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Federal Polygraph Continuing Education Certification Program (FPCECP) <b>CONTINUING EDUCATION STANDARD OPERATING PROCEDURES</b>		

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## TABLE OF CONTENTS

1	BACKGROUND.....	3
2	PURPOSE.....	3
3	OBJECTIVES.....	3
	3.1 POLYGRAPH EXAMINERS.....	3
	3.2 CE RECORDS AND CERTIFICATES.....	3
	3.3 POLYGRAPH PROGRAM ASSISTANCE.....	4
4	RESPONSIBILITIES.....	4
	4.1 NCCA.....	4
	4.2 CHIEF, EDUCATIONAL SERVICES.....	4
	4.3 PARTICIPATING AGENCY.....	5
5	FPCECP POLICIES & PROCEDURES.....	5
	5.1 FPCECP REQUIREMENTS FOR BIENNIAL CERTIFICATION .....	6
	5.2 CERTIFICATION OF CE REQUIREMENTS.....	6
	5.3 REQUEST FOR EXTENSION.....	6
	5.4 RECERTIFICATION AFTER A PROLONGED LAPSE IN PDD DUTIES.....	7
	5.5 LOSS OF EDUCATIONAL CERTIFICATION.....	7
6	COURSE REQUIREMENTS.....	8
	6.1 NCCA APPROVED COURSES.....	8
	6.2 EXTERNAL COURSE REQUEST & APPROVAL PROCESS.....	8
	6.3 ADDITIONAL SOURCES OF CE CREDIT (COLLEGE COURSES, DISTANCE LEARNING).....	9
	6.4 DISTANCE LEARNING.....	10
	6.5 ADJUNCT FACULTY REQUIREMENTS.....	10
	6.6 COUNTERMEASURES REQUIREMENTS.....	10
7	MAINTENANCE OF TRAINING RECORDS.....	10
	7.1 ATTENDANCE RECORDS.....	10
	7.2 OFFICIAL FPCECP RECORDS.....	11

## **1 BACKGROUND**

In 1994, the Joint Security Commission (JSC) examined security within the federal government and published its findings in "Redefining Security." In the section of the report dealing with polygraph, and specifically training, the JSC recommended that a certification program be established under the auspices of a single entity and that this program be mandatory for DoD components. On 19 March 1996, the Assistant Secretary of Defense issued an order implementing that recommendation. Participation for other federal agencies is mandated by and through their respective Memorandums of Agreement (MOA) with the Department of Defense Security Policy Board. Officially, the program took effect on 1 October 1996. NCCA became the focal point for all continuing education (CE) polygraph training within the federal government. On this date, all examiners who held current certification by their respective agency were granted initial certification under the newly developed Federal Polygraph Continuing Education Certification Program (FPCECP).

Subsequent to the completion of the primary Psychophysiological Detection of Deception (PDD/polygraph) Program, it is essential that polygraph examiners have a broad variety of CE opportunities. Prior to mid-1996, CE requirements varied from agency to agency. Training lacked standardization and commitment. One of the goals of the National Center for Credibility Assessment (NCCA) is to ensure appropriate emphasis is placed on CE and increase the availability and selection of CE opportunities.

## **2 PURPOSE**

The purpose of FPCECP is to standardize training requirements and establish a centralized location for reporting, recording, reviewing, assessing, approving and certifying CE and training received by polygraph examiners.

## **3 OBJECTIVES.**

The following objectives that define the purpose and nature of the FPCECP program are:

### **3.1. Polygraph Examiners**

3.1.1. Enable the polygraph examiner to maintain a current knowledge base that is representative of the state of the science, and, by doing so, increase the level of individual competence.

3.1.2. Promote consistency in CE and training among federal agencies.

3.1.3. Ensure that quality courses are available that address the current needs of polygraph programs, and promote development and use of new courses, adjunct faculty, satellite locations, and the most current instructional technology.

### 3.2. CE Records and Certificates

3.2.1. Maintain CE records for all federal polygraph examiners and make available these records for the purpose of self-inspection and external inspection by the NCCA Quality Assurance Program (QAP).

3.2.2. Certificates of course completion will be available to polygraph examiners through the use of the NCCA Learning Management System (LMS).

### 3.3. Polygraph Program Assistance

3.3.1. Advise Polygraph Program Managers (PPM) when training levels fall short and assist their program in meeting FPCECP requirements.

3.3.2. Assist PPMs in developing NCCA approved courses of training.

3.3.3. Provide an avenue for examiners who have been performing extended duties other than polygraph to enable them to regain their previous level of functional competence necessary to again perform polygraph duties.

