



Commonwealth of Virginia Polygraph Examiners License Examination

INTRODUCTION

The Virginia Polygraph Examiners Advisory Board (The Board) within the Virginia Department of Professional and Occupational Regulation (DPOR) licenses and regulates polygraph examiners in Virginia.

The Board requires that a Polygraph Examiner License Application be completed as part of the process to obtain your Virginia Polygraph Examiner license. You may download a copy of this license application, review the Board's Rules and Regulations, and access other helpful Board-related information at: www.dpor.virginia.gov

Please contact the Board office if you have questions or need additional information at:

Virginia Polygraph Examiners
Advisory Board
Perimeter Center, Suite 400
9960 Mayland Drive
Richmond, VA 23233
804-367-8511 or 804-367-7226
Fax: 866-430-1033
Email: polygraph@dpor.virginia.gov

EXAMINATION PROCESS

Steps to Testing

1. Download Application Form from DPOR web site at: www.dpor.virginia.gov or contact the Board at 804-367-8511.
2. Complete Application Form with other requirements and forward to the Board office at least 30 days prior to the examination.
3. If approved for the exam, you will receive an Approval Letter from the Board.
4. Schedule/Admission Letter will be mailed to the candidate approximately five (5) days following the examination fee deadline.

Special Accommodations

If you have a disability under the Americans with Disabilities Act (ADA) and may require some accommodation in taking this examination, please follow the procedures as outlined in your approval letter. ADA Accommodation Request Forms must be returned to the Office of Education and Examinations with supporting documentation explained in the ADA Accommodation Request Form. Request for accommodations must be received no later than 30 days prior to the examination date.

You will be notified by DPOR of the accommodations granted. In making your request, please allow sufficient time for your paperwork to be evaluated and a determination to be made.

Please note: A language barrier is not considered a disability.

Examination Schedule

The following table lists the examination dates and examination fee deadlines for 2018.

Exam Date	Deadline Date
January 11, 2018	December 11, 2017
April 12, 2018	March 12, 2018
July 19, 2018	June 19, 2018
October 18, 2018	September 18, 2018

Deadline dates are based on receipt of completed application and fee and not by postmark date. Examination fees are due at the same time as the application and fee.

Test Site and Reporting Time

Examinations are administered at the Department of Professional and Occupational Regulation, Perimeter Center, Suite 400, 9960 Mayland Drive, Richmond, VA 23233. Exact test reporting time will be provided in your admission documentation. A map to the site with a memo on parking will also be provided. It is also suggested that you visit a web site for driving directions from where you are in relation to the test site.

Refund and Rescheduling Policy

Candidates will have until the exam fee deadline to request to cancel an examination without forfeiting the examination fee. The request must be in writing and forwarded to the Office of Education and Examinations. Requests after the deadline will only be approved if there is an extenuating circumstance and proper documentation is provided, such as military orders, illness, death in the family, etc. Job requirements, planned vacations, lack of study time, etc. are not considered extenuating circumstances.

It is your responsibility to contact DPOR prior to the test date if you have not received your admission documentation. DPOR has no control over the U.S. mail. If you do not appear for testing, you will forfeit your examination fee.

Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and wear types

of dress that can help you to adapt to a cooler or warmer climate in the examination room.

Emergency Policy

In the event of inclement weather or another emergency, an examination may be cancelled or delayed. If cancelled, the examination will be rescheduled as soon as possible and candidates will be notified.

Admission Requirements

1. You must present your admission letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room.
2. The identification must be current and clearly recognizable or you may not be admitted to test.
3. Candidates are required to complete and sign the Examination Site Conduct Agreement Form prior to taking the examination.
4. It is your responsibility to be at the examination site on time. Candidates will not be permitted into the examination room after the announcements have begun. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.
5. There is unlimited parking in the lot in front of the building. Parking is on a first-come, first serve basis. Candidates will not be allowed to leave the examination site during the administration of the examination to move a vehicle. There are also several handicap access parking spaces with no time limit on their use by vehicles displaying the appropriate handicapped parking access signage or license plates.

