EMERALD COAST POLYGRAPH ACADEEMY

CATALOG

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WHERE TRUTH MEETS EXCELLENCE

Basic Polygraph Examiner Training Course

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Director

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Introduction:

Emerald Coast Polygraph Academy (ECPA) is a premier training institution dedicated to excellence in polygraph education. Located in the heart of the Emerald Coast, our academy provides comprehensive training programs designed for law enforcement professionals, government agencies, and private examiners seeking to master the science of forensic psychophysiology.

At **ECPA**, we combine cutting-edge technology with evidence-based methodologies to ensure our graduates are well-equipped to conduct accurate and ethical polygraph examinations. Our curriculum meets the highest industry standards, and our instructors bring decades of real-world experience in investigative interviewing, criminal justice, and lie detection.

Mission Statement:

At Emerald Coast Polygraph Academy, our mission is to provide top-tier polygraph training that upholds the highest standards of accuracy, ethics, and professionalism. Through expert instruction and hands-on experience, we equip professionals with the skills and knowledge to conduct reliable truth verification in law enforcement, government, and private sectors.

Director:

John Sweat, Owner and director of Emerald Coast Polygraph Academy. John is an APA Certified Primary Instructor. John is a graduate of the American International Institute of Polygraph and has been administering polygraphs since 2013. In addition, John was certified as a General and Senior Instructor with the Georgia Peace Officers Standards and Training (POST) council. With 30+ years of law enforcement experience, John retired as the Captain of the Investigative Division of the Douglas County Sheriff's Office (Metro-Atlanta). Prior to being appointed as the Division Commander of the Criminal Investigations Division he was the Assistant Division Commander of the Administrative Division and the Commander of the Office of Professional Standards. He conducted polygraph examinations for criminal and internal cases for eight years and since retirement has expanded his field of expertise to include Post Conviction Sex Offender Testing (PCSOT), fidelity testing, pre-employment testing, criminal-specific testing, EPPA testing, and other relevant testing. He has been the owner and primary polygraphist of Patriot Polygraph since 2017 and Pensacola Polygraph since 2021. In addition, he has academic accomplishments of a master's degree in public administration with a concentration in National Security and a Bachelor's degree in Criminal Justice. John is a member of the American Polygraph Association, the Georgia Polygraph Association and the Florida Polygraph Association. He also served as the President of the Georgia Polygraph Association from 2020-2022 and the Executive Director of the Georgia Polygraph Association from 2022-2023. In addition, John has lectured and taught polygraph skills for both the Georgia and Florida Polygraph Associations during training conferences as well as monthly meetings since 2020.

Additional Instructors: Emerald Coast Polygraph Academy has a cadre of professional and ethical polygraph instructors. Each member of our staff was hand selected as each of them

brings a diverse range of perspectives regarding polygraph. Each of our instructors comes from a variety of backgrounds and provides unique life experiences, understanding, and instruction to the polygraph profession.

Admissions Policy:

The Emerald Coast Polygraph Academy (ECPA) is firmly committed to fostering an inclusive and diverse environment, where all qualified applicants are given equal consideration, regardless of race, gender, religion, ethnicity, or disability. We believe in providing opportunities based on merit and qualifications, ensuring that everyone has the chance to contribute and succeed in our school. We welcome applicants from all backgrounds and are dedicated to maintaining a fair and unbiased recruitment process with applicants meeting the following requirements:

It is preferred to possess an associate's degree or higher from an accredited college or university, unless a higher degree is required for licensure in the state where the candidate intends to practice (waivers may be granted on a case-by-case basis). It is up to each applicant to check the licensing requirements for the state in which they plan to practice.

AND all of the following:

1. Demonstrate good moral character.
2. Be at least 21 years of age (waivers may be granted on a case-by-case basis), unless state licensing regulations require a higher minimum age, in which case the state requirement will apply.
3. Cannot be a convicted felon or have been convicted of a crime involving moral turpitude.
4. Students must provide their own laptop for the course. If the student is bringing a government laptop, the student must have administrative privileges to the laptop in order to install certain polygraph software.

The Director of the Emerald Coast Polygraph Academy (ECPA) is responsible for establishing the admission policy, while its implementation is managed by the school administrators and faculty.

Re-Admission Policy:

Students who withdrew or are dismissed from the polygraph examiner training program may reapply for admission to a future program. Re-admission will be granted provided they meet the admission requirements in effect at the time of their re-admission.

Class Schedule:

Classes are generally scheduled Monday through Friday from 8:00 AM to 5:00 PM. To account for holidays or breaks during the course, up to two Saturday sessions may be added. In the event of an unexpected closure due to weather conditions or other unforeseen circumstances, students

will be notified through email, text, or phone. Make-up sessions will be scheduled promptly to ensure all course requirements are fulfilled.

