Polygraph Association (APA), or anyone convicted of a felony or discharged from related employment for cause, may not qualify as a primary instructor. Similarly, polygraph training facilities owned, operated or directed by an individual who has been expelled from the American Polygraph Association will not be considered for initial or continued accreditation with the American Polygraph Association.
- h. Primary Course instructors shall apply to the Education Accreditation Committee for a primary instructor certificate prior to performing the functions of a primary instructor. The fee for the primary certificate shall be \$15.00 and shall be renewed every three years on the anniversary date the certificate was issued. No instructor shall be authorized to provide primary course material without having first obtained a certificate from the APA Education Accreditation Committee.

- a. Primary instructor applicants will meet each of the above minimum requirements.
 - b. Maintain sixteen (16) hours per year of APA approved continuing education in subjects specifically related to polygraph and provide documentation of that training upon submission of the required renewal documents.
 - i. Schools will provide the names of all primary instructors employed and shall be responsible to verify that all instructors of primary course material are in possession of a current primary instructor certificate.
 - j. Previously approved APA primary school instructors actively performing the duties of school primary instructor at the time this revision is adopted may be exempted from certain above conditions as deemed appropriate on a case by case basis by the Education Accreditation Committee.
- D. Guest or visiting instructors. An individual not meeting all of the criteria described in Section II-A as necessary for primary instructorship, may provide instruction in primary course work, however, they will not be considered primary instructors and they may not substitute for a primary instructor where the physical presence of a primary instructor is required as described below.
- E. The presentation of primary course material.
 Individuals qualifying as primary instructors must be physically present with the students and must provide instruction to the students during no less than 75% of the minimum number of hours of primary course material presentation required.
 - (1) This shall be interpreted according to the following formula:
 - (2) Minimum total required hours per course is no less than 320.
 Minimum hours of instruction in primary course material is 248 hours.
 Minimum hours of supplemental instruction is 72 hours.
 - (3) Therefore, **regardless of course length, the** Minimum number of hours of Primary Instruction requiring the physical presence of a Primary Instructor is **186 hours** (which equates to 75% of the minimum required primary instruction hours of 248).
 - (4) At least 75 hours of the total time scheduled in primary course material instruction must be taught by at least one additional primary instructor. Thus, any basic polygraph course will require that a minimum of two qualified primary instructors to provide primary instruction material to the students.

(5) Where a primary instructor is not required to be physically present (II-D-3) additional methods of presenting primary course material to students may be utilized, i.e., guest instructor and/or supplemental teaching materials or aids.

F. Instruction in the supplemental disciplines.

1. The following is a listing of course materials and instructor qualifications for the disciplines defined as supplemental to primary instruction in methodology, techniques and instrumentation. Individuals qualifying as supplemental instructors must be physically present with the students and must provide the instruction to the student during no less than 75% of the minimum hours of that particular supplemental discipline. This shall be interpreted according to the following formula:

2. Required presence of Supplemental Instructors

Designated supplemental instructors, visiting instructors, guest instructors, and/or subject matter expert instructors

(a) Legal Issues;

Minimum number of hours for legal issues is 8. 75% of 8 = 6 hours of instruction requiring the physical presence of a supplemental instructor for legal issues.

(b) Psychological and Physiological issues;

Minimum number of hours for psychological and Physiological is 44 hours. No less than 20 hours in either, collectively totaling 44.

- 1) Minimum total required hours for Psychology is = 20 hours. 75% of 20 hours = 15 hours of instruction requiring the physical presence of a supplemental instructor for Psychology.
- 2) Minimum total required hours for Physiology is = 20 hours. 75% of 20 hours = 15 hours of instruction requiring the physical presence of a supplemental instructor Physiology.

G. Categorical Discipline Instructor Qualifications.

1. Legal Issues; Instructors teaching legal issues or aspects related to polygraph sciences must:

- a. Possess a law degree or jurisprudence degree recognized by the appropriate national or regional bar association(s); and/or,
- b. Be currently licensed to practice law by an appropriate governmental or

regulatory licensing authority; and, be a current member in good standing with the bar association in their state or residence where applicable.

2. Physiology. Instructors teaching physiological issues or aspects to polygraph students must:

a. Have successfully completed and been granted at least one graduate degree, beyond the Bachelor level, in physiology or in a discipline defined as closely related to or aligned with physiology, i.e., psychophysiology, physiological psychology, etc., from a college or university graduate department approved by the appropriate regional accrediting agency; or in lieu thereof: Must have completed and been granted a Bachelor-level degree and have been credited with documented successful completion of not less than 18 graduate level semester credit hours or equivalent in physiology, (psychophysiology, physiological psychology, etc.) from a college or university graduate department approved by the appropriate regional accrediting agency.

b. Instructors in physiology need not be practicing polygraphists.

3. Psychology. Instructors teaching psychological issues and aspects to polygraph students must:

a. Have successfully completed and been granted at least one graduate-level degree beyond the Bachelor level, in the field of psychology from an appropriately accredited college or university psychology graduate department; or in lieu thereof: Must have successfully completed and received a Bachelor-level degree plus must have been credited with documented successful completion of no less than 18 graduate-level semester credit hours or equivalent in the field of psychology by an approved psychology graduate department within a college or university approved by the appropriate regional accrediting agency.

b. Instructors in the discipline of psychology need not be practicing polygraphists.

H. Documentation of Instruction. Full documentation of instruction in all primary and supplemental course materials shall be required. Course instruction documentation shall be accomplished in any manner satisfactory to the on site inspector at the time of the inspection subject to the review and final approval of the general chair of the Education Accreditation Committee. Required documentation shall include but may not be limited to, name of course material instructors, method of material presentation, nature of material presented, time spent instructing, materials, dates of instruction as well as student attendance. The use of a daily training log is most helpful and highly recommended for use by school directors to properly document course training requirements. In the past, student notebooks have been useful in verifying this information which is otherwise often difficult to verify. Schools are

encouraged to require thorough note taking by their students.

III. BASIC POLYGRAPH COURSE REQUIREMENTS:

- A. Each polygraph basic training course shall consist of a minimum of 320 continuous in residence instruction hours to include formal classroom instruction, in-house supervised instrument time, independent study or research activities as well as any other course of study approved by the Committee.
1. Primary course work instruction: Polygraph techniques, methodology, and instrumentation. (60 hours).
 - a. The History and Development in the Detection of Deception through Scientific Means (8 hours).
 - b. Mechanics of Instrument Operation (20 hours) - Includes mechanics and functioning of the instrument components; (both analog and computerized instruments). Includes basic procedures for instrument activation and operation, chart marking, etc.
 - c. Test Question Construction (30 hours) - Includes training in semantics and test question construction.
 - d. Polygraph Techniques (60 hours) - Includes instruction for understanding the use of multi-technique procedures. Must include instruction for understanding the use of comparison question techniques; relevant-irrelevant techniques; peak of tension procedures. Major and minor emphasis may be taught depending upon the orientation and philosophy of each respective polygraph school; however, all students must acquire at least introductory knowledge of different examination procedures prominently in use by examiners in the field at the time.
 - e. Test Data Analysis (50 hours) - Includes skill development in chart analysis for the student. The instruction must provide the student with at least an introductory knowledge of different chart analysis procedures prominently in use by examiners today, i.e., Global Procedures, Numerical Scoring Procedures, etc. Emphasis may be on major technique procedures taught.
 - f. Interviewing/Post-Test Procedures (14 hours) - Includes skills development in pre and post-test interview methods and procedures taught.
 - g. Ethics (6 hours) - Includes a thorough understanding of the ethical obligations of the examiner to the polygraph examinee, to the client,

and to the profession. Additionally, students must be familiarized with the APA and other national and state polygraph associations that are concerned with the development of, and the ethics within, the profession.

- h. Development of Student Skills (40 hours) - Involves the development of the student's proficiency in chart work. Includes the student producing, a minimum of, 60 minutes of charts to be maintained in the student files; not to include calibration charts and instrument maintenance time described under paragraph b. Polygraph students are prohibited from conducting live polygraph examinations until after they have successfully completed the minimum course requirements in primary course work and supplemental disciplines. This does not preclude students from conducting practice examinations on each other or on role players.
- i. 20 hours to be assigned at the discretion of the school director for reinforcement of any subject area in which students may need additional help.

B. Instruction in the supplemental disciplines.

- 1. Legal Issues (8 hours) - Includes instruction in the basic legal matters pertinent to the practice of polygraphy; local, state, and federal regulations applicable; admissibility issues, courtroom testimony, and others. In those instances where a polygraph school is being conducted in a foreign nation or to foreign students where legal aspects of polygraphy are nonexistent or inapplicable, the school will submit a request for a waiver, with justification, through the Educational Accreditation Committee. The Committee may grant a waiver of this course requirement providing it is apparent that to teach such material would be nonproductive for the students. This request must be submitted in writing at least 30 days in advance of the commencement of the polygraph training session to allow for appropriate APA consideration.
- 2. Psychological and Physiological Issues (44 hours) - Includes the basic psychological, physiological, and psychophysiological issues forming the foundation of polygraph sciences. (Interpreted to mean that no less than 20 instruction hours be allotted for instruction in each of the sciences, but that the combined total in both be at least 44 hours).
- 3. Student Performance Evaluation (20 hours).

C. Formal Classroom Attendance Completion Requirements.

- 1. Successful Completion of Basic Polygraph School Requirements.

Successful completion of the polygraph school's required basic course instruction will be interpreted to mean that:

- a. **The student was physically present at the facilities of the school for not less than 90% of actual classroom instruction time**, with re-mediation required for missed hours.
- b. The student was credited with completing not more than 8 instruction hours within any instruction day (any consecutive 24-hour period of time).
- c. The student was credited with completing not more than 6 instruction days within any given instruction week (7 consecutive 24-hour days).

NOTE: Item B-1-b,c is interpreted to mean that: "A student shall not be required to attend more than 8 hours of instruction during a 24-hour period; nor, shall the student be required to attend more than 6 instruction days within any instruction week (7 consecutive 24-hour days)."

- d. The student successfully completed the scheduled required basic instruction hours (not less than 320), within the guideline listed above, in not more than 12 consecutive calendar months beginning with the date of the student's enrollment in the basic polygraph training program offered by that school.
 - e. All basic polygraph programs which are accredited by the APA will be no less than 10 weeks in length. The 10 week program shall consist of the following:
2. Minimum course residency requirements. No less than eight (8) consecutive weeks in residence and a combination of the following:
 - a. 1-2 weeks internship in which 10 examinations administered would equal one week,
 - b. 1 week maximum can be earned by doing a research paper,
 - c. 1 week maximum can be earned through advanced readings of related topics to be covered in class and,
 - d. 1 week maximum credit can be earned by outside classroom viewing and written reporting of 15 hours of related video tapes.

- (D). Student Polygraph proficiency. **Students will, as a requirement of graduation, document their proficiency in conducting an entire examination** (from pre-test to post-test interview and chart analysis) using the following generally accepted

techniques:

- a) Comparison/Control Question Technique
- b) POT (known solution and searching)
- c) Acquaintance test.
- d) Different scenarios must be used for each ZCT/MGQT examination.

To facilitate this documentation, examination rooms should be equipped with either a two-way observation window or video equipment.

- e) **The school shall administer a minimum of seven written examinations** covering the information learned during the classroom portion of training, plus a comprehensive final examination. Documentation is required for all non-resident examinations. Schools will require that students meet or exceed passing criterion established by the school on all written examinations.

IV. POLYGRAPH INSTRUMENTATION REQUIREMENTS:

- A. Students will be familiarized with the aspects of both analog and computer polygraph instrumentation. The polygraph school shall be required to have available for all students sufficient polygraph instruments: **"both analog and computerized"** fully operational and properly calibrated to reasonably allow all students sufficient instrument time to complete the minimum 60 minutes of total chart time required. As a minimum, one polygraph instrument shall be available for each three students enrolled.
- B. All polygraph instruments assigned by any school for student use shall record visually, permanently, and simultaneously on continuously moving charts at least three (3) physiological tracings: (1) pneumographic, (2) cardio-sphygmographic, and (3) galvanic skin response (GSR/EDR). This shall not be interpreted to preclude the recording of additional physiological phenomena on the same chart.

V. SCHOOL RECORD REQUIREMENTS:

- A. **Each polygraph school shall maintain the following student records permanently.**
 - 1. Date of entrance.
 - 2. Date of completion of classroom instruction.
 - 3. Date of final certification of completion of the polygraph training program.

4. A written transcript reflecting performance on written examinations and internship skills.
- B. All other records including at a **minimum, 60 minutes of charts with interpretable tracings** the student developed during the course, any record of student complaints lodged, testing materials, and any other items that are necessary for APA inspection, shall be maintained for a period of not less than 3 years.
- C. All records relating to student candidates who were not accepted for training shall be maintained for a period of not less than 3 years.
- D. Within 10 days after a basic course begins, the school director/administrator shall forward to the APA National Office a notice that the basic course began, appropriate beginning and ending dates for that course along with the names of all students attending the course.
- E. Any major changes in course content or scheduling, changes in school instructors, administrators or directors, or changes in school location shall be brought to the attention of the Educational Accreditation Committee within 30 days of the effective date of those changes.

VI. PHYSICAL PLANTS AND FACILITIES:

- A. Evaluation of the facilities housing the polygraph school must reflect the school's housing and physical operation are conducive to a proper educational environment. Specifically, these should include:
 1. Controlled and limited access to and from classroom instruction and supervision areas.
 2. Adequate and regulated heating, cooling, and lighting of all classroom/instructional student work areas.
 3. Isolated and controlled facilities for each student's polygraph testing exercises.
 4. A comfortable classroom setting sufficient in size and available space for lectures/demonstrations for all enrolled students. Over crowded classrooms and inadequate working space will not be acceptable.

VII. INSTRUCTIONAL AIDS, SUPPLIES AND EQUIPMENT:

- A. The polygraph school shall maintain a library with reference sources available to students that include:
 1. The Polygraph Journal, at least the last 2 years (printed or digital format).

2. Professional practitioner journals which relate to the application of polygraph sciences for the last 2 years.
 3. Research articles and/or journals containing published research that document validity, reliability, and procedural data pertinent to the polygraph profession.
 4. Reference and resource material pertaining to psychology, physiology, psychophysiology, and the law as it relates to the polygraph.
 5. Polygraph texts and publications recognized within the profession for historical or contemporary contributions.
 6. The requirements above may be satisfied by a school providing official access to technical libraries which maintain said publications.
- B. Sufficient teaching aids and supplies must be available on site to effectively present the instructional materials to all students enrolled.

Appendix A

Confidential

APA Polygraph School Accreditation

Application Package

MAIL APPLICATION WITH CHECK TO:

**APA NATIONAL OFFICE
PO BOX 8037
CHATTANOOGA TN 37414-0037**

School _____

APPLICATION FOR POLYGRAPH SCHOOL ACCREDITATION
BY THE AMERICAN POLYGRAPH ASSOCIATION

- I. In accordance with policies, procedures, and polygraph school accreditation requirements adopted by the American Polygraph Association Educational Accreditation Committee the director(s) and administration of the below titled polygraph training facility hereby request that the Educational Accreditation Committee of the American Polygraph Association and their designated representative(s) conduct the necessary on-site inspections, review the below titled polygraph training school in accordance with the accreditation requirements described herein, submit their findings to the Educational Accreditation Committee, and request that the APA Board of Directors consider the below titled facility for APA accreditation.
- II. It is hereby certified that this polygraph training school meets or exceeds the minimum requirements of training and practice set forth herein.
- III NAME AND ADDRESS OF POLYGRAPH TRAINING FACILITY

TELEPHONE: (_____) _____

SCHOOL DIRECTOR/ADMINISTRATOR

NAME AND ADDRESS OF PRINCIPALS

PERCENTOFINTEREST

(Continue on additional sheet if required)

- IV. Has any officer, instructor, owner or major stockholder of this polygraph school ever been convicted of a felony or misdemeanor involving moral turpitude? If so, describe completely on separate sheet and attach.
- V. **ON AN ATTACHED SHEET, List all primary and supplementary discipline instructors along with subject(s) taught by each. A curriculum vitae of each and every primary and supplemental discipline instructor must be on file with the Education Accreditation Committee.** It is the responsibility of the school to ensure that the current curriculum vitae is filed in a timely fashion with the Education Accreditation Committee as described in the standards. Current vitae and primary instructor certificates for all primary, supplemental and subject matter expert instructors in use by the school must accompany this application.
- VI. Licensing and Accreditation – If/when applicable, Attach a copy of the appropriate state, county, and/or municipal license where such authority exists under which this training school is operating. Schools providing satellite courses are reminded to check for compliance requirements in the area where satellite courses are being offered.
- VII. **ON AN ATTACHED SHEET,** please describe completely the subject matter taught in each block of instruction, the number of hours per course of instruction and blocks of time, identify instructors teaching each course and block of instruction, and a description of material presented to include the method of instruction, i.e., lecture, demonstration, practical exercises, films, etc., for each time period.
- VIII. Describe advanced training or refresher courses offered by the school.
- IX. It is understood by this polygraph training school, their directors and administrators, and agreed to by same, that representatives of the Educational Accreditation Committee and any certified inspectors they designate, shall be allowed to uniformly and routinely inspect this polygraph training facility prior to the granting of initial accreditation status, and, that designated certified inspectors will be allowed to conduct necessary inspection at least once every 36 months thereafter in order to verify that this polygraph training school continues to meet and/or maintain accreditation requirements. Special and/or non-scheduled inspections may be conducted by the Committee upon receipt of allegations that the school is deficient in meeting or maintaining APA requirements for school accreditation. Further, it is hereby agreed that special inspections may also be conducted by the Educational Accreditation Committee and their appointed representatives in the event of major changes in faculty, curriculum, physical location of the school, or other changes that may be considered as affecting compliance with the APA School Accreditation requirements herein defined.
- X. I, the undersigned, representing the polygraph training school making this application,

understand and agree that **initial accreditation inspections** shall be conducted at any site located within the continental U.S. for a flat fee of \$1000.00 required and payable in advance, to the American Polygraph Association. (All Payments should be forwarded to the APA NATIONAL OFFICE, PO Box 8037, Chattanooga TN 37414-0037) prior to any initial or renewal inspection being conducted.

I, the undersigned, representing the polygraph training school making this application, understand and agree that **re-inspections of pre-accredited** APA schools shall be conducted at sites located within the continental U.S. for a flat fee of \$500.00 required and payable in advance, to the American Polygraph Association. (All Payments should be forwarded to the APA NATIONAL OFFICE, PO Box 8037, Chattanooga TN 37414-0037) prior to any initial or renewal inspection being conducted.

I, the undersigned, also understand and agree that in the event that a re-inspection is required to determine correction of any deficiency(s) noted in an initial or renewal inspection, the fee for the follow-up inspection shall be limited to actual expenses incurred by the inspector during the follow-up inspection. Inspectors shall travel coach class when flying. Inspectors shall obtain reasonably priced lodging void of extravagance and provide documentation for expenses incurred.

XI. I, the undersigned, representing the polygraph training school making this application, understand and agree that for school inspections conducted outside the continental U.S. an inspection fee of **\$500.00 plus** actual travel and accommodation expenses for the inspector are required. An inspection fee of \$500.00 is payable in advance, to the American Polygraph Association, prior to any inspection being conducted. Applicant schools may also be asked to pay confirmed travel and accommodation expenses in advance.

XII. I, the undersigned, representing the polygraph training school making this application for accreditation, hereby swear and affirm that the above information, including all attached sheets, is a true and accurate statement of the facts regarding this application for school accreditation to be considered by the American Polygraph Association.

SIGNED BY: _____

TITLE: _____

REPRESENTING: _____

(Name of Polygraph Training Facility)

Subscribed and sworn to before me this ____ day of _____,

20__ at _____

Notary Public:

**INTENT TO COMPLY WITH THE POLYGRAPH SCHOOL ACCREDITATION
REQUIREMENTS OF THE AMERICAN POLYGRAPH ASSOCIATION**

I/We, the undersigned authorized agent of

(Name of Polygraph Training Facility)

certify that the polygraph school accreditation requirements of the American Polygraph Association as specified by the Educational Accreditation Committee have been thoroughly reviewed and are understood and agreed to. Further, the authorized agent(s) of the above titled polygraph school agree(s) to abide by these Requirements; and, agree(s) to comply with periodic inspections (as deemed necessary by the American Polygraph Association or those authorized to act on their behalf) to be conducted by the authorized representative designated by the American Polygraph Association Educational Accreditation Committee. It is further understood that it will be necessary for the Committee to inspect classroom facilities, instrumentation, lesson plans, student notes, and other related documentation in order to insure such compliance. This facility and their authorized representative(s) agree(s) to provide appropriate documentation as required, and will permit the American Polygraph Association Educational Accreditation Committee and their designated representative(s) to conduct the necessary inspection in order to establish compliance with the requirements and to make appropriate recommendations regarding initial or continued accreditation by the American Polygraph Association.

DATE: _____

AUTHORIZED REPRESENTATIVE:

TITLE: _____

AGREEMENT OF INSPECTION AND RELEASE

The _____ hereby
(Name of Polygraph Training Facility)

agrees to an inspection, in accordance with the policies, requirements and procedures adopted by the American Polygraph Association.

The inspection will be conducted by a certified inspector of the APA Educational Accreditation Committee. It is further understood that the inspection will be conducted in an objective and uniform manner; and, it is understood that the purpose of the inspection is to determine if the above listed and titled school is in compliance with the minimum requirements for accreditation adopted by the APA Educational Accreditation Committee. Therefore, the above named and titled school and authorized representative(s) signing below, hereby forever releases the American Polygraph Association, the Members of the Educational Accreditation Committee, and its inspecting member from any and all damages or liability resulting from the opinions expressed or actions taken as a result of this inspection.

It is further understood and agreed that this inspection is designed to determine appropriateness of the facility for Initial or Continuing accreditation by the American Polygraph Association and that in addition to the announced on-site review, at least one unannounced on-site review may be conducted for the purpose of determining the school's continued compliance with Committee Requirements.

SIGNED _____

TITLE _____

AUTHORIZED AGENT FOR

(Name of Polygraph Training Facility)

DATE _____ TIME _____

WITNESSED BY: _____

Appendix B

**CERTIFICATION PROGRAM FOR POLYGRAPH
SCHOOL INSPECTORS**

CERTIFICATION PROGRAM FOR SCHOOL INSPECTORS

The Educational Accreditation Committee of the American Polygraph Association has initiated a training and certification program for school inspectors. This program is designed to insure familiarity with the requirements and to provide a thorough guideline for conducting inspections and reporting the results of those inspections to the Committee Chair, and subsequently to the Educational Accreditation Committee of the American Polygraph Association.

To promote objectivity, school inspectors selected by the Educational Accreditation Committee shall:

1. Be a member in good standing of the APA.
2. Not currently be a member of the faculty of any existing polygraph school.(interpreted to mean that an inspector cannot instruct at, teach at, be affiliated with or receive any type of remuneration for any service they may provide to any existing polygraph school.)
3. Not inspect any polygraph training school or facility which they attended or graduated basic from. This may be waived at the discretion of the General Chair.
4. Attend and complete a comprehensive formal 8 hour school inspector certification program provided by an experienced certified inspector designated by the APA Education Accreditation Committee.

The minimum 8 hours certification program will cover the following topics in the following minimum time frame:

1. Review of the APA Educational Accreditation Committee and its predecessor. (3/4-hour).
2. Review of school inspector responsibilities (1-1/2 hours).
3. Review of APA membership requirements, APA Standards of Practice, and APA Code of Ethics (2 hour).
4. Review of APA Educational Accreditation Requirements (2-1/2 hours).
5. Review of inspection procedures (1-1/2 hours).
6. Review of procedures for completing written inspection reports (1 hour).

7. Question-answer session (remaining quarter hour).

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Appendix C

Confidential

Polygraph School Accreditation Inspector Workbook

Inspector _____

Date _____

School _____

Director _____

Physical Address _____

Property of the American Polygraph Association
Educational Accreditation Committee
INITIAL CONTACT

School Name: _____

Address: _____

Date of Inspection: _____

Inspected by: _____

Narrative to include travel and accommodation information:

AGREEMENT OF INSPECTION AND RELEASE

The _____
(Name of Polygraph Training Facility)

agrees to an inspection, in accordance with the policies, requirements and procedures adopted by the American Polygraph Association.

The inspection will be conducted by a certified inspector of the APA Educational Accreditation Committee. It is further understood that the inspection will be conducted in an objective and uniform manner; and, it is understood that the purpose of the inspection is to determine if the above listed and titled school is in compliance with the minimum requirements for accreditation adopted by the APA Educational Accreditation Committee. Therefore, the above named and titled school and authorized representative(s) signing below, hereby forever releases the American Polygraph Association, the Members of the Educational Accreditation Committee, and its inspecting member from any and all damages or liability resulting from the opinions expressed or actions taken as a result of this inspection.

It is further understood and agreed that this inspection is designed to determine appropriateness of the facility for Initial or Continuing accreditation by the American Polygraph Association and that in addition to the announced on-site review, at least one unannounced on-site review may be conducted for the purpose of determining the school's continued compliance with Committee Requirements.

SIGNED _____

TITLE _____

AUTHORIZED AGENT FOR

(Name of Polygraph Training Facility)

DATE _____ TIME _____

WITNESSED BY: _____

TITLE: _____

SCSCHOOL POLICY, OBJECTIVES, MISSION STATEMENTS
CATALOG

Does the school catalog clearly state objectives and mission statements?

Yes _____ No _____

Notes _____

Does the school catalog clearly state the school's admission policy?

Yes _____ No _____

Notes _____

Is there an accurate description of the curriculum and each of the instructor's qualifications in the school catalog?

Yes _____ No _____

Notes _____

Is there a clearly stated policy on academic progress, dismissal, suspension and re-admission procedures?

Yes _____ No _____

Notes _____

Is there a clearly stated policy on graduation requirements?

Yes _____ No _____

Notes _____

Are the policies on tuition and refunds clearly stated?

Yes _____ No _____

Notes _____

ADMINISTRATIVE REQUIREMENTS

Is the school in compliance with all state and local licensing and regulatory requirements where applicable?

Yes _____ No _____

Notes _____

Did the school submit a complete and accurate application for accreditation in advance?

