

# VIRGINIA SCHOOL OF POLYGRAPH

7885 Coppermine Dr.  
Manassas, Virginia 20109

Telephone (703) 737-0231  
Cell(571) 435-1207

## ENTRANCE REQUIREMENTS

### **For Virginia Residents**

- A. All applicants must have a high school diploma or its equivalent, and a minimum of 5 years experience as an investigator, detective or experience in a behavioral science related field acceptable to the Department.
- B. Two years of experience shall be waived by applicants with an associate degree from an accredited college or university.
- C. All five years of experience shall be waived for applicants with a bachelor's degree from an accredited college or university.
- D. The student must send with their application their high school diploma and college transcripts. The student must also supply 3 letters of reference from a knowledgeable individual of their experience indicating the number of years of investigative experience the student has, which is required if the student does not have a bachelor's degree.

### **For Non-Virginia Residents**

- A. You will be accepted if you meet the licensing requirements of your state. Check with your State Licensing Agency.

## GENERAL INFORMATION

The Virginia School of Polygraph provides 320 hours of professional, individualized instruction, which is designed to prepare the student to conduct any type of polygraph examination. The entire course, including specialized areas of instruction (physiology, psychology, legal aspects, chart interpretation, mechanics and instrumentation), is taught by highly trained and expert polygraph examiners with over 80 years of experience.

**TUITION:** The full tuition is only \$4,800.00. This charge includes all textbooks, handout material, notebook and needed supplies.

**CLASS SCHEDULE:** Classes meet Monday thru Friday, from 9:00 A.M. – 6:00 P.M.

**GRADES:** Weekly written and/or oral examinations are given. Students are required to maintain an overall grade point average of 80%.

# VIRGINIA SCHOOL OF POLYGRAPH

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7885 Coppermine Dr.  
Manassas, Virginia 20109

Telephone (703) 396-7659  
Fax (703) 396-7660

## **MORE GENERAL INFORMATION**

### **LIVING ACCOMMODATIONS:**

There are very attractive off-season motel rates available within walking distance from class. Please see the attached list for information. Reservations can be made by phoning the motel directly or by requesting that we call for you.

### **APPLICATION:**

Applications can be obtained by writing directly to:

Darryl L. DeBow, Director      The phone number is:  
7885 Coppermine Dr.              703-396-7659  
Manassas, VA 20109

Each perspective student must submit an application form, three letters of reference verifying their experience and character, and a copy of an appropriate transcript – either high school or college.

All applicants must submit a non-refundable \$100 application fee that will be credited toward the tuition fee.

### **COURSE APPROVAL:**

This course is approved by the Virginia Department of professional and Occupational Regulation, American Polygraph Association, American Police Polygraph Association and Texas board of Polygraph Examiners.

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### FOR EARLY REGISTRATION AND CLASS RESERVATIONS

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

COMPANY/AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS PHONE ( ) \_\_\_\_\_ HOME( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_ I would like additional information about your school.

\_\_\_\_\_ I would like to attend the Virginia School of Polygraph on these dates:

From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Please make lodging/accommodations (see attached list).

\_\_\_\_\_ Enclosed is my application fee of \$100.00, which will be applied toward my total tuition fee of \$4,800.00. I understand that this application fee will not be refunded if I am NOT accepted.

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## AUTHORIZATION FOR THE RELEASE OF INFORMATION

To any police department, medical association, U.S. Armed Forces, maritime service, veterans administration, or any academic dean, registrar, principal, guidance counselor, or authorized person at a school, college, business school, trade school, high school, or institution, commercial bank, U.S. Post Office, U.S. Selective Service System, or neighbor:

I, \_\_\_\_\_

address, \_\_\_\_\_

have applied for enrollment in the Virginia School of Polygraph, Manassas, Virginia. I am aware that my entire background is to be investigated. I hereby authorize and request the release of any and all information you have concerning myself, including a transcript of any academic record to the Virginia School of Polygraph, registrar, or his representative upon presentation of this signed document.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## APPLICATION FOR ENROLLMENT

(Please type or print in ink)

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone ( ) \_\_\_\_\_ Business Phone( ) \_\_\_\_\_ U.S. Citizen?(Circle one) YES or NO

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_ Number of Children \_\_\_\_\_ SSN \_\_\_\_\_

Military Service \_\_\_\_\_  
Branch Type of Discharge Rank at Discharge

E-Mail Address \_\_\_\_\_

**ARREST RECORD**  
(Other than minor traffic) Date Location Charge Disposition

**EDUCATION** Name & Location of School From To Degrees - Major

High School

College(s)

Specialized Training

**Note: Attach copy of high school diploma or college transcripts to substantiate educational level.**

**EMPLOYERS** (List all employers back to high school, starting with present employer)  
Month/Year Name & Address of Employer Position Reason for Leaving

From  
To

From  
To

From  
To

From  
To

REFERENCES: List the names of three persons not related to you.

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| Name | Address | Phone | Business | Years Acquainted |
|------|---------|-------|----------|------------------|
| 1.   | _____   | ( )   |          |                  |
| 2.   | _____   | ( )   |          |                  |
| 3.   | _____   | ( )   |          |                  |

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**Note:** Enclose letters of recommendations, which specify length of investigative experience, if any.

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**SPONSOR** Are you going to be sponsored by a law enforcement agency? (Circle one) YES or NO

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No person will be considered for enrollment who has been convicted of any felony or any crime involving moral turpitude, or any person who has been discharged from any branch of the military service, federal, city, or state government, under any but honorable conditions. Any person may be denied admittance for excessive arrests.

Any material misstatement of fact in this application will result in immediate dismissal and forfeiture of admission fees.

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I realize any falsification of information on this application is grounds for immediate dismissal from the program.

\_\_\_\_\_  
Signature of Applicant

**2 Current passport photos of Applicant**

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