

## School Catalog

Detective Training Institute

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Mailing Address: P.O. Box 909, San Juan Capistrano, California 92693-0909

Telephone: (888) 425-9338, Fax: (949) 498-4751, website: [www.DetectiveTraining.com](http://www.DetectiveTraining.com)

**Course:** Private Investigator

**Objective:** Become a Private Investigator

**Type of Program:** Non-Degree, Diploma

### ARTHUR W. KASSEL

Art Kassel, the Detective Training Institute's founder and senior author of the school's course, was one of the top private investigator trainers in the industry. He has had a distinguished career in law enforcement, and began private practice as a Licensed Private Investigator in the State of California where he started Art Kassel Investigations, a multi-service detective agency, in 1980. Responding to the need for in-depth training of his own investigators, he developed his first private investigator training program. Mr. Kassel received full accreditation from the National Home Study Council in Washington D.C. (now known as Distance Education and Training Council [DETC]) for his school and training program. [Read more](#)

### AUTHORITY TO OPERATE

Detective Training Institute (**DTI**) is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, Sacramento, California. The school operates as a correspondence/distance learning institution only, and does not offer classroom instruction.

### SCHOOL CATALOG

Effective January 1, 2012 through December 31, 2012. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the [School Performance Fact Sheet](#), which **DTI** will provide to you before you sign an enrollment agreement.

You may direct any questions you may have regarding this catalog that have not been satisfactorily answered by **DTI** to the Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798. For more information, see [www.bppe.ca.gov](http://www.bppe.ca.gov), call (916) 431-6959 or fax (916) 263-1897.

### MISSION AND PURPOSE

**DTI's** provides valuable training to people who are willing to work as private investigators but cannot do so without proper training and instruction in the field of private investigation. The school was founded to provide its graduates with the necessary job skills to perform private investigations to the satisfaction of their employers, or to work independently on their own after meeting their state's licensing requirements.

In **DTI's** course, there is an emphasis on different types of investigative work, and the role and functions of private investigators. You'll learn the various practices and techniques used in private investigation, enhance your ability to perform effective record searches through public information sources, and learn how to decipher and summarize court files in public documents and various types of investigations. You will also learn how to gather and evaluate facts and properly gather evidence and develop witness and statements through interviews. You'll develop further skills needed for investigations in such specialized areas as background searches, insurance fraud, personal injury, surveillance, skip tracing, and missing persons. Finally, you'll learn about the investigative opportunities in the business community. You'll learn how to create opportunities for employment through contacts, networking, and other resources.

### EMPLOYMENT PLACEMENT SERVICES

**DTI** does not provide employment placement services but does, upon request, provide its graduates' names to licensed private investigative firms for employment purposes. The school does not release graduate names to private parties seeking to employ the student to conduct investigations since the student would be required to be state licensed to offer such services.

### OCCUPATIONAL REQUIREMENTS

You do not need to be licensed to learn private investigation or conduct your own personal investigations. However, if you intend to advertise your services to solicit business from the general public, you must apply for a state license. Generally, you will be required to work under another investigator's license for a period of two to three years to fulfill your state's experiential requirements before becoming licensed.

The following are general requirements for private investigators in states with licensing laws for private investigators and for positions in private industry. However, they vary from state to state and with different private agencies. Verify the private investigator licensing laws in your state before enrolling.

Applicants must be at least 18, 21, or 25 years of age depending on the state. Private industry usually requires the applicant to be at least 18 years of age. There is no maximum age limit. States with licensing laws usually give written examinations, but never oral examinations. Private industry may require written examinations and oral interviews.

Many states may require a licensing fee and/or posting a bond. Some states require you to have one to three years of work experience/internship as a private investigator trainee before applying for a state license. Applicants must be in generally good health although many minor handicaps that do not severely affect the ability to perform the job are acceptable. These same requirements apply in private industry. Candidates applying for state licensing or for private industry must have a good moral character with no felony convictions, no history of personal maladjustments, and no treatment for mental and/or psychological disorders of any type.