Yes _____ No _____

Notes _____

Does the school have a self evaluation program in place?

Yes _____ No _____

Notes _____

Does the school have a clear definition of administrative organization, along with an organizational chart for reference?

Yes _____ No _____

Notes _____

Does the school clearly demonstrate the administrative and financial ability to fulfill it's mission?

Yes _____ No _____

If yes: how? _____

Notes _____

Is a minimum of 8 weeks consecutive in residence instruction with no less than 320 hrs. total required for successful completion of the school's Basic Polygraph course?

In addition to the 8 week residency requirement how are the required additional two weeks of instruction met?

INSTRUCTOR REQUIREMENTS

Does the school have current curriculum Resumes on file for each instructor?

Yes _____ No _____

Notes _____

Is the size of the school staff sufficient to achieve its stated goal?

Yes _____ No _____

Notes _____

Is there a procedure for periodic evaluations of the faculty in place?

Yes _____ No _____

Notes _____

Does each primary course instructor meet or exceed the following:

Possess at the minimum a bachelor level degree from a college or university accredited by an accepted and approved regional board?

Yes _____ No _____

Notes _____

Completed a basic polygraph school course at a school accredited by the APA?

Yes _____ No _____

Notes _____

Do all Primary Instructors possess a Primary Instructor Certificate

Yes _____ No _____

Notes _____

Have three (3) years experience as a practicing polygraphist in the subject areas they teach ?
Yes _____ No _____

Notes _____

Administered a minimum of 200 polygraph exams within the last three (3) year period?
Yes _____ No _____

Notes _____

Are the instructors physically present during 240 or more hours of scheduled primary course material presentation?
Yes _____ No _____

Notes _____

How has the physical presence of the instructors for the minimum of 240 hours been documented?

Identify the School=s Instructors by name as a Primary, Guest, Visiting Instructor, or subject matter expert instructor?

Does the instructor teaching **LEGAL ISSUES OR LEGAL ASPECTS RELATED TO POLYGRAPH SCIENCES**:

Possess a law degree or jurisprudence degree recognized by the appropriate regional/local bar?
Yes _____ No _____

Notes _____

Hold a license to practice law by the appropriate governmental or regulatory licensing authority, being a member in good standing?

Yes _____ No _____

Notes _____

Does the Instructor teaching **PHYSIOLOGICAL ISSUES OR ASPECTS:**

Hold at least one (1) degree beyond the bachelor level in physiology, psychophysiology, physiological psychology, etc., from an approved university graduate department OR have completed and been granted a bachelor level degree and been credited with successful completion of not less than eighteen (18) graduate level semester hours in physiology, psychophysiology, physiological psychology, etc., from a university or department approved by a regional accreditation agency?

Yes _____ No _____

Notes _____

Does the instructor teaching **PSYCHOLOGY ISSUES OR ASPECTS:**

Hold at least one (1) degree beyond the bachelor level in physiology, psychophysiology, physiological psychology, etc., from an approved university graduate department OR have completed and been granted a bachelors level degree and been credited with successful completion of not less than eighteen (18) graduate level semester hours in physiology, psychophysiology, physiological psychology, etc., from a university or department approved by a regional accreditation agency?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(History and Development of the detection of deception 8hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?

Yes _____ No _____

Notes _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Mechanics of Instrument operation 20 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?

Yes _____ No _____

Notes _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Test Question Construction 20 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?

Yes _____ No _____

Notes _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Polygraph Techniques 60 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?

Yes _____ No _____

Notes _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Test Data Analysis 50 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?

Yes _____ No _____

Notes _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Interviewing/Post testing procedures 14 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?

Yes _____ No _____

Notes _____

Method of presentation?

Yes _____ No _____

Notes _____

Nature of material?
Yes_____ No_____

Notes _____

Actual time spent?
Yes_____ No_____

Notes _____

Attendance records for each student?
Yes_____ No_____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Ethics 6 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?
Yes_____ No_____

Notes _____

Method of presentation?
Yes_____ No_____

Notes _____

Nature of material?
Yes_____ No_____

Notes _____

Actual time spent?
Yes_____ No_____

Notes _____
Notes _____

Attendance records for each student?
Yes _____ No _____
Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Development of student skills 40 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?
Yes _____ No _____
Notes _____

Method of presentation?
Yes _____ No _____
Notes _____

Nature of material?
Yes _____ No _____
Notes _____

Actual time spent?
Yes _____ No _____
Notes _____

Attendance records for each student?
Yes _____ No _____
Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Legal Issues 8 hrs.)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?
Yes _____ No _____

Notes _____

Method of presentation?
Yes _____ No _____

Notes _____

Nature of material?
Yes _____ No _____

Notes _____

Actual time spent?
Yes _____ No _____

Notes _____

Attendance records for each student?
Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Psychological Issues Minimum 20 hrs.)
(Psychology plus Physiology should equal 44 hours together)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?
Yes _____ No _____

Notes _____

Method of presentation?
Yes _____ No _____

Notes _____

Nature of material?
Yes _____ No _____

Notes _____

Actual time spent?
Yes _____ No _____

Notes _____

Attendance records for each student?
Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Physiological Issues Minimum 20hrs.)
(Physiology plus Psychology should equal 44 hours together)

Does all primary and supplemental course instruction documentation material include:

Name of instructor?
Yes _____ No _____

Notes _____

Method of presentation?
Yes _____ No _____

Notes _____

Nature of material?
Yes _____ No _____

Notes _____

Actual time spent?
Yes _____ No _____

Notes _____

Attendance records for each student?
Yes _____ No _____

Notes _____

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION
(Student Performance Evaluation 20 hrs.)

Does all primary and supplemental course instruction documentation material include appropriate student performance data :

Yes _____ No _____

Name(s) of evaluator(s)?

Method of evaluation?

Materials used?

Yes _____ No _____

Actual time spent?

Yes _____ No _____

Notes _____

Attendance records for each student?

Yes _____ No _____

Notes _____

EQUIPMENT, INSTRUCTIONAL AIDES, SUPPLIES, ETC.

Does the school have available for all students, a sufficient number of analog and computer polygraph instruments, fully operational, properly calibrated and able to record at least three (3) physiological tracings?

Yes _____ No _____

Notes _____

Does the school offer at a minimum the last two (2) years of the polygraph journal, available for all students? Printed or digital ?

Yes _____ No _____

Notes _____

Does the school offer professional practitioner journals relating to the application of polygraph science for at least two (2) years?

Yes _____ No _____

Notes _____

Does the school offer research articles and/or journals containing published research that documents validity, reliability and procedural data pertinent to the polygraph profession?

Yes _____ No _____

Notes _____

Does the school offer reference and resource material pertaining to psychology, physiology, and psychophysiology and the law as it relates to polygraph?

Yes _____ No _____

Notes _____

Does the school offer text books and publications recognized within the profession for historical or other contributions?

Yes _____ No _____

Notes _____

Are there sufficient teaching aids and supplies available to effectively present the instructional materials to all students enrolled? Slide Projectors, Video equipment, Cameras, etc.?

Yes _____ No _____

Notes _____

PHYSICAL PLANTS AND FACILITIES

Does the school have controlled access to and from the classroom, instruction and supervision areas?
Yes _____ No _____

Notes _____

How is access controlled?

Does the school have adequate and regulated heating, cooling, and lighting of all classroom/instructional areas?
Yes _____ No _____

Notes _____

Does the school have isolated and controlled facilities for student testing? How many testing suites ?

Yes _____ No _____
Notes _____

Is the classroom setting sufficient design and size? Maximum number of students approximated should be no more than _____ students.
Yes _____ No _____

Notes _____

Is there adequate space available sufficient for lectures and demonstrations for all enrolled students?
Yes _____ No _____

Notes _____

STUDENT INTERVIEWS

Questions frequently asked while interviewing students

Student # full name

Affiliated with what Law enforcement department or organization:

How long there?

If there was a selection process to choose someone to attend polygraph school, How?

What influenced student/department to choose this school?

Has the polygraph school been what student expected it to be?

How not? More or less difficult?

Was student required to work regular job while attending polygraph school? If so how much?

Was polygraph school catalog helpful in any way?

Criticisms of catalog?

Did school have a pre-published syllabus? Was curriculum followed?

Was order of instruction easy to follow? Phys then Psych then?

What was most difficult part of course? Why?

Was instructor present most of the time? What percentage?

How was most material taught?

Was handout material helpful? Quality of handouts?

Were additional notes by student necessary?

Was notebook ever/regularly inspected by school official?

How would student rate library and research resources?

Who was best instructor? Why?

Were school written tests reflective of material taught?

Have instructors been fair? Helpful?

Any poor instructors? How?

What would student change about school if possible?

Would student recommend this school to others?

What is the best thing student can say about school?

What is the worst thing student has to say about school?

Has school been considerate of this students needs? Others?

Is classroom adequate? Lighting, Heating and Cooling, Space?

Does school have enough teaching aids?

Did school have enough analog and computer polygraph instruments?

Is student confident the he/she could run test on analog and computer instrument?

Does student feel confident that he/she could run accurate test?

Does student believe he/she or department got their money=s worth?

How does student rank school? Why?

Does student believe that he/she would have washed out if they didn=t know material?

Does student intend to apply to APA for membership?

Does the student wish to make any added remarks about the school?

Student files and chart documentation to be reviewed by inspector

Do student=s charts show improvement from past to last? How much?

Quality of student=s latest work? Acceptable? Needs serious work?

Inspect student notebook for completeness and documentation of instruction.

STUDENT INTERVIEWS

STUDENT INTERVIEWS

Student Interview #2

RECORD KEEPING

Does the school permanently maintain the following student information :

Date of entrance?

Yes _____ No _____

Notes _____

Date of completion of classroom instruction?

Yes _____ No _____

Notes _____

Date of final certification of completion of polygraph training?

Yes _____ No _____

Notes _____

Written transcripts reflecting performance of written exams and internships?

Yes _____ No _____

Notes _____

Does the school maintain records including charts developed, student complaints, testing material, and any other items necessary for this inspection for the last three (3) years?

Yes _____ No _____

Notes _____

Are students written tests returned to them after grading?

Yes _____ No _____

EXIT INTERVIEW

Were there any deficiencies noted?

Yes _____ No _____

Notes _____

If yes, were all deficiencies discussed during the exit interview?

Yes _____ No _____ Notes _____

If Yes, what efforts were/will be taken to resolve the deficiencies?

Notes _____

GENERAL EXIT COMMENTS:

INSPECTOR COMMENTS AND REMARKS

NARRATIVE:



Search

Member Login

Username: *

Password: *

☐ Remember me

Log in

Register for Access

Renew Membership

Forgot Password?

Code of Ethics

4. Division IV Code of Ethics, Last Revised 01/10/1999)

4.1 Rights of Examinees

4.1.1 A member shall respect the rights and dignity of all persons to whom they administer polygraph examinations.

4.2 Standards for Rendering Polygraph Decisions

4.2.1 A member shall not render a conclusive diagnosis when the physiological records lack sufficient quality and clarity. This may include, but is not limited to, excessively distorted recordings possibly due to manipulations by the examinee, recordings with insufficient responsivity, or recordings with tracing amplitudes less than that generally accepted by the profession.

4.3 Post-Examination Notification of Results

4.3.1 A member shall afford each examinee a reasonable opportunity to explain physiological reactions to relevant questions in the recordings. There are three exceptions:

4.3.1.1 When the examinee is represented by an attorney who requests that no post-examination interview be conducted, and that the results of the examination be released only to the attorney.

4.3.1.2 When the examination is being conducted by court order which stipulates that no post-examination interview is to be conducted.

4.3.1.3 Instances of operational necessity.

4.4 Restrictions on Rendering Opinions

4.4.1 A member shall not provide any report or opinion regarding the medical or psychological condition of the examinee for which the member is not professionally qualified to make. This shall not preclude the examiner from describing the appearance or behavior of the examinee. Polygraph outcome decisions shall be restricted to only those based on polygraph data.

4.5 Restrictions on Examinations

4.5.1 A member shall not conduct a polygraph examination when there is reason to believe the examination is intended to circumvent or defy the law.

4.6 Fees

4.6.1 A member shall not solicit or accept fees, gratuities, or gifts that are intended to influence his or her opinion, decision, or report. No member shall set any fee for polygraph services which is contingent upon the findings or results of such services, nor shall any member change his or her fee as a direct result of his or her opinion or decision subsequent to a polygraph examination.

4.7 Standards of Reporting

4.7.1 A member shall not knowingly submit, or permit employees to submit, a misleading or false polygraph examination report. Each polygraph report shall be a factual, impartial, and objective account of information developed during the examination, and the examiner's professional conclusion based on analysis of the polygraph data.

4.8 Advertisements

4.8.1 A member shall not knowingly make, publish, or cause to be published any false or misleading statements or advertisements relating to the Association or the polygraph profession. No member shall make any false representation as to category of membership in the Association. All advertisements making reference to membership in the Association shall also list the category of membership.

4.9 Release of Nonrelevant Information

4.9.1 A member shall not disclose to any person any irrelevant personal information gained during the course of a polygraph examination which has no connection to the relevant issue, and which may embarrass or tend to embarrass the examinee, except where such disclosure is required by law.

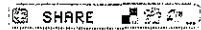
4.10 Restrictions on Examination Issues

4.10.1 A member shall not include in any polygraph examination, questions intended to inquire into or develop information on activities, affiliation, or beliefs on religion, politics, or race except where there is relevancy to a specific investigation.

4.11 APA Oversight Authority

4.11.1 A member who administers or attempts to administer any polygraph examination in violation of the Code of Ethics or the Standards of Practice may be subject to investigation, censure, suspension or expulsion from the Association, as provided by Article IV of the APA Constitution.

About Us



E132

BY-LAWS AMERICAN POLYGRAPH ASSOCIATION

(Approved as of 12/13/11 - Effective January 1, 2012)

1. Division I: Name.

- 1.1 This document shall be known as the By-Laws of the American Polygraph Association.

2. Division II: General provisions.

- 2.1 No action or proceeding commenced before these By-Laws take effect, and no right accrued, is affected by the provisions of these By-Laws, but all provisions thereafter taken herein shall conform to the provisions of these By-Laws.

3. Division III: APA Standards of Practice

3.1 Statement of Purpose: A polygraph examination, properly administered by a well trained and competent polygraph examiner using a valid testing and analysis protocol is the most accurate means known to science for determining whether a person has been truthful. To promote the highest degree of accuracy, the APA establishes for its membership the following Standards of Practice. Moreover, all examinations are required to be conducted in compliance with governing local, state, and federal regulations and laws.

3.2 Definitions

3.2.1 Standards: The generally accepted principles for the preparation, conduct, analysis, documentation, and reporting of polygraph examinations. Standards are mandatory, enforceable and can include sanctions for violations by APA members. Standards in the APA Standards of Practice include the word "shall."

3.2.2 Guidelines: Recommended practices for the preparation, conduct, analysis, documentation and reporting of polygraph examinations. Guidelines convey perceived best practices, are recommendations and are non-enforceable by the APA. Guidelines in the APA Standards of Practice include the word "should."

3.2.3 Polygraph examination: A psychophysiological detection of deception interview and testing process encompassing all activities occurring between a polygraph examiner and an examinee during a series of interactions that include a pretest interview as applicable, recording of physiological data, the test data analysis, and

(By-Laws approved 12/13/11 and effective 1/1/12; Edited by VTM as of 12/15/11)

rendering a professional opinion. Nothing in these standards is intended to prevent admission as evidence of a confession or other information obtained during a polygraph examination.

3.2.4 Evidentiary Examination: A polygraph examination in which the written and stated purpose agreed to by the parties involved is to provide a diagnostic opinion as evidence in a pending judicial proceeding.

3.2.5 Paired Testing Examination: Polygraph examinations conducted in tandem on two or more individuals regarding a single central contested fact to which all examinees must know the truth thereof. Paired-testing is used by voluntary stipulation between the testifying parties to resolve disputed facts.

3.2.6 Investigative Examination: A polygraph examination which is intended to supplement and/or assist an investigation and for which the examiner has not been informed and does not reasonably believe that the results of the examination will be tendered for admission as evidence in a court proceeding.

3.2.7 Diagnostic examination: An event-specific evidentiary or investigative polygraph examination conducted to assist in determining the veracity of an examinee regarding their knowledge of or involvement in a reported issue or allegation. Diagnostic examinations may address a single aspect or multiple-facets of an event for which the examination questions are intended to describe different roles or levels of involvement.

3.2.8 Screening examination: A polygraph examination conducted in the absence of a reported issue or allegation to investigate whether an examinee has withheld information regarding engagement in behaviors encompassed by the relevant questions that cover specified periods of time. Screening examinations may be designed to investigate both single and multiple types of behavior.

3.2.9 Test Data Analysis: Test data analysis in polygraph refers to any structured method, whether manual or automated, for the evaluation and interpretation of the recorded physiological data into categorical test decisions concerning the examinee's truthfulness or concealed knowledge. Decisions for diagnostic and screening examinations include:

3.2.9.1 Diagnostic Opinion: A professional opinion based on the results of a polygraph technique that meets the criterion validity requirements for evidentiary testing or paired testing. The results of deception tests are normally reported using the terms Deception Indicated, No Deception Indicated, Inconclusive, and No Opinion (DI or NDI, INC, or NO). Test results of recognition tests are normally reported using the terms Recognition Indicated, No Recognition Indicated, or No Opinion (RI, NRI, NO).

3.2.9.2 Screening Opinion: A professional opinion based on the results of a

(Certified By-Laws as approved during the Teleconference of 12/13/11; Effective 1/1/12)

polygraph technique that meets the requirements for screening purposes ; normally reported using the terms Significant Response, No Significant Response, Inconclusive or No Opinion (SR, NSR, INC, or NO).

3.2.10 Polygraph Technique: A polygraph technique consists of a combination of:
1) a polygraph testing format for which there is a published description of test administration procedures that conforms to evidence-based principles for target selection, test question construction, and test administration; and, 2) a published descriptions of the test data analysis model, including physiological features, transformations, decision rules and normative data.

3.3 Polygraph Examiner

3.3.1 A polygraph examiner shall meet the training and educational requirements of his or her category of membership as set forth in the Division V of the By-Laws.

3.3.2 Polygraph examinations of sex offenders as a condition of treatment, probation or parole shall be conducted by members who have completed specialized training consistent with standards found in section 3.11.

3.3.3 A polygraph examiner shall, where applicable, comply with all state continuing education requirements. Practicing examiners shall complete a minimum of 30 continuing education hours every two years in coursework related to the field of polygraphy. A practicing examiner shall be defined as any member who has conducted polygraph training, quality assurance, or examinations in the previous two years. Examiners are responsible for maintaining records to document that they have met the continuing education requirement.

3.3.4 Examiners shall accurately represent their category of APA membership, their academic credentials, their licensure, and their certification status.

3.3.5 Polygraph examiners conducting PCSOT tests shall have at least half of their required 30 continuing education hours specific to issues dealing with the testing, treatment or supervision of sex offenders.

3.4 Polygraph Examinee

3.4.1 The examiner shall make reasonable efforts to determine that the examinee is a fit subject for testing. Basic inquiries into the medical and psychological condition of the examinee as well as any recent drug use shall be made where allowed by law. Mental, physical or medical conditions of the examinee that should be observable to, or that should be reasonably known by the examiner, are required to be considered in conducting and evaluating the examination.

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3.4.2 During the pretest interview, where allowed by law, the examiner shall specifically inquire of the person to be examined whether or not he or she is currently receiving or has in the past received medical, psychological or psychiatric treatment or consultation.

3.4.3 If an examiner has a reasonable doubt concerning the ability of an examinee to safely undergo an examination, a release from the examinee and his or her physician is required.

3.5 Instrumentation and Recording

3.5.1 Polygraph examinations shall be conducted with instrumentation that records with, at a minimum, the following physiological data:

3.5.1.1 Respiration patterns recorded by pneumograph components. Thoracic and abdominal patterns should be recorded separately, using two pneumograph components.

3.5.1.2 Electrodermal activity reflecting relative changes in the conductance or resistance of current by the epidermal tissue.

3.5.1.3 Cardiovascular activity including changes in relative blood pressure, pulse rate and pulse amplitude.

3.5.1.4 A motion sensor is required for all examinations.

3.5.1.5 Other physiological data may also be recorded during testing, but may not be used to formulate decisions of truthfulness or deception unless validated in replicated and published research.

3.5.2 Physiological recordings during each test shall be continuous, and of sufficient amplitude to be easily readable by the examiner and any reviewing examiner. Pneumograph and cardiograph tracings between one-half inch and one inch in amplitude, at the time of data collection, will be considered of sufficient size to be easily readable.

3.5.3 The polygraph instrument shall be given a functionality or calibration test consistent with manufacturer recommendations and in compliance with state and federal law. In the absence of manufacturer's recommendations, examiners should semi-annually record a chart demonstrating correct functioning of the instrument. A functionality or calibration test shall be administered prior to and on the day of all evidentiary examinations and paired testing examinations.

3.6 Test Location and Conditions

3.6.1 Conditions under which testing occurs should be free from distractions.

3.6.2 Examiners conducting polygraph examinations during public viewing are prohibited from rendering opinions regarding the truthfulness of the examinees on the basis of that examination. Examiners should ensure that reenactments of polygraph examinations are clearly conveyed as such to viewers. Should the examiner determine that the reenactment will not or has not been clearly conveyed as a reenactment, the examiner shall immediately notify the APA National Office.

3.7 Preparation

3.7.1 Prior to an examination, the examiner shall dedicate sufficient time to identify the issues and any potential problem(s) in any area of testing.

3.8 Pretest Practices

3.8.1 The examiner shall obtain information sufficient to identify the examinee.

3.8.2 The examiner shall obtain the consent of the examinee prior to testing. It is recommended the consent of the examinee be obtained after there is a reasonable understanding of the polygraph process, including the duration, the issues to be covered, and the instrumentation to be used.

3.8.3 Sufficient time shall be spent during the pretest interview to ensure that the examinee has a reasonable understanding of the polygraph process and the requirements for cooperation.

3.8.4 Sufficient time shall be spent to discuss the issues to be tested and to allow the examinee to fully explain his or her answers.

3.8.5 Sufficient time shall be spent to ensure the examinee recognizes and understands each question. Attempts by the examinee to rationalize should be neutralized by a pretest discussion in which the examinee demonstrates he or she understands the test questions to have the same meaning as does the examiner. Questions shall be asked in a form that would prevent a reasonable person, facing a significant issue, from successfully engaging in a rationalization process.

3.8.6 The examiner shall not display or express bias in any manner regarding the truthfulness of the examinee prior to the completion of testing.

3.9 Testing

3.9.1 A member polygraph examiner shall use a validated testing technique. For purposes of these standards a testing technique shall be considered valid if supported by research conducted in accordance with the APA's research standards. Upon request for a minimum of five years from publication, researchers of polygraph techniques shall provide reasonable access to validation data for critical review. Where examinations deviate from the protocols of a validated testing technique the deviations should be noted and justified in writing.

3.9.1.1 Polygraph techniques for evidentiary examinations shall be those for which there exists at least two published empirical studies, original and replicated, demonstrating an unweighted average accuracy rate of 90% or greater, excluding inconclusives, which shall not exceed 20%.

3.9.1.2 Polygraph techniques for paired testing shall be those for which there exists at least two published empirical studies, original and replicated, demonstrating an unweighted average accuracy rate of 86% or greater, excluding inconclusives, which shall not exceed 20%.

3.9.1.3 Polygraph techniques for investigative testing shall be those for which there exists at least two published empirical studies, original and replicated, demonstrating an unweighted average accuracy rate of 80% or greater, excluding inconclusives, which shall not exceed 20%.

3.9.1.4 Polygraph techniques used for screening purposes shall be those for which there exists research demonstrating an unweighted accuracy rate significantly greater than chance and should be used in a "successive hurdles" approach which entails additional testing with validated methods when the screening test is not favorably resolved.

3.9.1.4.1 (Effective January 1, 2015, 3.9.1.4 shall be replaced with the following). Polygraph techniques used for screening purposes shall be those for which there exists at least two published empirical studies, original and replicated, demonstrating an unweighted accuracy rate that is significantly greater than chance, and should be used in a "successive hurdles" approach which entails additional testing with validated methods when the screening test is not favorably resolved.

3.9.1.5 Nothing in these standards of practice shall be construed as preventing examiners and researchers from investigating and developing improved methods. Polygraph techniques that do not meet these standards for validation shall be considered experimental methods..

3.9.1.6 Field examiners who employ experimental techniques shall be in compliance with applicable law related to human subject research and should inform the examinee and the party requesting the examination of the use of an experimental techniques . Results from experimental techniques used in field settings shall not be used in isolation to render diagnostic or screening decisions.

3.9.1.7 Nothing in these standards of practice shall be construed as prohibiting the use of other supportive methodologies that do not meet the requirements of these standards (EG: Yes Test, Searching Peak of Tension, etc. However, non-validated techniques shall not be used in isolation to render screening or diagnostic decisions.

3.9.2 Each member shall conduct an acquaintance test for all evidentiary, paired-testing, initial community safety and initial investigative examinations.

3.9.3 Questions shall be asked with clarity and distinctiveness.

3.9.4 Questions used in the assessment of truth and deception shall be followed by time intervals of not less than 20 seconds from question onset to question onset. When validated and replicated research supports the use of another time interval, that time interval will be acceptable.

3.9.5 Standardized chart markings, recognized and utilized within the polygraph profession shall be employed.

3.9.6 An audio and video recording of the pretest and in-test phases shall be made and maintained as part of the examination file, consistent with regulation and law, and for a minimum of one year, for all evidentiary and paired-testing examinations. Audio and video recording should be used for community safety examinations.

3.9.7 A member polygraph examiner shall not conduct more than four diagnostic or three evidentiary examinations in one day, and no more than five examinations of any type in one day. On rare occasion, exigent circumstances may warrant a waiver of this requirement.

3.10 Scoring

3.10.1 Examiner conclusions and opinions shall be based on validated scoring methods and decision rules.

3.10.2 Examiner notes of the test evaluation shall have sufficient clarity and precision so that another examiner could read them.

3.10.3 Examiners shall not disclose the results of the examination until the analysis has been completed.

3.10.4 Examiners shall maintain the confidentiality of their work conducted under privilege until a release by the client is obtained.

