

California School of Investigation

Certified Professional Investigative Consultant (CPIC)

As a Professional, there is never a second chance to make an outstanding first impression. Express professionalism, commitment and competency to your industry and at the same time gain the recognition and respect of your clients, employers and peers by earning your CPIC Certification.

Certification offers the benefits of:

- Recognized Experience
- Greater Marketability
- Increased Economic Compensation
- Heightened Professional Accountability

For Investigative Professionals, a CPIC Certification from the California School of Investigation provides a way to build experience and competency within the industry.

Eligibility to apply for the CPIC Certification

Candidates who wish to take the CPIC examination must satisfy the following requirements:

Experience and Education:

1. Five (5) years verifiable investigative experience.
2. High School Diploma or GED equivalent.
3. Candidates who possess a Bachelor of Science Degree or equivalent in Criminal Justice or a related field will be eligible to apply for the CPIC examination with 3 years of verifiable investigative experience.

Definition of Terms:

“Investigative Experience” is the logical collection of information through inquiry and examination for the purpose of developing evidence leading to problem resolution.

The applicant must be engaged in investigations on a full-time basis or as his/her primary duty, including:

An Investigator in the public or private sector

Employment with companies, government, organizations furnishing services, consultations, etc., provided that the duties and responsibilities substantively relate to investigations.

Examination:

All candidates must pass an examination upon acceptance of their application for the CPIC Certification.

The CPIC Certification Examination consists of multiple choice questions covering tasks, knowledge, skills, and duties of professional investigators. Examination questions shall consist of:

1. Evaluating cases with regards to applicable laws, codes, and regulations.
2. Developing Investigative Strategies.
3. Understanding and utilizing Investigative Resources.
4. Collection of Evidence.
5. Methods of Surveillance and applicable laws.
6. Conducting interviews and preparing witness statements.
7. Preparing Investigative Reports.
8. Service of Legal Process.
9. Public Records Research.
10. Privacy Laws.
11. Electronic Resources
12. Testimony.

Certification:

Upon acceptance of the Application, and successful completion of the examination, CPIC candidates will be issued a Certificate of Certification.

Initial Certification is valid for 2 years from the date of issuance. To maintain the CPIC Certification, CPIC recipients must request and apply for CPIC re-certification prior to expiration of the CPIC Certification.

CPIC recipients requesting re-certification must complete the following:

1. Application for Re-certification
2. Complete 6 hours of Continuing Education relevant to professional investigative services during the 2 years preceding re-certification; or successfully pass a re-certification examination provided by the California School of Investigation.
3. Pay the Re-certification fee.

Application for CPIC Certification:

1. Complete the provided CPIC Application.
2. Schedule CPIC Test
3. Include CPIC Fee of \$150.00 along with Application.

Application for CPIC Re-certification:

1. Complete the provided CPIC re-certification Application.
2. Provide proof of continuing education or schedule re-certification examination.
3. Include CPIC re-certification fee of \$35.00 along with Application.

Note: The \$150.00 application fee is non-refundable. However Applicants found ineligible for the CPIC Certification will receive a refund. Applicants who do not pass the examination on the first attempt, may re-apply to take the examination within 30 days at no additional cost. After 30 days, an additional processing fee of \$75.00 will be charged for re-examination.



California School of Investigation

CPIC (Certified Professional Investigative Consultant) Certification Exam Application

Submit to:
California School of Investigation
P.O. Box 5052
Modesto, CA 95352-5052
1-800-575-4779
FAX: (209) 572-3059

Instructions:

1. Type or clearly print using black or blue ink.
2. Complete all sections in full.
3. Payment must accompany this application. Submit Check or Money order payable to California School of Investigation in U.S. Dollars, drawn on a U.S. Bank. Applications returned via Fax must include credit card payment.

Please check here if this is for a Re-Certification.

Name: Last First Middle

Address City State Zip

Telephone: Home Business Cell

Education

Institution Name

Institution Address

Attended: From: (mo./yr) To: (mo./yr.)

Degree Earned

Institution Name

Institution Address

Attended: From: (mo./yr) To: (mo./yr.)

Degree Earned

Institution Name

Institution Address

Attended: From: (mo./yr) To: (mo./yr.)

Degree Earned

High School Diploma

GED

Experience

Dates of Employment: From: (mo./yr.) To: (mo./yr.)

Name of Employer

Employer Address

Position/Title/Rank/Grade

Total Months of Assignment

Name/Title of immediate supervisor

Telephone Number

Major service of this employer

Summary of work assignment

Dates of Employment: From: (mo./yr.) To: (mo./yr.)

Name of Employer

Employer Address

Position/Title/Rank/Grade

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Total Months of Assignment

Name/Title of immediate supervisor

Telephone Number

Major service of this employer

Summary of work assignment

Professional References

Name

Job Title

Professional Relationship

How long known

Address

Telephone:

Home

Business

Cell

Name

Job Title

Professional Relationship

How long known

Address

Telephone:

Home

Business

Cell

Name

Job Title

Professional Relationship

How long known

Address

Telephone:

Home

Business

Cell

Do you belong to any Professional Associations? Yes No

If Yes, please include name(s) of Associations

Application Declaration

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. I also understand that I must adhere to the CPIC Code of Professional Responsibility. I give consent for all referenced persons to provide information concerning me and/or my application and I release each such person(s) from liability for providing information to California School of Investigation, its owners, agents, employees. Any false or misleading statement, misrepresentation or concealment of material omission of the information I have provided or failed to provide on my application and attachments may be ground for rejection of my application, or if already certified, my certification designation.

Signature of Applicant

Date



CPIC (Certified Professional Investigative Consultant)

Code of Professional Responsibility

CPIC Investigators and applicants for the CPIC designation must adhere to the Code of Professional Responsibility, agreeing to:

- Perform professional duties in accordance with the law and the highest principles.
- Observe the precepts of truthfulness, honesty, and integrity.
- Be faithful, competent, and diligent in discharging their professional duties.
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- Not maliciously injure the professional reputation or practice of colleagues, clients, or employees.

In addition, any act deemed prejudicial to the CPIC designation may result in denial of approval to take the CPIC examination or disciplinary action by the California School of Investigations, up to and including revocation of Certification. Such acts may include, but are not limited to:

- Providing false or misleading statements or information when applying to take the certification examination or to recertify.
- Any act or omission that violates the provisions of the CPIC Code of Professional Responsibility.
- Any act that violates the criminal or civil laws of any jurisdiction.
- Any act that is the proper basis for suspension or revocation of a professional license.
- Failure to cooperate with the California School of Investigation in performance of its duties in investigating any allegation against an applicant or current CPIC.
- Making any false or misleading statements to the California School of Investigation regarding an applicant or current CPIC.

There may be other acts or omissions amounting to unprofessional conduct that may constitute grounds for discipline by the California School of Investigation.