

INTELLENET

Continuing Education

Purpose. The purpose of this directive is to provide general guidance for *Intellenet* members who have a requirement to comply with Continuing Education requirements to retain their individual private investigator's license or a specific professional certification(s).

General. The need for Continuing Education (CE) is a result of the increasing complexity of the private investigations profession and it is therefore essential that private investigators, who have been granted a license to practice, continue their professional education. Public interest in the integrity of our profession requires that private investigators keep continually up-to-date on developments affecting our profession. Formal programs of continuing education provide the private investigator the opportunity to continually update the individual's knowledge, skills and expertise regarding various aspects of our profession. Compliance with CE requirements varies from state to state and also within the ranks of the various professional certifications. Any individual who is a licensed private investigator and has a state CE requirement has a responsibility to comply with that requirement. Similarly, it is the individual's responsibility to ensure that any CE credits obtained, as a result of attending training sessions, seminars or other recognized professional training is provided to the appropriate entity for application toward CE credit requirements.

Cost of CE. It is the responsibility of the individual seeking continuing education credit to bear all costs of that continuing education. This is true for any continuing education whether or not it is intended for CE credit.

Individual Responsibilities. It is the responsibility of the individual to ensure that properly accrued CE credits are presented to the appropriate agency/entity for recording/posting to that individual's record.

CE Requirements. It is the responsibility of the individual seeking CE credits to know the individual CE requirements which apply to that individual and to ensure compliance with that requirement. During the annual *Intellenet Seminar*, those individuals attending may be awarded CE credit if certain requirements are met. It is the responsibility of the *Intellenet CE Coordinator* to ensure a Certificate of Attendance is awarded, as appropriate.

CE Standards. In order to award CE credits for attendance, the following minimum standards for the CE program must be met:

- Credit will be given for whole hours; a minimum of 50 minutes constitutes one hour.
- Only class hours or the equivalent will be counted; preparation and associated hours do not count.
- An outline of the program must be prepared in advance and preserved.
- A record of attendance (sign-in sheet) must be kept for each session and maintained.

Intellenet CE Coordinator. An individual appointed by the *Intellenet Executive Director* to ensure the *Intellenet* continuing education program is properly managed. The term of this appointment shall be at the direction of the *Intellenet Executive Director*.