3.10.5 An examiner subject to a quality control evaluation of a case shall fully disclose all pertinent information regarding the case under review.

3.10.6 Examiners conducting polygraph examinations should submit to a quality control review of their work product at least annually. The submitted examination should be recorded in its entirety unless precluded by law or government policy, or it should be witnessed in its entirety by the reviewing examiner.

3.11 Standards for Post-Conviction Sex Offender Testing (PCSOT)

3.11.1 PCSOT examiners shall satisfy the provisions set forth in the Standards of Practice as well as the following mandatory standards:

3.11.2 Minimum Training: A minimum of 40 hours of specialized instruction, beyond the basic polygraph training course requirements, through PCSOT training approved by the APA. In the event an examiner attends and successfully completes the advanced training prior to completing 200 polygraph examinations, the examiner shall participate in an internship program consisting of at least 10 PCSOT examinations, under the supervision of a recognized PCSOT examiner, and upon successful completion of that testing, will receive an APA certificate reflecting satisfactory completion of training requirements.

3.11.3 Written Examination: Passing a final written examination, approved by the APA or its designated representative shall occur prior to receiving APA certification for the training. The written examinations shall be properly controlled and protected to prevent exposure of the test questions or answers to any unauthorized persons.

3.11.4 Recording Requirements: All PCSOT polygraph examinations submitted for quality control shall be audio/visually recorded in their entirety. When required for quality control purposes, these recordings shall be made available. All recorded physiological data shall be retained as part of the examination file as long as required by regulation or law, but for a minimum of one year when not in conflict with regulation or law.

3.11.5 Conflict of Interest: PCSOT examiners who are therapists/treatment providers shall not conduct polygraph examinations on an individual that they directly or indirectly treat or supervise.

3.11.6 PCSOT examiners who are probation or parole officers shall not conduct a polygraph examination on any individual that they directly or indirectly supervise.

4. Division IV: Code of Ethics

4.1 Rights of Examinees.

4.1.1 A member shall respect the rights and dignity of all persons to whom they administer polygraph examinations.

4.2 Standards for Rendering Polygraph Decisions.

4.2.1 A member shall not render a conclusive diagnosis when the physiological records lack sufficient quality and clarity. This may include, but is not limited to, excessively distorted recordings possibly due to manipulations by the examinee, recordings with insufficient responsivity, or recordings with tracing amplitudes less than that generally accepted by the profession.

4.3 Post-Examination Notification of Results.

4.3.1 A member shall afford each examinee a reasonable opportunity to explain physiological reactions to relevant questions in the recordings. There are three exceptions:

4.3.1.1 When the examinee is represented by an attorney who requests that no post-examination interview be conducted, and that the results of the examination be released only to the attorney.

4.3.1.2 When the examination is being conducted by court order which stipulates that no post-examination interview is to be conducted.

4.3.1.3 Instances of operational necessity.

4.4 Restrictions on Rendering Opinions.

4.4.1 A member shall not provide any report or opinion regarding the medical or psychological condition of the examinee for which the member is not professionally qualified to make. This shall not preclude the examiner from describing the appearance or behavior of the examinee.

4.4.2 Polygraph outcome decisions shall be restricted to only those based on polygraph data.

4.5 Restrictions on Examinations.

4.5.1 A member shall not conduct a polygraph examination when there is reason to believe the examination is intended to circumvent or defy the law.

4.6 Fees.

4.6.1 A member shall not solicit or accept fees, gratuities, or gifts that are intended to influence his or her opinion, decision, or report. No member shall set any fee for polygraph services which is contingent upon the findings or results of such services, nor shall any member change his or her fee as a direct result of his or her opinion or decision subsequent to a polygraph examination.

4.7 Standards of Reporting.

4.7.1 A member shall not knowingly submit, or permit employees to submit, a misleading or false polygraph examination report. Each polygraph report shall be a factual, impartial, and objective account of information developed during the examination, and the examiner's professional conclusion based on analysis of the polygraph data.

4.7.2 A member shall maintain for a period of at least one year, all polygraph data and documentation related to the conduct of a polygraph examination.

4.7.3 Reports of evidentiary and paired-testing examinations should contain validation information reflected in paragraph 3.9.1.

4.8 Advertisements.

4.8.1 A member shall not knowingly make, publish, or cause to be published any false or misleading statements or advertisements relating to the Association or the polygraph profession. No member shall make any false representation as to category of membership in the Association. All advertisements making reference to membership in the Association shall also list the category of membership.

4.9 Release of Non-relevant Information.

4.9.1 A member shall not disclose to any person any irrelevant personal information gained during the course of a polygraph examination which has no connection to the relevant issue, and which may embarrass or tend to embarrass the examinee, except where such disclosure is required by law.

4.10 Restrictions on Examination Issues.

4.10.1 A member shall not include in any polygraph examination, questions intended to inquire into or develop information on activities, affiliation, or beliefs on religion, politics, or race except where there is relevancy to a specific investigation.

4.11 APA Oversight Authority.

4.11.1 A member who administers or attempts to administer any polygraph examination in violation of the Code of Ethics or the Standards of Practice may be subject to investigation, censure, suspension, expulsion or other discipline as deemed appropriate, as provided by Article IV of the APA Constitution.

4.11.2 (Truthfulness) Applicants for membership and existing members are required to be truthful in any written communications with the APA.

5. Division V: Membership

5.1 Full Member.

5.1.1 Full members of this Association are those persons who have:

5.1.1.1 Graduated from an APA Accredited School.

5.1.1.2 Completed not less than two hundred (200) actual polygraph examinations using a validated polygraph technique as taught at an APA Accredited School and, where required by law, to hold a current and valid license to practice polygraphy issued by a state or federal agency requiring such license.

5.1.1.3 Received a Baccalaureate Degree from a college or university accredited by an accreditation board recognized by the United States Department of Education or the Council on Higher Education Accreditation; or an equivalent degree from a college or university outside of the United States recognized by the international educational community as meeting similar standards.

5.1.1.4 Full Members shall:

5.1.1.4.1 Have the right to vote in all matters before the General Membership.

5.1.1.4.2 Be eligible to hold any elective office in the Association.

5.1.1.4.3 Be eligible to hold any appointed position in the Association or serve as the Chair of any Standing or Ad Hoc Committee.

5.1.1.4.4 Shall be permitted to cast votes in any election conducted by the Association.

5.1.1.4.5 Shall meet all financial obligations to the Association.

5.2 Associate Member.

5.2.1 Associate Members of this Association are persons who:

5.2.1.1 Are practicing polygraph examiners and who are graduates of an APA Accredited Polygraph school, but do not meet the requirements as Full Member; or,

5.2.1.2 Are graduates of any basic polygraph school of at least six weeks in continuous, full time duration which was in existence on or before 1 August 2001, and are practicing polygraph examiners; and,

5.2.1.2.1 Have attended an APA sponsored seminar; and,

5.2.1.2.2 Have successfully passed an APA administered written examination; and,

5.2.1.2.3 Have presented the work product (pretest worksheet, question list, charts and report) from a minimum of ten (10) completed polygraph examinations to the Membership Committee to confirm whether an acceptable level of technical competence has been achieved. If the Membership Committee deems it necessary, any person applying for membership agrees to allow a representative of the Membership Committee to observe a live test administered by the applicant. Any such observation shall be conducted in accordance with existing laws and regulations applicable to that examiner.

5.2.2 Associate members shall be eligible to be upgraded to Full Member status, provided that the following conditions have been satisfied:

5.2.2.1 They have satisfactorily completed a qualifying examination attesting to their knowledge of and competence in the administration of polygraph procedures. This examination shall consist of an oral and written assessment of both academic and practical knowledge of polygraph detection of deception procedures and shall be administered by the APA Membership Committee.

5.2.2.2 They have been Associate members for not less than 36 months.

5.2.2.3 Within the 36 months preceding upgrading, they have successfully completed either:

- 5.2.2.3.1 A minimum of 108 hours of continuing education in topics directly related to polygraph testing, including at least one APA annual seminar, during their Associate membership; or,
- 5.2.2.3.2 They have completed an APA approved refresher course administered by a polygraph training school accredited by the APA.
- 5.2.2.4 They are in attendance at an APA annual seminar at the time of consideration of their request for upgrading to Full Member.
- 5.2.2.5 They submit proof of having completed not less than 200 satisfactory polygraph examinations.

5.2.2.6 They hold a current and valid license as a polygraph examiner in the state or other similar governmental jurisdiction of their practice, if at the time of application such license is required by law.

5.2.2.7 They have satisfied all financial obligations to the APA.

5.2.3 Associate Members shall:

5.2.3.1 Have the right to vote in all matters before the General Membership, but not hold any elective office in the Association.

5.2.3.2 Be eligible to hold any appointed position in the Association and Chair any standing or Ad-Hoc Committee.

5.2.3.3 Shall not represent themselves as other than Associate Member of the APA.

5.3 Life Member

5.3.1 A Life Member is any member of the Association:

5.3.1.1 Who has been nominated by another Member for Life Membership, and;

5.3.1.2 Whose nomination has been approved by a two-thirds (2/3) majority vote of the Board, and:

5.3.1.3 Whose nomination has been confirmed by a majority vote of all Voting Members present at a meeting of the General Membership.

5.3.2 Life Members shall:

5.3.2.1 Have the right to vote in all matters before the General Membership.

5.3.2.2 Be eligible to hold any elective office in the Association.

5.3.2.3 Be eligible to hold any appointed position in the Association and Chair any Standing or Ad-Hoc Committee.

5.3.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.

5.3.2.5 Be exempt from annual membership dues to the Association.

5.4 Science and Technology Membership.

5.4.1 Science and Technology members are those persons, organizations or corporations who have a professional or scientific interest in the polygraph profession through polygraph research or instrumentation.

5.4.2 Science and Technology members shall:

5.4.2.1 Not have the right to vote in matters before the General Membership.

5.4.2.2 Not be eligible to hold any elective office in the Association.

5.4.2.3 Not be eligible to hold any appointed position in the Association.

5.4.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.

5.4.2.5 Meet all financial obligations to the Association.

5.5 Honorary Member.

5.5.1 Honorary Members are those persons who:

5.5.1.1 Have made an outstanding contribution to the Association and the polygraph profession, and;

5.5.1.2 Have been nominated by any Member for Honorary Membership, and;

5.5.1.3 Whose nomination has been approved by a two-thirds (2/3) majority vote of the Board, and;

5.5.1.4 Whose nomination has been confirmed by a majority vote of all Voting Members present at a meeting of the General Membership.

5.5.2 Honorary Members shall:

5.5.2.1 Not have the right to vote in matters before the General Membership.

5.5.2.2 Have the right to speak on any issue before the General Membership or the Board of Directors.

5.5.2.3 Not be eligible to hold any elective office in the Association.

5.5.2.4 Not be eligible to serve on any Standing or Ad-Hoc Committee.

5.5.2.5 Be exempt from annual membership dues to the Association.

5.6 Retired Members.

5.6.1 Retired members are those persons who:

5.6.1.1 Are at least 65 years of age.

5.6.1.2 Are no longer engaged in profit-making polygraph employment.

5.6.1.3 Have at least 20 years of membership in the American Polygraph Association.

5.6.1.4 Have attended a minimum of five (5) American Polygraph Association Annual Seminars.

5.6.1.5 Whose nomination has been approved by a two-third (2/3) majority vote of the Board, and;

5.6.1.6 Whose nomination has been confirmed by a majority vote of all Voting Members present at a meeting of the General Membership.

5.6.2 Retired Members shall:

5.6.2.1 Have the right to vote in all matters before the General Membership.

5.6.2.2 Be eligible to hold any elective office in the Association.

5.6.2.3 Be eligible to hold any appointed position in the Association and Chair any Standing or Ad-Hoc Committee.

5.6.2.4 Be eligible to serve on any Standing or Ad-Hoc Committee.

5.6.2.5 Be exempt from annual membership dues to the Association.

5.7 Divisional Members.

5.7.1 Divisional Members are those polygraph organizations or associations who desire a professional relationship with the American Polygraph Association and whose members agree to abide by the Code of Ethics and the Standards of Practice of the Association. An applicant for Divisional Membership shall:

5.7.1.1 File a copy of its Constitution or By-laws with the Board and, if granted

membership, notify the Board of any changes in said documents.

5.7.1.2 Be granted Divisional Membership upon a two-thirds (2/3) majority vote of the Board.

5.7.2 Divisional Members shall:

5.7.2.1 Be autonomous in all matters, but must be in compliance with the Code of Ethics and Standards of Practice of this Association.

5.7.2.2 Not represent themselves as other than a Divisional Member of this Association nor represent that by virtue of their Divisional Membership some or all of the members therein are members of the American Polygraph Association. This shall not preclude members of the American Polygraph Association from belonging to a Divisional Member and representing themselves to be members of the Association.

5.7.2.3 Maintain separate financial accounts and records from the American Polygraph Association and not bind the Association to any financial commitment or responsibility.

5.7.2.4 The Board of Directors may upon a two-thirds (2/3) majority vote, revoke the Divisional Membership of any such member who:

5.7.2.4.1 Fails to subscribe to or enforce upon its members the American Polygraph Association Code of Ethics and Standards of Practice.

5.7.2.4.2 Fails to hold a meeting of its General Membership within a twelve (12) month period.

5.8 General Provisions.

5.8.1 Subject to the terms and conditions of this Article, membership in the Association shall be terminated upon the conviction of any member, other than a Divisional Member, of any felony crime or any crime of moral turpitude. Conviction, for the purpose of this section, shall mean the judgment of any court of competent jurisdiction, local, state or federal and shall include a plea of "no contest." Such termination of membership shall be automatic and without action by the Grievance Committee or the Board.

5.8.2 Any Member, other than a Divisional Member, who has been formally charged in any court of competent jurisdiction on a charge amounting to a felony crime or any crime of moral turpitude shall, within thirty (30) days of such charge, notify the Chairperson of the Grievance Committee of such charge. Notification shall be in writing and shall include the nature of the charge, the name and address of the court where the

member was charged, the date of the charge and the case or docket number assigned by the court.

5.8.2.1 The membership of any Member who fails to comply with the provisions of this sub-section shall be suspended without action by the Grievance Committee or Board. Said suspension shall be effective on the thirty-first (31st) day after being formally charged and shall continue until the member complies with the requirements of this sub-section.

5.8.3 The membership of any Member, other than a Divisional Member, who resigns from this Association shall be reinstated upon approval of the Membership Committee or the Board; provided, the member:

5.8.3.1 Qualifies for the class of membership to which he or she qualified at the time of resignation.

5.8.3.2 Meets all financial obligations to the Association for the year in which the reinstatement is sought.

5.8.3.3 Was not the subject of an unresolved investigation by the Grievance Committee at the time of his or her resignation. Any such unresolved investigation must be resolved prior to reinstatement.

5.8.4 Any applicant pending Board approval of membership or Associate Member who is in the process of upgrading to Full Member will not be eligible for upgrade processing until their current grievance investigation is deemed unfounded and closed.

6. Division VI: Nominations

6.1 Any member qualified under Division V of the By Laws to hold APA elected office may have his or her name appear on the ballot if nominated by at least one voting member of the Association. A voting member may self-nominate. The nomination shall be made in writing and submitted to the Association National Office at least 90 days prior to the commencement of the annual seminar. Any form of written communication (e.g., electronic, facsimile, etc) is acceptable, provided the communication can be authenticated, if necessary, as that of a voting member).

6.1.1 With the exception of self-nominees, the immediate Past President shall notify each nominee of his or her nomination no later than 85 days prior to the commencement of the Annual Seminar. Within 2 days of notification, nominees must notify the immediate Past President of his or her acceptance or rejection of the nomination.

6.2 A candidate shall only compete for a single office in any one election year. Each Director position shall be considered a single office. If nominated for more than one office, the nominee must submit in writing to the APA National Office which one of the nominations he or she has chosen to accept. If the statement is not received from the candidate within two days of notification by the Past President of the nominations for multiple offices, the candidate shall not be placed on the ballot for any elected office in that election year.

6.3 The Immediate Past President shall notify all candidates of the results of the election.

7. Division VII: Election Procedures

7.1 With the exception of run-off elections as described in section 7.4, elections shall be conducted electronically and completed no later than 60 days prior to the commencement of the Annual Seminar.

7.2 The electronic ballot shall list the candidates for each office in alphabetical order by last name.

7.3 The election period shall remain open for seven calendar days for all elections held electronically.

7.4 If no candidate wins 50% of the vote for an office, a runoff election shall be completed no later than 30 days prior to the commencement of the Annual Seminar.

7.4.1 The runoff election shall include only the two candidates that received the most votes unless there is a tie among more than two candidates for the two ballot positions.

7.4.1.1 In the case of such a tie for the most votes, only those candidates with the most votes shall appear on the ballot regardless of their number.

7.4.1.2 If the tie is among those with the second-most votes, the ballot would include the candidate with the most votes and all those tied for second-most votes regardless of their number.

7.5 If no candidate in the runoff election wins 50% of the vote for an office, a final vote will be taken during the General Business Meeting at the Annual Seminar that includes all of the candidates from the runoff election.

7.6 Any candidate wishing to contest the election results must submit a formal, written petition to the Board at or before its first session during the annual meeting setting forth all pertinent information. If this matter is not resolved by the Board to the

satisfaction of all parties directly concerned, it shall be presented to the membership during the scheduled business session for final disposition.

7.7 If an election is held to be null and void by the Board, the Board may authorize an election from the floor of the annual meeting. Article VII of the Constitution applies.

8. Division VIII: Election Certification

8.1 The official certification of the results will be by the Board at the next annual meeting of the Association.

9. Division IX: Amendment of the Election Code.

9.1 Amendments to the Election Code may be made only by the procedure specified in Article XI of the Constitution. However, nothing in these provisions in the Election Code or Article XI shall be deemed to preclude modification of purely administrative or clerical procedures or details by the Fair Elections Committee or the Board necessitated by effective and efficient carrying out of the intent and purposes of the Code. In any such case, the decision of the Board shall be final, subject to the provisions of Article XI Interpretation of the Constitution.

9.2 Proposed amendments approved by the Board shall be submitted by the Secretary to the membership using the same procedures provided for in Article XI, insofar as applicable. Amendments may be submitted at any time as determined by the Board.

10. Division X: Directors

10.1 Directors of the Association shall perform such duties as assigned by the President or Board of Directors.

11. Division XI: Officers

11.1 The President shall:

11.1.1 Preside over all meetings of the General Membership.

11.1.2 In the absence of the Chairperson of the Board, preside over all meetings of the Board of Directors.

11.1.3 Have general supervision over the affairs and administration of the Association and of the duties of those appointed to office.

11.1.4 Perform such duties as the Board may assign and represent this Association at all official functions.

11.1.5 Appoint the general Chairpersons of all Standing or Ad-Hoc Committees.

11.1.6 Perform other duties as assigned by the Board.

11.2 The President-Elect shall:

11.2.1 Assist the President in the performance of his/her duties.

11.2.2 Upon direction by a majority vote of the Board of Directors, the President-Elect shall act to discharge the duties of the presidential office in the event of the President's absence, disability, or refusal to act.

11.2.3 If the office of the President becomes vacant for any reason, the President-Elect shall succeed to the presidency until the expiration of the term remaining for his predecessor and for the term of one year thereafter, or until a successor is duly qualified.

11.3 The Immediate Past President shall:

11.3.1 Be the presiding Chair at meetings of the Board of Directors but shall not be a voting member thereof except in cases of a tie among the Board.

11.3.2 Shall call a meeting of the Board upon request of the President, or as may be required by majority vote of the Board.

11.3.3 Shall undertake such other duties as may be assigned by the President or the Board of Directors.

11.4 The Vice-Presidents shall:

11.4.1 Represent the interest of all APA members, especially focusing on the segment of their representation, Government, Private, Law Enforcement.

11.4.2 Perform other duties as assigned by the Board.

11.5 The Secretary shall:

11.5.1 In conjunction with the National Office Manager, serving as appointed Assistant Secretary, be responsible for recording and retaining the current Association Constitution and Bylaws, the official minutes, resolutions, and proceedings of the

Association derived from business meetings of the general membership, the Board of Directors, or other meetings as may be required for the effective and orderly transaction of the Association's business.

11.5.2 Distribute official notices, correspondence and other materials and record policy and procedures established during Board of Directors Meetings.

11.5.3 Perform other duties as assigned by the President or the Board.

11.6 The Treasurer shall:

11.6.1 Be the primary custodian of all funds and securities, of whatever nature, which are the property of the Association and shall provide copies thereof to the National Office Manager.

11.6.2 Maintain complete and accurate records of all financial transactions related to the Association.

11.6.3 Be authorized, and by virtue of these By-laws is authorized, to act in all financial matters wherein an authorized signature is required on behalf of this Association. In the absence or disability of the Treasurer, the President may act for him.

11.6.4 Select an independent Certified Public Accountant, approved by the Board of Directors, to perform a certified annual audit of the Association's records and financial transactions and report the results to the membership at the Annual Business meeting.

11.6.5 Publish or cause to be published a Statement of Assets and Liabilities as well as a Statement of Income and Expenses of the Association on a monthly basis and mail to each member of the Board of Directors. Such statements shall be available for review by any Voting Member upon demand. Such information is deemed proprietary to the APA and shall be treated as confidential and any dissemination to anyone other than the requester is prohibited and unlawful.

11.6.6 Collect all dues authorized by the General Membership and all assessments levied by the Board. Dues are due on or before 31 March each year. Any member who fails to meet financial obligations to the Association shall be suspended without action of the Board until the next meeting of the Board of Directors at which time they may continue the suspension or terminate the membership.

11.6.7 Provide a bond in an amount deemed appropriate by the Board of Directors. The bond shall be payable to the American Polygraph Association. The premium shall be paid by the Association.

11.6.8 Assisted by the National Office Manager, be responsible for preparing or supervising such tax and other official documents as may be required by law; proposing or supplying such other budget or financial reports as the Board may direct.

11.6.9 Compile and present a budget to the incoming APA Board of Directors subsequent to the General Membership meeting.

11.6.10 Perform other duties as assigned by the Board.

12. Division XII: Ex-Officio Members of the Board of Directors

12.1 The General Counsel shall:

12.1.1 Advise the Board on all legal matters which may come before it and may represent the Association in all litigation.

12.1.2 Provide advice to the Board of Directors on policies and decisions under consideration by the Board of Directors.

12.1.3 Perform other duties as assigned by the President.

12.2 The Editor In Chief shall:

12.2.1 Publish or cause to be published any and all publications, newsletters, journals or other documents authorized and directed by the Board.

12.2.2 Distribute or cause to be distributed any and all publications, newsletters, journals or other documents authorized and directed by the Board.

12.2.3 Recommend to the President for approval and appointment, the names of other editorial and/or staff members. The Editor shall maintain financial and other records as may be required by the Board of Directors.

12.2.4 Perform other duties as assigned by the President.

12.3 The National Office Manager shall:

12.3.1 Manage the National office in support of APA members under the direct supervision of the President and the members of the Board of Directors.

12.3.2 Be the primary custodian of all records, of whatever nature, which are the property of the American Polygraph Association.

12.3.3 Perform other duties as assigned by the President and the Board of

Directors.

13. Division XIII: Standing Committees

13.1 Standing Committees shall consist of a Chairperson nominated by the General Chair and not less than three eligible members, whose total number shall be determined by the General Chair dependent on the needs of the Committee.

13.1.1 The Ethics and Grievance Committee

13.1.1.1 The Ethics and Grievance Committee receives and expeditiously, fairly, and impartially investigates all allegations of misconduct against members of the Association. An ethics or grievance investigation shall be initiated by filing a complaint. All complaints shall be submitted in writing in English, signed by the complainant, and submitted to the APA National Office. The Committee shall not consider, investigate, nor act upon any allegation that does not meet these criteria.

13.1.1.2 Upon receipt of the complaint, the General Chair of the Committee shall determine whether the complaint sets out an allegation of an ethical violation. If the General Chair determines that the complaint sets out an allegation of an ethical violation, the General Chair shall forward the complaint to the accused member requesting a written response to the complaint along with a request for any other documentation deemed necessary for investigation of the complaint. The accused member shall have thirty (30) days, or such longer time as granted by the General Chair, from the receipt of the complaint to respond, in writing, to the General Chair. Failure to provide requested information to the Ethics & Grievance Committee shall be grounds for the Ethics and Grievance Committee General Chair to seek suspension of the accused member by the Board of Directors. Continued failure to provide the requested information shall be grounds for additional sanctions, up to and including termination of membership. Upon receipt of the written response, the General Chair shall, along with any investigation deemed necessary, determine if the complaint is without merit and should be dismissed or whether disciplinary proceedings should be initiated. The General Chair shall notify, in writing, the complainant and the accused member of the decision of whether to initiate a disciplinary proceeding.

13.1.1.3 The General Chair shall appoint a member of the Committee to proceed with an investigation as he or she deems necessary to make findings and recommendations. The appointed Committee member shall submit his or her findings and recommendations to the General Chair for submission to the full Committee for review and comment. The Committee shall determine, by majority vote of the Committee members voting whether to accept, reject or modify the findings and recommendations. The General Chair or his appointed representative shall notify the accused member, in writing of its findings and recommendations.

13.1.1.4 If disciplinary action is recommended, the General Chair or his designated committee representative shall present the evidence, findings, and recommendations to the Board of Directors. The accused member may appear or submit in writing to the Board of Directors, on such conditions as determined by the Board of Directors, only mitigating or extenuating matters that may affect the Board of Directors decision concerning types of disciplinary actions to be imposed. The Board of Directors shall by majority vote determine whether, and the nature of, disciplinary action to be taken against the member. The Board of Directors may publicly or privately censure, suspend, or terminate membership in the Association or take such other actions as deemed appropriate. The General Chair shall notify the accused member, in writing, of the Board's determination. The General Chair shall advise the complainant of whether disciplinary action was taken.

13.1.1.5 Except as otherwise contemplated by the Constitution and By-laws, information obtained by the Grievance Committee is considered confidential and should not be released outside the Committee or Board of Directors.

13.1.1.6 If an ethics or grievance complaint is filed by or against a member of the Ethics and Grievance Committee or a member of the Board of Directors, that member shall recuse himself or herself from investigation or consideration of the complaint.

13.1.1.7 The Ethics and Grievance Committee performs other duties as assigned by the President of the Board of Directors.

