

# Certificate in Professional Private Investigations

A specialized course of study that makes you eligible to sit for **an important private investigations industry licensure exam in only 4½ months**

Call PDI for full details

## Spring:

**Begins March 9, 2012 in Dallas**

Open House February 18, 2012

## Fall:

**Begins September 7, 2012 in Dallas**

Open House August 25, 2012

**Begins September 18, 2012 in Houston**

Open House September 6, 2012



- **Industry veterans - this program *advances you in the field***
- **Newcomers - this program *prepares you for the field***
- **10 classes**
- **Over 200 instruction hours**
- **4½ months**
- **Upon completion – *Receive a Certificate in Professional Private Investigations***

Brought to you by

**PDI** Professional  
Development  
Institute

UNIVERSITY OF NORTH TEXAS

**866.374.0876**  
**<http://certificate.pdi.org>**

# A Program In Professional Private Investigations That Benefits Both Industry Veterans and Others Interested in the Field

Work with educators and field experts while earning the Certificate in Professional Private Investigations from the Professional Development Institute located at the University of North Texas. This new program prepares students to enter the field of private investigations. Every program is taught by professional faculty, attorneys and practitioners in the field. This curriculum offers over 200 hours of instruction broken down into 10 classes, including special topics. Upon successful completion of the program, you will be awarded a **Certificate in Professional Private Investigation from the Professional Development Institute located at the University of North Texas.**

**According to new Private Security Board rules, this program may satisfy one of the qualifications for an Investigations Company License. Call us for details on this emerging program benefit, or call to discuss any of the ways this program may benefit you.**

## **WHO SHOULD ATTEND**

- Anyone interested in P.I. training
- Loss prevention agents
- SIU investigators
- Claims adjusters
- Lawyers/paralegals
- Investigators in legal, corporate, financial or retail
- Police officers seeking P.I. training
- Licensed private investigators seeking formal training



## **PREREQUISITES**

- Have a high school diploma (or GED)
- Fluent in English
- Basic working knowledge of computers and the internet
- Online access for computer-based proficiency testing

## **Price**

- \$3,125.00. Includes all materials and fees

## **Classes**

- Classes in Dallas are Fridays from 6 p.m. to 9 p.m. and Saturdays from 9 a.m. to 5 p.m.
- Classes in Houston are Tuesdays and Thursdays from 6 p.m. to 9 p.m. and every other Saturday from 9 a.m. to 5 p.m.

**Takes 4 1/2 months to complete. Students must enroll in the entire program and take all of the courses to qualify for the Certificate.**

## **Curriculum**

### **Foundations of Private Investigation and Professional Ethics (20 Hours)**

An overview of private investigations as a profession.

### **Legal aspects of Private Investigations In Texas (10 Hours)**

Principles of law and the role of private investigators.

### **Investigative Techniques & Research I (20 Hours)**

A review of research practices and sources.

### **Investigative Techniques and Research II (20 Hours)**

A focus on conducting investigative interviews and on planning, conducting, recording, interpreting, and presenting the results. Learn best practices and real time in-class research.

### **Surveillance & Undercover Operations (20 Hours)**

Understand how observation and description are related to investigations. Includes sections on surveillance and undercover/covert operations.

### **Criminal Investigations I (30 Hours)**

Learn precise and methodical techniques used in the careful collection of information and evidence in a criminal investigation. Heavy emphasis will be placed on understanding crime scene investigation, discovery, and court testimony. Understand the critical importance of communication with law enforcement, civilians, professionals and other subjects in an investigation.

### **Civil/Insurance Investigations I (20 Hours)**

Differentiate and understand insurance, fraud, vehicle, product liability and police-involved investigations.

### **Domestic and Family Investigations I (20 Hours)**

Discuss the sensitive nature of all types of cases, review high profile examples and discuss positive business responses. Discuss and prepare for the responsiveness, creativity and sensitivity that are usually needed in large amounts during these investigations.

### **Pre Employment/Background/Corporate Investigations (10 Hours)**

Learn how to help companies as well as individuals protect themselves in the marketplace and on the street. Review and understand the rules and regulations surrounding the obtaining of information, how it is obtained and how it is then communicated effectively to the client.

### **PI Practice Management (20 Hours)**

Explore what it takes to establish and structure a private investigation business, and how to work with clients and other professionals in the field. Review Section 1702 of the Texas Occupation Code, the Rules and regulations of the Private Security Board and DPS. Review client Interaction, creating partnerships and networks with law enforcement, other professional investigators, and those within the legal field.

### **Special Topics in Private Investigations (20 Hours)**

Have the opportunity to overview many of the most intriguing PI topics in our Special Topics Classes, with separate presentations on each individual topic. Topics may include: Asset Investigations; Bail Enforcement Investigations; Beginning Photography & Media; Computer Crimes & Internet Investigations; Executive Protection; Forensic & Crime Scene Investigation; Loss Prevention Basics and Physical Security; Missing Persons; SIU - Accident Reconstruction; Fraud & Forensic Accounting; Arson Investigation; Nursing Home/Elder Care Investigations; and Electronic Countermeasures / TSCM / Debugging.

