



Certification Testing for Background Investigator (CBI)

The California Investigative Academy offers certification in various areas of investigative specialty, including Background investigations. If you have sufficient experience, or have completed one of our attendance schools, seminars, or correspondence courses, you may be eligible to apply for testing as a Certified Background Investigator (C.B.I.)

To qualify for certification testing, you must meet at least one of the following requirements:

1. Three years of verifiable experience in Background Investigations.
2. Two years verifiable experience in Background Investigations and successful completion of one or more Academy approved training equaling eight hours or more on the same or related subject.
3. One year experience in Background Investigations and successful completion of an Academy approved course of training on the same or related subject (attendance school or correspondence course).

If you qualify, complete an application for certification testing and submit it to the Academy Certification Committee, along with the application fee. Your application will be reviewed and your qualifications verified. Arrangements will then be made to administer the test, either at one of our scheduled training sessions, or through a proctor at your work location.

The testing is completed in two parts. Part I of the testing process is confirmation of your education and experience. Part II of the testing process is a one hundred fifty question multiple choice and fill-in-the-blanks questionnaire, covering all aspects of the Background Investigation, including the various purposes of backgrounding, legal and ethical considerations, sources of information and methods of accessing information, as well as procedures and techniques for skip tracing/backgrounding.

Upon verification of your qualifications and satisfactory completion of the testing process, the academy will issue a document identifying you as a Certified Background Investigator (C.B.I.).

The Certification/Application fee for Certified Background Investigator is One Hundred Twenty-Five Dollars (\$125.00). Your application cannot be processed without the appropriate fee. We accept personal or company checks, cashier checks, money orders, VISA, or MasterCard.



California Investigative Academy

Anti-Fraud Training & Publications

Certification Application

Application for: (please check one)

- Basic SIU Academy Date/Location Requested: _____
- Certified Medical Fraud Investigator Certified Background Investigator
- Certified Workers' Comp Fraud Investigator Certified Legal Investigator

Qualifications: (check all that apply - documentation must be attached)

- currently active in-house SIU currently active designated SIU
- currently active in-house claims handler currently active in-house legal counsel
- currently active outside insurance defense counsel (plaintiff counsel ineligible)
- currently sworn law enforcement
- degree in related field (specify) _____
- three or more years experience in designated area
- at least two years experience with related training (specify) _____
- at least one year experience with related training (specify) _____

(Specify Related Training/Degree): _____

Identification Information:

Name: _____ Title: _____

Agency: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Phone (including area code): _____ Fax: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Pager: _____

Date of Birth: _____ Social Security No: _____

Professional License No: _____ Type: _____

Professional Affiliations: SCFIA NCFIA CAIIA ORCAD CALI Other: _____

Instructions:

Complete all sections of this application. Attach any requested/required documentation. If you are applying for the basic SIU academy, be sure to specify the date and location of the academy course you wish to attend. Include payment with this application. Applications can not be processed without the proper application fee. If your application is rejected for any reason, your application fee will be refunded, less a twenty-five dollar (\$25.00) processing fee. Applications will only be rejected if you do not meet the qualification/experience requirements set forth in the attached qualification explanation sheet, or if any information provided in this application is found to be untrue.

Certification/Signature

I hereby certify under penalty of perjury that the foregoing is true and correct and that any attached documentation is authentic. I authorize the California Investigative Academy and/or its agents to verify the information provided herein and I understand that all personal information will be held confidential and released to no one without my express written authorization. I further understand that any falsification of information or documentation provided will result in the rejection of this application, forfeiture of any application fees, and immediate revocation of any certifications issued.

Signature of Applicant

Date