State of Tennessee
Department of Commerce and Insurance

TENNESSEE PRIVATE INVESTIGATOR AND POLYGRAPH EXAMINATIONS
CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

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Updated 11/1/2020
YOU DO NOT NEED APPROVAL FROM THE TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE TO TEST.

Contact PSI to register and pay for your exam.
- Complete the registration form online, at www.psiexams.com. On the homepage “Create an account” can be found on the right hand column under “New Users” or;
  - Completely fill out the PSI Registration Form (found at the end of this bulletin) and mail, e-mail, or fax to PSI or;
  - Call (855) 746-8173 to register.
  
  Sent online__________________ (no wait time for scheduling the examination date).
  Mailed on __________________ (allow 2 weeks for processing before scheduling the examination date).
  Faxed on ________________ (allow 4 business days for processing before scheduling the examination date).
  Emailed on __________________ (allow 4 business days for processing before scheduling the examination date).
  Called on ________________ (no wait for scheduling the examination date).

Schedule your examination.
Once you have paid, you must contact PSI to schedule an appointment to take the examination. You may either schedule via the Internet, or schedule over the telephone at (855) 746-8173. Scheduled for:

  Examination Date: ________________  Examination Time: __________________
  Test Center Location: __________________________________________________________________________
  To change scheduled date, call back by___________________________

Take the scheduled examination, bringing required identification to the test center.
- Must bring two forms of identification, which bear your signature. One of these must also have your photograph.
  - Your name as shown on the application form must exactly match the name on the photo I.D. used when checking in at the examination site.

  IMPORTANT!  Your name as shown while registering must exactly match the name on the photo I.D. used when checking in at the examination center.

- Arrive 30 minutes prior to appointment.

Get your score report. You will receive your results immediately after the examination.
This Candidate Information Bulletin provides you with information about the examination and application process for the private investigator, private investigation company, polygraph intern, and polygraph examiner licensure in the State of Tennessee.

Tennessee state laws stipulate that a person may not act in this field without first obtaining a license issued by the Tennessee Department of Commerce and Insurance. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to private investigations, private investigation companies and polygraph examiners.

The Tennessee Department of Commerce and Insurance has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides examinations through a network of computer examination centers in Tennessee. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

Following are the examinations offered by PSI Examination Services:

- Private Investigator
- Private Investigation Company
- Polygraph Examiner Intern
- Polygraph Examiner

**CONTACT INFORMATION**

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Services LLC  
3210 E Tropicana  
Las Vegas, NV 89121  
(855) 746-8173  Fax (702) 932-2666  
www.psiexams.com

All questions and requests for information pertaining to licensure should be directed to the Department of Commerce and Insurance.

Department of Commerce and Insurance  
500 James Robertson Pkwy  
Nashville, TN 37243  
(615) 741-4827  
http://regboards.tn.gov

**EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES**

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Investigator examination fee</td>
<td>$140</td>
</tr>
<tr>
<td>Polygraph Examiner examination fee</td>
<td>$140</td>
</tr>
</tbody>
</table>

**NOTE:** Examination fees are not refundable or transferable. The examination fee is valid for one year from the date of payment.

**ONLINE (WWW.PSIEXAMS.COM)**

For the fastest and most convenient examination scheduling process, register for your examinations online by accessing PSI’s registration Web site at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI’s Web site and create an account. The online form will ask you to enter your email address and to spell your name exactly as it appears on the identification that you will be presenting at the examination center.
- The form will ask you to choose the examination you wish to take, to enter personal and contact information, and to pay for and schedule the examination. The form allows you to enter a ZIP code to see a list of examination centers closest to you. Once you select the desired examination center, you will be able to choose an available date and time for your examination.

**TELEPHONE**

- To register by phone, you need a valid credit card (Visa, MasterCard, American Express or Discover).
- Call (855) 746-8173, Monday through Friday between 6:30 am and 9:00 pm, or Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to register with a Customer Service Representative.

**FAX REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day. Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

**EMAIL REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day. Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

**STANDARD MAIL REGISTRATION**

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You may pay fees by credit card (Visa, MasterCard, American Express or Discover), money order, company check, or cashier’s check. Make your money order or check payable to PSI and print your name on it to ensure the payment is applied to your registration. CASH and PERSONAL CHECKS ARE NOT ACCEPTED.
RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if PSI receives your cancellation at least 2 days before the scheduled examination date. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, call PSI at (855) 746-8173 during PSI office hours.

Note: You cannot cancel an appointment by leaving a voice mail or email message. You must use the Internet or speak directly to a PSI customer service representative.

