



National Certified Investigator & Inspector Training Basic Program

NCIT Basic Online Program Agenda

All modules can be found on the CLEAR Learning Education Platform at
www.clearlearning.litmos.com

Attendees will need a user ID to access this platform. Sharing login information is strictly prohibited. Each participant will need to complete an online release to get your user ID for the learning platform that will be sent via email.

Self-Paced Modules

These modules would be completed in order by the participant during the two week period beginning August 10, 2020. These modules can be completed when the live modules are not scheduled.

Introduction and Welcome

Module One	Professional Conduct Includes development of professional attitudes, conduct and relationships with other regulatory and law enforcement agencies.
Module Two	Principles of Administrative Law Covers the basic guidelines for understanding administrative law and procedure and the regulatory process.
Module Four	Principles of Evidence Explains the sources of evidence law, including information regarding evidence in administrative cases.
Module Five	Evidence Collection, Tagging and Storage Provides basic guidelines for gathering evidence, including proper techniques for the custody and storage of evidence.
Module Seven	Investigator Safety An overview of safety concerns for investigators and high-level strategies to mitigating danger.
Module Eight	Overview of Inspections Explains the inspector's role and the specific steps in an inspection including planning the inspection, conducting the inspection, and writing the formal report.

Live Delivery Modules

These modules will be presented live on the below days

All session times listed are Eastern Daylight Time

Program Orientation (Monday, August 10 - 11am)

Gives attendees an overview of the online program and provides guidance on successful participation with the online platform.

Module Three Investigative Process (Tuesday, August 11–10am)

Gives attendees a basic understanding of the investigative process including the intake of complaints, investigative planning, and the execution of an investigative plan.

Module Six Interviewing Techniques (Wednesday, August 12–10am)

Emphasizes techniques for obtaining complete and accurate verbal information. Explains the proper method of interviewing, how to establish rapport with persons being interviewed, considerations for interview preparation and proper and improper questioning techniques.

Module Nine Report Writing (Monday, August 17–10am)

Helps attendees learn how to write a factual report that is accurate, logical, clear, concise and complete.

Module Ten Testifying in Administrative and Criminal Proceedings (Tuesday, August 18–2:00pm)

Emphasizes the basic skills and techniques for effective witness testimony.

Question and Answer Session/Review (Wednesday, August 19 - 10am)

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 course timeframe. All modules and knowledge assessments must be completed in order to be eligible for the exam and CLEAR certification.