13.1.2 The Legislative Committee:

13.1.2.1 Represents the interests of the Association in all matters relating to legislation, proposed or enacted, at the federal, state or local level, which affect or may affect the Association or the members thereof.

13.1.2.2 When appropriate, recommends to the Board any changes in the Standards and Principles of Practice necessitated by changes in law or the effects of law.

13.1.2.3 Performs other duties as assigned by the President and the Board of Directors.

13.1.3 The Membership Committee:

13.1.3.1 Examines the qualifications of applicants for membership, publishes the names of all applicants for membership at least thirty (30) days prior to the submission of their names to the Board and sends to the Board the names of all those whom the Committee finds meet the qualifications for the class of membership requested.

13.1.3.2 Performs other duties as assigned by the President and the Board of Directors.

13.1.4 The Seminar Committee:

13.1.4.1 Is responsible for the training and education components of that meeting of the General Membership designated as the annual seminar.

13.1.4.2 Performs other duties as assigned by the President and the Board of Directors.

13.1.5 Research and Development Committee:

13.1.5.1 Investigates those areas of science and technology which impact the validity, reliability and use of the polygraph technique and reports the findings of said investigations to the Board and the General Membership as appropriate.

13.1.5.2 Performs other duties as assigned by the President and the Board of Directors.

13.1.6 Educational Accreditation Committee:

13.1.6.1 Has the authority and responsibility to establish and promulgate criteria for evaluation and accreditation of programs and institutions engaged in any course of study within any private, public, or federal educational or training institution which purports to offer instruction in, or the teaching of, the theory or practice of detecting deception or verifying truth of statements through the use of any polygraph techniques or instrumentation. The criteria are under continuing review and changes are made as appropriate and as required.

13.1.6.2 Uses the accreditation process to enhance the instruction and learning experience of those seeking to be polygraph professionals.

13.1.6.3 Performs other duties as assigned by the President and the Board of Directors.

13.1.7 Public Relations and Information Committee:

13.1.7.1 Develops written, visual and auditory materials for dissemination of positive and educational information about the polygraph profession.

13.1.7.2 Establishes public relations programs to promote the best interest of the polygraph profession.

- 13.1.7.3 Answers media inquiries regarding polygraph matters.
- 13.1.7.4 Performs other duties as assigned by the President and Board of Directors.
- 13.1.8 Continuing Education Committee:
 - 13.1.8.1 Offers educational seminars for American Polygraph Association members at various regional locations.
 - 13.1.8.2 Provides training and information on technological advances in the polygraph profession.
 - 13.1.8.3 Performs other duties as assigned by the President and the Board of Directors.
- 13.1.9 Budget Committee
 - 13.1.9.1 Is chaired by the Treasurer
 - 13.1.9.2 By May 1 each year, provides an estimated budget of income and expenses for the American Polygraph Association to the Board of Directors.
 - 13.1.9.3 Monitors the budget and provides such information to the Board of Directors.
 - 13.1.9.4 Performs other duties as assigned by the President and the Board of Directors.
- 13.1.10 Awards Committee:
 - 13.1.10.1 Identifies those persons who through their unselfish and extraordinary efforts promote and advance the best interests of the polygraph profession.
 - 13.1.10.2 The following are current Awards offered by the American Polygraph Association:
 - 13.1.10.2.1 William L. and Robbie S. Bennett Memorial Award: For unrelenting efforts and display of ability in the interest of the American Polygraph Association.
 - 13.1.10.2.2 Al & Dorothea Clinchard Award: For extended, distinguished, devoted and unselfish service in behalf of the American Polygraph Association membership.

13.1.10.2.3 Cleve Backster Award: Honoring an individual or group that advances the polygraph profession through tireless dedication to standardization of polygraph principles and practices (January 28, 2006).

13.1.10.2.4 Leonarde Keeler Award: For long and distinguished service to the American Polygraph Association.

13.1.10.2.5 David L. Motsinger Horizon Award: In recognition of a new shining star in the profession or association who early in their career demonstrates loyalty, professionalism and dedication to the polygraph profession (less than 10 years)

13.1.10.2.6 John E. Reid Award: For achievement in research, teaching and writing of the polygraph profession.

13.1.10.2.7 President's Award: Given at the discretion of the President.

13.1.10.2.8 Merit and Service award certificates.

13.1.10.3 Perform other duties as assigned by the President and the Board of Directors.

14 Division XIV: Ratification

14.1 These By-Laws shall take effect at the time the Constitution of the American Polygraph Association is ratified and shall supersede all other By-Laws then in effect.



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Mission Statement

Mission

Established in 1966, the American Polygraph Association (APA) consists of over 2500 members dedicated to providing a valid and reliable means to verify the truth and establish the highest standards of moral, ethical, and professional conduct in the polygraph field. The American Polygraph Association continues to be the leading polygraph professional association, establishing standards of ethical practices, techniques, instrumentation, research, and advanced training and continuing educational programs.

Goals

The goal of the American Polygraph Association is to provide mankind with a valid and reliable means to verify the truth of the matter asserted by

- Serving the cause of truth with integrity, objectivity and fairness to all persons
- Encouraging and supporting research, training and education to benefit members of the Association as well as those who support its purpose and by providing a forum for the presentation and exchange of information derived from such research, training and education
- Establishing and enforcing standards for admission to membership and continued membership in the Association
- Governing the conduct of members of the Association by requiring adherence to a Code of Ethics and a set of Standards and Principles of Practice.

About Us

SHARE

From: laurawellsperry@gmail.com on behalf of [Laura Wells](#)
To: office@arizonapolygraphexaminers.com
Subject: Fwd: AZ School of Polygraph Science Class 47 May 2012 student list
Date: Friday, March 22, 2013 12:50:22 PM

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

----- Forwarded message -----

From: Robbie Bennett <apapolygraph@att.net>
Date: Thu, May 31, 2012 at 1:14 PM
Subject: RE: AZ School of Polygraph Science Class 47 May 2012 student list
To: Laura Wells <L.Wells@arizonapolygraphexaminers.com>

Thank you.

Ms. Robbie S. Bennett, Manager
APA National Office
PO Box 8037
Chattanooga TN 37414-0037
423/892-3992 / 800/272-8037
FAX: 423/894-5435
apapolygraph@att.net
manager@polygraph.org

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf
Of Laura Wells
Sent: Thursday, May 31, 2012 4:07 PM
To: Robbie Bennett; Julie Gerspacher
Cc: office@arizonapolygraphexaminers.com
Subject: AZ School of Polygraph Science Class 47 May 2012 student list

Here is a list of students from Class 47, May 21st to July 13, 2012

Nancy Farran
John Walker

Sincerely,
Laura

k.bradbury

From: k.bradbury <k.bradbury@azpeinc.com>
Sent: Monday, March 25, 2013 10:37 AM
To: k.bradbury@azpeinc.com
Subject: FW: AZ School of Polygraph Science Class 48 June 2012 student list

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf Of Laura Wells
Sent: Monday, June 11, 2012 6:19 PM
To: Robbie Bennett
Cc: Laura Wells
Subject: AZ School of Polygraph Science Class 48 June 2012 student list

Dear Robbie,

Here is a list of students from Hybrid Class 48, June 4 to July 27, 2012

1. Omar Newman
2. Devin Brennan
3. Thomas Cecchini
4. Arthur Greshle
5. Brad Ledford
6. Kurtis Walker

Sincerely,
Laura

E-164

From: [office](#)
To: k.bradbury@azpeinc.com
Subject: FW: AZ School of Polygraph Science Student Lists
Date: Sunday, March 24, 2013 10:10:19 AM

-----Original Message-----

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On Behalf Of Laura Wells
Sent: Friday, March 22, 2013 12:41 PM
To: office@arizonapolygraphexaminers.com
Subject: Fwd: AZ School of Polygraph Science Student Lists

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

----- Forwarded message -----

From: Laura Wells <l.wells@azpeinc.com>
Date: Mon, Jul 30, 2012 at 9:55 AM
Subject: AZ School of Polygraph Science Student Lists
To: Robbie Bennett <apapolygraph@att.net>, Julie Gerspacher <aappnom@hughes.net>
Cc: office@arizonapolygraphexaminers.com, b.gilmore@arizonapolygraphexaminers.com

Hello!

Here is a list of our students for the upcoming classes.

Sincerely,
Laura

July 27 to July 29, 2012 Advanced PCSOT Class students:
Bradley Ledford, Kurtis Walker. Arthur Greshle

July 30 to August 3, 2012 Basic PCSOT Class students:
Stephanie Garrett, Morgan Block, Bradley Ledford, Kurtis Walker.
Arthur Greshle

July 30 to October 6, 2012 Class 54 Basic Polygraph Students (Night Class) 5PM - 10PM M-F and 8AM-5PM on Saturdays Elizabeth Trujillo, Chris Sabin and Albert Mitchell

Aug 6 to Sept 28, 2012 Class 51 Basic Polygraph Hybrid Students - Kirstin

"Blair" Becker, Dorothy Garner, Lori James and Jonathon James

Laura M. Wells M.S.
Director/ Owner
Arizona School of Polygraph Science
Arizona Polygraph Examiners

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschool.com

From: office
To: k.bradbury@azpeinc.com
Subject: FW: Arizona School of Polygraph Science Student Lists
Date: Sunday, March 24, 2013 10:21:26 AM

-----Original Message-----

From: laurawellsperry@gmail.com [mailto:laurawellsperry@gmail.com] On Behalf Of Laura Wells
Sent: Friday, March 22, 2013 12:48 PM
To: office@arizonapolygraphexaminers.com
Subject: Fwd: Arizona School of Polygraph Science Student Lists

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschool.com

----- Forwarded message -----

From: Robbie Bennett <apapolygraph@att.net>
Date: Sat, Oct 6, 2012 at 6:37 AM
Subject: RE: Arizona School of Polygraph Science Student Lists
To: Laura Wells <l.wells@azpeinc.com>

Thank you!

Ms. Robbie S. Bennett, Manager
APA National Office
PO Box 8037
Chattanooga TN 37414-0037
423/892-3992 / 800/272-8037
FAX: 423/894-5435
apapolygraph@att.net
manager@polygraph.org

-----Original Message-----

From: laurawellsperry@gmail.com [mailto:laurawellsperry@gmail.com] On Behalf Of Laura Wells
Sent: Friday, October 05, 2012 4:44 PM
To: Robbie Bennett; Julie Gerspacher
Cc: office@arizonapolygraphexaminers.com; CNC Polygraph
Subject: Arizona School of Polygraph Science Student Lists

Dear Robbie and Julie,

The following students are in our Class 49: Sept 24 to Nov 16

E167

Jeong Woo Ji
Heuyng Woo Kim
Daniel Charles Thomas

The following students are in our Hybrid Class 52: Sept 4 to Oct 26

Dean Edmund Bausman
Erik Caputo
William Dale Reynolds
Mia Gehringer

Our Basic PCSOT class student list Oct 1 to Oct 5 Lori James Kirsten Blair
Baker Mike Moser April Lee

Advanced PCSOT Oct 6 to Oct 8
Roger Kranz
April Lee
Ken Woodrum
David Serfustini
Scott Barnett

Could you please send me some APA and AAPP application packets?

Sincerely,

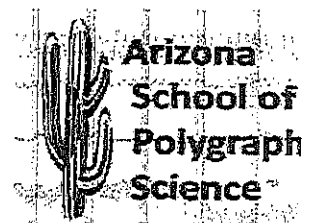
Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



July 13, 2012

To Whom It May Concern:

On Friday, July 13, 2012, John Walker completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

His total average score was 92% earning an A with a 4.0 grade point grade average.

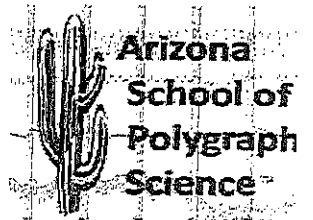
Sincerely,

Laura M. Wells, M.S.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



July 13, 2012

To Whom It May Concern:

On Friday, July 13, 2012, Nancy Farran completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

Her total average score was 91% earning an A with a 4.0 grade point grade average.

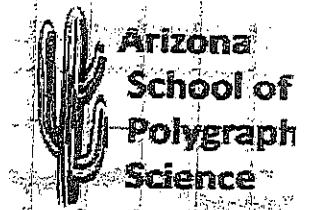
Sincerely,

Laura M. Wells, M.S.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



July 27, 2012

To Whom It May Concern:

On Friday, July 27, 2012, Arthur A. Greshle completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

His total average score was 95% earning an A with a 4.0 grade point grade average.

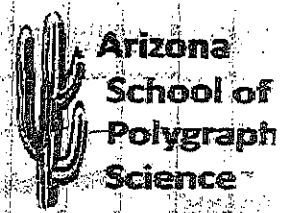
Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschooL.com



July 27, 2012

To Whom It May Concern:

On Friday, July 27, 2012, Kurtis W. Walker completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

His total average score was 95% earning an A with a 4.0 grade point grade average.

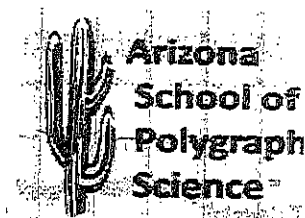
Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



July 27, 2012

To Whom It May Concern:

On Friday, July 27, 2012, Bradley A. Ledford completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

His total average score was 98% earning an A+ with a 4.0 grade point grade average.

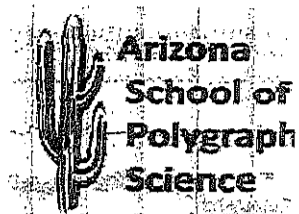
Sincerely,

A handwritten signature in cursive script that reads "Laura M. Wells".

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
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www.azpolygraphschooL.com



July 27, 2012

To Whom It May Concern:

On Friday, July 27, 2012, Devin P. Brennan completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

His total average score was 98% earning an A+ with a 4.0 grade point grade average.

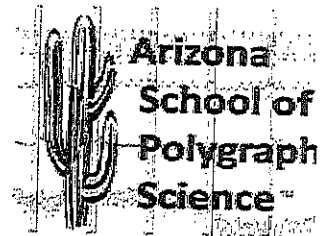
Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

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Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



Monday, October 29, 2012

To Whom It May Concern:

On Monday, October 29, 2012, Kell Palguta completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

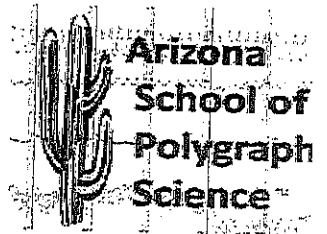
His total average score was 86% earning a B with a 3.0 grade point grade average.

Sincerely,

Laura M. Wells, M.S.
Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



Friday, September 28, 2012

To Whom It May Concern:

On Friday, September 28, 2012, Kirstin Blair Becker completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

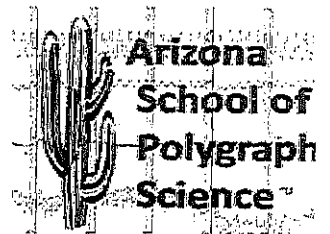
Her total average score was 87% earning a B+ with a 3.5 grade point grade average.

Sincerely,

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
Established in 1985

202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com



Friday, September 28, 2012

To Whom It May Concern:

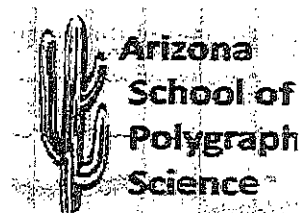
On Friday, September 28, 2012, Lori Ann James completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

Her total average score was 96% earning an A with a 4.0 grade point grade average. Ms. James graduated with the highest grade point average in her class.

Sincerely,

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschooll.com

Friday, November 16, 2012

To Whom It May Concern:

On Friday, November 16, 2012, Dean Edmund Bausman completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

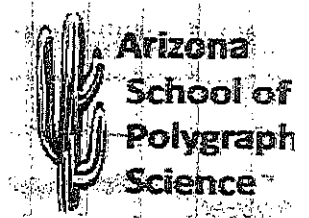
His total average score was 90% earning a B+ with a 3.0 grade point grade average.

Sincerely,

A handwritten signature in cursive script that reads "Laura M. Wells". The signature is written in dark ink and is positioned above the printed name.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com

Friday, November 16, 2012

To Whom It May Concern:

On Friday, November 16, 2012, Erik Caputo completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

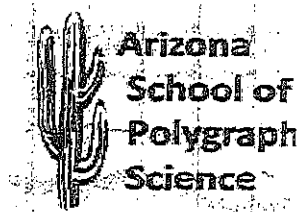
His total average score was 97% earning an A with a 4.0 grade point average. Mr. Caputo graduated with the highest grade point average in his class.

Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschooL.com

Friday, November 16, 2012

To Whom It May Concern:

On Friday, November 16, 2012, Mia Gehringer completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science & Wells Polygraph Institute.

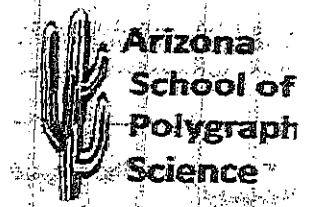
Her total average score was 89% earning a B with a 3.0 grade point grade average.

Sincerely,

A handwritten signature in black ink that reads "Laura M. Wells". The signature is written in a cursive style with a large, stylized "L" and "W".

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com

Friday, November 16, 2012

To Whom It May Concern:

On Friday, November 16, 2012, William Dale Reynolds completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science.

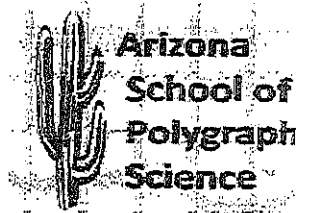
His total average score was 96% earning an A with a 4.0 grade point grade average.

Sincerely

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being the most prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



202 E McDowell Rd, Ste 258
Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com

To Whom It May Concern:

On Friday, March 1, 2013, Jason L. Adams completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

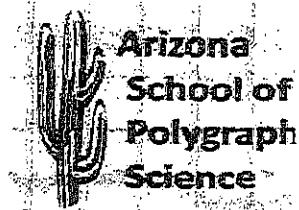
His total average score was 96% earning an A with a 4.0 grade point grade average.

Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

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To Whom It May Concern:

On Friday, March 1, 2013, Enrique R. Gonzalez completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

His total average score was 85% earning a B with a 3.5 grade point grade average.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
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To Whom It May Concern:

On Friday, March 1, 2013, Vincent L. Wallis completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

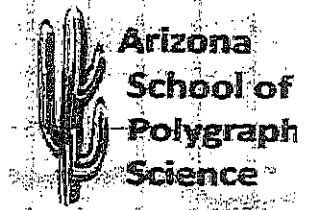
His total average score was 95% earning an A with a 4.0 grade point grade average.

Sincerely,

A handwritten signature in cursive script that reads "Laura M. Wells". The signature is written in dark ink and is positioned above the printed name and title.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



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To Whom It May Concern:

On Friday, March 1, 2013, Robert Gross completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

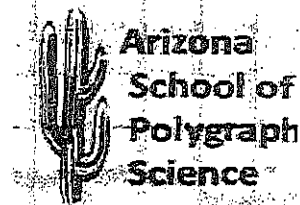
His total average score was 92% earning a B+ with a 3.5 grade point grade average.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
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To Whom It May Concern:

On Friday, March 1, 2013, Dana J. Ross completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

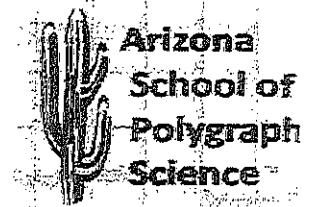
His total average score was 85% earning a B with a 3.5 grade point grade average.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura M. Wells".

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
Wells Polygraph Institute
Established in 1985



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Phoenix, AZ 85004
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Fax: 602-272-9735
www.azpolygraphschoo.com

To Whom It May Concern:

On Friday, March 1, 2013, Reynante A. Jones completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

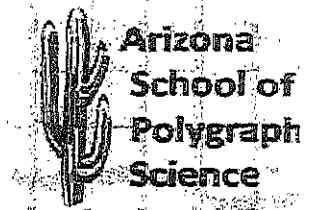
His total average score was 88% earning a B with a 3.5 grade point grade average.

Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being the most prominent.

Laura M. Wells, M.S.
Director

Arizona School of Polygraph Science
&
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Established in 1985



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Phoenix, AZ 85004
Phone: 602-513-8263
Fax: 602-272-9735
www.azpolygraphschoo.com

To Whom It May Concern:

On Friday, March 1, 2013, Todd A. Vandivert completed an 8-week, 320-hour basic course in PDD (Psychophysiological Detection of Deception) at the Arizona School of Polygraph Science and Wells Polygraph Institute.

His total average score was 95% earning an A with a 4.0 grade point grade average.

Sincerely,

A handwritten signature in dark ink, appearing to read "Laura M. Wells". The signature is fluid and cursive, with the first name "Laura" being more prominent than the last name "Wells".

Laura M. Wells, M.S.
Director

American Polygraph Association

Certificate of Training

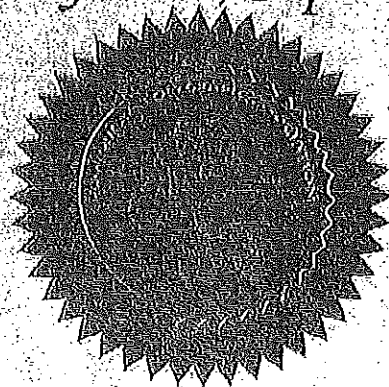
Laura M. Wells

*Has satisfactorily completed the Forty Seventh Annual Professional
Conference and Advanced Workshop covering the latest Professional
Techniques and Instrumentation.*

San Diego, California, September 16-21, 2012



PAM SHAW
President



MICHAEL C. GOUGLER
2012 Seminar Program Chair

ARIZONA SCHOOL OF POLYGRAPH SCIENCE

&

Wells Polygraph Institute

Established in 1985

202 E McDowell Rd, Ste 258,

Phoenix, AZ 85004

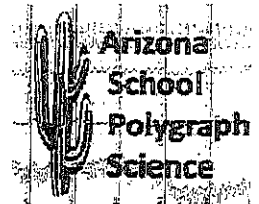
Phone: 602-513-8263

Fax: 602-272-9735

Email: info@azpolygraphschoo.com

www.azpolygraphschoo.com

Divisions of Polygraph School of Science, Inc.



Friday, October 19, 2012

James McCloughan, Director
American Polygraph Association
PO Box 8037
Chattanooga, TN 37414-8037

RE: Basic Polygraph Examiners Courses offered at Polygraph School of Science, Inc.
d/b/a Arizona School of Polygraph Science and Wells Polygraph Institute

Dear Mr. McCloughan:

In response to your letter dated October 9, 2012, I would like first to clarify the definition of a hybrid class. Hybrid course/classes blend face-to-face interaction such as in-class discussions, active group work, and live lectures with typically web-based educational technologies such as online course cartridges, assignments, discussion boards, and other web-assisted learning tools. The degree to which the design of hybrid courses utilize traditional classroom and online learning environments varies, being largely dependent on the subject matter and overall nature of a course. Regardless of design, such courses may be expected to deliver instruction in both an asynchronous and synchronous manner and are becoming increasingly prevalent in today's society. The hybrid courses/classes we offer combine both the online and face-to-face interaction coupled with ASTM Standards and adhering to APA guidelines.

As you know, there are certain aspects of polygraph science that cannot be taught online, but there are certain aspects that can be. Instrumentation, question formulation, chart evaluation and interview/interrogation are some of the aspects that cannot be taught online and need to be taught face-to-face. However, the history of polygraph, ethics and semantics, law and EPPA and psychology and physiology can be taught online. In today's ever-changing technical and fast-paced world, there is a necessity to increase the opportunity to learn polygraph science in a realm that is most conducive to each individual student's learning style. The students who have taken our hybrid

course/class actually have a higher degree of understanding in all aspects of polygraph science vs. spending the entire 8 or 10 weeks on-campus.

Along with Institutions of higher education, we choose a hybrid course delivery method for various reasons, including the following:

1. Hybrid courses appeal to the market of busy working adults who choose to complete their college-level education beyond their late teens and early twenties. Hybrid courses allow these adults to fit occasional class time into their busy schedule while completing the remainder of the course work over the internet.
2. Hybrid courses reduce pressure on classrooms. The costs to build and maintain a campus is high. Hybrid courses provide a solution to crowded classrooms, since some of the course work is completed on a *virtual campus*.
3. Hybrid courses help reduce the cost of extended living arrangements. In today's economic turmoil, it is more cost effective to only have to pay for 4 weeks of extended housing vs. 8 or 10 weeks. This cost-savings is often the only way some students can afford to attend polygraph school.
4. They bring students together only where/when needed, allowing them to self-study otherwise. For example, a chemistry course may require students to perform experiments in a physical laboratory; but the reading and writing of the course could be completed outside of the classroom.

Indeed, hybrid courses have been described as "the most prominent instructional delivery solution" since they provide the ever-growing and increasingly diverse academic world with the flexibility of fully online learning along with valuable collaboration achieved through face-to-face student-student and student-instructor interaction.¹ A recently published meta-analysis conducted by the U.S. Department of Education indicates that a hybrid course design has the potential to enable instructors to offer students a greater range of learning avenues and uphold educational and academic design standards, even when instructing large classes and non-traditional students living sizable distances away from campus.² As a consequence of the latter, institutions of a higher education implement hybrid designs as a cost-effective strategy, utilizing staff and resources as effectively and efficiently as possible while standardizing the learning experience and relieving instructor discomfort generated by the larger traditional classroom environment.

Furthermore, the hybrid course/class we offer consist of the same learning materials and 320 clock hours taught in our on-campus 8-week and 10-week courses/classes. All hybrid students are required to log all of her/his hours spent each day studying/learning. Hybrid students spend the first 4 weeks learning the history of polygraph, ethics and semantics, law and EPPA and psychology and physiology. If a student receives a passing grade on all tests, has submitted the required coursework and logged the required hours, by the end of the 4 weeks, she/he is invited to attend the next 4 weeks on campus where she/he will learn instrumentation, question

formulation, chart evaluation, interview/interrogation and all other aspects of polygraph science. The major difference between all of our courses/classes is the sequence in which the material is taught. Please see attached copies of the syllabi for all three of our course/class types. As you will be able to see, the material is all the same. All aspects of instrumentation, question formulation, chart evaluation and interview/interrogation are taught ONLY on-campus.

