

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES
P.O. BOX 30018, LANSING MI 48909
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**FORENSIC POLYGRAPH BOARD
STATE JURISPRUDENCE LICENSING EXAM
CANDIDATE INFORMATION BULLETIN**

INTRODUCTION

The licensing exam for Forensic Polygraph Examiners is designed to measure the knowledge, skills and abilities deemed essential to protect the public's health, safety and welfare.

The exams are typically scheduled twice a year. When the Forensic Polygraph Examiners Board office receives completed exam applications, arrangements are made to test candidates. The written and oral exams are given on different days. Directions to the site will be provided with your admission letter. Please note: The dates and location are subject to change. Please read your Admission Letter carefully.

GENERAL INSTRUCTIONS

Candidates approved to take the exam will receive an Admission Letter approximately two (2) weeks prior to the administration of the exam. This letter will include the exam location, time and the Candidate Identification Number, which will serve as the required identifier on all exam papers. **Retain the Admission Letter, as it is needed to gain admittance to the exam.** At the conclusion of the exam, the Admission Letter will be collected and retained by the Department. The exam site is accessible, including handicapped parking. Exam candidates are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone.

ACCEPTABLE IDENTIFICATION / EXAM ADMISSION

- You must bring the Exam Admission letter.
- You **MUST** bring a CURRENT, GOVERNMENT-ISSUED SIGNED, PHOTO IDENTIFICATION. Acceptable ID's include: Driver's license, state issued identification, passport, military ID. All forms of identification **MUST** contain a photo and signature of the candidate.
- It is your responsibility to be at the exam site on time. *NO ONE* will be admitted once the exam begins.
- Bring at least two (2) sharp number two (2) pencils to the exam.

NOTE: You will **NOT** be allowed to enter the exam if you do not present the required photo identification or you are late to the exam. You will also forfeit your exam fee and will be required to submit a new exam application and fee in order to be re-scheduled.

CANDIDATE CONDUCT / INAPPROPRIATE BEHAVIOR

Absolutely no copying of exam items is permitted. Anyone found removing, or attempting to remove, test materials from the exam room or anyone found to have been involved in inappropriate behavior, e.g. cheating, may have his/her scores invalidated. Cheating is defined as any activity, behavior or procedure employed by candidates that would enable them to pass an exam by dishonest, fraudulent, or deceitful means. Examples would include, but are not limited to, obtaining answers from another individual's answer sheet, discussing the exam questions with another individual prior to completing the exam, having someone else take the exam for an individual, or using reference materials during a closed book test.

Candidates will be required to sign the following statement, at the time of the exam:

I certify that I am the candidate whose signature appears hereon. I also certify that because of the confidential nature of this exam,

1. I will not copy or retain exam questions, or transmit in any form to any other person.
2. I will not give, receive, or use any assistance while taking the exam other than that expressly requested by me and authorized by the exam administrator and the Department of Labor & Economic Growth.
3. I agree that in the event a determination is made that I have cheated on the exam or engaged in inappropriate behavior during the administration of the exam, including but not necessarily limited to the conduct described in #1 and #2 above, my exam results will be invalidated and I will be required to wait for a period of not less than 180 days from the date of the behavior to reexamine. I further agree that said determination will be made by the contract administrator and the Department of Labor & Economic Growth that I hereby knowingly waive all legal recourse, if any, from said determination.

SPECIAL ACCOMMODATIONS

If you require special accommodations because of a disability, a letter that specifies the disability and requested accommodation(s) must be submitted to the Bureau's Testing and Education Services Unit. A physician or other licensed professional qualified to diagnose and treat the disability must provide detailed documentation of the disability. Because of the time required to review documentation and the possible need for additional information, your request should be mailed immediately if you have not already requested accommodations. Mail your request, and relevant documentation, to:

MI Department of Labor & Economic Growth
Testing and Education Services, Bureau of Commercial Services
P. O. Box 30018
Lansing, MI 48909

You may also wish to go to Testing and Education Services' Web Site for additional information: www.michigan.gov/documents/ada_34254_7.pdf. A letter approving or denying your request will be sent following the review of information submitted.

WITHDRAWAL FROM EXAM / FAILURE TO APPEAR / DENIAL OF ADMISSION

If you wish to withdraw from an exam for which you are scheduled, you **must** place your request in writing and send it to the Forensic Polygraph Board Office. It must be received **at least seven (7) days prior** to your scheduled exam. In accordance with Administrative Rule 338.944(1), Refund of Fees, you may also request a **partial** refund of your exam fee. If the request is received less than seven days prior to the exam, the entire exam fee will be forfeited. If you fail to appear at the scheduled exam, you will forfeit the exam fee, per Sec. 339.402(2) of 299 PA, 1980, as amended (the Occupational Code). If you fail to have the proper identification and/or arrive at a date and time other than that stated on your admission letter, you will be denied admission to the exam and forfeit your entire exam fee. **IN ORDER TO BE RE-SCHEDULED FOR ANOTHER DATE, YOU MUST SUBMIT A NEW EXAM APPLICATION AND FEE.**

EXAM FORMAT

The Forensic Polygraph Examiners' licensing exams consists of two (2) sections: written and oral. These exams are given at different times, and possibly on different dates.

TEST SPECIFICATIONS

Written: This section consists of 100 multiple-choice items. You will have two hours to complete the written exam. The exam will include items relating to both analog and computer equipment. The content and weighting of the written exam is as follows:

EXAM CATEGORY	Number of questions
History	3-5
Chart Interpretation	15-20
Legal (including Michigan law)	5-10
Interviewing	3-5
Physiology	15-20
Instrumentation	10-15
Psychology	5-10
Question Formation	15-20
Polygraph Techniques (test types)	10-15
TOTAL	81-100

No reference material will be permitted to be used during this section of the exam.

Oral: You must bring the pre-selected ten (10) case files for the examiners to review. These cases will be predetermined based upon the log you submitted previously to the Department. The examiners will ask you to explain the methods you used for conducting the exams, various phenomena exhibited in the charts and the conclusions you reached regarding the charts. You will also be asked general questions regarding the administration and interpretation of polygraph exams.

PASSING SCORE

Candidates must score 70% or above in order to pass.

RELEASE OF SCORES

Exam results will be sent approximately three (3) weeks after the exam via the U.S. Mail. Candidates passing the exam will receive ONLY a score indication of PASS. Numeric passing scores will not be made available. If you PASS the exam, the licensing board will be notified so application processing may begin. The actual numerical scores on the exam are NOT available to the passing candidate. Candidates who do not pass will receive a diagnostic score report that details an individual score for each of the major categories in the Test Specifications and the overall numeric score. **Please DO NOT call the Board Office, as scores cannot be released over the telephone.**

2006 EXAM SCHEDULE

Application and fee must be received 30 days prior to the exam date. You will be scheduled for the first available test date which may or may not be your first choice. The dates and times of the exam are listed below. Infrequently, **the department may find it necessary to change a future exam date or time**. Therefore, **please check your admission letter carefully for the date and time of your exam**. Exams are held in the Okemos, Michigan (Lansing area). Admission letters will be sent approximately two weeks prior to your scheduled date. Failure to appear will forfeit your fees.

Oral Exam Dates

Exam start times vary.

Thursday, March 9, 2006

Thursday, June 8, 2006

Thursday, September 7, 2006

Thursday, December 7, 2006

Written Exam Dates

Exam Time: 9:00am

Friday, March 10, 2006

Friday, June 9, 2006

Friday, September 8, 2006

Friday, December 8, 2006

REFERENCES

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