## 4 RESPONSIBILITIES

### 4.1. NCCA:

4.1.1. Provide instructors, facilities, equipment, and training materials for all NCCA resident training.

4.1.2. Provide a core of resident and adjunct faculty to provide CE instruction.

4.1.3. Maintain and support the position of Chief, Educational Services(ES) and to manage the NCCA CE program as part of the NCCA Instruction Branch..

### 4.2. Chief, Educational Services:

4.2.1. Ensure that NCCA approved courses of training are consistent with NCCA doctrine; that creditable courses of training relate to polygraph topics meaningful to polygraph examiners, and that they promote the overall effectiveness of agency polygraph programs.

4.2.2. Determine credit awarded for particular courses.

4.2.3. Maintain CE training records, based on agency input, for all federal agency examiners.

4.2.4. Provide PPM biannually, or on specific request, Summary of Credit reports for their agency.

4.2.5. Promote the development of new polygraph training methods, topics, and satellite locations.

4.2.6. Appoint adjunct faculty members of the highest quality.

4.2.7. Provide information regarding ongoing and newly developed NCCA approved courses to agency PPM.

4.2.8. Certify successful fulfillment of all requirements and obligations of FPCECP for each polygraph examiner.

4.2.9. Maintain data base/files/vitae regarding qualifications of resident and adjunct faculty members teaching NCCA approved courses.

4.2.10. Monitor the conduct of all NCCA courses eligible for crediting under the FPCECP.

#### 4.3. Participating Agency:

4.3.1. Schedule polygraph training for agency examiners.

4.3.2. Provide prior notice to the Chief, ES, and secure approval for attendance of agency examiners at any course of instruction not generated by, or through, NCCA.

4.3.3. Register examiners through the NCCA LMS.

4.3.4. Ensure registered students attend scheduled training.

4.3.5. Record NCCA approved training attended and maintain training records for each examiner assigned to that agency.

4.3.6. Submit training attended to NCCA within 60 days of completion.

4.3.7. Ensure examiners meet FPCECP requirements.

4.3.8. Ensure funding is made available to fulfill the agency FPCECP requirements.

## 5 FPCECP POLICIES & PROCEDURES

### 5.1. FPCECP Requirements for Biennial Certification

5.1.1. Credit Requirements. All operational polygraph examiners employed by an agency must complete a minimum of 80 hours of creditable education or

training during each two-year period. This includes contractors and annuitants, regardless of employment status. Previously trained examiners serving in supervisory and/or managerial positions and not conducting examinations may elect not to seek and/or maintain certification under the provisions of FPCECP.

5.1.2. Determining the Start Time for FPCECP Requirements. Newly trained examiners will become accountable under the provisions of FPCECP on the first day of the fiscal year beginning immediately after their graduation from the PDD Program.

5.1.3. Determining the Two-Year CE Training Period. The two-year FPCECP period will run for all fully certified examiners for a two-year period beginning on 1 October and ending on 30 September. Examiners hired intra-agency, who are active participants in the FPCECP and have earned educational credits, will have those credits earned during a creditable period transferred to the gaining agency. The gaining PPM is responsible for coordinating with the NCCA Chief, ES to ensure transfer of those credits and other necessary administrative data was accomplished. Records will be examined every year and prior to any scheduled QAP Inspections. An "overlap" system will be used to ascertain compliance with the 80-hour requirement. This means that the required 80 hours must have been earned over the two immediate past two-year period. The QAP Inspectors may, in certain cases, require PPM to disclose their plans to ensure compliance where there appears to be a likely shortfall of educational credits.

5.1.4. Awarding of Credits. Credits that are to be awarded are determined by the review of submitted schedules. Fractions of hours are rounded up or down to the next closest hour. Actual award of credits are determined by the submission of documented attendance rosters, signed by the attendees for both morning and afternoon sessions, and other acceptable evidence of attendance. It is the students' responsibility to ensure that their attendance is documented and properly reported.

## 5.2. Certification of CE Requirements

FPCECP addresses the completion of CE requirements that are considered the hallmark of any profession; it does not certify an examiner's competence. It is the responsibility of each agency through the PPM or supervisor to determine levels of competence and technical proficiency of agency polygraph examiners. For those courses originated or managed by NCCA, a certificate will be available through the NCCA LMS. No certificates will be issued for CE sessions of six hours or less, In-Service (CE 902) or Operational Training (CE 986).

## 5.3. Request for Extension

Any request for extension regarding certification requirements will be reviewed on a case-by-case basis. The NCCA Director may, upon submission of written justification and under extenuating circumstances, grant a 90-day extension in order for these requirements to be met.

