NCIT Specialized Virtual Program Syllabus

All modules can be found on the CLEAR Learning Education Platform at [https://clearlearning.litmos.com](https://clearlearning.litmos.com). Attendees will need an individual account to access this platform. Sharing login information is strictly prohibited.

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Time</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>May 3</td>
<td>Welcome &amp; Introduction – Live Session</td>
<td>2:00 PM EDT – 3:00 PM EDT</td>
<td>This session is provided to all new cohorts as an introduction to the program and the tools used to deliver this online content. Attendance is recommended but not mandatory. Information provided during this session will assist in navigating all components and timelines within this program.</td>
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<tr>
<td>May 4</td>
<td>Cognitive Memory Recall Technique – Self-Paced</td>
<td></td>
<td>In this lesson, you will learn about the Cognitive Memory Recall Technique (CMRT), the memory process, and the CMRT is used in the interviewing process.</td>
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<tr>
<td>May 4</td>
<td>CMRT Review &amp; Group Exercise – Live Session Exercise</td>
<td>2:00 PM EDT – 4:00 PM EDT</td>
<td>In this lesson, an instructor will provide an overview of the information you learned in the self-paced session regarding the CMRT. You will then watch and discuss a video of a mock interview using the CMRT, followed by a small group exercise to practice these skills.</td>
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<tr>
<td>May 6</td>
<td>Introduction to Behavioral Analysis Interviewing – Self-Paced</td>
<td></td>
<td>In this lesson, you will learn about the three aspects of general interviewing; how to start a behavioral analysis interview, the difference between normal and stress-induced responses to behavioral analysis questions, and how to identify verbal stress indicators.</td>
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<tr>
<td>May 6</td>
<td>Behavioral Questioning – Self Paced</td>
<td></td>
<td>In this lesson, you will learn about the differences between behavioral analysis interviewing, and behavioral questioning. You will also review sample behavioral questions in an interactive flashcard format.</td>
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<tr>
<td>May 6</td>
<td>Behavioral Questioning &amp; Demonstration &amp; Module Review</td>
<td>2:00 PM EDT – 5:00 PM EDT</td>
<td>In this lesson, an instructor will provide an overview of the information you learned in the self-paced sessions regarding behavioral analysis interviewing and behavioral questioning, followed by a demonstration activity and discussion.</td>
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Advanced Investigative Analysis

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<tr>
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<tbody>
<tr>
<td></td>
<td>On-Site Analysis – Self-Paced</td>
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<td>In this lesson, you will learn about the objectives of, and steps to, on-site analysis, the three C’s of on-site analysis, and complete the lesson with an observation exercise.</td>
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</table>
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## Written Statement Analysis – Self-Paced

1 Hour

In this lesson, you will learn about written statement analysis, subjective time, how subjects use avoidance when writing a statement and how to spot it, as well as what to do after obtaining a written statement.

## Module Review – Live Session: 2:00 PM EDT – 4:00 PM EDT

May 10

Monday

In this lesson, an instructor will provide a brief overview of the information you learned in the Advanced Investigative Analysis self-paced lessons, followed by a written statement analysis activity.

## Investigative Report Development

### Introduction to Investigative Report Development – Self-Paced

30 Minutes

In this lesson, you will learn about professional writing standards and how to develop an investigative plan.

### Collecting, Organizing, and Processing Information – Self-Paced

1 Hour

In this lesson, you will learn how to collect, organize, and process information so that it is available and useable throughout the investigatory and administrative hearing processes. You will also learn about proper report writing, note taking, and photography and recording methods and procedures.

### Observation Skills Practice – Live Session: 2:00 PM EDT – 4:00 PM EDT

May 11

Tuesday

In this lesson, an instructor will provide a brief overview of the information you learned in the previous two lessons, followed by activities to test your observation skills, and make you aware of how useful they can be in your work.

### Developing Report Formats – Self-Paced

1 Hour

In this lesson, you will have access to report, activity log, timeline, and note taking sample formats. You will learn about the proper use of activity logs and timelines, and how to use headings and paragraphs to properly organize your report.

### Obtaining Written Statements – Self-Paced

30 Minutes

In this lesson, you will learn about the methods used to obtain written statements, what to do with a statement once it is obtained, and the types or ways in which a subject or witness may provide a statement.

### Module Review – Live Session: 2:00 PM EDT – 3:30 PM EDT

May 13

Thursday

In this lesson, an instructor will provide an overview of the information you learned in the Investigative Report Writing module, followed by a small group paragraphing activity.
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NCIT Specialized Program Review

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 17</td>
<td>Program Review and Exam Preparation – Live Session 2:00 PM EDT – 4:30 PM</td>
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<tr>
<td>Monday</td>
<td>EDT</td>
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</table>

This session allows students to interact with an instructor from their cohort to review key concepts from the entire program. Students will also receive instructions from CLEAR staff regarding the process for scheduling, and taking their final exam through Prometric, prior to going through a targeted review of content as it relates to the exam.

Program Notes

_This is a preliminary schedule for the NCIT Specialized program and is subject to change until January 1, 2021 based on course development and logistics._

The program provides approximately 24 hours of instruction, including self-paced and instructor led modules, review sessions, knowledge assessments, and module evaluations. This program will be offered as a cohort to facilitate live sessions, and best use instructor availability. Students must complete all required program content within a predefined two (2) week period.

While CLEAR recommends that these modules be taken in order, this online format allows attendees to take self-paced modules as their schedule permits within the program period. Instructor led modules require attendance at a set date and time per cohort. Recorded versions of the instructor led sessions will be made available on a case-by-case basis to those who cannot attend the live sessions and will be available only after the live session has completed.

Once required components of the program are completed, students will be eligible to take the NCIT Specialized Final Exam. Students will sit for their exam with our testing partner Prometric using one of their In-Person Testing Centers, or remotely via ProProctor.