## ADMISSIONS

**DTI** assesses each student before admission to determine whether each student has the skills and competencies to succeed in a distance education environment.

**DTI** is an equal opportunity institution and admits applicants without regard to race religion, sex, age, color, national origin, physical disability, or place of residence, and offers education to anyone who meets the admissions standards and can benefit from the training.

To qualify for admission to the school, a student must 1) be able to read and write, 2) be a minimum age of 18 years old with a high school diploma or equivalent, 3) be of good moral character with no felony convictions, no history of personal maladjustments, and no treatment for mental and/or psychological disorders of any type.

**DTI** accepts admissions on any regular business day. The applicant will receive prompt notification of acceptance or rejection of admission. Instructional materials are emailed and mailed to the student when the application is accepted, which marks the beginning of the enrollment period. Additional materials are mailed as required to ensure maintenance of student progress.

All course lessons and communications are in English. **DTI** does not offer English as a Second Language (ESL) instruction.

**DTI** grants no credit toward completion for previous education or training. The school does not award credit for prior experiential learning or other education or experience.

**DTI** has not entered into a transfer of credits agreement with any other college or university.

## COURSE LENGTH AND HOURS

The complete **DTI** course consists of 35 lessons—700 hours.

## INSTRUCTIONAL METHOD

The educational program is conducted with combination of printed and online correspondence instruction. We designed all of **DTI's** video instruction and printed materials for guided independent study. This approach requires constant effort on the part of the student, encouraged by frequent evaluation from the teacher. Each # includes written instructional materials with clear directions for the learning assignments to be completed. Demonstration of mastery of the instruction by the student is tied to the sequence of the presentation of the material to measure the students' learning of the material. This is accomplished by in-field exercises that enable students to evaluate their progress. **DTI** records evaluations of required mail-in examinations and assignments and these form a part of the student's permanent record. Corrections and constructive criticism of submitted assignments by the teacher are made within three days upon receipt of the materials, reflect the measure of progress for each student, and may point out areas needing special attention. **DTI** provides further assistance to each student whenever necessary. **DTI** grants credit for coursework when a student has passed all exams in the course.

## ATTENDANCE REQUIREMENTS

**DTI** is a correspondence/distant learning school that offers no classroom instruction and has no attendance requirements. Students must complete the total course within two years maximum. However, **DTI** encourages students to submit for correction and grading at least one study unit (five lessons) per three-month period.

## GRADUATION REQUIREMENTS

You graduate the private investigator program when you have completed all seven course examinations with an overall grade average of C or better and have met all financial obligations. **DTI** has no final exam or internship requirements for graduation.

## STUDENT RECORDS

State law requires **DTI** to maintain student records for each student, whether or not the student completes the educational service, for a period of five years after the date of the student's graduation, withdrawal, or termination.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Detective Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the private investigator program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending Detective Training Institute to determine if your diploma will transfer.

## **VOLUNTARY WITHDRAWAL**

Personal and professional demands sometimes make continuation of a learning program impossible. Be assured that our liberal cancellation policy protects you if you decide that you cannot go forward with our program and your career goals. We will honor any request to withdraw from enrollment on the date received. Upon withdrawal, and in accordance with the Tuition Refund Policy printed on the enrollment agreement, **DTI** will make any refund due to you within seven days.

## **ENROLLMENT PERIOD LIMITS AND LEAVES OF ABSENCE**

You may begin your enrollment period on any business day, and progress at your own pace, but you must complete the coursework within 24 months. The enrollment period may be extended, upon written request of the student and approval by the School Director.

**DTI** may grant a leave of absence up to six months to students who are temporarily unable to continue their studies due to personal circumstances or emergencies. During a leave of absence, **DTI** places a student's enrollment period on hold. At the end of the designated period, students are expected to resume course study.

