

SECTION F—PROFESSIONAL INVESTIGATION STUDENT PROFILE QUESTIONNAIRE

The instructors in the Professional Investigation Certificate Program would like to know about you so they can anticipate and adapt to your needs.

Name: _____

Please rate your skills in the following areas according to a five-point scale.

(1 = Novice, 3 = Proficient, 5 = Expert)

	1	2	3	4	5
1. I can set up and maintain my own files on a computer using either a Windows or a Mac operating system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can use MS Word or a similar word processing program to write memos, reports, and other correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I can use MS Excel or a similar spreadsheet program to collect and analyze data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can use MS PowerPoint or a similar presentation program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I use MS Access or a similar database program to organize and query data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I use MS Outlook or a similar email program for personal and business electronic communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I use the Internet to research answers to personal and business questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I can use Internet Explorer, Firefox, and/or Safari for access to the Internet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I can use all the research facilities of a public library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I can use a 35mm single lens reflex camera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I can use a digital camera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I can use a video camera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I have telephone interviewing skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I have interviewed people face-to-face.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I have crisis intervention skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I have conflict resolution skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your work background? Please list the major jobs you have had and the length of time at each.

SECTION G: COMPUTER EXPERIENCE.

1. What are your favorite news websites and why?

2. Describe the role computer use plays in your daily life.

SECTION H: CODE OF CONDUCT. Please visit the following link to review the Boston University Metropolitan College/ Center for Professional Education’s Academic Code of Conduct:

www.bu.edu/met/for-students/met-policies-procedures-resources/academic-conduct-code

Initial here that you reviewed the Academic Code of Conduct information: _____

SECTION I: STATE LAWS GOVERNING PROFESSIONAL INVESTIGATION LICENSING.

NOTICE REGARDING MASSACHUSETTS LAW MGL C. 147 SECTION 25

Under Massachusetts law, MGL c.147 section 25, a license to engage in the business of private detective shall not be granted to any person who has been convicted of a felony in any state of the United States. Similar laws apply in many other states. Massachusetts law further provides, under MGL c. 147 section 23, that no person shall engage in, advertise or hold himself out as being engaged in, nor solicit private detective business, unless licensed for such purpose as provided in section 25.

FOR STUDENTS FROM STATES OUTSIDE OF MASSACHUSETTS

Students are responsible for knowing their own state laws regarding the licensing of Private Investigators. Many states prohibit convicted felons from obtaining a PI license.

Initial here that you reviewed your State’s laws regarding the licensing of a Private Investigator: _____

List your State and the Law that governs licensing: _____

SECTION J: IMPORTANT NOTICE.

Carefully review the refund policy for drops and withdrawals, available at <http://professional.bu.edu/cpe/policy.asp>.

The Boston University Professional Investigation Admissions Committee may request an in-person/telephone interview with an applicant prior to rendering a final admissions decision. Boston University reserves the right to change admissions procedures at any time without notice. Reasons for denial of admission may or may not be shared with the applicant at the discretion of the Admissions Committee.

Your signature on this application attests to your acceptance and understanding of the information provided regarding Boston University Center for Professional Education policies, the Academic Code of Conduct, and the reviewing the requirements to obtain a private investigation license in your state. Your signature also attests to the veracity of the information you provided in this application. Misleading or false information provided in this application may prevent admission to, or cause suspension from, the program.

APPLICANT SIGNATURE: _____ **DATE:** _____



Boston University Metropolitan College
Center for Professional Education

bu.edu/professional
1-866-633-9370

Boston University Center for Professional Education (CPE) Certificate in Professional Investigation is designed for individuals who want to start or enhance their careers in professional investigation.

ADMISSIONS INFORMATION

The Admissions Committee, composed of Boston University's CPE faculty and administrative staff, evaluates the applicant's credentials and makes decisions regarding admission to the program. Emphasis is placed upon the applicant's educational history, communication skills, maturity, previous work experience, and career potential. Only complete applications are presented to the Admissions Committee for review. *Care in preparation of applications is strongly encouraged.*

APPLICATION REQUIREMENTS

Only completed applications will be considered. A complete application for admission must include:

- Letter of reference—this should be sent to Boston University directly by the individual
- Completed short essays
- PI student profile questionnaire—see page 4
- Signed academic code of conduct review—see page 5
- Signed state licensing acknowledgement—see page 5
- Signed application for admission—pages 5 details are below

PROCEDURE FOR SUBMISSION

CLASSROOM PROGRAM

Applicants should submit their application materials to:
Boston University Center for Professional Education
Attn: PI Admissions
808 Commonwealth Avenue, Suite 270
Boston, MA 02215
Or fax to 617 353-4494
Or email to piapply@bu.edu with the subject header:
Classroom PI Application for Admission

ONLINE PROGRAM

Applicants should submit their application materials to:
MindMax
Attn: PI Admissions
100 Grossman Drive, 2nd Floor
Braintree, MA 02184
Or fax to 781-394-0404
Or email to bostonuniversity@mindmax.net with the subject header: *Online PI Application for Admission*

ADMISSIONS TIMETABLE

Applicants are encouraged to apply at least two weeks before the start of the program to allow for application review, acceptance, and registration. All applicants will receive notice of acceptance to Boston University's Certificate in Professional Investigation program typically within two weeks of receiving the completed application.

STATE LAWS GOVERNING PROFESSIONAL INVESTIGATION LICENSING

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TEXTBOOK

The textbook for this course is *Uncovering Reasonable Doubt: The Component Method*, by Brandon A. Perron (1998), Morris Publishing, Kearney, NE.
ISBN: 0-9670615-0-4

Students in the classroom program are encouraged to purchase it before the class starts.

Students in the online course will have the book shipped to them directly from Boston University.

CAMERA

For the surveillance module, you will need a 35mm SLR camera for assignments. It may be an analogue or digital camera. Please check with family and friends about borrowing one if you do not have your own. The aim and shoot kind of camera will not produce the photos that are required for this module.

Boston University reserves the right to change policies at any time without notice.