Please note that the daily schedule and course topics may be subject to change based on instructor's availability. The following holidays are observed by the Emerald Coast Polygraph Academy:

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

Students may not earn credit towards the 400 required hours for more than nine (9) hours (excluding normal breaks) on any calendar day nor earn credit for more than six (6) days in any calendar week.

Curriculum Changes:

The Emerald Coast Polygraph Academy reserves the right to modify the curriculum as necessary to align with the standards and requirements of the American Polygraph Association and relevant government agencies, ensuring it meets the educational needs of students.

Conduct Policy:

While enrolled, students are expected to always conduct themselves in a professional manner. Acts of dishonesty or behavior involving questionable moral integrity are grounds for dismissal. Any instance of cheating will result in immediate dismissal from the training program. All students are expected to behave in a mature and respectful manner toward fellow students and faculty members. Any involvement in criminal activity, including the illegal possession of weapons or drugs, is strictly prohibited on the training premises. Violations of Academy policies may result in permanent dismissal from the program.

Student Complaints:

At Emerald Coast Polygraph Academy, we are committed to maintaining a professional and supportive learning environment. We take all complaints seriously and strive to resolve concerns in a fair, timely, and transparent manner.

Filing a Complaint:

1. Informal Resolution: We encourage students or stakeholders to first address concerns directly with the party involved or the instructor. Many issues can be resolved through open communication.
2. Formal Complaint Submission: If the issue remains unresolved, a formal complaint may be submitted in person or in writing to the Academy Director at info@ecpolygraphacademy.com. The complaint should include a detailed description of the issue, relevant dates, and any supporting documentation.
3. Acknowledgment & Review: Upon receipt, we will acknowledge the complaint as soon as possible or within five (5) business days and initiate a review.

Resolution Process:

4. Investigation: The Academy Director or an appointed representative will investigate the complaint, which may involve discussions with relevant parties and reviewing any necessary documentation.
5. Decision & Response**:** A written response, outlining findings and any corrective actions, will be provided as soon as possible but not later than fifteen (15) business days of the complaint's acknowledgment.
6. Appeals: If the complainant is not satisfied with the resolution, they may submit a complaint in writing to the American Polygraph Association.

Enrollment Policy:

Prospective students may enroll up to two weeks prior to the commencement of the scheduled class by submitting a completed enrollment agreement. Late enrollments, however, are subject to the requirements of the American Polygraph Association and the Institute's ability to accommodate make-up training. Decisions regarding late enrollment will be made on a case-by-case basis, and all enrollments are contingent upon space availability.

Basic Polygraph Examiner Training Course:

The Basic Polygraph Examiner Training Program at the Emerald Coast Polygraph Academy is fully aligned with the standards established by the American Polygraph Association for foundational polygraph education. Enrollment in the program requires participation in the entire course; individual modules are not available for separate enrollment.

The primary objective of the program is to equip students with the necessary skills and expertise to conduct polygraph examinations with precision and professionalism. This encompasses an understanding of the physiological responses assessed during the exam, proficiency in operating polygraph equipment, development of effective comparison questions, and the ability to interpret gathered data. The curriculum also addresses key ethical considerations, legal implications, and

communication strategies, ensuring that graduates are thoroughly prepared to perform polygraph tests in both law enforcement and private sector contexts, as well as to confidently defend their findings.

Topics Covered in this Course

Topics	Hours
Introduction to the History and Evolution of PDD	8
Mechanics of Instrument Operation	16
Test Question Construction	32
Polygraph Techniques	40
Test Data Analysis	40
Pre-Test Interview	32
Post Test Interview	8
Practical Application of Polygraph/Mock Examinations	80
Countermeasures	8
Law and Human Rights	8
Psychology	20
Physiology	20
Scientific Testing	8
Information and Results Reporting	2
APA Ethics, Standards of Practice and Bylaws	4
Education and Training Program Elective Instruction	74
Total Hours	**400**

Individual Course Objectives:

History of Polygraph and Detection of Deception - Students will develop a comprehensive understanding of the historical efforts to detect deception, examine the theoretical foundations of these methods, analyze advancements in polygraph instrumentation, and acknowledge the significant contributions of key individuals and organizations within the field.

Instrumentation and Operation - Students will gain a thorough understanding of the mechanical operation of both analog and computerized polygraph instruments. This includes the proper administration of polygraph examinations, precise chart marking techniques, and the maintenance and calibration of equipment to ensure accuracy and reliability.