Items for Use in Examination Room

The Polygraph Examiners Examination is a closed book examination.

- You should bring #2 pencils with an eraser.
- Calculators are to be non-printing, battery-operated or self-powered calculators. Calculators must be quiet and must not require an electrical outlet.
- Calculators that might compromise the security of the examination or the examination process are not permitted. Calculators with word-processing capability (alpha keyboards) are not permitted. A calculator is to be used primarily for addition, subtraction, multiplication, division, and square root calculations. The calculator, if it has the capability, may be used to obtain trigonometric and logarithmic functions in lieu of using tables. No other additional formulas or study material or information may be programmed or stored in the memory of the calculator before, during or after the examination. Examiners will check calculators. Please take time before arriving at the examination to see that your calculator is working properly.
- All items brought to the test site will be the candidate's sole responsibility. The Board and the facility will not be held responsible for any lost, misplaced and/or stolen items.

Items Prohibited in Examination Room

You may not have alcoholic beverages and electronic devices including but not limited to cellular phones, personal digital assistants (PDAs), USB drives, cameras, voice recorders, digital watches, computers of any type, mp3 players, and spyware devices in the examination room.

If any of the aforementioned items are found in the possession of a candidate, the Examiner will collect it until the end of the examination and a report will be written documenting the incident to the Board.

Electronic devices that are a medical necessity are permitted.

Hats, caps, visors (with the exception of religious apparel), shawls, and hooded clothing are not permitted in the examination room. All tobacco products, electronic smoking devices, food, pens, highlighters, and good luck items are not permitted in the examination room.

Non-alcoholic drinks are permitted if in a closed container, i.e. a bottle or mug with a lid. Drinks must be kept on the floor and not on the desktop.

Security Guidelines

The Commonwealth of Virginia copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful. Removal of an examination booklet, answer sheet or other confidential material supplied to you at the test site is prohibited.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment is sufficient cause for you to be expelled from the examination room. All such irregularities will be reported to the Board and may affect certification.

No visitors, guests or children are permitted in the examination room.

EXAMINATION CONTENT

The Virginia Polygraph Examiners examination is a two part examination and a review of three specific issue polygraph examinations by the Board. The candidate will submit three complete specific issue polygraph examinations administered during the internship to the Board prior to the beginning of the examination. The three specific issue polygraph examinations must include, but is not limited to, any and all notes regarding the case, releases, standards of practice, numerical scoring sheets, charts, and affidavit(s).

Part I consists of 150 multiple-choice test questions. Three hours are allowed for Part I. The Content Outline is found at the end of this bulletin.

Part II consists of case facts. A scenario will be given to prepare one or more test question series prior to meeting with the Board member. At the end of Part II the Board member will meet individually with the candidate for an overall evaluation.

Candidate comment forms will be available upon request in the event that you wish to comment on a particular test question. Please request a form from the proctor at the completion of your testing session.

Scoring and Reporting

There is no penalty for guessing so it is to your advantage to guess if you are unsure of the correct response.

You must pass Part I before proceeding to Part II. A passing score of 80% must be achieved on Part I and a Pass on Part II. Candidates must pass both Parts I and Part II in order to meet the requirements for licensure. The minimum passing score for the exam has not changed; the only change is the manner in which scores are reported to candidates.

Examination results are confidential and will not be released over the phone.

References

The examination also pertains to a common body of knowledge for the polygraph profession; thus the reference list below does not warrant or guarantee that all information is contained in these references.

Although the list may include more than one reference that covers a content area, one such reference may be enough. You may also have resources available that are not on the list but will adequately cover the content areas.