We are currently in the process of becoming nationally accredited by the Accrediting Council for Continuing Education & Training, a US Department of Education approved accrediting agency, and will be offering an Associate's degree in Polygraph Science in 2013. All of the coursework is in the process of being approved by the US Department of Education and will consist of both the on-campus and hybrid genres. We feel that becoming accredited is an important way we can show that our school offers quality education that has been approved by a non-government agency that reviews schools in a region or occupation. Furthermore, we feel accreditation is not just an exclusive club for select colleges, but that it provides certain functions within the education community such as keeping the standards of learning programs in check. This accreditation coupled with the American Polygraph Association accreditation will ensure that all of our polygraph science courses/classes are taught with the highest of standards and ethics.

In closing, I am hoping this will clarify what the hybrid course/class is, how it is being taught and dispel any rumors regarding this learning style. I am also hoping that you can see the benefits of this innovative and cost-effective learning technique. If you have any further questions, please feel free to contact me at 602-272-8123.

Sincerely,

Laura M. Wells, M.S.

Laura M. Wells, M.S.

President

Arizona School of Polygraph Science & Wells Polygraph Institute

Divisions of Polygraph School of Science, Inc.

¹ U.S. Department of Education, Office of Planning, Evaluation, and Policy Development. (2009). *Evaluation of Evidence-Based Practices in Online Learning: A Meta-Analysis and Review of Online Learning Studies*. Washington, D.C.: U.S. Department of Education.

² P, M. P. (2010). Blended Learning: the Perceptions of First-year Geography Students. *Journal of Geography in Higher Education*, 34(1):77-89.



Roy Ortiz



Member Since
01/01/1990
PCSOT Certification
Not Certified

The American Polygraph Association does not prescreen the biographies of its members.

Los Angeles, CA
Phone: 9093741910
See map: Google Maps

EDUCATION
1973 Bachelor of Science Degree- Police Science and Administration
California State University Los Angeles (CSULA)
1986 Polygraph course- NALD, Santa Ana, CA
1992 Child Maltreatment and Family Violence - Certificate Program CSULA

EMPLOYMENT HISTORY
1974- 1986 Deputy Sheriff, Los Angeles County Sheriff's Department (LASD)
Assignments: Special Weapons Team, Patrol, Narcotics Bureau,
Court Services and Custody Division
1986-Present Polygraph Examiner / Self Employed
1990-2008 Scientific Investigation Division, LAPD -
Assignments: Polygraph Examiner IV, OIC, Polygraph Unit and
Regional Crime Laboratory - Administration Unit
2008-Present Senior Management Analyst I, LAPD
Adjunct Instructor College of the Canyons,
Police Training & Education
Interrogation/ Interviewing Instructor)

PROFESSIONAL ASSOCIATIONS
American Polygraph Association (APA)
APA Committees
Member Board of Directors
Seminar Program Chair
International Membership Chair
Membership Committee
Ethics Committee
Awards Committee Chair
Public Relations Chair
Education Accreditation Committee Chair

Past President – LAPD Code 1 Toastmasters Club

PROFESSIONAL DEVELOPMENT
1979 - US Drug Enforcement Administration - Drug / Narcotic Investigators
course
1980 - California Peace Officer Standards and Training (POST)
Advanced Certificate
1983 - LASD / Field Training Officer course
1992 - John E. Reid Interrogation & Interviewing basic course.
1994 - Advanced course
1995 - POST- Robert Presley Institute of Criminal Investigation course
Certified as Interview and Interrogation Instructor
1998 - 2011 American Polygraph Association annual seminar/ workshops
2000 - Federal Bureau of Investigation Academy -
Advanced Polygraph Examiner's course
2004 - LAPD Academy - West Point Leadership Program
2005 - Department of Defense Polygraph Institute -
Senior Polygraph Examiner's course
2006 - Department of Defense Polygraph Institute -
Polygraph Countermeasures course
2007 - Completed 18 Emergency Management Institute (FEMA)
Independent Study courses

FOREIGN LANGUAGE ABILITIES
Certified Spanish speaker: LA County and City of Los Angeles.
(Speak, read and write)

POLYGRAPH PRESENTATIONS
E193
University of Southern California, Loyola Marymount University, University of California Los

Angesles, Mount San Antonio Junior College,
Rio Hondo Junior College, California Assicaition of Polygraph Examiners seminars and APA
seminar/workshops.

COMMENDATIONS

- 1991 - LAPD - Central Division - Murder Confession
- 1995 - LAPD - South Bureau Homicide - Murder Confession
- 1996 - LAPD - Operations- Valley Bureau - Community Police Academy presentation
- 2004 - Los Angeles County District Attorney - For Distinguished Public Service
- 2007 - Special Olympics Greater Los Angeles - Volunteer work

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American Polygraph Association
School Inspection Report

This inspection was completed by APA School Accreditation Committee member Roy Ortiz.
The Well's Polygraph Institute was inspected from November 5-6, 2012. This inspection was not prescheduled.

SCHOOL NAME: Wells Polygraph Institute

Former school name: Arizona Polygraph Examiners LLC, DBA Arizona School of Polygraph Science

Current school name (Since April 2012): Polygraph School of Science, Inc.
DBA Arizona School of Polygraph Science and Wells Polygraph Institute

SCHOOL ADDRESS: 202 E. McDowell Road, Suite 258, Phoenix, AZ 85004

TELEPHONE: (602) 272-8123

E-MAIL: www.azpolygraphschoo.com

Laura Wells: School Director
David Serfustini - APA Primary Instructor
Robin Dugas - Guest Instructor
Ryan Belleau - Guest Instructor
Dr. Parkinson - Guest Instructor
Kelley Bradbury - School Administrator

SCHOOL POLICY, OBJECTIVES, MISSION STATEMENTS
CATALOG

The school's catalog clearly states objectives, mission statements and admission policies. During the first week of school, students receive a printed copy of the school's catalog and a flash-drive containing the school's catalog and handout material. A printed version is on file at the school. An accurate description of the curriculum and each of the instructor's qualifications are listed in the school catalog. Students receive a school organizational chart and a list of all instructors.

Policies on academic progress, dismissal, suspension and re-admission procedures are clearly stated. Students receive a student handout, detailing class requirements and student behavior.

The school's policy on graduation requirements is clearly stated. In order to pass each exam, a minimum score of 76% is required.

ADMINISTRATIVE REQUIREMENTS

The school is in compliance with the regulations of the Arizona State Board for Private Postsecondary Education.

American Polygraph Association
School Inspection Report

The school session was held from September 24, 2012 to November 18, 2012. Four students were enrolled at the beginning of this session. Students were provided the weekly school schedule.

*Held concurrently with this on campus session was an eight week Hybrid course (Four students). The course outline is being submitted with this report. On-line topics included: History, ethics, legal issues, psychology and physiology. There were four Hybrid courses held in 2012. A copy of the on-line physiology exam is being submitted with this report.

* I asked School Director Wells

"Who did you obtain permission from to have Hybrid Courses?"

" Which APA Board member or President authorized these courses?"

* School Director Wells reply:

"No one from the APA gave me approval, if I had to wait for their approval it would take forever. I have discussed this several times at the annual seminar school director's meetings."

The school's self evaluation program consists of students e-mailing their evaluation of instructors and the school. There were no set evaluation questions or a grading scale. School administrators evaluate student evaluations and decide on course modifications. .

The school does have a clear definition of administrative organization, along with an organizational chart for reference. This school has the full administrative and financial support of the School Director Ms. Wells. Her income is derived from student tuition and income from private polygraph services.

Eight weeks of consecutive in residence instruction with no less than hours (APA requirement 320 hours), were required for successful completion of the school's Basic Polygraph course. After the course, students are required to either: Submit proof of 25 polygraph exams or a research paper.

*APA requires a minimum of ten polygraph exams and either a research paper, report on advanced readings or a report on viewed videos.

INSTRUCTOR REQUIREMENTS

The school does have the current curriculum vitas / resumes on file for the majority of the instructors.

*Guest Instructor Diana McLaws, did not have her transcripts on file at the school.

*Primary Instructor David Serfustini, did not have on file at the school, college degree or proof of 16 hours of yearly training.

The size of the school staff is clearly sufficient to achieve its stated goals. Periodic evaluations of the faculty are in place to ensure that the school's goals are met and that students receive the highest quality of instruction.

*Each primary course instructor does not have sufficient documentation on file to verify that they meet or exceed the following:

American Polygraph Association
School Inspection Report

Possess at minimum a bachelor level degree from a college or university accredited by an accepted and approved regional board.

Completed a basic polygraph school course at a school accredited by the APA.

All Primary Instructors have three years experience as a practicing polygraphist in the subject areas they teach.

*Documentation regarding continuing education as required by the PI certification program within the last three year period is not on file.

All instructors were physically present during the required hours of scheduled primary course material presentation. Both instructors and students were required to sign in on a daily basis in the reception area staffed by building personnel. In addition to the building sign-in register, the school had their own daily attendance sign-in sheets.

*Verification of classroom instruction was not clearly demonstrated.

September 24-26, 2012

The original student sign in sheet and the printed sign in sheet (supplied by the school administrator Kelley Bradbury), both indicate different times for time for lunch and the ending time of instruction.

Some days had a difference of up to two hours of missing classroom instruction. Copies of sign in sheets are being submitted with this report.

The school's organizational chart clearly identifies the School's Instructors by name as a Primary, Guest, Visiting Instructor, or subject matter expert instructor.

REQUIRED CURRICULUM

Students are provided a detailed handout for each topic: Subject, objectives, total hours, knowledge gained and required student material list. Summary of topic to be taught, method of evaluation (type of test)
List of educational equipment required for the topic (Power Point etc.)

The instructor (Robin Dugas) teaching **LEGAL ISSUES OR LEGAL ASPECTS RELATED TO POLYGRAPH SCIENCES**, does possess a law degree or jurisprudence Degree recognized by the appropriate regional/local bar. He holds a license to practice law by the appropriate governmental or regulatory licensing authority, being a member in good standing.

The Instructor (Dr. Parkinson) teaching **PHYSIOLOGICAL ISSUES OR ASPECTS**, does hold at least one (1) degree beyond the bachelor level in physiology, psychophysiology, physiological psychology, etc., from an approved university graduate department or have completed and been granted a bachelor level degree and been credited with successful completion of not less than eighteen (18) graduate level semester hours in physiology, psychophysiology, physiological psychology, etc., from a university or department approved by a regional accreditation agency.

American Polygraph Association
School Inspection Report

The instructor (Dr. Parkinson) teaching **PSYCHOLOGY ISSUES OR ASPECTS**, holds at least one (1) degree beyond the bachelor level in physiology, psychophysiology, physiological psychology, etc., from an approved university graduate department or have completed and been granted a bachelors level degree and been credited with successful completion of not less than eighteen (18) graduate level semester hours in physiology, psychophysiology, physiological psychology, etc., from a university or department approved by a regional accreditation agency.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(History and Development of the detection of deception 8 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Mechanics of Instrument operation 20 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation. Limestone and Lafayette computerized polygraph instruments were utilized.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Test Question Construction 30 hrs.)

All primary and supplemental course instruction documentation material includes: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Polygraph Techniques 60 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

I monitored David Serfustini classroom lecture on the Directed Lie Technique. Students actively participated in a question and answer review. Both the instructor and students conducted themselves in a very professional academic manner.

American Polygraph Association
School Inspection Report

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Test Data Analysis 50 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Interviewing / Post testing procedures 14 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Ethics 6 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Development of student skills 40 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Legal Issues 8 hrs.)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Psychological Issues Minimum 20 hrs.)

(Psychology plus Physiology should equal 44 hours together)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point Presentation.

American Polygraph Association
School Inspection Report

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Physiological Issues Minimum 20hrs.)

(Physiology plus Psychology should equal 44 hours together)

All primary and supplemental course instruction documentation material included: name of instructor, method of presentation, nature of material, actual time spent and attendance records for each student. The required hours of instruction were met. Instruction was completed with lecture, handout material and a Power Point presentation.

DOCUMENTATION OF COURSE REQUIRED INSTRUCTION

(Student Performance Evaluation 20 hrs.)

All primary and supplemental course instruction documentation material included appropriate student performance data: name(s) of evaluator(s), method of evaluation, materials used, actual time spent and attendance records for each student. Students completed written exams for each topic/ final exam and administered mock polygraph exams to document their performance.

EQUIPMENT, INSTRUCTIONAL AIDES, SUPPLIES, ETC.

The school has three isolated polygraph suites for student testing and has eight computerized polygraph systems. There were sufficient teaching aids and supplies available to effectively present the instructional materials to all students enrolled.

The school's library was minimal. The majority of the library was digital or available on-line.

*The library did not meet the APA's requirement of on-site material. According to School Director Wells, the majority of the library was stored in her garage.

PHYSICAL PLANTS AND FACILITIES

The school is located on the second floor of a three story building. The complex is divided into two distinct areas: a business complex and a hotel.

The school does have controlled access to and from the classroom, instruction and supervision areas. The school does have adequate and regulated heating, cooling, and lighting of all classroom and instructional areas. The school is located in a business/ residential area. The outside perimeter and courtyard area are guarded by security guards.

The school has: A first aid kit, an outside fire extinguisher and a burglar/ smoke alarm. The main classroom (#258) is 20 feet by 12 feet, there is adequate space available sufficient for lectures and demonstrations for eight students. The three polygraph suites were adequate. Numerous ceiling tiles were broken or stained. The carpet near the door way posed a safety hazard, due to its poor condition.

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School Inspection Report

The main classroom has:

Large instructor's table with: lap top computer, printer and polygraph instrument.

1. Polygraph exam chair
2. Six student chairs with an attached writing platform
3. Two chairs
4. White board
5. Projector screen
6. Power Point Projector
7. Podium with tall chair
8. Numerous plaques
9. Library

Separate bathrooms for women and men were available outside of the school, at the end of the building.

The room (#241) where the Hybrid course (Four students) was being held contained:

*(Extension cords were draped across the floor, posing a safety hazard)

1. White board
2. Power Point Projector
3. Large table
4. Plastic folding chairs
5. Carpeted floor
6. Bulletin board
7. Polygraph exam chair
8. Instructor table with lap top computer

STUDENT INTERVIEWS

Interview #1- Student from the Basic On-Site Course

The course was easier than expected.

The order of instruction was easy to follow.

The quality of the handout material was very good.

There were no poor instructors.

The school facilities were good.

Laura Wells was considered the best instructor:

1. Her explanations were easy to follow
2. She was considerate of the students

Rated the school overall as a "10" out of ten.

He intended to apply for APA membership.

American Polygraph Association
School Inspection Report

Interview #2- Student from the Hybrid Course

The school catalog (very good) was received one month before the start of school.

My notebook was never inspected.

No poor instructors

Considered the area as a high crime area.

Intended to join the APA.

Recommended more desk space, too cramped to lay out paper work and a lap top computer.

Plastic chairs were hard and uncomfortable.

Considered Laura Wells as the best instructor: She was available by e-mail and weekends

Guest speakers were very knowledgeable.

RECORD KEEPING

A open storage area contained school and student records that were stored in unlocked cabinets and legal cardboard boxes.

*The APA school manual requires that student folders be stored in locked cabinets.

The Hybrid Course student folders were stored in Tucson, no practice polygraph charts were available for review. Partial student digital records were available.

*The daily topics taught along with the hours were not clearly documented. School Director Wells stated that the former School Director Tom Ezell did use a form to document hours and topics, but she did not continue this practice.

The school does permanently maintain the following student information: date of entrance, date of completion of classroom instruction, date of final certification of completion of polygraph training, written transcripts reflecting performance of written exams and internships.

The school will maintain records including charts, student complaints, testing material, and any other items necessary for this inspection for a minimum of three years.

Student's written tests are returned to them after grading and reviewed. Daily sign-in (attendance) sheets are utilized for both the students and the instructors.

Student records review: APA requirement a minimum of 60 minutes of chart time.

January 2012 Class 45

*Jodi Hay: No DVD of practice polygraph charts in package. (Unable to locate)

May 2012 Class 46

*Stephanie Garrett: No DVD of practice polygraph charts in package. (Unable to locate)

American Polygraph Association
School Inspection Report
Page 8 of 9

EXIT INTERVIEW

During the exit interview all the deficiencies/ recommendations were reviewed and discussed.

GENERAL EXIT COMMENTS:

The practical polygraph exams (Charts) administered by the students, that I reviewed, definitely showed improvement as the school progressed. Both student interviews were very positive about the quality of instruction.

The Power Point presentations that I reviewed were very detailed and professionally done. The majority of the handout material was reviewed was of a high quality. The written exams that I reviewed were of sufficient difficulty to test the knowledge of the students.

INSPECTOR COMMENTS AND REMARKS

Based on my polygraph experience and training, personal observations and student interviews, this school did not meet numerous APA polygraph school accreditation requirements as noted by an asterisk throughout this report. *The Hybrid Course did not meet the critical requirement of 320 hours of on campus instruction. The student roster of all the 2012 on campus courses and hybrid courses is being submitted with this report.

Submitted by
Roy Ortiz

From: laurawellsperry@gmail.com on behalf of Laura Wells
To: office@arizonapolygraphexaminers.com
Subject: Fwd: VALIDATION
Date: Tuesday, March 12, 2013 8:48:56 AM

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

----- Forwarded message -----

From: Laurawellsperry <laurawellsperry@gmail.com>
Date: Tue, Dec 4, 2012 at 5:51 AM
Subject: Re: VALIDATION
To: Robbie Bennett <apapolygraph@att.net>
Cc: Laura Wells <l.wells@azpeinc.com>, "<oasispoly@verizon.net>"
<oasispoly@verizon.net>, James McCloughan <mcclougj@gmail.com>

May I please have a copy of my inspection report?

Laura
From iPhone

On Dec 4, 2012, at 5:42 AM, "Robbie Bennett" <apapolygraph@att.net> wrote:

Your reply should be sent to the above e-mail addresses.

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On
Behalf Of Laura Wells
Sent: Monday, December 03, 2012 5:29 PM
To: Robbie Bennett
Subject: Re: VALIDATION

Should I send Roy an email?

On Thu, Nov 29, 2012 at 11:56 AM, Robbie Bennett <apapolygraph@att.net> wrote:

I have asked Roy to send his report directly to you.

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On
Behalf Of Laura Wells
Sent: Thursday, November 29, 2012 1:25 PM
To: Robbie Bennett
Subject: Re: VALIDATION

I got four emails from you yesterday, each one containing only scanned
images. They were titled one two three and four.

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

On Thu, Nov 29, 2012 at 11:09 AM, Robbie Bennett <apapolygraph@att.net> wrote:

Laura, I sent it to both of the e-mails listed above. It didn't come back.

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On
Behalf Of Laura Wells
Sent: Thursday, November 29, 2012 12:10 PM
To: Robbie Bennett
Subject: Re: VALIDATION

No, I didn't get it.

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

On Thu, Nov 29, 2012 at 9:51 AM, Robbie Bennett <apapolygraph@att.net> wrote:

I sent it to you yesterday. It was the last inspection that Roy Ortiz conducted.

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On
Behalf Of Laura Wells
Sent: Thursday, November 29, 2012 11:45 AM
To: Robbie Bennett
Subject: Re: VALIDATION

No I didn't. Who was it from? Maybe it went in my spam folder...

L

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

On Thu, Nov 29, 2012 at 9:32 AM, Robbie Bennett <apapolygraph@att.net> wrote:

Will do. Did you receive the e-mail of your last inspection by Roy Ortiz?

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] On
Behalf Of Laura Wells
Sent: Thursday, November 29, 2012 10:47 AM
To: Robbie Bennett
Subject: Re: VALIDATION

Hi Robbie,

Regarding inspection report, I got some scanned docs yesterday, but no "report". Was that included in the emails? I could have overlooked it.

Thank you for the info on Vasconez, I will pass this on.

Best, Laura

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

On Thu, Nov 29, 2012 at 6:33 AM, Robbie Bennett <apapolygraph@att.net> wrote:

Hello Laura. Did you receive the inspection report submitted by Roy Ortiz?

Reference validation of the names submitted. The only one that we have listed is: Maracelo Vasconez. His certificate and funds sent by

Mr. Tom Ezell dated 9/25/01, and verified attendance on 11/02/01.
Mr. Vasconez was a member from 10 Jan 02 to 1 Apr 04. Reinstated on
20 Dec 11.

Ms. Robbie S. Bennett, Manager

APA National Office

PO Box 8037

Chattanooga TN 37414-0037

423/892-3992 / 800/272-8037

FAX: 423/894-5435

apapolygraph@att.net

manager@polygraph.org

From: laurawellsperry@gmail.com on behalf of Laura Wells
To: office@arizonapolygraphexaminers.com
Date: Monday, March 11, 2013 10:04:20 AM

Hi T,

Don Krapohl forwarded me a question you had sent him. The APA Board of Directors revoked the Arizona School's accreditation at the end of January. The school was notified of this via certified mail on February 5th. If your class was on campus eight weeks and started prior to the revocation, then the APA will recognize that you graduated from an accredited school.

Please feel free to contact me should you have any further questions, as I am the chair of the Education Accreditation Committee.

Best Regards,

Jamie McCloughan

Sent from my Verizon Wireless 4G LTE DROID

From: laurawellspermy@gmail.com on behalf of [Laura Wells](#)
To: directormccloughan@polygraph.org
Cc: office@arizonapolygraphexaminers.com
Subject: Accreditation
Date: Monday, March 11, 2013 9:46:54 AM

Dear McCloughan,
Could you please call me regarding my school's accreditation.
Thanks,

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

From: laurawellsperry@gmail.com on behalf of [Laura Wells](#)
To: office@arizonapolygraphexaminers.com
Subject: School Accreditation Wells Polygraph Institute
Date: Monday, March 11, 2013 10:10:00 AM

Dear Barry Cushman,

With no notification whatsoever, my school's name has been removed from APA website. Present, past and future students are being told that my school has no accreditation. I have called and emailed James McCloughan. Until this is resolved, I would like my school to be put back on the APA website and for the APA to stop telling people that my school is not accredited.

As you can see from the email signature below, the name of my school is in the process of being changed. My divorce trial was last week and I was going to send out an email to everyone announcing formally what was decided. In a nutshell, Joe Perry can have Arizona School of Polygraph Science trade name and nothing more. And so I will change the name of my school to Wells Polygraph Institute, a division of Polygraph School of Science.

At no time has my accreditation lapsed. Once again, I would like my school, Wells Polygraph Institute, to be put back on the APA website and for the APA to stop telling people that my school is not accredited.

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschooll.com

From: laurawellsperry@gmail.com on behalf of [Laura Wells](#)
To: [Gordon Vaughan](#); [directormccloughan](#)
Cc: office@arizonapolygraphexaminers.com
Subject: Wells Polygraph Institute Accreditation
Date: Monday, March 11, 2013 2:56:46 PM
Attachments: [APA Inspection Report 1.pdf](#)

Dear James McCloughan,

In December, 2012, I received the inspection report from Roy Ortiz. Looking at page 13 in the accreditation manual, it says that the school is afforded the opportunity to respond. I did not see a time limit to this response. On page 13 it says committee will evaluate the school's compliance with requirements. Nobody ever contacted me to see if I had complied with what was requested. How can accreditation be revoked based upon non-compliance if no one ever checked to see if I was compliant?

I see on page 13, "30 days", but the sentence is confusing.

Page 15 says facility will be allowed 30 days to comply or write an "intent to comply". I was complying. I took to heart everything Mr. Ortiz stated in the report. Several of the deficiencies Mr. Ortiz referred to in his report were even corrected before the inspection was completed, but Mr. Ortiz failed to state so. I even revamped the Hybrid Course and was in the process of getting ready to submit a new lesson plan to you. Please note, I was in the middle of a messy divorce the results of which could have been the loss of my business and school, my livelihood, and that I am a single mother of two small children receiving no assistance. This divorce has only been resolved as of February 28 and so only since then have I been able to turn my attention to this.

And so, February 5, 2013, supposedly a letter was sent in an overnight USPS packet also containing an APA application packet for my students that I had requested. Office manager signed for it, opened it finding the application packet and nothing else. I had 30 days to respond to this letter and missed that because I never got the letter.

What I would like would be a reinstatement of my accreditation on an emergency basis per Board, show my school as under a "Show Cause Order" per page 14 in manual and allow me to respond properly within 30 days. I would like the name of my school put back on APA accredited schools list web page until this is resolved.

Sincerely,

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

~~E212~~ E212

From: [Laura Wells](#)
To: [office](#)
Subject: Fwd: Wells Polygraph Institute Accreditation
Date: Monday, March 11, 2013 5:34:39 PM

Laura
From iPhone

Begin forwarded message:

From: "mcclougj@charter.net" <mcclougj@charter.net>
Date: March 11, 2013, 5:16:00 PM MST
To: Laura Wells <l.wells@azpeinc.com>
Cc: Gordon Vaughan <gvaughan@vaughandemuro.com>, office@arizonapolygraphexaminers.com
Subject: Re: Wells Polygraph Institute Accreditation

Dear Ms. Wells,

After our discussion and at the advise of the APA general counsel, it is suggested that you send a letter addressed to the Chairman of the Board, Pam Shaw, to the APA National Office requesting that the Board reconsider the revocation of your accreditation and accept your request that is out of time on the basis that you did not receive the letter. You should clearly set out your position in that letter as to why you believe the revocation should be withdrawn.

The Board can then determine whether they want to hear your appeal after the time for appeal has expired and, if so, their position.

In the meantime, your accreditation is officially revoked by official action of the APA BoD and you should remove any reference your school or any affiliate school may have regarding APA accreditation from, but not limited to, any physical, visual, aural, or electronic medium.

Please direct any further email correspondences with me to mcclougj@gmail.com or by telephone at (989) 745-1912.

Best Regards,

Jamie

Sent from my Verizon Wireless 4G LTE DROID

Laura Wells <l.wells@azpeinc.com> wrote:

Dear James McCloughan,

E212 E213

WELLS POLYGRAPH INSTITUTE

A division of Polygraph School of Science, Inc.

