



Kentucky Institute for Polygraph Studies

Kentucky Law Enforcement Council • ECU, Funderburk Bldg.
521 Lancaster Ave • Richmond, KY 40475

ENROLLMENT APPLICATION

PERSONAL INFORMATION:

Name: _____
(First) (Middle) (Last)

Address: _____
Street City State Zip

Home Phone Number: _(____)_____ SSN: _____

Cell Phone Number: _(____)_____ DOB: ____/____/____

Work Phone Number: _(____)_____ Age: _____ Gender: M F

Email Address: _____ Marital Status: _____

Best way to reach you: _____ U.S. Citizen: Yes No

Have you ever been convicted of a felony or a crime involving moral turpitude? Yes No

If yes, please explain on the back of this sheet.

MILITARY SERVICE:

Branch: _____ Highest Rank: _____

Enlistment Date: ____/____/____ Discharge Date: ____/____/____

Type of Discharge: _____
If less than honorable, please explain on the back of this sheet.

Have you ever received any type of disciplinary action while in the military (court martial, article 15, reprimand)? Yes No *If yes, please explain on the back of this sheet.*

AFFILIATIONS:

Please list any clubs or organizations of which you are a member:

EMPLOYER / AGENCY INFORMATION:

Name of Agency: _____

Position / Title: _____ Hire Date: ____/____/____

Agency Address: _____
Street City State Zip

Agency Phone Number: _(____)_____ Name of Supervisor: _____

Total Years Law Enforcement Service: _____ Years Investigative Experience: _____

Have you graduated from a law enforcement basic training academy? Yes No

If yes, what year did you graduate? _____ Name of Academy: _____

1. Yes No Is polygraph currently used by your agency?

2. Yes No Does your agency already employ a polygraph examiner?

If yes, what is that examiner's name? _____

What polygraph school did they graduate from? _____

What test formats does your agency use? _____

3. Yes No Have you ever submitted an application to another polygraph school?

If yes, when? _____

Name of school you applied to: _____

4. Yes No Does your state have any laws/regulations regarding polygraph administration?

If yes, please submit a copy along with this application.

5. Yes No If employed in Kentucky, has your agency made arrangements as to who will be your intern polygraph supervisor?

If yes, who? _____

6. Please check the type of polygraph instrument you will use at your agency:

Axciton Lafayette Stoelting Limestone Unsure at this time

7. Yes No Will you be bringing your own agency laptop computer?

8. Yes No Will you be bringing your own agency polygraph instrument?

Rooms are available at Thompson Hall and provided at no charge for Kentucky law enforcement officers and \$850.00 (10 weeks) for out-of-state students. Each room is double occupancy, and will be shared with another polygraph student. Please indicate below your intentions:

Yes, I would like a room in Thompson Hall

No, I will not need a room.

Meal tickets are also available for use with the on-site cafeteria facilities throughout EKU's campus. Tickets are available for \$100/week, covering Monday thru Friday lunch. Please indicate below your intentions:

Yes, I would like to request a meal ticket for 10 weeks duration.

No, I will not be using a meal ticket.

EDUCATION:

Highest Level of Education Completed:

- HS Diploma Year Received: _____
School Name: _____
City/State: _____

- GED Year Received: _____
School Name: _____
City/State: _____

- Bachelor's Year Received: _____ Major: _____
School Name: _____
City/State: _____

- Master's Year Received: _____ Major: _____
School Name: _____
City/State: _____

- Doctorate Year Received: _____ Major: _____
School Name: _____
City/State: _____

Please list any additional training and/or certifications:

ADDITIONAL SUBMISSIONS:

- Current resume documenting your employment history for the past 10 years.
- Self portrait no larger than 3"x 5"
- Copy of current driver's license.
- Copy of diploma or degree showing the highest level of education completed.
- Two (2) letters of recommendation from two business or professional persons who have known you well during the past five (5) years.

(Letters of recommendation can be mailed directly to KIPS by individuals making a recommendation.

Applications for enrollment will not be considered until both letters are received.)

- In a minimum of one page and a maximum of two pages (typed and double-spaced), answer the following question: Why do you want to become a polygraph examiner?
- AFTER review of the above application materials by KIPS and a tentative offer of acceptance has been given**, you will be required to undergo a suitability polygraph examination. *(Depending on your location, this exam may be administered well in advance or as late as your arrival the day before the start of class.)*

APPLICATION AGREEMENT

KIPS ONLY ACCEPTS APPLICANTS WHOSE TUITION IS PAID BY THEIR EMPLOYING AGENCY.

If accepted for enrollment, by signing below, the applicant's sponsoring agency agrees to pay the Kentucky Institute for Polygraph Studies the total stated tuition of \$6000.00 prior to the start of the course. The Institute agrees to provide the training in accordance with the provisions of the Institute Catalog. This application agreement includes the refund policy in the Institute catalog and may be amended only by both parties. Upon satisfactory completion of all academic and skill requirements, and when all financial obligations to the Institute have been met, the Institute will award a diploma reflecting the student's graduation from the training program.

Successful completion of an American Polygraph Association (APA) accredited polygraph-training program is only one of the necessary prerequisites for admission into the various national and state professional polygraph associations and/or the granting of a license to practice polygraph in the jurisdiction that requires such.

Agency / Law Enforcement Executive Signature

_____/_____/_____
Date

I have received a copy of this application agreement and a current school catalog. I attest that I have read the admissions policy for the Kentucky Institute of Polygraph Studies and that I meet all the necessary requirements. I also attest that all information contained herein is true, correct and complete. I have not withheld, falsified, or misrepresented any information requested. Furthermore, I hereby grant permission to KIPS and its staff to conduct a background, criminal records check for the purposes of admittance into this program.

Applicant Signature

_____/_____/_____
Date

If you have any questions about the Institute or this application, please feel free to contact our office. Please submit this application, along with all appropriate attachments no later than December 1, 2008. Slots for this course are filled on a first come, first serve basis. Submissions should be sent to:

Kentucky Institute for Polygraph Studies
Attn: Pam Shaw, Kentucky Law Enforcement Council
EKU, Funderburk Bldg.
521 Lancaster Ave.
Richmond, KY 40475

CONTACT INFORMATION:

Pam Shaw, Director
(859) 622-5944
pam.shaw@ky.gov

Rick Kurtz, Assistant Director
(502) 573-2100
richard.kurtz@ky.gov