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## Executive Committee

Scott H. Belshaw, Ph.D.

**Advisory Council Chair and Executive Director**

Dr. Belshaw holds a Ph.D in Juvenile Criminal Justice and is Assistant Professor of Criminal Justice at the University of North Texas. He owned a private investigations firm licensed by the Texas Department of Public Safety. His primary investigative experience is in criminal investigations. He is an expert in the field of criminal mitigation and investigations.

Karen Hewitt

**Hewitt and Cowden Investigations**

Ms. Hewitt is a UNT graduate with a Bachelor of Science in Criminal Justice, and is a Texas Licensed Private Investigator. She spent years as a criminal investigator and as a staff investigator with a civil law firm. She graduated from East Texas Police Academy and has her Basic and Intermediate Peace Officer certificates. She served as President and Chairman of the Board of Texas Association of Licensed Investigators, is a member of the Public Affairs and Community Service board of UNT. She obtained the distinction of Texas Certified Investigator.

Ken Robertson

**PDI and the University of North Texas**

Mr. Robertson serves as Chief Operating Officer for the Center for Achievement and Lifelong Learning at UNT and the Professional Development Institute. He has a B.S. from Gorham State University and an MBA from the University of North Texas. He has been active with the American Society for Training and Development, the American Society of Association Executives and the UNT President's Council.

Scott Baldwin

**Advanced Investigative and Screening Solutions**

Mr. Baldwin is the owner of Houston PI.com. He is a graduate of the U.S. Army Military Police Academy and the U.S. Army Counterintelligence School. He holds a Bachelor's Degree in criminology from Louisiana State University and has been a licensed Texas Private Investigator since 1997.

Tim Quinn

**Quinn, Arnim & Wilson**

Mr. Quinn has 19 years of experience in Human Resources, Recruiting, Investigation and Safety. He has focused on combining his skills as a recruiter and researcher in the field of private investigation. He has worked with PI agencies focused on domestic, corporate and insurance investigations.

Peggy Tobolowsky, J.D.

**Professor and Chair, Department of Criminal Justice, University of North Texas. Ex-officio member.**

## Advisory Council

Jimmie Mesis is one of the most recognized private investigators in the world. He has created three investigative agencies. He owns a marketing consulting firm and several Internet based companies. He and his wife Rosemarie own *PI Magazine*. Jimmie sits on the Board for the National Council of Investigation & Security Services (NCISS).

Sonja Raffet/Research World Unlimited

Randy Kildow/TALI President. Ex-Officio Member

Clyde Burleson/Attorney at Law

Gretchen Choe/Attorney and Assistant Professor, UNT

Patti James/Patti James Investigations

Gerald "Jerry" Adams/Gerald Adams & Associates PLLC

Jim Bearden/Jim Bearden & Associates, PLLC

George Cervantes/Cervantes & Associates, Inc.

Reynaldo Ramirez/Attorney at Law

Rodney Ramirez/Houston Investigation Service, LLC

James Reed/Attorney at Law

## Certificate Program in Professional Private Investigations Registration Form

Four convenient ways to register

On-Line: [certificate.pdi.org](http://certificate.pdi.org)

By Phone: 866.374.0876 / By Fax: 940.565.3362

By Mail: 2301 Hinkle Dr., Denton, TX 76201

Name \_\_\_\_\_

Professional Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail (to receive confirmations) \_\_\_\_\_

\$3,125 Certificate Program / Dallas 04P20-801

Total Enclosed \$ \_\_\_\_\_

Paying by:

Check (payable to PDI)

Credit Card:

AMEX  MasterCard  VISA  Discover

Card # \_\_\_\_\_

Card Verification Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

*Policies: A participant may receive a full refund by providing written cancellation 10 or more business days prior to start date of program. No refunds granted within 10 business days of start date. No refunds granted after start of program. Substitutions accepted at any time up to start date. Under special circumstances, PDI may allow you to transfer your registration. If your registration is transferred and you later cancel your registration, only 50% of your registration will be refunded. If the enrollment is not sufficient to warrant holding the program, PDI reserves the right to cancel. If this situation occurs, you would receive a full refund. PDI is not responsible for any expenses incurred by registrant due to cancellation.*

**The Department of Criminal Justice at the University of North Texas** currently has 650+ students. Alumni include administrators and officers of local law enforcement agencies, police chiefs, special agents and officers of the U.S. Government, administrators and officers in the Texas Youth Commission and the Texas Department of Criminal Justice, probation and parole officers, and students working in security, investigations, and loss prevention. Learn more at <http://www.unt.edu/cjus/>  
**The Professional Development Institute located at the University of North Texas** is a not-for-profit, continuing educational facility supporting UNT. PDI has been in existence for more than three decades. Areas of study include energy, legal services, financial management, financial planning, management and personal development.  
To learn more about PDI, visit us at [www.pdi.org](http://www.pdi.org)

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