MISSING APPOINTMENT OR LATE CANCELLATION

You will forfeit your examination fee if you:

▪ Do not cancel your appointment at least 2 days before the scheduled examination date;
▪ Do not appear for your examination appointment;
▪ Arrive after examination start time; or
▪ Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

If severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (855) 746-8173 or viewing the website at www.psiexam.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your exam will be rescheduled at no additional charge to you.

EXAMINATION SITE LOCATIONS

The examinations are administered at the examination centers listed below:

**Chattanooga**

6918 Shallowford Rd, Suite 314
Chattanooga, TN 37421
Take I-24 thru Chattanooga. Merge onto I-75 N (toward Knoxville). Take Exit #5 - Shallowford Rd. Turn Left onto Shallowford. The office is on the left.

**Jackson**

368 North Parkway, #3
Jackson, TN 38305
From I-40, Exit 80A onto South 45 Bypass. Third Signal light is North Parkway. Go left on North Parkway and then go right into the first driveway on your right. From the South, take Bypass 45 North to North Parkway and go right onto North Parkway and right into first driveway on the right.

North Parkway is also known as Business Route 412. Coming from the east on 412, turn left into last driveway on the left. Coming from the West on North Parkway, turn right into the first driveway on the right, after crossing the 45 Bypass.

**Johnson City**

904 Sunset Drive, Ste 7A
Johnson City, TN 37604
Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

**Knoxville**

301 South Gallaher View Rd, Suite 114
Knoxville, TN 37919
Traveling I-40/W/I-75 East Bound, take exit #379 (Bridgewater Rd.) Turn right onto Bridgewater Rd. Turn left onto Kingston Pike. Turn right onto South Gallaher View Rd.
Traveling I-40 W/I-75 S West Bound, take Gallaher View exit #379. Turn left at lights, go through Kingston Pike, pass Bearden High School, and down slight hill on right. Arrive at Suburban Office Plaza and go to back of building to Suite 114.

**Memphis**

Apple Tree Center
6099 Mt. Moriah Extended, Suite 17
Memphis, TN 38115
Coming North from Mississippi on Interstate Hwy 55, take Interstate Hwy 240 East. Proceed 8.5 miles to Mt. Moriah Rd. Exit. Go South on Mt. Moriah Road 2.2 miles. Apple Tree Center is on the right (just past the intersection with Hickory Hill and Ridgeway roads).

Coming West on Interstate Hwy 40 from Nashville, exit on Interstate Hwy 240 West (the ring road). Proceed approx. 6.5 miles. Pass Poplar Ave. exit and then take Mt. Moriah Road Exit. Turn left (South) on Mt. Moriah and proceed 2.2 miles to Apple Tree Center on the right.

Please allow PSI 2 weeks to process a mailed registration. After 2 weeks, you may go online or call PSI to schedule the examination.
Coming East on Interstate Hwy 40, exit onto Interstate Hwy 240 South. Go approx. 6 miles to the junction with Interstate Hwy 55. Then proceed another 8.5 miles on Interstate Hwy 240 East, passing Airways Blvd., Lamar Ave., Getwell and Perkins Road exits, before exiting on Mt. Moriah Road.

For all going South on Mt. Moriah Rd., take the second entrance into Apple Tree Center. Turn left between the two buildings on the left. Then, proceed to Suite 17, which is the last suite on the left (in Bldg. 6099).

Nashville
The Oaks
1102 Kermit Drive, Suite 101
Nashville, TN 37217

From I-40 East: take exit onto I-24 (Exit 213-A). Take Murfreesboro Road at the first exit (Exit 52). Stay in the right lane on the ramp, as the exit appears while you are still in the curve. On Murfreesboro, stay in the left lane. You will pass Days Inn and Super Gigante grocery on your right. Turn left onto Kermit Drive when there is a McDonalds on your right. PSI is in the second building on your left. Suite 101 is on the northwest side of building 1102.

From I-40 West: take exit onto Briley Parkway, turn left onto Briley. Exit onto Murfreesboro Rd. Stay in the right lane. Turn right onto Kermit Drive. PSI is in the second building on your left. Suite 101 is on the northwest side of building 1102.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the out-of-state request form found in the back of this bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows for the sign-in and identification verification procedure as well as providing time for you to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver’s license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name.

PRIMARY IDENTIFICATION (with photo) - Choose One

- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

NOTE: ID must contain candidate’s photo, be valid and unexpired.

SECONDARY IDENTIFICATION - Choose One

- Credit Card (must be signed)
- Social Security Card

If you cannot provide the required identification, you must call (855) 746-8173 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.

Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment and challenging any questions or answers that they feel should be eliminated, or changed. The review is one hour in length.

The fee for reviewing your examination is $50. You may register for the examination review via telephone, internet, mail or fax. If you would like to register by Mail or Fax, please fill out the Registration form found on the last page of this bulletin. You may pay with credit card (Visa, MasterCard, American Express or Discover), money order, company check or cashier’s check. Cash and personal checks are not accepted. During the review candidates will be presented with the questions the candidate incorrectly answered during the examination. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by writing down comments on the Review sheet.

All comments made are for the future benefit of candidates. PSI will review all comments and, if necessary, make immediate key changes (or item deletions). But, PSI will not, under any circumstances, retroactively change a grade of any prior candidate. There will not be any notification sent to you from PSI with regard to your review.

You may not be permitted to take any notes out of the review sessions. Please call (855) 746-8173 with any questions. The examination review fee is $50 and it is one hour in length. You must schedule the examination review within 30 days from the date you originally took the examination.

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - Your score will appear on the computer screen, either when you complete all the exam questions or automatically at the end of the time allowed for the examination.
  - If you **pass**, you will immediately be notified that you passed the examination.
  - If you **do not pass**, you will immediately be notified that you failed the examination.

- **On paper** - Make sure to obtain your printed score report from test center staff before you leave the test center.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 746-8173.
TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

▪ A practice examination is not available for these examinations.
▪ Planned preparation increases your likelihood of passing.
▪ Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
▪ Read study materials that cover all the topics in the content outline.
▪ Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
▪ Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
▪ Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXPERIMENTAL QUESTIONS

In addition to the number of examination questions specified in the “Examination Content Outlines”, up to ten “experimental” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

DESCRIPTION OF EXAMINATIONS

PRIVATE INVESTIGATOR

<table>
<thead>
<tr>
<th>Name of Exam</th>
<th># of Items</th>
<th>Length of Exam</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Investigator</td>
<td>100</td>
<td>2 Hours</td>
<td>70%</td>
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CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
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<tbody>
<tr>
<td>Practical Knowledge</td>
<td>40</td>
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<tr>
<td>Tennessee Rules and Laws</td>
<td>60</td>
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</tbody>
</table>

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center. This examination is CLOSED BOOK.

PRIVATE INVESTIGATION COMPANY

<table>
<thead>
<tr>
<th>Name of Exam</th>
<th># of Items</th>
<th>Length of Exam</th>
<th>Passing Score</th>
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</thead>
<tbody>
<tr>
<td>Private Investigation Company</td>
<td>100</td>
<td>2 Hours</td>
<td>70%</td>
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<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
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<tbody>
<tr>
<td>Practical Knowledge</td>
<td>30</td>
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<tr>
<td>Business Management</td>
<td>20</td>
</tr>
<tr>
<td>Tennessee Rules and Laws</td>
<td>50</td>
</tr>
</tbody>
</table>

REFERENCE LIST

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Candidates may use a silent, nonprinting, non-programmable calculator in the examination center. This examination is CLOSED BOOK.

The following reference materials are NOT allowed in the examination center:


POLYGRAPH EXAMINER INTERN

<table>
<thead>
<tr>
<th>Name of Exam</th>
<th># of Items</th>
<th>Length of Exam</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polygraph Examiner Intern</td>
<td>50</td>
<td>1 Hour</td>
<td>70%</td>
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<table>
<thead>
<tr>
<th>Subject Area</th>
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<tr>
<td>Behavioral Sciences</td>
<td>10</td>
</tr>
<tr>
<td>A. Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>B. Psychology</td>
<td></td>
</tr>
<tr>
<td>Instrumentation</td>
<td>10</td>
</tr>
<tr>
<td>A. Calibrate Instruments</td>
<td></td>
</tr>
<tr>
<td>B. Maintain Instruments</td>
<td></td>
</tr>
<tr>
<td>C. Trouble Shooting</td>
<td></td>
</tr>
<tr>
<td>D. Knowledge of Instruments</td>
<td></td>
</tr>
<tr>
<td>Interview and Interrogation Techniques</td>
<td>5</td>
</tr>
<tr>
<td>A. Formulating Questions</td>
<td></td>
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<tr>
<td>B. Knowledge of Cultural and Aptitude</td>
<td></td>
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<tr>
<td>Procedures</td>
<td>8</td>
</tr>
<tr>
<td>A. Pre-test</td>
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<td>B. In-test</td>
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</tr>
<tr>
<td>C. Post-test</td>
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<tr>
<td>Legal Aspects</td>
<td>15</td>
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<tr>
<td>A. EPPA (Employee Polygraph Protection Act)</td>
<td>7</td>
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<tr>
<td>B. ADA (Americans with Disabilities Act)</td>
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<tr>
<td>C. Legal History</td>
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<tr>
<td>Test Types</td>
<td>15</td>
</tr>
<tr>
<td>A. Stimulation Test</td>
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<tr>
<td>B. MGQT (Modified General Question Technique)</td>
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<tr>
<td>C. Control Question Techniques</td>
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<tr>
<td>D. Relevant/Irrelevant</td>
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<tr>
<td>E. POT (Peak of Tension)</td>
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<tr>
<td>F. GKT (Guilty Knowledge Test)</td>
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<tr>
<td>Chart Interpretation</td>
<td>5</td>
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<tr>
<td>Laws, Rules, Regulations</td>
<td>8</td>
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Candidates may use a silent, nonprinting, non-programmable calculator in the examination center. This examination is CLOSED BOOK.