Under the most extreme circumstances, and upon receipt of a separate written request, the NCCA Director is authorized to extend the year period for one additional 90-day period. Any request to extend the certification period MUST be submitted prior to the end of the period. Requests submitted after the expiration of the reporting period will not be considered. Under no circumstances will any extension be permitted for more than 180 days. When requesting an extension, PPMs will submit a written plan to resolve the FPCECP shortfall. They need to be aware that a training shortfall without a documented granting of an extension will be considered an adverse finding on any subsequent QAP inspection. Coordination must be made with the Chief, QAP and/or Chief, ES in the unusual event an examiner is assigned to a remote location for an extended period of time and not available for regular CE opportunities. Hours completed during an extension will be awarded for the period of the short fall, however, the required hours for the current period must still be met.

#### 5.4. Re-certification after a Prolonged Lapse in PDD Duties

5.4.1. Any employee returning to polygraph duties after more than a two-year absence must attend an approved course of instruction presented and/or approved by NCCA. This course of instruction should entail a minimum of 40 hours of specific updated polygraph education and/or training and be designed to assist the employee return to polygraph duties. Coordination between the agency and the Chief, ES can be made to design an appropriate course of study. The FPCECP period will begin on the first day of the next fiscal year.

5.4.2. An extended absence of 10 years or longer from polygraph duties generally requires attendance in a regularly scheduled iteration of the full PDD Program. Upon successful completion of this course, for the purposes of FPCECP, the examiner will be considered an intern.

5.4.3. In the event that an examiner is unable to fulfill FPCECP requirements for an extended period of time due to illness or non-polygraph mission requirements as provided above, NCCA recommends that the examiner be decertified by the sponsoring agency. This will eliminate problems that could occur due to failure to meet FPCECP requirements.

#### 5.5. Loss of Educational Certification

Examiners who, without just cause, fail to meet the requirements of the FPCECP will lose educational certification. Any agency that maintains an examiner, in an active role, who fails to meet the FPCECP requirements, does so without the support of NCCA and is in violation of this federal standard. Agencies risks failure of the biennial Quality Assurance Inspection as FPCECP is an essential part of this inspection.

## 6 COURSE REQUIREMENTS

In order to ensure that the quality of training provided to federal examiners is of the

highest caliber, training must be pre-approved by NCCA. While there are many sources of educational opportunities available, it is essential that NCCA maintain a CE curriculum specifically designed for its graduates. Lecture, conference-based and distance learning courses are the types of courses that will be offered through NCCA toward professional development. Course length may vary. A standard core of NCCA sponsored courses will be established. Additional courses will be developed and made available, both for resident and satellite configurations, contingent on customer demand. Use of adjunct faculty and satellite locations will facilitate accessibility for the NCCA.

### 6.1. NCCA Approved Courses

This category includes training developed internal and external to NCCA. NCCA maintains information pertaining to external training opportunities to ensure federal examiners have a broad range of acceptable courses from which to choose. Courses internal to NCCA may be conducted in resident configurations at NCCA, regionally selected satellite locations, or through the NCCA LMS website. NCCA will make use of existing distance learning modalities to make available CE opportunities. Such opportunities will be widely advertised in advance of the presentation. Distance Learning offered by certain vendors will be reviewed and approved in specific cases. As available, NCCA also endorses a wide variety of external training, which includes, but is not limited to such opportunities as relevant in-service training conducted; selected courses presented in conjunction with the Federal Bureau of Investigation National Academy, and courses sponsored by and through recognized state and national polygraph organizations. Based on a pre-attendance review of the scheduled curriculum, other approved courses offered by relevant professional organizations may also be taken in fulfillment of FPCECP requirements.

### 6.2. External Course Request & Approval Process

The Chief, ES, approves certain external courses on a case-by-case basis and determines the number of credits to be awarded for proposed training. Insofar as possible, the requesting agency must, in advance, request approval of these courses from the Chief, ES, via facsimile, letter, or e-mail. All efforts will be made to approve short notice requests; however, an agency making such requests and if approved, must subsequently submit correspondence which contains, as a minimum, the following information:

6.2.1. Course schedule reflecting times and dates for each topic to be presented.

6.2.2. Name, organization, and telephone number of each instructor.

6.2.3. If applicable, a resume of each instructor establishing his or her qualifications to provide specified training.

6.2.4. The Chief, ES, will review the proposed course or schedule of training submitted and if the proposed training meets FPCECP requirements, credit will be granted. Award of the credit will be made upon submission of required attendance certifications.



6.2.5 Credit will be awarded only for courses reflecting a nexus to polygraph. No credit will be given for attendance at business meetings, banquets, or other presentations that are clearly not applicable to the educational advancement of the polygraph examiner.

### 6.3. Additional Sources of CE Credit (College Courses and Distance Learning)

NCCA now considers granting CE credit for federal examiners completing certain polygraph-related graduate college courses subsequent to completion of the federal PDD Program.

