



NCIT Specialized Virtual Program Syllabus

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

Welcome & Introduction – Live Session

1 Hour

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.

Advanced Interviewing Skills

Memory Recall – Self-Paced

2 Hours

This session is made up of three lessons: Memory Recall, The Memory Process, and The Memory Recall Interview Process. In this session you will learn about the basics of the memory recall technique, why it works, and what it seeks to accomplish. We will cover the basic steps of the memory recall technique and provide you with an opportunity to practice the technique with your classmates.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in the CLEAR Learning Educational Platform (Litmos).

Memory Recall – Live Session Exercise

1 Hour 30 Minutes

In this live session we will practice the memory recall technique in small groups through a role play exercise. Students will participate as interviewer, interviewee, and observer in the small group sessions, and then come together as a class to talk about what they learned. This session will be facilitated by CLEAR staff and an NCIT Instructor.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Introduction to Behavioral Analysis Interviewing – Self-Paced

2 Hours

This session discusses: the basics of behavioral analysis, the three aspects of general interviewing, normal vs stress-induced behaviors, and indicators of stress. This session is self-paced and includes interactive and video elements to facilitate learning.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Behavioral Questioning & Demonstration & Module Review – Live Session

3 Hours

This session teaches the principles of behavioral analysis questioning, and discusses examples of behavioral analysis questions, and what to look for to indicate normal vs stress-induced responses. Students will also have an opportunity to ask questions of the instructor regarding all sessions of the Advanced Interviewing Skills module.



NCIT Specialized Virtual Program Syllabus

Advanced Investigative Analysis

Scene Analysis – Self-Paced

2 Hour

This session will discuss the steps of complaint or violation scene analysis and allows students to interact with each other and the instructor as they go through observational exercises. These exercises include pictures of real-life situations provided to CLEAR by our member regulatory bodies, and a video demonstration of proper scene analysis.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Written Statement Analysis – Self-Paced

2 Hours

This self-paced session will teach students how to analyze written statements from a behavioral viewpoint. Students will learn how these tools are used, and complete exercises that will allow them to practice the tools provided in the session.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Module Review – Live Session

1 Hour 30 Minutes

This session provides students with a chance to review all content within the Advanced Interviewing Skills module with an instructor. Key concepts as they relate to the module, and the final exam will be discussed along with a Q&A session. Students can submit their responses



NCIT Specialized Virtual Program Syllabus

Investigative Report Development

Collecting, Organizing, and Processing Information – Self-Paced

3 Hours

This session provides an introduction to investigative report development and then moves on to discuss how we collect, organize and process information while developing an investigative report. Topics covered include note taking, investigative planning, and the use of photography and recording devices, timelines and activity logs.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Observation Skills Practice – Live Session

1 Hour 30 Minutes

This live session provides students with the opportunity to practice observation skills as they relate to report development. Students will interact with the instructor and each other as they review photos from samples provided to CLEAR by our member organizations.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Developing Report Formats – Self-Paced

1 Hour

This session teaches students about investigative report formats, focusing on the proper use of writing skills. The session ends with a paragraphing exercise that users will be able to do at their own pace.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Obtaining Written Statements – Self-Paced

1 Hour

This session shows learners how to obtain written statements, what the statements should contain, and how to document the process of obtaining the statement, as well as how those statements are recorded.

At the completion of the session students will take a short, self-paced and ungraded knowledge assessment in Litmos.

Module Review – Live Session

1 Hour 30 Minutes

This session provides students with a chance to review all content within the Investigative Report Development module with an instructor. Key concepts as they relate to the module, and the final exam will be discussed along with a Q&A session. Students can submit their responses



NCIT Specialized Virtual Program Syllabus

NCIT Specialized Program Review

Program Review and Exam Preparation – Live Session

2 Hours

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, and knowledge assessments. 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 time period. Dates and start times of live sessions will vary from cohort to cohort due to instructor and staff availability, and holidays.

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 time 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 Specialized Final Exam. Students to test through our testing partner Prometric using one of their In-Person Testing Centers, or remotely via ProProctor.