Test Questions Construction/Formulation - The student will gain an understanding of, and the ability to, effectively formulate test questions for the various types of polygraph testing techniques.

Polygraph Techniques - Students will develop the knowledge and skills required to apply a range of polygraph techniques, including but not limited to comparison question techniques, relevant/irrelevant techniques, guilty knowledge tests, and peak of tension tests.

Chart Evaluation and Test Data Analysis - The student will develop the ability to recognize evaluation criteria and effectively assess polygraph tests using both global and numerical scoring systems, as well as computer scoring algorithms.

Pre and Post Test Interviews - Students will acquire the knowledge and skills needed to conduct effective pre-test interviews that psychologically prepare examinees for the polygraph examination, as well as post-test interviews designed to address and resolve polygraph-related concerns.

Practical Application of Polygraph/Mock Examinations: Students will conduct the practical application of field like polygraph examinations in a laboratory setting to demonstrate competency in practice of polygraph examinations.

APA Ethics, Standards of Practice, and By Laws: Students will have an understanding of the ethics in polygraph application as outlined by the American Polygraph Association. Students will also have an understanding of the APA standards of practice and by law applications.

Development and Application of Polygraph Skills - The student will engage in practice and skill development while serving as a polygraph examiner throughout the preparation phase, pretest, testing, analysis, and post-test phases of various polygraph techniques, accompanied by individual and group critiques.

Ethics in Forensic Psychophysiology (Polygraph) - Students will develop a comprehensive understanding of the professional issues and ethical dilemmas commonly faced by polygraph examiners. This includes exploring topics such as professional competence, adherence to standards and principles of practice, and the application of ethical codes. Additionally, students will analyze case studies involving ethically questionable conduct to gain practical insights into navigating such challenges in the field.

Preparing for Testimony - Students will become familiar with the fundamental considerations involved in preparing for and delivering expert witness testimony in court or administrative hearings. This training will cover essential aspects such as proper documentation, effective communication of findings, adherence to legal standards, and strategies for presenting polygraph examination results in a clear and professional manner.

Polygraph countermeasures - Students will be introduced to polygraph countermeasures. This training will provide them with the knowledge and skills to recognize, address, and mitigate attempts to manipulate polygraph results, ensuring the integrity and reliability of examinations.

Scientific Testing: This block of instruction will familiarize the students with specificity, sensitivity, false positive and negative issues in the application of diagnostic and screening examination processes.

Polygraph Research - Students will be introduced to the fundamentals of research design and gain a foundational understanding of statistics. This knowledge will equip them with the skills necessary to read and comprehend current research in the field of polygraph and related disciplines, enabling them to stay informed about the latest developments and apply evidence-based practices in their work.

Report Writing - Students will develop a thorough understanding of the essentials of report writing, including the structure, clarity, and accuracy required for professional documentation. They will also learn about the various types of reports commonly used in the polygraph profession, ensuring they can effectively communicate examination results and relevant findings in a professional and legally sound manner.

Quality Control Procedures - Under the guidance of an instructor, students will participate in a thorough review of comprehensive quality control methods and procedures. This hands-on learning experience will culminate in the completion of a quality control work project, allowing students to apply their knowledge and demonstrate proficiency in ensuring the accuracy and reliability of polygraph examinations.

Law and Human Rights - Students will be introduced to fundamental legal matters relevant to the practice of polygraph examinations, including local, state, and federal regulations. The training will cover topics such as admissibility issues in court, the Employee Polygraph Protection Act, and the Americans with Disabilities Act, ensuring that students are well-versed in the legal framework governing polygraph practices and can conduct examinations in compliance with applicable laws and regulations.

Psychological Issues in Polygraph - Familiarize students with psychological theories related to polygraph testing, including response theories, the mechanisms of arousal, emotions, and stress. Additionally, introduce students to the fundamental elements of normal and abnormal human behavior.

Physiology and Polygraph Examinations - Students will gain an understanding of the basic anatomy and physiology of the human body as it relates to polygraph instrumentation. This includes knowledge of physiological processes recorded during polygraph examinations, the function of the equipment used, and the importance of filtering to ensure accurate readings. By understanding the body's physiological responses, students will be better equipped to interpret polygraph data effectively and reliably.

Exams and Performance Evaluations - Students will complete written examinations to assess their knowledge and skills, ensuring satisfactory progress throughout the training program. These exams will serve to document the student's understanding prior to course completion. In addition, students will undergo laboratory evaluations and receive critiques on their knowledge, skills, and ability to prepare for and conduct various components of different polygraph examination types, providing a comprehensive assessment of their readiness for professional practice.