Established in 1985

202 E McDowell Rd, Ste 258

Phoenix, AZ 85004

Phone: 602-272-8123

Fax: 602-272-9735

www.azpolygraphschoo.com

Wednesday, March 13, 2013

Pam Shaw, Chairman of the Board
American Polygraph Association
PO Box 8037
Chattanooga, TN 37414-8037

Dear Ms. Shaw:

I am writing this letter in regards to the accreditation revocation of the Polygraph School of Science, Inc. by the American Polygraph Association. I was informed on Monday, March 11, 2013, of the revocation for the first time. There seems to be some confusion about the revocation and to whether or not I was formally informed as to the possibility of revocation, and if I missed the deadline to appeal that revocation and the Board's decision.

- On October 9, 2012, Mr. McCloughan sent me a letter, via USPS Certified Mail, in regards to the Hybrid Course the school offers.
- On October 19, 2012, I responded to his letter. I did not receive a response regarding my letter.
- On November 5, 2012, Accreditation Committee Member, Roy Ortiz, showed up at the school unannounced to administer an inspection. The inspection lasted two (2) days and Mr. Ortiz left.
- On November 29, 2012, (23 days after the inspection) I received an email from Robbie Bennett asking if I had read Mr. Ortiz's report. I explained to Ms. Bennett that I had not even received it. Ms. Bennett stated that she would have Mr. Ortiz send it directly to me.
- On December 4, 2012, (28 days after the inspection) I again informed Ms. Bennett that I had not received the report.
- On December 10, 2012, (34 days after the inspection) I received a copy of the report via USPS Certified Mail. There is no date on the report, so I am unsure when it was completed. However, please note that I received it outside of the 21 day deadline stated in the APA Polygraph School Accreditation Manual.

After reading the report and the 2004 Revised Edition of the APA Polygraph School Accreditation Manual (this is the most recent revised edition), I believed the deficiencies found by Mr. Ortiz to be minor according to page 15 of the 2004 Manual.

"A minor deficiency is defined as instances where there does not appear to be flagrant violations, and the deficiencies do not represent an obvious instance of no intent to comply with requirements."¹

Therefore, according to the 2004 Manual, I believed I was to receive a letter from the Committee Chair stating any deficiencies.

"When any facility has been found to contain minor deficiencies, that facility will be notified in writing by the Committee Chair of those deficiencies. Following receipt of that letter, the facility will be allowed 30 days to comply or indicate in writing their "intent to comply."²

I never received such a letter. Had I received such a letter, I would have indicated an intent to comply. In fact, the majority of the deficiencies Mr. Ortiz stated in his report were already corrected. The next correspondence I received from the APA was a USPS Express Priority Mail Envelope containing an APA Application packet that I had requested. There was nothing else in the envelope. It has come to my attention that, allegedly, there was a letter from the APA Board of Directors revoking my accreditation. It is important to note that all other correspondence regarding my accreditation was sent to me via USPS Certified Mail. Why would this very important letter be sent via another avenue? And why would this same very important letter be sent with an APA Application packet? In any event, I never received the letter and was therefore unaware my accreditation was in jeopardy. Had I received a letter of revocation, of course I would have immediately responded.

In regards to Mr. Ortiz's inspection report:

1. At the very top of Mr. Ortiz's report he identifies himself as APA School Accreditation Committee Member and stated that this inspection was unannounced (24 hours prior noticed was not afforded the school, as stated in the APA Polygraph School Accreditation Manual). Mr. Ortiz does not identify himself as an APA Certified Inspector, nor does he state in his APA Profile that he has completed the required APA Certified Inspector Program. In his APA profile, Mr. Ortiz has a very long and detailed list of all of his accomplishments, but nothing regarding being an APA Certified Inspector.

"Each facility will be inspected only by an APA certified inspector."³

2. Further, upon arrival and before the commencing of the inspection, the school director or authorized agent for the director shall sign and execute an APA School Accreditation Inspection Release Form. No such form was ever presented to me, nor signed by me.

¹ 2004 APA Polygraph School Accreditation Manual, p. 15, paragraph 1.

² 2004 APA Polygraph School Accreditation Manual, p. 15, paragraph 1.

³ 2004 APA Polygraph School Accreditation Manual, p. 10, paragraph 4.

"Upon arrival at the polygraph training facility, the inspector will present an original blank APA School Accreditation inspection release form to the school director or authorized agent for his/her execution at that time. No school will be inspected without this properly executed APA School Accreditation Release. This Release will be attached to the Final Inspection Report to be forwarded to the Committee Chair."⁴

3. On page 2, paragraph 7, of Mr. Ortiz's report, he lists a deficiency in the area of a student's intern/externship. We originally required a student to submit either 25 polygraph examinations (20 Specific Issue and 5 Pre-Employment) or a 25 page term paper on a topic agreed upon by the student and the director. Mr. Ortiz stated that **"*APA requires a minimum of ten polygraph exams and either a research paper, report on advanced readings or a report on viewed videos."** However, the 2004 Manual states the following:

"Minimum course residency requirements. No less than eight (8) consecutive weeks in residence and a combination of the following:

- a. 1-2 weeks internship in which 10 examinations administered would equal one week,*
- b. 1 week maximum can be earned by doing a research paper,*
- c. 1 week maximum can be earned through advanced readings of related topics to be covered in class and,*
- d. 1 week maximum credit can be earned by outside classroom viewing and written reporting of 15 hours of related video tapes."⁵*

According to the above requirements, the intern/externship can be any combination of the above, so our program not only complied with, but exceeded the minimum requirements, as a student would have to complete a minimum of 1 week advanced readings in order to submit a 25 page research paper. **This is not a deficiency.**

4. On page 2, paragraph 8, of Mr. Ortiz's report he lists a deficiency in the area of Instructor Requirements. Mr. Ortiz stated that **"*Guest Instructor Diana Mclaws, did not have her transcripts on file at the school."** He further stated that **"*Primary instructor David Serfustini, did not have on file at the school, college degree or proof of 16 hours of yearly training."** The 2004 Manual states the following:

⁴ 2004 APA Polygraph School Accreditation Manual, p. 10, paragraph 3.

⁵ 2004 APA Polygraph School Accreditation Manual, p. 27, paragraph 3.

- "1. A current resume or CV for each faculty member **must be kept on file and accessible by the school registrar or director.**"⁶*

The resumes for both Ms. McLaws and Mr. Serfustini were on file and given to Mr. Ortiz upon his request. Due to the fact that it is not required to have copies of the college transcripts or college degrees, those items were not immediately available on November 5, 2012. However, they were given to Mr. Ortiz the on the morning of November 6, 2012, after he requested them. Mr. Ortiz failed to note this in his report. **This is not a deficiency.**

Regarding Mr. Serfustini's proof of 16 hours of yearly training that too was supplied to Mr. Ortiz on the morning of November 6, 2012. Mr. Ortiz failed to note this in his report. **This is not a deficiency.**

5. On page 2, paragraph 10, of Mr. Ortiz's report he lists another deficiency in the area of Instructor Requirements. Mr. Ortiz stated that

"Each primary course instructor does not have sufficient documentation on file to verify that they meet or exceed the following:

Possess at minimum a bachelor level degree from a college or university accredited by an accepted and approved regional board.

Completed a basic polygraph school course at a school accredited by the APA.

All Primary Instructors have three years experience as a practicing polygraphist in the subject areas they teach."

There are two Primary Instructors at this school: Laura M. Wells and David Serfustini. Both graduated from the Arizona School of Polygraph Science. Both have more than three years of experience. Both possess at a minimum a Bachelor's degree from Arizona State University. Ms. Wells has earned a Master's degree in Science from Arizona State University as well. All of Ms. Wells' academic degrees are displayed on the walls of the school – in plain sight. A copy of Mr. Serfustini's Bachelor's degree was given to Mr. Ortiz on November 6, 2012. **This is not a deficiency and is redundant.**

6. On page 3, paragraph 4, of Mr. Ortiz's report he states another deficiency in the area of Instructor Requirements. Mr. Ortiz stated that **"Documentation regarding continuing education as required by the PI certification program within the last three year period is not on file."**

⁶ 2004 APA Polygraph School Accreditation Manual, p. 20, paragraph 8.

The 2004 Manual does not state that a school must keep on file proof of a Primary Instructor's continuing education, only that each instructor must complete said continuing education and then provide proof.

"b. Maintain sixteen (16) hours per year of APA approved continuing education in subjects specifically related to polygraph and provide documentation of that training upon submission of the required renewal documents."⁷

Ms. Wells' continuing education certificates are framed and hung in the school's classroom – in plain sight. Mr. Serfustini's were given to Mr. Ortiz on the morning of November 6, 2012, as requested. Further the "PI Certification Program" is no longer in existence. Primary Instructor Certifications are no longer given by the APA, so this entire "deficiency" is moot. **This is not a deficiency and is redundant.**

7. On page 3, paragraph 6, of Mr. Ortiz's report he states another deficiency in the area of Instructor Requirements. Mr. Ortiz stated that **"*Verification of classroom instruction was not clearly demonstrated."**

After discussing this with Mr. Ortiz, I immediately began a new procedure to correct this deficiency. This new procedure has been in place since November 6, 2012, and will continue to be in place. **This has been corrected to be in compliance with the 2004 Manual.**

8. On page 6, paragraph 4, of Mr. Ortiz's report he states another deficiency in the area of Equipment, Instructional Aides, Supplies, Etc. Mr. Ortiz stated that **"*The library did not meet the APA's requirement of on-site material. According to School Director Wells, the majority of the library was stored in her garage."**

The 2004 Manual states the following:

"A. The polygraph school shall maintain a library with reference sources available to students that include:

- 1. The Polygraph Journal, at least the last 2 years (printed or digital format).*
 - a. Professional practitioner journals which relate to the application of polygraph sciences for the last 2 years.*
- 3. Research articles and/or journals containing published research that document validity, reliability, and procedural data pertinent to the polygraph profession.*

⁷ 2004 APA Polygraph School Accreditation Manual, p. 22, paragraph 1.

4. *Reference and resource material pertaining to psychology, physiology, psychophysiology, and the law as it relates to the polygraph.*
 5. *Polygraph texts and publications recognized within the profession for historical or contemporary contributions.*
 6. *The requirements above may be satisfied by a school providing official access to technical libraries which maintain said publications.*
- B. *Sufficient teaching aids and supplies must be available on site to effectively present the instructional materials to all students enrolled.”⁸*

I believe Mr. Ortiz misunderstood me. While, I do have many issues of the Polygraph Journals in my garage, the school has an extensive digital library. This was explained to Mr. Ortiz, but he would not look at the digital media. Each student is given an 8 GB USB thumb drive which contains all of the required library media. Had Mr. Ortiz looked at our digital library, he would have known this to be true. The digital library is on site and the students have access to it wherever they go, thus creating an even more accessible library. **This is not a deficiency.**

9. On page 6, paragraph 7, of Mr. Ortiz’s report he states **“Numerous ceiling tiles were broken or stained. The carpet near the door way posed a safety hazard, sue to its poor condition.”**

Most of the ceiling tiles have been replaced. The carpet has also been replaced. **This has been corrected.**

10. On page 7, paragraph 3, of Mr. Ortiz’s report he lists another deficiency in the area of Physical Plants and Facilities. Mr. Ortiz stated that **“(Extension cords were draped across the floor, posing a safety hazard.”**

This has been corrected.

11. On page 8, paragraph 2, of Mr. Ortiz’s report he lists another deficiency in the area of Record Keeping. Mr. Ortiz stated that **“*The APA school manual requires that student folders be stored in locked cabinets.”**

Nowhere in the 2004 Manual does it state student files must be in locked cabinets. However, this is a good suggestion and locks have been placed locking file cabinets. **This is not a deficiency, but we have implemented this idea.**

⁸ 2004 APA Polygraph School Accreditation Manual, p. 29-36, paragraphs 12, 1-6

12. On page 8, paragraph 4, of Mr. Ortiz's report he lists another deficiency in the area of Record Keeping. Mr. Ortiz stated that **"*The daily topics taught along with the hours were not clearly documented. School Director Wells stated that the former School Director Tom Ezell did use a form to document hours and topics, but she did not continue this practice."**

After discussing this with Mr. Ortiz, I immediately began a new procedure to correct this deficiency. This new procedure has been in place since November 6, 2012, and will continue to be in place. **This is redundant, but this has been corrected to be in compliance with the 2004 Manual.**

13. On page 8, paragraphs 8-9, of Mr. Ortiz's report he lists another deficiency in the area of Record Keeping. Mr. Ortiz stated that

"*Jodi Hay: No DVD of practice polygraph charts in package. (Unable to locate)

***Stephanie Garrett: No DVD of practice polygraph charts in package. (Unable to locate)."**

During our move from Suite 275 to 258, some files were indeed hard to locate. However, the DVD for Jodi Hay was given to Mr. Ortiz the morning of November 6, 2012. In addition, the practice polygraph charts for Stephanie Garrett were stored on a secure external hard drive. Mr. Ortiz was made aware of this and told where the charts could be located, but he failed to try and view them. Moving forward, we have updated all of our student files and have implemented measures to make it easier to find and view student records. **This is not a deficiency, but we have implemented new measures.**

14. On page 9, paragraph 1, Mr. Ortiz stated that **"During the exit interview all the deficiencies/recommendations were reviewed and discussed."**

This is untrue. Mr. Ortiz did not complete a proper exit interview with me. All he said was that I would be getting a copy of his report when it was completed and that I should seriously consider getting pad folios with the school name on them for the students.

15. On page 9, paragraph 4, Mr. Ortiz stated that **"Based on my polygraph experience and training, personal observations and student interviews, this school did not meet numerous APA polygraph school accreditation requirements as noted by an asterisk throughout this report."**

Of the "numerous" requirements Mr. Ortiz stated that this school did not meet, there were in fact only three (3) requirements we failed to meet. All three (3) of

those requirements have been corrected to make this school in compliance with APA Accreditation Guidelines.

16. On page 9, paragraph 5, Mr. Ortiz stated that **“*The Hybrid Course did not meet the critical requirement of 320 hours of on campus instruction.”**

Mr. Ortiz did not state that the Hybrid Course did not meet the required course material instruction, only that it did not meet 320 hours of on campus instruction. While the Hybrid Course may not have met 320 hours of on campus instruction, it did exceed the required 320 hours of instruction and all of the main subject matter was covered and all hours for each topic met. The online portion of the course has documented records of student hours and all of them exceeded 160 hours before they came to campus and completed the remaining four (4) weeks (160 hours). In fact, the majority of the Hybrid students had closer to 225 hours logged. Mr. Ortiz was given the opportunity to view these logs, but failed to do so.

The 2004 Manual is outdated and antiquated. It is full of errors and inconsistencies. For example, it states:

“POLYGRAPH INSTRUMENTATION REQUIREMENTS:

A. *Students will be familiarized with the aspects of both analog and computer polygraph instrumentation. The polygraph school shall be required to have available for all students sufficient polygraph instruments: **“both analog and computerized”** fully operational and properly calibrated to reasonably allow all students sufficient instrument time to complete the minimum 60 minutes of total chart time required. As a minimum, one polygraph instrument shall be available for each three students enrolled.”⁹*

Analog instruments are no longer allowed to be used and are not taught anymore, yet according to the 2004 Manual, I am required to have some available for student use.

As you can plainly see, the inspection that led to our accreditation being revoked was not only inconsistent and full of errors, but it failed to meet the rules of the 2004 Manual. I did not sign the APA Agreement of Inspection and Release and therefore, the inspection should be deemed null and void.

Furthermore, I was never notified of the possibility of my accreditation being revoked or of being revoked until Monday, March 11, 2013.

In light of everything, I am requesting the following:

⁹ 2004 APA Polygraph School Accreditation Manual, p. 28, paragraph 4

- An emergency Board of Directors meeting to have my accreditation immediately reinstated.
- Cease and desist telling my students that they will not be allowed membership in the APA.
- Cease and desist the harassment of me and my students.
- Equal and fair treatment by the APA to all APA Polygraph Schools and Directors.
- A new inspection by a different Inspector.
- The chance to discuss the Hybrid Course and how we can come to an agreement on making it work for everyone.

If you have any questions, please feel free to contact me at 602-272-8123.

Sincerely,

Laura M. Wells, M.S.,
President
School of Polygraph Science, Inc.

E222

From: Pam
To: k.bradbury
Cc: chairman@polygraph.org; Vaughan Gordon; lwells@azpeinc.com
Subject: Re: Polygraph School of Science, Inc.
Date: Saturday, March 16, 2013 2:49:06 PM

Please accept this email as notification that I have received the letter and it will be brought before the APA Board of Directors for consideration.

Sincerely,

Pam Shaw
Chairman, APA

On Mar 13, 2013, at 7:40 PM, k.bradbury <k.bradbury@azpolygraphschoo.com> wrote:

Ms. Shaw,

Please find attached the letter from Ms. Laura Wells regarding revocation of accreditation.

Sincerely,

Kelley Bradbury, Financial Aide Director
Wells Polygraph Institute
A division of the School of Polygraph Science, Inc.
202 E. McDowell Rd., STE 258
Phoenix, AZ 85004

602-272-8123 - Office
602-272-9735 - Fax
k.bradbury@azpolygraphschoo.com - Email
www.azpolygraphschoo.com

<Letter to Pam Shaw 3-13-2013.pdf>

From: laurawellis@perry@gmail.com on behalf of [Laura Wells](#)
To: [Pam](#)
Cc: Gordon.Vaughan@office.arizonapolygraphexaminers.com
Subject: Re: Polygraph School of Science, Inc.
Date: Monday, March 18, 2013 1:30:21 PM

Pam,
When will the emergency board meeting be held?
Laura

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

On Sat, Mar 16, 2013 at 2:49 PM, Pam <pam.shaw@insightbb.com> wrote:
> Please accept this email as notification that I have received the letter and
> it will be brought before the APA Board of Directors for consideration.
>
> Sincerely,
>
> Pam Shaw
> Chairman, APA
>
>
> On Mar 13, 2013, at 7:40 PM, k.bradbury <k.bradbury@azpolygraphschoo.com>
> wrote:
>
> Ms. Shaw,
>
> Please find attached the letter from Ms. Laura Wells regarding revocation of
> accreditation.
>
> Sincerely,
>
> Kelley Bradbury, Financial Aide Director
> Wells Polygraph Institute
> A division of the School of Polygraph Science, Inc.
> 202 E. McDowell Rd., STE 258
> Phoenix, AZ 85004
>
> 602-272-8123 - Office
> 602-272-9735 - Fax
> k.bradbury@azpolygraphschoo.com - Email
> www.azpolygraphschoo.com
>
> <Letter to Pam Shaw 3-13-2013.pdf>

VAUGHAN & DeMURO

ATTORNEYS AT LAW

A Partnership of Professional Corporations
111 South Tejon Street, Suite 545
Colorado Springs, CO 80903
TELEPHONE: (719) 578-5500
FACSIMILE: (719) 578-5504

Gordon L. Vaughan
David R. DeMuro
Sara Ludke Cook
Jessica Kyle Muzzio*
Shelby A. Felton**
Ann B. Smith
Jacob F. Kimball

Steven P. Bailey
Jennifer C. Madsen
Of Counsel

also licensed in
*New Jersey *New York
** Wyoming

DENVER OFFICE:
3900 East Mexico Avenue, Suite 620
Denver, CO 80210
Telephone: (303) 837-9200
Facsimile: (303) 837-9400

March 18, 2013

VIA E-MAIL TO: (info@azpolygraphschoo.com)
AND VIA FIRST CLASS MAIL

Laura Wells, M.S.
Wells Polygraph Institute
202 E. McDowell Rd., Ste. 258
Phoenix, AZ 85004

re: American Polygraph Association

Dear Ms. Wells:

As you are aware, I am General Counsel for the American Polygraph Association ("APA"). In that capacity, I have received a copy of your March 13, 2013, letter to Pam Shaw, Chairman of the Board. I am also in receipt of Ms. Shaw's response to you advising of the receipt of the letter and that the letter would be brought to the attention of the Board of Directors of the APA. This letter expounds on Ms. Shaw's response and addresses additional issues regarding the Arizona School of Polygraph Science.

First, I note that your letter is on letterhead for the Wells Polygraph Institute. The subject correspondence addresses revocation of accreditation of the Arizona School of Polygraph Science. It is my understanding that Wells Polygraph Institute has not sought accreditation nor is it accredited by the APA. Please note that to obtain accreditation from the APA for the Wells Polygraph Institute, you will likely be required to pursue an application as a new school. Please consult the APA School Accreditation Manual and direct any questions on this issue to James McCloughan.

Second, I read your March 13, 2013, letter as a request that the Board of Directors of the APA reconsider their January 29, 2013, determination that the Arizona School of Polygraph Science was in major violation of the APA's School Accreditation Manual and its determination to revoke accreditation of that school. Robbie Bennett, National Office Manager for the APA, has been asked to place this request on the agenda of the APA's next board meeting. At this time, the next board meeting is scheduled for September 6, 2013. It is possible, however, that an interim board meeting will be held by telephone between now and that date. If so, you will be advised. If I do not hear from you to the contrary, I will assume that you wish to stand on your letter of March 13, 2013, for purposes of the request to reconsider. Also, be advised that the APA does not, at this time, waive the untimeliness of this request.

Laura Wells, M.S.
Wells Polygraph Institute
March 18, 2013
Page 2

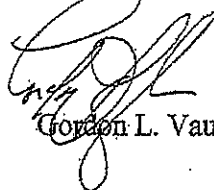
Third, I am unable to locate any waiver the Arizona School of Polygraph Science received to conduct the "hybrid" classes. Please advise if I am mistaken.

In the meantime, as I indicated in a recent telephone conversation with you, the status of the accreditation for the Arizona School of Polygraph Science remains revoked. Any representations of continuing accreditation by the APA should be removed immediately from any website associated with the Arizona School of Polygraph Science or Wells Polygraph Institute.

Thank you for your attention.

Sincerely,

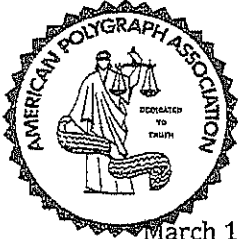
VAUGHAN & DeMURO



Gordon L. Vaughan

GLV/kmm

cc: Pam Shaw, Chairman, APA Board of Directors (via e-mail only)
James McCloughan (via e-mail only)



AMERICAN POLYGRAPH ASSOCIATION

NATIONAL OFFICE — ROBBIE BENNETT, *Manager*
951 EASTGATE LOOP, SUITE 800, CHATTANOOGA, TENNESSEE 37411-5608
MAILING ADDRESS: P.O. BOX 8037, CHATTANOOGA, TENNESSEE 37414-0037
423/892-3992 — 1-800-APA-8037 — FAX 423/894-5435
e-mail: manager@polygraph.org — <http://www.polygraph.org>

March 19, 2013

Kell K. Palguta
4840 Treasure Cir
Prescott Valley, AZ 80314

Dear Mr. Palguta:

A problem has emerged regarding your application for membership with the American Polygraph Association (APA). This problem is connected with our records reflecting your attending the "Hybrid Polygraph Course" conducted by the Arizona School of Polygraph Sciences which included a large portion of the course through on-line presentation and study.

Our records indicate that the Arizona School of Polygraph Sciences curriculum submitted to the APA at the time of accreditation did not include such "hybrid" course of study. Such course of study does not meet the requirements of the American Polygraph Association's course curriculum. Such course curriculum is provided to help ensure that polygraph examiners meet minimum qualifications of education to conduct polygraph examinations. As a result, we cannot accept your application for membership.

As you are probably also aware, the Arizona School of Polygraph Sciences' accreditation by the APA was revoked by the APA Board of Directors on January 29, 2013, based at least in large part on the unapproved "hybrid" curriculum.

If our information regarding your course of study is incorrect please advise our National Office immediately so that we may make further inquiry regarding your application.

We are returning your application and membership fee.

Respectfully,

George H. Baranowski
Vice President - Private
Chairman - Membership Committee
American Polygraph Association

GHB/lkj
Enc

DEDICATED TO TRUTH

"District of Columbia Corporation Since 1966"

k.bradbury@azpolygraphschoo.com - Email
www.azpolygraphschoo.com

From: todd@pro-polygraph.com [mailto:todd@pro-polygraph.com]
Sent: Friday, March 22, 2013 9:17 AM
To: metroccfd@gmail.com; gross5883@gmail.com; eric3kgt@gmail.com; jeruspro1@hotmail.com; blair.becker@live.com; loriballard7413@gmail.com; reyjones85@gmail.com; tim.ruby45@gmail.com; lorimulvihill@gmail.com
Cc: k.bradbury@azpolygraphschoo.com; laurawellsperry@gmail.com
Subject: fw: Re: ASPS hybrid class

My reponse back to APA:

From: "todd@pro-polygraph.com" <todd@pro-polygraph.com>
Sent: Friday, March 22, 2013 8:48 AM
To: bmc@portlandmaine.gov
Subject: Re: ASPS hybrid class

I do understand everything you have said, but also want to assure you we (hybrid students) had no way of knowing any of this. The letter APA sent out to us states, in part; *"As you are probably also aware, the Arizona School of Polygraph Science's accreditation by APA was revoked by the APA Board of Directors on January 29th, 2013...."*

The problem is; none of us were aware of that (I learned it this morning), so again we all completed a class, which we were lead to believe was up to your standards, with no way of knowing otherwise.

I understand everything you are saying, and I understand your organization has issues with ASPS, but I also know you must have the power to allow us into your organization under "special circumstances". If the ASPS did something wrong, I would respectfully ask you take it out on them, not on the students who did nothing wrong at all, and went into this with no reason to believe we were in anything less than a fully accredited program.

I assume the previous hybrid students, who you allowed into APA, are doing well in their polygraph examinations and are competent and reliable examiners. I am confident you would feel the same about our classes; we are prepared and well trained. **Please give us a chance!** I for one am a retired police detective, and therefore simply can't afford to go through the costs of attending yet another polygraph school.

Todd Vandivert
Polygraph Examiner
Professional Polygraph Services
1009 8th St., Anacortes WA 98221
(360) 941-3941
www.propolygraphservices.com

From: Barry Cushman <bmc@portlandmaine.gov>
Sent: Friday, March 22, 2013 8:32 AM
To: todd@pro-polygraph.com
Subject: Re: ASPS hybrid class

Todd,

Thank you for writing. Unfortunately, the APA was not aware the school was offering a hybrid course for some time. As you seem to be aware, the hybrid course does not meet the APA's minimum standards despite what the school may have told you or advertised. You are also likely aware that the school's accreditation has since been revoked.