To receive a leave of absence, you must send a request by email or letter to the School Director, detailing the reasons for the request and the time period of leave requested (not to exceed six months). Should circumstances change at any time during the leave period, you may notify the school that you wish to end your leave of absence, and you may resume coursework at that time.

## **ACADEMIC PROBATION**

**DTI's** Academic Probation system functions to warn students of impending academic problems and to provide remedial assistance if needed. We give all students the opportunity to succeed.

If you fail two exams, **DTI** will send a letter to alert you of potential academic problems. Failing three exams will make you a candidate for academic probation and allow the school to step in and offer special instruction and counseling with the opportunity to meet standards upon re-examination. Failure to meet grade standards and the terms of probation will result in dismissal.

## **STUDENT SERVICES**

**DTI** offers students instruction on "How to Study" and "How to Get the Most out of the Instruction." We make instructional assistance available to students for help on lessons, exams, exercises, grades, transcripts, and lesson shipments via telephone, email, or fax. We give telephonic or written consultation concentrating on how to improve study skills and performance to students who are having difficulty in completing lessons satisfactorily. The School Director contacts students who demonstrate unsatisfactory performance in an attempt to formulate new and more productive study habits. **DTI** gives students who ask for assistance the appropriate time and attention to help them deal with their problems satisfactorily.

## **DISMISSAL POLICY**

**DTI** reserves the right, subject to the Tuition and Refund Policy, to terminate a student from the program for the following reasons:

- Criminal arrest record, falsifying Personal Background Data Form, history of personal maladjustments or treatment for mental/or psychological disorders of any kind
- Use of the training to subvert the law or cause harm or fraud to others
- Failure to demonstrate reasonable and successful progress in the program
- Inability to benefit from the instruction
- Failure to maintain tuition payment agreement

## **STUDENT GRIEVANCES**

Students seeking to resolve problems or complaints should first contact the Executive Director, Art Kassel. You may direct unresolved complaints to the Bureau for Private Postsecondary Education.

## **COMPLAINT PROCEDURES**

Students or members of the public may file a complaint about this institution with the BPPE by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT'S RIGHT TO CANCEL: DTI'S LIBERAL CANCELLATION AND REFUND POLICY**

If, for any reason, you are unable to continue this course, you are fully protected by our liberal cancellation and refund policy:

1. **100% REFUND WITHIN 15 DAYS!** The first 15 days are a trial period and it begins when you receive the lessons. When the lessons arrive, please examine them carefully. Assure yourself that they are what you expected and that you will be able to do the work that is required of you. If you decide that you do not want to proceed, notify us by phone, email, or letter and **YOUR MONEY WILL BE REFUNDED IN FULL.\***
2. If you must stop your training after the 15-day trial period, notify the school at once and return all unused lesson materials. The school will keep the pro rata charge for each lesson completed and serviced. All other paid-in-advance tuition will be subject to a prompt refund.\*

3. If you choose to have all course materials sent to you at one time, you will not be eligible for a refund.

\*All refunds made within three business days after receipt of the materials minus any non-refundable postage fee.