The following reference materials are NOT allowed in the examination center:


Employee Polygraph Protection Act, U.S. Code: Title 29, Chapter 22, American Polygraph Association (APA), P.O. Box 8037, Chattanooga, TN 37414, www.polygraph.org/eppa.cfm.


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<td>Legal Aspects</td>
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<tr>
<td>A. EPPA (Employee Polygraph Protection Act)</td>
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<tr>
<td>B. ADA (Americans with Disabilities Act)</td>
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<tr>
<td>C. Legal History</td>
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<td>Test Types</td>
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<tr>
<td>A. Stimulation Test</td>
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<tr>
<td>B. MGQT (Modified General Question Technique)</td>
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<tr>
<td>C. Control Question Techniques</td>
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<td>D. Relevant/Irrelevant</td>
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<td>E. POT (Peak of Tension)</td>
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<td>F. GKT (Guilty Knowledge Test)</td>
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<td>Chart Interpretation</td>
<td>10</td>
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<tr>
<td>Laws, Rules, Regulations</td>
<td>15</td>
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</table>
REFERENCES LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center. This examination is CLOSED BOOK.

The following reference materials are NOT allowed in the examination center:


Employee Polygraph Protection Act, U.S. Code: Title 29, Chapter 22, American Polygraph Association (APA), P.O. Box 8037, Chattanooga, TN 37414, www.polygraph.org/eppa.cfm.


TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE
EXAMINATION REGISTRATION FORM

Be prepared with the following information before you begin the registration process. Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. Registration forms that are incomplete or not accompanied by the proper fee will be returned unprocessed. Examination fees are not refundable or transferable.

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**Examination**

- Private Investigator ($140 exam fee)
- Private Investigation Company ($140 exam fee)
- Polygraph Examiner Intern ($140 exam fee)
- Polygraph Examiner ($140 exam fee)

**Examination Review**

- Private Investigator ($50 exam review)
- Private Investigation Company ($50 exam review)
- Polygraph Examiner Intern ($50 exam review)
- Polygraph Examiner ($50 exam review)

- First Time
- Retake

**NOTE:** EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

**Total Fee Included:** $______________. You may pay by credit card, company check, cashier’s check or money order. Make your check or money order payable to PSI and note your Social Security # on it.

If paying by credit card, check one: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Card Number: ________________________________ Exp. Date: ________________________________

Card Verification No: _____________

The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).

Billing Street Address: ________________________________ Billing Zip Code: ________________________________

Cardholder Name (Print): ________________________________ Signature: ________________________________

I am submitting the Exam Accommodation Request Form and required documentation (see next page). ☐ Yes ☐ No

**Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature: ________________________________ Date: ________________________________

PSI Services LLC * ATTN: Examination Registration - TN PI
3210 E Tropicana Ave * Las Vegas, NV* 89121
Email examschedule@psioni.com * Fax (702) 932-2666 * (855) 746-8173 * TTY (800) 735-2929 * www.psiexams.com
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:
You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: ___________________________________________ Social Security or ID #: ______________________________

Legal Name: ____________________________________________________________
Last Name                   First Name

Address: ____________________________________________________________________________
Street                          City, State, Zip Code

Telephone: (__________) ________ - ____________    (__________) ________ - ____________
Home                                         Work

Email Address: __________________________________________________________________________

Check any exam accommodations you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment)  ☐ Extended time
  (Additional time requested: ________________)

☐ Reader (as accommodation for learning disability)  ☐ Other _____________________________

☐ Large-print written examination _____________________________

☐ *Out-of-State Testing Request (this request does not require additional documentation)

Site requested:
*You may email your out-of-state request to OutofStateRequest@psionline.com.

☒ After you have registered for the exam, complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
☒ After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.