You are correct that we accepted some hybrid course graduates as members; however, we only knew that they had graduated from an APA accredited school. That is, we did not know they graduated from a substandard program of instruction. Quite simply, they do not meet the minimum standards, and the wheels are in motion to address the situation.

In order to qualify for membership, you must graduate from a program meeting the APA's minimum standards. Since you have not done so, regrettably, you do not qualify for membership.

Regards,

Barry Cushman
APA President

On Fri, Mar 22, 2013 at 11:19 AM, todd@pro-polygraph.com <todd@pro-polygraph.com> wrote:

American Polygraph Association:

03/22/13

After nearly 34-years in law enforcement, I retired on December 31st of 2012. I immediately began searching for an APA accredited polygraph school, so I could kick off my next career. Early in my polygraph research I learned just how critical APA accreditation/approval is for polygraph examiners, and I wanted to get the best possible training I could. In order to assure I attended an APA accredited school, I used your own website and found the first school listed (I realize it was in alphabetical order) to be the Arizona School of Polygraph Science (see attachment- APA011613) with a link to their website. On the ASPS science website, they offered a hybrid class which described the class as "approved by the American Polygraph Association..." (see attachment- ASPS2). It couldn't have been much clearer to me (or anyone else); the hybrid class at ASPS was approved and accredited by APA.

After much consideration I chose to enroll in the Arizona School of Polygraph Science hybrid polygraph class, and sent in my \$5,000 tuition fee. I also enrolled in the PCSOT training at the same school, so as to gain the most training I possibly could within my budget.

I chose the hybrid class (vs. the on campus class) for two reasons; because I know I am structured enough to study on my own, and to save time (and money) away from home. The hybrid class was a mixture of on-line course work and on-campus course work; each

four weeks long.

I found the hybrid portion of the training to be every bit as challenging as the on-campus classes, and in-fact had more reading and work to do with the on-line piece.

On 03/01/13 I graduated from the basic polygraph examiners course, and two days later sent the APA my membership application (along with my certificate). On the 10th, I emailed APA back and added my PCSOT certification, only to find that because I attended the ASPS hybrid school I (along with all of my classmates) I will be precluded from APA membership.

It is my understanding APA has some issues with ASPS and the hybrid class, but it is also my understanding you have accepted past graduates of ASPS hybrid classes into APA.

Myself, and my classmates went into this course on good-faith; that we would come out being fully APA accredited, only to find that accreditation/membership to be in jeopardy. Simply as a moral/fairness issue, I would respectfully request we are accepted into APA. We all went into this class having no reason at all to believe we were attending anything short of a fully accredited program. Nobody from the ASPS staff to your organization told us anything otherwise.

Additionally; I assure you all phases of our training were top-notch and challenging. I am sure some feel the hybrid portion of the training was easy, but it was not. In-fact I spoke with almost all of the "on-campus" students (who were going through at the same time I was in Arizona), and each and every one of them said the reason they chose the on-campus course (vs. the hybrid course) was because they didn't think they could do the hybrid course (due to lack of self-motivation or immediate instruction/feedback).

I understand there may be many varying opinions, regarding the hybrid training, holding up our acceptance but I would ask you save that debate for future classes and not our class. We, in hybrid class 50 (and the class before us), did everything asked of us in good-faith and successfully passed, yet the membership we so badly need to go forward with our businesses seems to be held hostage.

I understand you may have issues with ASPS, and that is between your organization and the school, but I would respectfully ask you not to punish the students who did nothing short of what was asked of us.

I personally have around \$15,000 into training and equipment expenses thus far, not to mention the money I am losing because I do not have APA approval (necessary for many governmental contracts). Please help us.

I would be glad to answer any question anyone has, if it will help us get past this, and move on to being accepted by your fine organization.

Sincerely,

Todd Vandivert

(360) 941-3941

Todd Vandivert
Polygraph Examiner
Professional Polygraph Services
1009 8th St., Anacortes WA 98221
(360) 941-3941
www.propolygraphservices.com

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

From: todd@pro-polygraph.com
To: dtserf@yahoo.com; k.bradbury@azpolygraphschool.com; laurewellsperny@gmail.com
Subject: fw: Re: PLEASE TAKE THE TIME TO READ THIS LETTER!
Date: Saturday, March 23, 2013 12:13:16 PM

Here is the response I received from the APA president today

Todd Vandivert
Polygraph Examiner
Professional Polygraph Services
1009 8th St., Anacortes WA 98221
(360) 941-3941
www.propolygraphservices.com

From: Barry Cushman <bmc@portlandmaine.gov>
Sent: Saturday, March 23, 2013 12:01 PM
To: todd@pro-polygraph.com
Subject: Re: PLEASE TAKE THE TIME TO READ THIS LETTER!

Todd:

Again, this is not personal. I could make the same arguments as you. I could ask why you didn't notify the APA that the school was substandard, and your response would be a very reasonable, "I didn't know the course didn't meet the standards." When the APA accredits a school, it does so after seeing, among other things, the school's curriculum, schedule, etc. Then we inspect to make sure all of that is actually followed. When satisfied that it does, we grant accreditation. Like other accreditors, we do not inspect every class. We expect the school to do its duty and notify us of any deviations from the standards (in advance). If a school decides to run a substandard course, as is the case here, we don't know - any more than you did - that that is the case.

The school director is responsible for knowing the standards and sticking to them. That is why I asked, but you did not answer, if you have approached the school about this. It seems to me you paid for a course under the impression it met APA standards when it did not. If that's true, then you should be discussing the issue with the school.

If you could ask the others who graduated from the course to contact the APA, that would be helpful. I'd like to know what the possibilities are of creating a means of completing the training. At this point, I don't know if that is possible or what it would look like, but I'd like to explore it.

Regards,

Barry Cushman

On Sat, Mar 23, 2013 at 9:25 AM, todd@pro-polygraph.com <todd@pro-polygraph.com> wrote:

American Polygraph
Association

03/23/13

I suppose by now your legal counsel has likely told all of you not to respond to the hybrid students of the Arizona School of Polygraph Science, but hopefully you will all at least read this letter and give it some thought.

I want to first assure you I do not represent anyone other than myself; I am not speaking on anyone's behalf. As I stated in my previous email, I am a retired police detective. In seeking a post-retirement career as a polygraph examiner I went to your website. On that website was a list of APA accredited schools, including the Arizona School of Polygraph Science (see attachment: APA011613), with a link to the school. I personally looked at and considered all of the schools listed on your website, but chose the Arizona school, based on several factors including the option of the hybrid class. Nowhere on your website, was there any warning or notice stating there was any problem with the Arizona school what-so-ever; had there been I would have chosen another school.

I won't waste your time detailing the hybrid class, but please believe me when I say the training was top-notch in all aspects, and I came out with a complete (as complete as anyone can be with our limited experience level) understanding of polygraph science. I am totally confident that myself, or any of my classmates, could hold our own up against any graduate (with the same experience level) from any other school.

In order to afford the training, the travel, and the purchase of a polygraph instrument, I withdrew \$15,000 from my retirement account, a substantial hit; one I can't afford to take again. Our class of seven was comprised of me and another retired police officer, three active police officers, a firefighter, and a young US Marine; all enthused about our new skills and looking forward to long careers as polygraph examiners.

All of us students had no idea anything was wrong with the school's accreditation. Neither APA nor the school told us a single thing, until this week when your organization began taking action against not only the school, but us students.

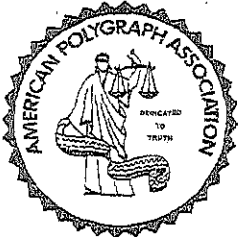
I would appeal to you as individuals; please do not involve us in any problems you have with the school. We all feel we received great training and are confident we can go forward as professional polygraph examiners, but your acceptance is critical to our futures. We did nothing wrong at all; we used your own website to find the school, we followed all the rules, studied very hard, and passed all of the tests, only to find it may all be for nothing. Put yourselves in our shoes; what could we possibly have done differently to assure this wouldn't have happened?

The students are innocent victims of this battle between the school and APA.

Please; give us back our futures and allow us to receive the accreditation/membership we need and deserve. Take up whatever issues you have with the school, with the school only, and do not punish a group of people who did everything asked of us and followed all the rules.

Todd Vandivert (360) 941-3941

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AMERICAN POLYGRAPH ASSOCIATION

NATIONAL OFFICE — ROBBIE BENNETT, *Manager*

951 EASTGATE LOOP, SUITE 800, CHATTANOOGA, TENNESSEE 37411-5608

MAILING ADDRESS: P.O. BOX 8037, CHATTANOOGA, TENNESSEE 37414-0037

423/892-3992 — 1-800-APA-8037 — FAX 423/894-5435

e-mail: manager@polygraph.org — <http://www.polygraph.org>

August 7, 2012

Arthur A. Greshle
4321E La Puente Ave
Phoenix AZ 85044

Dear Mr. Greshle:

I am in receipt of your application for membership in the American Polygraph Association (APA) and your application fee in the amount of seventy-five dollars (\$75.00).

*Every applicant for membership in the APA has to be approved by the entire Board of Directors. Names of applicants for membership must be published on the APA Website at least 30 days prior to nominating the applicants to the Board of Directors. Your name will be published on the website in **SEPTEMBER 2012** and will be submitted for nomination at the next Board of Directors meeting following the 30 day publication.*

We appreciate your interest in joining the American Polygraph Association.

If you have any problems or questions about the processing of your application, please feel free to contact the National Office at (1-800-272-8037) or (423) 892-3992.

Sincerely,

George Baranowski, General Chair
Membership Committee

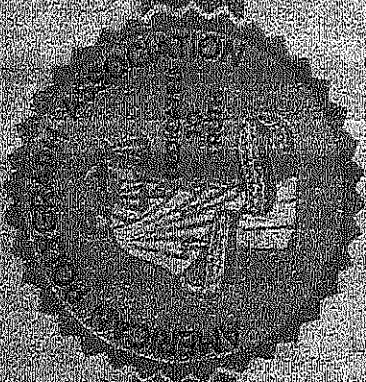
GB/lkj

DO NOT ADVERTISE MEMBERSHIP UNTIL FORMALLY ACCEPTED

No applicant for membership in the American Polygraph Association may advertise as a member of this Association until they are notified, in writing, that the processing of their application for membership in the APA has been completed *and* that the official records of the APA reflect that they are duly recorded as a member. **Do not represent yourself as a member of the APA until such time that you are officially notified or acceptance.**

DEDICATED TO TRUTH
E235

"District of Columbia Corporation Since 1966"



AMERICAN POLYGRAPH ASSOCIATION

Certificate of Membership

Know all men by these presents that

Morgan M. Block

is a member in good standing

Class of membership Associate

AIMS AND PURPOSES

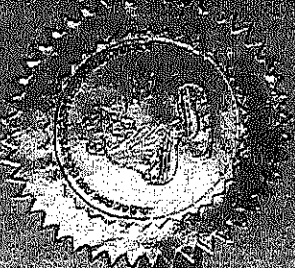
Dedicated to
the improvement of the qualifications
of Polygraph Examiners through high standards of professional
ethics, constant education and achievement.

In witness whereof the American Polygraph Association has caused

[Signature]
PRESIDENT

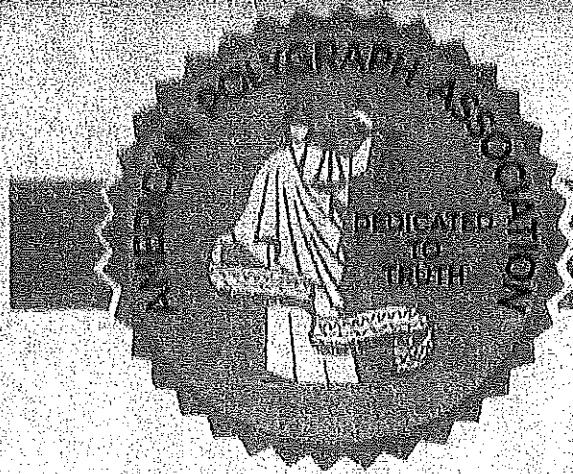
to fix his signature hereon, on this the 12th
day of October 2012

[Signature] Can Attest
SECRETARY



DEDICATED TO TRUTH

PROPERTY OF AIPA - TO BE RETURNED IF MEMBERSHIP CEASES



AMERICAN POLYGRAPH ASSOCIATION

Certificate of Membership

Know all men by these presents that

Patrick Duffey

is a member in good standing

Class of membership *Associate*

AIMS AND PURPOSES

Dedicated to
the improvement of the Qualifications
of Polygraph Examiners through high standards of professional
ethics, conduct, education and achievement.

In witness whereof the American Polygraph Association has caused

Barry Shaw

PRESIDENT

to fix his signature hereon, on this the *31st*

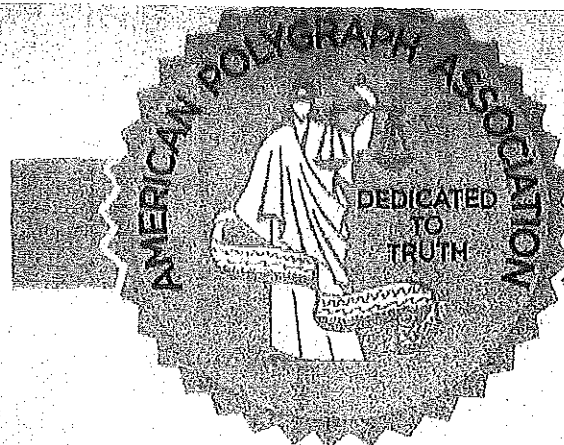
day of *May* 20*12*

Richard O'Malley, Jr.

SECRETARY

Attest

E237



AMERICAN POLYGRAPH ASSOCIATION

Certificate of Membership

Know all men by these presents that

Sian Devine

is a member in good standing

Class of membership Associate

AIMS AND PURPOSES

Dedicated to
the improvement of the Qualifications
of Polygraph Examiners through high standards of professional
ethics, conduct, education and achievement.

In witness whereof the American Polygraph Association has caused

Sam Shaw

PRESIDENT

to fix his signature hereon, on this the 31st

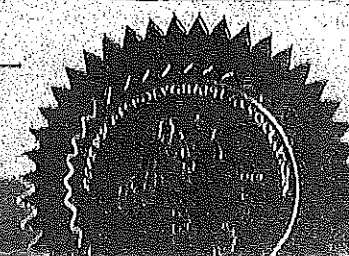
day of May 2012

Victoria Murphy-Cam

SECRETARY

Attest

DEDICATED TO TRUTH



ENROLLMENT AGREEMENT

Polygraph School of Science, Inc.

202 E McDowell Rd., Suite 258

Phoenix, AZ 85004

602-513-8263

students@azpolygraphschoo.com

http://www.azpolygraphschoo.com/

Student Name: _____

Present Address:

Permanent Address:

Telephone (home): _____

(work) _____

(Cell) _____

Date of Birth: _____

Social Security No.: _____

E-mail: _____

PROGRAM INFORMATION:

Program: Basic Polygraph Examiner Certificate Course at Polygraph School of Science, Inc.

Start Date: _____

Program Length: 320 (Specified in clock hours)

TUITION:

The total cost for the program: \$5,000

Tuition:	\$5,000
Administration/Registration Fee	\$0
Books/Supplies	\$0
Total Program Costs	\$5,000

The Student agrees to pay the **\$5,000** (VA, Financial Aid, Cash or Check) tuition in-full fourteen (14) days prior to the start of the course unless otherwise approved by school officials.

CANCELLATION AND REFUND POLICY:

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
 - D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition.
2. After the commencement of classes, the tuition refund amount, shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 80% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is required

3. Books and Supplies: There is no refund for equipment, books and supplies received by the student.

4. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

STUDENT ACKNOWLEDGEMENTS:

1. I hereby acknowledge receipt of the School's catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The School's _____ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
_____ Student initials
2. Also, I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials

3. I understand that the School may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School. While enrolled in the School. I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a certificate may be awarded.
4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.
- _____ Student's initials

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by the Polygraph School of Science, Inc.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____ 20____

Signature of Student

Date

Signature of School Official

Date

Representative's certification: I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: _____ Date: _____

APA School Accreditation Inspection

Marston Polygraph Academy
390 Orange Show Lane
San Bernardino, California

Special
American Polygraph Association
Polygraph School Inspection Report

March 22, 2007
APA School Accreditation Inspector
T.V. O'Malley

E242

To: APA President Donald Kraphol
CC: Robbie Bennett
951 Eastgate Loop, Suite 800
Chattanooga, Tn 37411-0037

Re: APA School Inspection Report

Inspection dates
March 21-22, 2007

Marston Polygraph Academy
390 Orange Show Lane,
San Bernardino, California 92408

Initial Contact

This APA certified school inspector was apprised of the receipt of an anonymous letter delivered to APA Manager Robbie Bennett on March 12, 2007. The letter followed a telephone call regarding allegations of flagrant attendance violations believed to have been made by a student attending the second week of the Marston Polygraph School. (See attached copy of letter)

Although this Education Accreditation Committee Chair was scheduled to lecture in Pigeon Forge Tennessee the coming week, immediate travel arrangements were made to visit the school and conduct a surprise inspection of the Marston Polygraph Academy. The soonest this inspector could arrive was the evening of Tuesday March 20, 2007.

This inspector arrived at the school Tuesday evening just prior to midnight. Positions from which to conduct surveillance on the school were located. The following morning starting at 07:00 hours this inspector initiated surveillance on Marston Polygraph Academy to determine and document the hours of the school's operation including the time the students and faculty arrived, went to lunch and terminated class for the day.

According to this inspector's observations, staff members began to arrive at approximately 07:50 hours. All three students had arrived by 08:15 hours. Class broke regularly as student Whiteaker was observed hourly on a routine basis stepping to the outside front to smoke. At 12:14 students broke for lunch. Two students are believed to have remained at the school and one walked across the street to a nearby restaurant. PI Mike Lynch left the school in his personal vehicle and returned approximately 30 minutes later.

Surveillance continued throughout the afternoon and early evening with activity continuing during that period. At approximately 20:30 hours the students left the school as a group. At that time it was determined that the students were clearly not operating on a normal schedule and it was decided to terminate surveillance and confront officials of the school the following morning.

This inspector arrived at the Marston Polygraph Academy at 08:00 hours the following morning.

This inspector was cordially greeted by a female administrator associated with the school. This inspector requested to speak with director Tom Kelly regarding an unannounced APA compliance inspection. This inspector was advised that Tom was currently unavailable but that PI, Mike Lynch would be arriving shortly.

When PI, Lynch arrived, this inspector advised him that the purpose of the visit was an unannounced inspection of the school to insure compliance to regulations due to allegations received that the school was not in compliance with APA accreditation attendance requirements. PI, Lynch advised that he was aware of the allegation and understood the purpose of the visit.

PI Lynch made an office available to this inspector to work out of and advised the school would cooperate as necessary.

License(s) and Permits:

The Marston Polygraph Academy is a private polygraph training facility and as such, is required to be authorized and approved by the California state Bureau for Private, Postsecondary and Vocational Education. Mr. Kelly is in possession of a current certificate to operate a polygraph training facility within the state of California. A copy of the California state Bureau for Private, Postsecondary and Vocational Education approval certificate was conspicuously displayed in the entry way.

Faculty Evaluation.

Instructors and Instructor credentials:

The director and chief instructor for the Marston Polygraph Academy is listed as Mr. Tom Kelly and primary instructor Mike Lynch. All files of the school's instructors were reviewed. The school's main instructors are himself, and Mr. Michael Lynch. A file is maintained for all instructors with a copy of their CV inside. Instructors routinely used include the following persons.

Tom Kelly	Primary Instructor and Psychology
Michael Lynch	Primary Instructor
Pete L. Perrin	Secondary Instructor
Candace D. Elder	Secondary Instructor
Lou Rovner, PhD.	Physiology
(?) Hooker	Law and Legal Studies

Course of Instruction Evaluation

This inspector requested copies of the course syllabus associated with the current class. Copies of the course syllabus were provided which indicated class began daily at 8:00 and went routinely until 17:00 with one hour for lunch.

While waiting for director Kelly, this inspector asked PI Lynch if the school had been starting late and leaving early. This inspector also asked PI Lynch if so, when the school got back on schedule. PI Lynch advised that he had heard about the letter to the APA and the California accreditation Board Monday Morning from another examiner in a telephone call. PI Lynch states when he heard about the letter, he lost it venting his temper and disappointment to the students, that the school had been embarrassed. PI Lynch stated that he left for a while and when he returned he apologized to the students and decided that the school would then go back to the schedule indicated on the syllabus. PI Lynch states he then began to teach his block of instruction.

PI Lynch was asked what the typical schedule was prior to returning to the original schedule on Monday. PI Lynch admitted that the school day started around 0:900 and concluded around 16:30 hours. After talking to the students and learning that the students were saying the school let them out at around 3:30, PI Lynch admitted that 9:00 to 3:30 was about right.

Instruction verification:

Previously, at least one course was taught at Marston Polygraph Academy using a sign in sheet to document student attendance, the block of instruction, and the instructor used. This practice was discontinued reportedly because it was too time consuming and inconvenient according to PI Lynch.

Director Kelly arrived just about lunch time when the students were about to break.

Director Kelly was informed of the purpose of this inspector's visit. Director Kelly advised that if he had been told, he would have been at the school to meet. Director Kelly states he didn't appreciate his school being inspected by surprise as the result of an anonymous letter. Director Kelly then began to complain that he knew that it had been John Grogan that had sent the letter regarding his school because Grogan was angry at Kelly because Kelly terminated his contract for web services with Grogan's friend with the Polygraph Place. Director Kelly stated that he terminated the contract with his web master who was a big customer of Mr. John Grogan of California. Director Kelly talked about John Grogan and his past web master.

Director Kelly then began to complain that he didn't appreciate the APA ignoring the fact an unqualified person was teaching as a primary instructor at the Backster School of Lie Detection in San Diego. Director Kelly said his school was putting out some of the best examiners around and his was a good school. Director Kelly stated that he couldn't believe the APA would take the word of an anonymous tipster against a school with such an excellent reputation.

Director Kelly states his schools used to be a nine week course rather than an eight week course. Because traffic and travel is more difficult in this part of the country, director Kelly stated he elected to add an extra week to the schedule and teach fewer hours each day. During this period the school would sometime not hold class on Wednesdays. By using this schedule, director Kelly says his students would not be tied up in traffic. Director Kelly stated he went back to the eight week schedule. Director Kelly never acknowledged that his school was starting at 9:00 and

getting out at 3:30. Director Kelly stated that PI Lynch must have changed the schedule. Director Kelly was advised that the school director is personally responsible for the school's compliance.

The student files were all reviewed. Surprisingly, the grades for all of the students were exceptionally high. This inspector asked PI Lynch what was the standard manner of testing after each block of instruction. PI Lynch advised that each of the tests were reviewed with the class prior to administering the test. PI Lynch advised that the test grades were entered in the student files after the tests were graded, sometime several at a time. On the date of this inspection, one of the students had entries for testing in a subject that the other students did not have grades for. PI Lynch was asked about this. PI Lynch advised that it was a mistake and took the files to his office, reportedly to make corrections where the discrepancies existed. Those files were not returned prior to this inspector's departure. Student files were found to contain incorrect entries and clearly could not have been an accurate reflection of the student's work.

The three students of the school were privately interviewed by this inspector.

Freddy Flores

Recently retired police officer. Doesn't know who wrote the letter and doesn't care. Student Flores thinks it is not his business. Admits that on the first day the school started at 0:800 and got out at 5:00. After the first day the school started late around 0:900 and began letting out at 3:30.

Thomas Whiteaker

Has known John Grogan for over 20 years. Has been associated with Grogan as a private investigator for many of those years.

While talking to his secretary who dates John Grogan, he thinks he said something about the school being hard but then went on to say things about starting late and getting out early. Student Whiteaker believes that John Grogan has a personal problem with Tom Kelly and the school because of something Kelly said about him (Grogan). Whiteaker says he thinks Grogan wrote and published the letter to get back at Kelly and damage his school's reputation hoping that the school would close.

Student Whiteaker states the school started around 09:00 am and got out around 3:30. Student Whiteaker states he has had little trouble running his private investigations business in the time he was not at school. Whiteaker states, now that the school schedule has changed, he may have to start refusing business to get all his school work done.

Kory G. Turk.

Student Turk states he went to John Grogan's school and bought his books and went through his course. Student Turk complained to Grogan that he had not learned to do polygraph. The two had a falling out and Student Turk states Grogan is a fraud. Student Turk says he refuses to talk to Grogan even though Grogan continues to call him. Student Turk states he knows when Grogan is calling because he has caller ID on his cell phone.

Student Turk says he started school at Marston Polygraph Academy a week after it started. (Student Turk started at the Marston Polygraph Academy in the school's second week of training.) Student Turk says he has not spoken to Grogan since they had a falling out long before he started at the Marston Polygraph School.

Inspection of records

In the school files was a file entitled "self evaluation". No self evaluation was found inside the file folder. Upon completion of the school's initial inspection the school was instructed that a self evaluation was a requirement. Director Kelly was NOT asked to explain his missing self evaluation program.

Additionally, no student instructor evaluation forms were found inside any of the instructor's personnel files as requested in the school's initial inspection report.

Exit Interview:

Upon completion of the facility inspection this inspector met with director Kelly. This inspector advised director Kelly that irrespective of where the allegations of misconduct came from, if they were true, the future of the school could be in jeopardy. The fact that it was an anonymous letter that brought the APA's attention to violations at a school was in the opinion of this inspector irrelevant. That clearly established and acknowledged attendance established by the APA consistent with accreditation requirements were being ignored and subsequently violated was a significant problem.

Inspector's Conclusion:

Marston Polygraph Academy's printed course schedule purports that the class follows and adheres to APA approved training scheduling for a basic Polygraph course. This APA's basic course has been developed and is carefully designed to educate students in polygraph methodology by providing them sufficient training time in each of many blocks of instruction, identified as crucial and necessary to a comprehensive education in the polygraph discipline. Even 320 hours is not enough and an intern program is frequently used to supplement student deficiencies identified upon course completion.