## COURSE SYLLABUS

Lesson	Title	Lesson	Title
Lesson 1	World of the Private Investigator	Lesson 18	Arson Investigation
Lesson 2	Investigative Records and Resources	Lesson 19	Workers Compensation Investigation
Lesson 3	Interviewing, Interrogation, and Statements	Lesson 20	Writing Reports and Testifying in Court
Lesson 4	Private Process Servers	Lesson 21	Missing Persons Investigation
Lesson 5	Marital Investigations	Lesson 22	Parental Kidnapping Investigation
Lesson 6	Employee Theft Investigation	Lesson 23	Skip Tracing
Lesson 7	Undercover Operations	Lesson 24	Bounty Hunting
Lesson 8	Surveillance and Surveillance Photography	Lesson 25	Auto Repossession
Lesson 9	Automobile Surveillance	Lesson 26	Asset Investigation
Lesson 10	Foot Surveillance	Lesson 27	Business Intelligence Investigations
Lesson 11	Shoplifting Detection and Shopping Investigations	Lesson 28	Industrial Espionage Investigation and Counter Measures
Lesson 12	Vehicle and Foot Pursuit	Lesson 29	Electronic Surveillance and Counter Measures
Lesson 13	Arrest Procedures and Tactics	Lesson 30	Computer Crime Investigation
Lesson 14	Personal and Private Background Investigations	Lesson 31	Bodyguard Training
Lesson 15	Employment Related Background Investigations	Lesson 32	Executive Protection Training
Lesson 16	Legal Investigations	Lesson 33	Investigating by Computer
Lesson 17	Insurance Fraud Investigation	Lesson 34	Getting a Job as a Private Investigator
		Lesson 35	Starting and Operating Your Own Agency

## SUPPLEMENTAL INSTRUCTION AND RESOURCES

### MULTIMEDIA TRAINING LIBRARY

You will have access to the school's multimedia library to receive video instruction. These self-paced instructional videos give you the opportunity to observe investigative practices that are difficult to demonstrate in printed lessons. You will also receive the Detective Agency Tape Series instruction to hear conversations between investigators and new clients and appropriate responses, demonstrating the variety of reasons why clients hire private investigators.

### SPECIAL TOPICS

You will receive short, specialized, and independent instruction on a variety of related topics essential to the development of your investigative skills. Topics range from Dynamics of Eye-Witness Perception to Sexual Harassment Investigations.

### RESOURCE DOCUMENTS

These important directories, indexes, guides, and checklists outline the many procedural steps needed to facilitate access to many government and private agencies to obtain information necessary to conduct investigations.

### EQUIPMENT CATALOG

This comprehensive catalog illustrates the many investigative aids and devices available to the private investigator for conducting assignments. Students are not required to purchase equipment to complete their training.

### IN-FIELD DETECTIVE FIELD EXERCISES

Actual field assignments prepare you for real-life, on-the-job assignments carried out as a private investigator. Some of these assignments include performing auto and foot surveillance, searching public records at government offices, and conducting online research and investigations.

### GRADING SYSTEM

Detective Training Institute uses a number-letter system of grading, with number grades being assigned to mail-in

assignments, and letter grades to projects and completed courses. **DTI** determines the letter grade for each course by obtaining a mathematical average of the course mail-in assignments. We convert letter grades for courses to grade points for the purpose of computing the grade point average. Grade points range from 4.0 for an A grade to 0 for an F grade or I for incomplete.

Numerical Grade	Letter Grade	Rating	Grade Point Equivalent
90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Average	2.0
60-69	D	Passing	1.0
Below 60	F	Fail (no credit)	0

You may convert a failing grade on a mail-in assignment to a passing grade by satisfactorily completing a make-up assignment or examination.

### COURSE TUITION

Tuition: \$799.00

Shipping: 49.00

Maximum Total Cost: \$848.00

### FEDERAL AND STATE FINANCIAL AID

The school does not participate in any federal or state financial aid programs, including grants, scholarships, student loans, or the GI Bill.

### WORKERS COMPENSATION—RETRAINING AND RETURN TO WORK

**DTI** is an approved training provider in California, Oregon, Washington, and Florida that provides educational retraining and skill enhancement to bring injured workers back into the workforce. Contact the school for more details.

### STUDENT TUITION RECOVERY FUND FOR CALIFORNIA STUDENTS ONLY

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or who are enrolled in a residency programs attending certain schools regulated by the BPPE.

Upon your enrollment, **DTI** automatically pays your state-imposed assessment (\$2.50) for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a California resident who is a student in an educational program, or you are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program.
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, or suffered an economic loss as a result of any of the following:

1. The school closed before you completed the course of instruction.
2. The school failed to pay refunds or charges on your behalf to a third party for license, fees, or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school failed to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.