Rules, Laws, and Regulations

1. Code of Virginia, Title 54.1, Chapter 18, §54.1-1800 to §54.1-1806. (VAC54) <http://law.lis.virginia.gov/vacode/title54.1/chapter18/>.
2. Department of Professional and Occupational Regulation, Rules and Regulations, Polygraph Examiners Advisory Board, 18 VAC 120-30-10 to 18 VAC 120-30-280. (VAC120) www.dpor.virginia.gov/Boards/Polygraph/A456-16_REGS.pdf.
3. United States Code, Title 29 – Labor, Chapter 22 – Employee Polygraph Protection Act (EPPA88) www.dol.gov/whd/polygraph/.

Textbooks and Articles

4. Fundamentals of Polygraph Practice by Donald Krapohl and Pamela Shaw, 2015(FundPoly15) www.amazon.com/Fundamentals-Polygraph-Practice-Donald-Krapohl/
5. *Forensic Psychophysiology Using the Polygraph: Scientific True Verification-Lie Detection*, 1st edition, by James Allan Matte (1996, 2nd print with corrective changes 1998) Publishers: J.A.M.Publications. ISBN: 0965579409; and 2002 - 2012 Addendum www.jampublications.com/forensic_psychophysiology_polygraph.asp.

6. *An Investigator's Pocket Guide to Interviews and Interrogations* (Workbook), by John C Bowden, 2002, Duncan, OK: APTAC Publications. ISBN: 1887172114
www.aptractraining.com/Books.html.
7. *Diagnostic and Statistical Manual of Mental Disorders*, 5th edition, DSM-V. American Psychiatric Association. ISBN: 0890420246
www.abebooks.com/9780890425558/Diagnostic-Statistical-Manual-Mental-Disorders-0890425558/plp
8. *Psychology and Life*, 20th edition, by Richard Gerrig and Philip Zimbardo (2012). Boston, MA: Allyn and Bacon. www.amazon.com/Psychology-Life-20th-Richard-Gerrig/
9. *Criminal Interrogation and Confessions*, 5th edition, by Fred E. Inbau and John E Reid (2011). www.jblearning.com/catalog/9780763799366/.

Part 1 Content Outline

<u>TOPIC/SUBTOPIC</u>	<u>Items</u>
1 History	6
1a General History	3
1b Historical Figures	3
2 Techniques	12
2a Modified General Question Technique (MGQT)	4
2b Zone Comparison Test	5
2c Secondary Techniques	3
2c1 Acquaintance Test	
2c2 Silent Answer Test	
2c3 Concealed Information (POT)	
3 Interview/Interrogation	11
3a Communication	2
3b Interview and Interrogation	4
3c Pretest Interview	3
3d Behavioral Analysis	2
4 Question Formulation	19
4a General Question	6
4b Question Types	13
4b1 Comparison	4
4b2 Relevant	4
4b3 Irrelevant	1
4b4 Sacrifice Relevant	2
4b5 Symptomatic	1
4b6 Directed Lie	1

5 Laws, Rules, and Regulations	15
5a EPPA	6
5b Virginia Law	9
5b1 Licensing	
5b2 Instrumentation	
5b3 Examinee rights	
5b4 Intern supervision	
5b5 Polygraph reports	
5b6 Pre-employment	
5b7 Record Retention	
5b8 Conclusions	
5b9 Rules of questioning	
6 Physiology	17
6a General Physiology	3
6b Cardiovascular	3
6c Respiratory	3
6d Electrodermal	3
6e Body Systems (ANS/SNS/CNS)	1
6f Drugs	2
6g Fight, Flight, or Freeze	2
7 Psychology	20
7a General Psychology	6
7b Personality Type	3
7c Psychological Disorders	6
7d Psychological Set	3
7e Psychology Specialties	2
8 Chart Interpretation	24
8a Respiratory tracing	6
8b Cardiovascular Tracing	5
8c Electrodermal Tracing	4
8d Activity Sensor Tracing	1
8e Scoring Methods	8
9 Instrumentation	26
9a General Instrumentation	10
9b Cardiograph	4
9c Respiratory	4
9d EDA	4
9e Activity Sensor	1
9f Chart Marking	3