Academic Progress Policy:

The Emerald Coast Polygraph Academy will maintain official records of each student's progress throughout the course, including examination grades. Students will receive periodic verbal feedback on their progress through counseling sessions, during which all graded examinations will also be reviewed. Additionally, students have the right to request access to their official records at any time.

The ECPA employs a percentile-based grading system, ranging from 0 to 100. To successfully pass each written subject matter examination and the comprehensive final exam, students must achieve a minimum score of 75%. Any score below 75% is considered unsatisfactory. Students who receive an unsatisfactory grade will be given the opportunity to retake the examination. However, if a student fails the retake, they may be dismissed from the training program. Furthermore, any student who fails a third written examination- excluding those in physiology and psychology- may be dismissed from the program. Dismissed students may re-enroll in a future training session.

Attendance and Class Expectations Policy:

Students are expected to arrive on time for class and bring the required materials. Any time lost due to late arrivals or early departures will be accurately recorded in the attendance records. Tardiness will not result in dismissal if a reasonable explanation is provided. However, after three instances of tardiness, the student may be dismissed from the training program.

Absence from any scheduled class without prior approval may result in termination from the program. A maximum of three absences will be excused if the student provides a valid explanation. Absences beyond this limit may lead to dismissal from the program.

Students are required to be physically present for at least 90% of the scheduled classroom instruction. Any missed time must be made up through remediation within three weeks of the missed class, unless an extension is granted in writing by the Academy Director.

Students who are unable to continue due to medical reasons or severe hardship may be granted a leave of absence until they are able to return. Proper documentation will be required to substantiate the reason for withdrawal in order for the student to receive credit for training, as recognized by the American Polygraph Association. All program requirements must be completed within one year.

Students may be dismissed for violations of the Institute's rules, regulations, and policies, as outlined in official publications. A student may also be withdrawn for insufficient preparation, neglecting assignments, or making unsatisfactory progress. The final decision regarding dismissal will be made by the Director, following consultation with all relevant parties.

Instructors may temporarily suspend a student whose conduct is disruptive or unacceptable in the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and adhere to the Academy's standards of conduct may be allowed to resume attendance. The Director will review each case individually and make the final decision regarding readmittance.

A student will be considered to have terminated their program if more than five class days are missed. If written notice of termination is received by the Academy before this, the termination date will be recorded as the date of receipt of the written notice.

Graduation Requirements:

To graduate from the Basic Polygraph Examiner Training Program, students must successfully meet the following criteria:

1. Pass all written performance examinations, or their retests.
2. Fulfill the attendance requirements.
3. Complete a minimum of 60 minutes of chart time.
4. Demonstrate proficiency in conducting at least three polygraph examinations utilizing the comparison question technique.

Disclaimer: Graduation from an APA accredited program is only one requirement for APA membership; therefore, graduation from the program does not guarantee acceptance into the APA.

Placement Assistance:

Job placement assistance is limited to supporting students in identifying state licensing requirements and offering guidance on locating job-related information specific to the polygraph profession.

Tuition and Associated Costs:

The tuition for the Basic Polygraph Examiner Training Program is $5,995.00. An additional fee of $400.00 is assessed for training materials, handouts, printed materials, and a workbook and/or thumb drive, which the graduating student retains. The total amount due to Emerald Coast Polygraph Academy, Inc. is $6,395.00 payable 30 days prior to the first day of scheduled training, unless other arrangements have been made in advance with the Academy Director. The Academy reserves the right to offer individual and group discounts on a case-by-case or contractual basis.

The above tuition and fees do not include expenses related to meals, lodging, or transportation. While the Academy can recommend hotels or accommodations that offer reduced rates for

students, all arrangements for lodging, transportation, and per diem are outside the scope of any enrollment agreement with Emerald Coast Polygraph Academy.

Refund Policy:

If the student withdraws within 3 working days after signing a contract or making a payment and the sponsoring agency requests a refund (if applicable). Tuition refunds are paid in full to the contracting party, person, or agency within a maximum of 30 days of termination.

Alternatively, the sponsoring agency may choose to substitute for another student for the next regularly scheduled class in lieu of requesting a refund.

Students that decide to terminate their training are entitled to the following tuition refund:

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

The Academy will recognize the official date of student withdrawal as:

The date that the Academy receives the students' written notice of intent to discontinue the training program.

or

The date on which the student violates the Academy policy that provides for termination.

No refunds will be issued to students who are dismissed from the training program due to violations of the Academy's conduct policy, academic dishonesty, or failure to achieve a passing score on required examinations.

No refund will be issued for the supplies or materials fee if a student withdraws or is terminated from the training program. Training manuals remain the property of the Academy until the student successfully graduates.

Contact Information:

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