Under Director Tom Kelly, Marston Polygraph Academy knowingly and intentionally misrepresented their current school's training schedule to purport to comply with APA and possibly California educational standards, while teaching an abbreviated daily schedule.

Had the school continued on the abbreviated schedule, the course would have been approximately **100 hours short**.

After a thorough investigation, this chairman of the Education Accreditation Committee makes the following findings:

First:

Marston Polygraph Academy is in clear violation of APA accreditation regulations governing accurately scheduling and reporting school training schedule. All records indicate the school was starting at 08:00AM and ending daily at 5:00 PM. These records do not accurately reflect the school's training schedule. (See Schedule attached)

Secondly,

Marston Polygraph Academy is clear violation of APA accredited training attendance requirements in that the students were not receiving required time limits of for basic polygraph course instruction.

Third:

Most seriously, this inspector finds that the printed syllabus clearly misrepresents the actual schedule to the detriment of the students and professional training, this inspector believes that a fraud has been perpetuated on those relying on the accuracy of the school's records and representations. Representing that the Marston Polygraph Academy follows and adheres to APA standards of basic polygraph training is misleading and untrue.

Fourth:

Regarding the statement alleged to have been made by personnel associated with the Marston Polygraph Academy, "if you don't tell we won't either". In a frank discussion with PI Lynch, he states that through some discussion with the students, a statement in some way similar to the one above may have been made but according to him, it was not meant in context as it now sounds out of context. This inspector finds that in or out of context, the statement was inappropriate if it in any way it referred to APA oversight authority.

Director Kelly was advised that a copy of this inspector's report will be provided to each member of the BOD for a final decision regarding the status of the Marston Polygraph Academy.

Report, respectfully submitted by
TV O'Malley

Chairman,
APA Education Accreditation Committee

From: [Laura Wells](#)
To: [office](#)
Subject: Fwd: School Accreditation Wells Polygraph Institute
Date: Monday, March 11, 2013 7:49:37 PM

Laura
From iPhone

Begin forwarded message:

From: Thomas Kelly <intlpolygraph@gmail.com>
Date: March 11, 2013, 7:33:05 PM MST
To: Laura Wells <l.wells@azpeinc.com>
Subject: Re: School Accreditation Wells Polygraph Institute

Laura,

The APA is playing favorites in who gets inspected and who does not. I have a big problem with them now and with Backster specifically. I'll forward you my email.

Tom

On Mon, Mar 11, 2013 at 10:23 AM, Laura Wells <l.wells@azpeinc.com> wrote:

Dear Barry Cushman,

With no notification whatsoever, my school's name has been removed from APA website. Present, past and future students are being told that my school has no accreditation. I have called and emailed James McCloughan. Until this is resolved, I would like my school to be put back on the APA website and for the APA to stop telling people that my school is not accredited.

As you can see from the email signature below, the name of my school is in the process of being changed. My divorce trial was last week and I was going to send out an email to everyone announcing formally what was decided. In a nutshell, Joe Perry can have Arizona School of Polygraph Science trade name and nothing more. And so I will change the name of my school to Wells Polygraph Institute, a division of Polygraph School of Science.

At no time has my accreditation lapsed. Once again, I would like my school, Wells Polygraph Institute, to be put back on the APA website and for the APA to stop telling people that my school is not accredited.

Here is my telephone number. I would like to speak to someone about

this. 602-272-8123

Laura M. Wells M.S.
Director/President
AZPE, Inc.
d/b/a Wells Polygraph Services
Polygraph School of Science, Inc.
d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschoo.com

--

Thomas M. Kelly
Thomas M. Kelly
(928) 257-0124 - Please visit us at "facebook" under key word Marston
Polygraph Academy.



Search

Board of Directors

Member Login

Username: *

Password: *

☐ Remember me

Log in

Register for Access

Renew Membership

Forgot Password?



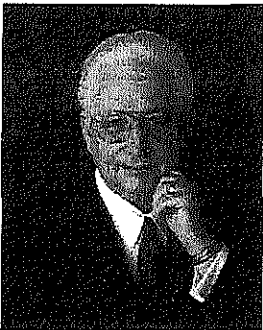
President - Barry Cushman
president@polygraph.org



President Elect - Charles Slupski
presidentelect@polygraph.org



Chairman - Pam Shaw
chairman@polygraph.org



Vice-President Private

George Baranowski
vpprivate@polygraph.org



Vice-President Government

Robert Peters
vpgovernment@polygraph.org



Vice-President Law Enforcement

Walt Goodson
vpawenforcement@polygraph.org



E250





Director

Mike Gougler

directorgougler@polygraph.org

Biography



Secretary

Vickie T. Murphy-Carr

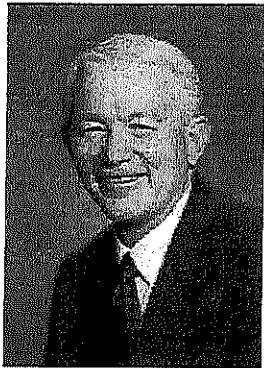
secretary@polygraph.org



Treasurer

Chad Russell

treasurer@polygraph.org



General Counsel

Gordon L. Vaughan, Esq

gvaughan@vaughandemuro.com

Biography



Editor

Donald Krapohl

editor@polygraph.org



National Office Manager-

Robbie S. Bennett

manager@polygraph.org





Updating

Assistant National Office Manager

Lisa Jacobs

office@polygraph.org

About Us

SHARE    



Search

Chuck Slupski



Member Since
01/12/1984

PCSOT Certification
PCSOT Certified

The American Polygraph Association does not prescreen the biographies of its members.

Federally trained examiner with Army CID in 1983.
Former Instructor at DOD Polygraph Institute.
Former Director Argenbright International Institute of Poly.
Currently, Director and Instructor of American International Institute of Polygraph.
Currently, Director on APA Board of Directors with responsibility for PCSOT Committee,
Standards of Practice Committee, Community Safety Testing Committee and Quality Control Committee.

American International Institute of
Polygraph
1115 Mt. Zion Road Suite F
Morrow, GA 30260
Phone: 770 960 1377
33° 34' 14.0844" N, 84° 21' 13.2732" W
See map: Google Maps
Javascript is required to view this ma



Pam Shaw



Member Since
06/01/2000

PCSOT Certification
PCSOT Certified

The American Polygraph Association does not prescreen the biographies of its members.

Ms. Shaw has been employed with the Kentucky Law Enforcement Council since 1999. She holds a bachelor's degree in Exercise Science and a Master's degree in Allied Health Education. She is a graduate of the Axciton International Academy and has served as a polygraph examiner with the Council since 2000. The Council provides polygraph services as a matter of fulfilling the state's statutory mandates involving the Peace Officer, Telecommunicator and Court Security Officer Professional Standards Acts. As a result, she regularly conducts polygraph examinations in service to over 400 law enforcement agencies in state of Kentucky. She oversees and manages the Council's quality assurance program and is additionally assigned as Director of the Kentucky Institute for Polygraph Studies.

Ms. Shaw regularly lectures on various facets of polygraph at the request of state polygraph associations, national and international associations, as well as APA accredited polygraph schools.

She is a member of the American Polygraph Association, American Association of Police Polygraphists and Kentucky Polygraph Association. She is currently serving her fourth term on the Board of Directors with the APA; 3 years as Vice President Law Enforcement and her present term as President-Elect. She has served 3 years on the Board of Directors of the Kentucky Polygraph Association, completing her term as President in March 2011. Aside from her regular work duties, she is also the owner of Shaw Polygraph Services, Inc. and serves as an adjunct professor at the Texas Department of Public Safety Polygraph School and the Singapore MINDEF Centre for Credibility Assessment.

KY

Phone: 859-622-5944
See map: Google Maps



Member Login

Username*

Password*

☐ Remember Me

[Register for Access](#)
[Renew Membership](#)
[Forgot Password?](#)

APA Accredited Polygraph Schools

*Please note that this portion of the website is currently being updated. If you experience difficulty in accessing any of the links, please contact the Website Administrator at website@polygraph.org.

This list represents those schools which abide by the strict standards imposed by the APA. These APA accredited schools undergo periodic strict inspections and those standards are available when a formal request is submitted. The officers who you send to these schools will, upon graduation, bring credit to your department, rather than the potential for liability which increases when you bargain for cheaper training.

Arizona

Arizona School of Polygraph Science

202 E. McDowell Rd. Ste 275
Phoenix, Arizona 85004
Director: Laura W. Perry
Phone: (602) 272-8123
E-mail: laurawellsperry@gmail.com
Website: <http://www.azpolygraphschool.com>

California

Backster School of Lie Detection

861 Sixth Avenue, Suite 403
San Diego, California 92101-6379
Director: Cleve Backster
Phone: (619) 233-6669
E-mail: clevebackster@cs.com
Website: <http://www.backster.net>

Marston Polygraph Academy

P.O. Box 456
Winterhaven, CA 92283
Director: Thomas M. Kelly
Phone: (909) 886-2988
E-mail: mail@marstonpolygraphacademy.com
Website: <http://www.marstonpolygraphacademy.com>

Florida

Academy of Polygraph Science

8695 College Parkway, Ste 2160
Fort Myers, FL 33919
Director: Benjamin Blalock
Phone: (239) 424-9095
Email: ben@polygraphtoday.com
Website: <http://www.apspolygraphschoo.com>

Academy of Polygraph Science Latin America, Inc.

12945 Seminole Blvd, Building One, Suite 15
Largo, FL 33778-2315
Director: Arno Horvath
Phone: (727) 531-3782
Phone: (727) 433-6266
Fax: (727) 286-6140
Email: polygraphacademy@hotmail.com
Website: <http://www.abhpolygraphscience.com>

International Academy of Polygraph Science

1835 S. Perimeter Road, Suite 125

Fort Lauderdale, FL 33309
Director: Scott A. Walters
Phone: (954) 771-6900
E-mail: dcl@deception.com

Georgia

American International Institute of Polygraph

1115 Mt. Zion Rd., Suite F
Morrow, GA 30260-0686
Director: Charles E. Slupski
Phone: (770) 960-1377
E-mail: AIIIP@Qpolygraph.com or chuck@Qpolygraph.com
Website: <http://www.polygraphschoo1.com>

Troy University Polygraph Center

1117 Perimeter Center West, Suite N-101
Atlanta, GA 30338
Director: Samuel L. Braddock
Phone: (770) 730-0033 ext. 5121
E-mail: sbraddock@troy.edu
Website: <http://atlanta.troy.edu>

Kentucky

Kentucky Institute of Polygraph Studies

EKU Funderburk Building
521 Lancaster Avenue
Richmond, KY 40475
Director: Pam Shaw
Phone: (859) 622-6218
E-mail: pam.shaw@ky.gov

Maryland

Maryland Institute of Criminal Justice

8424 Veterans Highway, Suite 3
Millersville, MD 21108-0458
Director: Billy H. Thompson
Phone: (410) 987-6665 or 800-493-8181
E-mail: mdmicj@aol.com
Website: <http://www.micj.com>

New Hampshire

New England Polygraph Institute

P.O. Box 825
Center Harbor, NH 03226
Director: David J. Crawford
Phone: (606) 253-8002
E-mail: kacdc@worldpath.net
Website: <http://www.newenglandpolygraphinstitute.com>

Pennsylvania

Academy for Scientific Investigative Training

1704 Locust Street, 2nd Floor
Philadelphia, PA 19103
Director: Nathan J. Gordon
Phone: (215) 732-3349
E-mail: truthdoctor@polygraph-training.com
Website: <http://www.polygraph-training.com>

Northeast Counterdrug Training Center Polygraph Institute

*Local, Municipal, and State Law Enforcement Agencies Only
Fort Iniantown Gap E255
NCTC Headquarters Building 8-64
Annville, Pennsylvania 17003-5002

Director: Elmer N. Criswell, Jr.
Direct Phone: (717) 673-9345
Toll Free - NCTC HQ: (877) 806-6293
College Office: (717) 780-2513
E-mail: encriswe@hacc.edu or counterdrugpolygraphschoo@gmail.com
Website: <http://www.counterdrug.org>

South Carolina***National Center for Credibility Assessment (NCCA)**

State & Federal agencies only
7540 Pickens Avenue
Fort Jackson, SC 29207-5000
Director: William F. Norris
Phone: (803) 751-9100
E-Mail: susan.gatlin@ncca.mil
Website: <http://www.ncca.mil>

Texas**Texas DPS Law Enforcement Polygraph School**

*Local, State & Federal agencies only
PO Box 4087
Austin, Texas 78773-0450
Director: Walt Goodson
Phone: (512) 997-5024
E-mail: walt.goodson@txdps.state.tx.us
Website: <http://www.txdps.state.tx.us/polygraph/>

Virginia**Virginia School of Polygraph**

7885 Coppermine Road
Manassas, VA 20109
Director: Daryl L. DeBow
Phone: (571) 435-1207
E-mail: polygraph1@verizon.net
Website: <http://www.virginiashoolofpolygraph.com>

International Schools**Canada****Canadian Police College**

Polygraph Training School
P.O. Box 8900
Ottawa, Ontario Canada K1G 3J2
Director: Scott McLeod
Phone: (613) 998-0886
Email: scott.mcleod@rcmp-grc.gc.ca

Colombia**Latin American Polygraph Institute**

Government and Private
Carrera 46 #93-70, Barrio La Castellana
Bogota, Columbia
Director: Sidney Wise Arias
Phone: (305) 432-4077
(571) 236-9630
Fax: (571)-2148334
E-mail: swarias@bellsouth.com

Israel**Gazit International Polygraph School**

29 Hamered, Industry Building
P.O. Box 50474 E256
Tel Aviv 61500

Director: Mordechai (Mordi) Gazit
Phone: 972-3-575-2488
Email: mordi@gazit-poly.co.il
Email: <http://www.polygraph-school.com>

Horowitz-Ginton Credibility Assessment Academy

11 Ben-Gurion, Vita Towers
Bnei-Brak
Israel
Director: Avital Ginton
Phone: 972 3 616111
Email: ginton@zahav.net.il

Israeli Government Polygraph School

*State & Federal agencies only
PO Box 17193
Tel-Aviv, Israel 61171
Director: Eyal Peled
E-mail: igpolyschool@012.net.il

Latin America

Latin American Polygraph Institute

730 Coral Way, Suite 102
Coral Gables, FL 33134
Director: Sidney Wise Arias
Phone: (305) 441-1652
Email: swarias@bellsouth.net

Mexico

Centro Mexicano de Análisis

Poligrafico Y Psicologico, S.C.
Arqueologos # 53
Col El Reiono
C. P. Mexico, D. F.
Director: Fernanda Gadea
E-mail: fernanda@segrh.com

International Polygraph Studies Center

Colima No. 385-2
Colonia Roma Norte
Mexico DF 06700
Director: Raymond Nelson
E-mail: raymond.nelson@gmail.com

National Academy of Training and Investigations in Polygraph Analysis

Av. Paseo de la Reforma No.364
Col. Juarez, Distrito Federal
Mexico C.P. 06600
Director: Julian FloresAnda
Email: gpecina07@gmail.com

Polygraph Studies Unit

Calle Cuauhtemoc #168
Colonia Tisapan de San Angel
Mexico City, Mexico 01059
Director: Luz Del Carmen Diaz
Phone: 011/52/555/616-6273
Email: spc@entemas.net

Veridicus International Polygraph Academy

Domínguez González No. 35 BIS
Col. San Antonio Culhuacán Del
C.P. 09800, Mexico DF
Director: Ms. Yasmin Ríos

E257

Peru

Latinamerican Institute for Credibility Assessment - LICA
Calle Los Petirrojos (calle 17) #438
Urbanizacion Corpac
Distrito de San Isidro
Lima, Peru
Director: Manuel Novoa
Telephone: (305) 342-4077, (511) 226-8450
Email: manober28@hotmail.com

Singapore

American Institute of Polygraph (Singapore)
908 Barton Street
Otsego, MI 49078-1583
Director: Lynn P. Marcy
Phone: (269) 692-2413
Website: <http://www.polygraphis.com/AmericanInstitute>

Mindef Center for Credibility Assessment
Block 13, Mandai Camp 2
Mandai Road
Singapore
Director: V. Cholan
Phone: 65-6768-4247
Email: cholan@stamet.gov.sg

Training



From: k.bradbury <k.bradbury@azpolygraphschoo.com>
To: mhigurl <mhigurl@aol.com>
Subject: FW: Loan information
Date: Sun, Mar 24, 2013 10:05 pm

From: Katie R [<mailto:farleywasawizard@yahoo.com>]
Sent: Saturday, March 23, 2013 10:52 AM
To: k.bradbury
Subject: Re: Loan information

Hello Kelley. Now I'm thinking it might be best for me to wait until maybe the fall to go to your school. I would love to go to the school and was very excited, but since I'm unsure about what is happening there for sure, I think it's best that I wait. I'm sorry if it's caused trouble, I just want to make sure everything is fine when I do go there. If I could somehow get proof that you're still approved by the APA I would still love to go in April. If not, I'd love to go later when the school's name is back on the list of accredited schools. Thanks.

-Katie Roberts

From: Katie R [<mailto:farleywasawizard@yahoo.com>]
Sent: Sunday, March 17, 2013 11:03 AM
To: k.bradbury
Subject: Re: Loan information

Is it true that your school isn't accredited anymore? I was just told that it was revoked at the end of January. If that's true I can't go there, because I need to go to an APA accredited school. :(

-Katie Roberts

From: k.bradbury <k.bradbury@azpolygraphschoo.com>
To: 'Katie R' <farleywasawizard@yahoo.com>
Sent: Thursday, March 14, 2013 2:19 PM
Subject: RE: Loan information

I sent it to Jessica to change from \$5000 to \$3477. You should be getting an email with the new docs to sign. Thanks!

Sincerely,

Kelley Bradbury, Financial Aide Director

E259

Wells Polygraph Institute

A division of the School of Polygraph Science, Inc.

202 E. McDowell Rd., STE 258

Phoenix, AZ 85004

602-272-8123 - Office

602-272-9735 - Fax

k.bradbury@azpolygraphschoo.com - Email

www.azpolygraphschoo.com

From: Katie R [<mailto:farleywasawizard@yahoo.com>]

Sent: Wednesday, March 13, 2013 3:09 PM

To: k.bradbury

Subject: Re: Loan information

Hi Kelley. I was wondering if you had made the changes to the Universal Guardian Acceptance loan yet, because if not I was hoping to put \$1,000 down if that's still possible. I figure that would be best so overall I won't have quite as much interest to pay off. Please let me know if I'm still able to do this before the loan goes through. Thank you, and sorry it's on such short notice.

-Katie Roberts

From: k.bradbury <k.bradbury@azpolygraphschoo.com>

To: farleywasawizard@yahoo.com

Cc: l.wells@azpeinc.com

Sent: Monday, September 10, 2012 4:19 PM

Subject: RE: Loan information

Katie,

Please call me at your earliest convenience so we can discuss your Financial Aid needs and options. I am available from 8:30AM to 4:30PM.

THANK YOU

E260

Sincerely,

Kelley Bradbury, Office Manger/Finance Aid Director

Arizona School of Polygraph Science

A Division of Polygraph School of Science, Inc.

202 E. McDowell Rd., STE 258

Phoenix, AZ 85004

From: laurawellsperry@gmail.com [<mailto:laurawellsperry@gmail.com>] **On Behalf Of** Laura Wells

Sent: Sunday, September 09, 2012 7:21 PM

To: office@arizonapolygraphexaminers.com

Subject: Fwd: Loan information

Laura M. Wells M.S.
Director/ Owner

AZPE, Inc.

d/b/a Wells Polygraph Services

Polygraph School of Science, Inc.

d/b/a Wells Polygraph Institute

202 E McDowell Rd Ste 258
Phoenix, AZ 85004

Tel: 602-272-8123
www.arizonapolygraphexaminers.com
www.azpolygraphschool.com

----- Forwarded message -----

From: Katie R <farleywasawizard@yahoo.com>

Date: Tue, Sep 4, 2012 at 10:25 PM

Subject: Loan information

To: "info@azpolygraphschool.com" <info@azpolygraphschool.com>

Hello. I've applied for the school and was hoping to get some information about private student loans and which lenders you are partnered with. Thank you.

-Katie Roberts

E261

From: office <office@azpeinc.com>
To: mhigurl <mhigurl@aol.com>
Subject: FW: Visitor Feedback from Your Website
Date: Sun, Mar 24, 2013 10:06 pm

Please find attached the polygraph report for

Sincerely,

Kelley Bradbury, Office Manager
Wells Polygraph Services
A division of AZPE, Inc.
202 E. McDowell Rd., STE 258
Phoenix, AZ 85004

602-272-8123 - Office
602-272-9735 - Fax
k.bradbury@azpeinc.com - Email
www.arizonapolygraphexaminers.com

-----Original Message-----

From: feedback@azpolygraphschoo1.com [mailto:feedback@azpolygraphschoo1.com]

Sent: Sunday, March 24, 2013 10:06 AM
To: undisclosed-recipients:
Subject: Visitor Feedback from Your Website

First Name: Bruce
Middle Name:
Last Name: Golden
Company Name:
Address Line 1: 10615 San Marcos Rd
Address Line 2:
City: Atascadero
State: CA
Zip Code: 93422
Country:
Daytime Phone:
Evening Phone:
Fax:
E-mail Address: blgolden57@gmail.com
Comments: I am in the process of picking a polygraph school, and over the last couple of months I have been looking for a school to possibly attend within the next couple of months.

I originally looked at your school in December, and came close to signing up for your hybrid class in January, but then something came up at home, and I just couldn't do it.

Now I think I will have time, and I need to make a decision on where to go.

It looks like Backster will not have classes ~~running~~ until Sept 23-Nov 15, 2013, whereas you have one running "June 3 to July 7, 2013 & Online Hybrid, then July 8 to August 9, 2013", which would work better for my schedule.

3/24/13

FW: Visitor Feedback from Your Website

My only concern is that I heard a rumor your school is in some kind of trouble and may not be running classes anymore. Is that true or just rumor?

Thanks

E263



Search

Member Login

Username: *

Password: *

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Register for Access

Renew Membership

Forgot Password?

APA Awards

Please see visit the American Polygraph Association Award Nomination page for details regarding the rules and submittal requirements for award nominations. See below for a list of awards and past recipients.

AL & DOROTHEA CLINCHARD AWARD

Honoring extended, distinguished, devoted and unselfish service on behalf of the APA membership.

1988	Robbie S. Bennett
1989	Charles L. Pedersen
1990	Lynn P. Marcy
1991	William J. Scheve, Jr.
1992	Albert D. Snyder
1993	Frank Horvath, Ph.D
1994	Steven K. Bartlett
1995	Lawrence Wasser
1996	Richard L. Putnam
1997	David L. Motsinger
1998	Daniel E. Sosnowski
1999	Gale D. Ahern
2000	Joseph A. Kenny
2001	Keith Gaines
2002	Leonard Harrelson
2003	Elmer N. Criswell, Jr.
2004	Richard L. Putnam
2005	Sylvia B. Gage, Ph.D
2006	Sydney W. Arias
2007	Tom Ezell
2008	Manuel Novoa
2009	Charles Daniels
2010	Milton O. (Skip) Webb, Jr.
2011	Gordon L. Vaughan, Esq.
2012	Roy Ortiz

ALEC E. GREENE AWARD

1970	C.B. "Chick" Hanscon
1973	J. Kirk Barefoot
1975	Robert A. Brisentine, Jr.
1976	Norman Ansley
1977	John E. Reid
1978	Ronald E. Decroix
1979	Cleve Backster

Polygraph School of Science, Inc., et al.
202 E. McDowell Rd., Suite 258
Phoenix, AZ 85004
602-272-8123 – Office
602-272-9735 - Fax

IN THE UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF ARIZONA

Polygraph School of Science, Inc., et al.,)	
Defendants,)	
)	CASE NO.:
vs.)	
)	CERTIFICATE OF SERVICE
American Polygraph Association, et al.,)	
Plaintiffs.)	

I, Laura M. Wells, do hereby certify that a true and correct copy of the forgoing Complaint was served on all Parties or their counsel of record by depositing the same in the United States Postal Service, postage pre-paid, via Priority Certified Return Receipt Requested Mail on March 25, 2013, at the addresses listed below:

American Polygraph Association
951 Eastgate Loop, Suite 800
Chattanooga, Tennessee 37414

Barry Cushman
c/o Portland Police Department
109 Middle Street
Portland, Maine 04101

Charles Slupski
1115 Mt. Zion Road, Suite F
Morrow, Georgia 30260

Pam Shaw
EKU Funderburk Building
521 Lancaster Avenue
Richmond, Kentucky 40475

Robert Peters
11330 French Horn Lane
Reston, Virginia 20191

Walt Goodson
c/o Goodson Polygraph and Consulting
132 Summer Oak Creek Court (Georgetown)
Austin, Texas 78628

George Baranowski
c/o MindConsultants
1912 E. US Hwy, Suite 202
Michigan City, Indiana 46360

James McCloughan
c/o Michigan State Police Headquarters
333 S. Grand Ave.
Lansing, Michigan 48909

Raymond Nelson
c/o National Polygraph Studies Center
Insurgentes Sur No. 1877, Piso 2, Ofi. 204 Col.
Guadalupe Inn
Deleg. Álvaro Obregón, C.P. 01020, Mexico D.F.

Mike Gouglar
PO Box 4022
Largo, Texas 78645

Vicki T. Murphy-Carr
c/o Maryland Institute of Criminal Justice
8424 Veterans Highway, Suite 3
Millersville, Maryland 21108

Chad Russell
c/o American Polygraph Association
951 Eastgate Loop, Suite 800
Chattanooga, Tennessee 37414

Gordon Vaughan
111 South Tejon Street, Suite 545
Colorado Springs, Colorado 80903


Donald Krapohl
7540 Pickens Street
Ft. Jackson, South Carolina 29207

Robbie S. Bennett
c/o American Polygraph Association
951 Eastgate Loop, Suite 800
Chattanooga, Tennessee 37414

Donnie Dutton
7540 Pickens Street
Ft. Jackson, South Carolina 29207

Lisa Jacocks
c/o American Polygraph Association
951 Eastgate Loop, Suite 800
Chattanooga, Tennessee 37414

Roy Ortiz
c/o Oasis Polygraph
5050 Emerald Avenue
La Verne, California 91750



Laura M. Wells

March 25, 2013
Date