



**CLEAR LEARNING**

National Certified Investigator & Inspector Training Basic Program

## NCIT Basic Online Program Agenda

All modules can be found on the CLEAR Learning Education Platform at <https://clearlearning.litmos.com/account/Login>. 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. The release link will be sent via email.

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### Self-Paced Modules

These modules would be completed by the participant during the week of June 15, 2020. These modules can be completed when the live modules are not scheduled.

#### Introduction and Welcome

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



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## Live Delivery Modules

These modules will be presented live on the below days

- Module Three**      **Investigative Process (Monday, June 15 – 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 (Tuesday, June 16 – 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 (Wednesday, June 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 (Wednesday, June 17 – 2:30pm)**  
Emphasizes the basic skills and techniques for effective witness testimony.

Question and Answer Session/Review (Wednesday, June 17 – 4:00pm)

**Testing – Monday, June 22, 2020.**

**Each participant will receive a separate notice of their testing slot time.**

*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.*