6.3.1. College credit will be considered for any courses attended since January 2010. There will be no provision for consideration of credit earned prior to that date.

6.3.2. Courses must have a specific and thorough nexus to skills needed for the conduct of polygraph testing (e.g. interviews and interrogations, but NOT research or statistics).

6.3.3. Courses must be offered at the graduate level and through a regionally accredited college or university.

6.3.4. Where requested, information as to the qualifications of the instructor to teach the subject material must be provided.

6.3.5. Credit for graduate courses must be requested, in advance, with information effectively describing the course. This information will include a syllabus of the course content, a schedule of the course meetings, identification of the instructor and standards of attendance. Within 90 days of the completion of the course, the official transcript from the university must be sent directly to NCCA. CE credit will be granted for grades of "B" or higher.

6.3.6. The CE hours will be calculated at the rate of one CE hour for every three contact hours (or the online equivalent) rounded to the nearest hour. For example, the typical three-hour graduate course would have 45 contact hours, from which the examiner may receive up to 15 CE hours if all other conditions are met.

6.3.7. There will be no credit for courses where examiners already received credit by virtue of attendance to the NCCA PDD Course.

### 6.4. Distance Learning (DL)

6.4.1. DL courses are available through the NCCA LMS. Examiners must set up individual accounts and be verified by Chief, ES prior to taking any DL course.

6.4.2. Examiners may take an individual DL course one time for credit during the current CE period.

6.4.3. Certificates of completion can be printed from the LMS.

#### 6.5. Countermeasures Requirements

6.5.1. All federal examiners must complete 40 hours of comprehensive countermeasure training within two years of graduation (or as soon as possible in those cases where the examiner has been employed for more than two years) and periodic biennial (4 hours) countermeasure update training.

6.5.2. All creditable countermeasures training applied toward the above requirement will only be conducted by personnel assigned to the NCCA.

#### 6.6. Adjunct Faculty Requirements

Adjunct faculty members are recognized experts in a particular field or topic and are recruited from sources external to NCCA in order to enhance the quality of the training and education available to the federal polygraph examiner. Adjunct faculty may be recruited from various government agencies, colleges and universities, equipment manufacturers or other sources. They are intended to represent expertise in a single particular area where no such expertise exists within the resident faculty of NCCA or scheduling conflicts and/or mission contingencies necessitate such recruitment. Those seeking selection to the corps of adjunct faculty must agree to make their presentations in strict compliance with the curriculum presented by resident faculty at NCCA. In order to verify fulfillment of this requirement, those seeking such appointment will submit a course syllabus outline and/or materials in advance of their scheduled training to the Chief, ES, who will, in turn, submit the material to the Curriculum Review Committee for review and approval. The course outline should be submitted at least 45 days in advance of the date of instruction. Adjunct faculty appointments are made for a period not to exceed two years. Continued status as an adjunct faculty member for NCCA will be contingent on the needs of course material and presentation

## 7 MAINTENANCE OF RECORDS

7.1. Attendance records are an integral element in documenting attendance and establishing the number of credits to be awarded for training to individual employees. Information entered on attendance records must be legible and complete to ensure that examiner records are appropriately credited. A designated course facilitator or a representative of the presenting organization must attest to external course attendance. When training is conducted over the course of at least a full day, attendees are required to physically sign in for the morning and afternoon sessions each day training is conducted. Attendees are not required to sign in upon return from brief, regularly scheduled breaks. Attendance rosters should contain the following information:

7.1.1. Name of sponsoring agency.

7.1.2. Title or type of training scheduled;

7.1.3. Date(s) and appropriate session (AM/PM).

7.1.4. Printed name, signature, and organization (if different from sponsoring agency) of examinee trained.

7.1.5. Failure to record attendance through the use of attendance rosters may result in examiners not receiving credit for training received. Signing of this attendance form is the responsibility of the student. Failure to sign in for a course or a segment of a course will be viewed as an absence and dutifully reported to the PPM.

## 7.2. Official FPCECP Records

At a minimum, the Chief, ES, will provide an annual summary of credits for each agency examiner to program managers. The summary of credits will include the following information:

7.2.1. Name and identifying data of each examiner.;

7.2.2. Total of earned credits to date.

7.2.3. Total of remaining required credits.

7.2.4. Agency program managers should use their training records as a cross check with the summary of credits to ensure each examiner received credit on FPCECP records for all NCCA approved education or training attended. Discrepancies should be reported to the Chief, ES, for verification and correction in the NCCA FPCECP database as appropriate. PPM's are encouraged to periodically reconcile their records with the Chief, ES. As deemed appropriate, when requested and consistent with logistical capabilities, a detailed educational summary will be provided to PPMs. In addition to identifying data, this detailed summary will include such information as date and attendance at certain courses and credit awarded for that attendance.