

*Texas Association of Licensed Investigators, Inc.*

*Texas Board Certified Investigator (TBCI)*

*Policies and Procedures Manual*



Texas Association of Licensed Investigators

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*Policies and Procedures Manual*

[www.TALI.org](http://www.TALI.org)

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Board Approved

# Table of Contents

TBCI Mission Statement	Page 4	
TBCI Oath	Page 5	
TBCI Code of Ethics	Page 6	
Article I	TBCI Committee Members' Duties and Responsibilities	Page 7
	a) TBCI Chairperson	
	b) TBCI Education Training Coordinator	
	c) TBCI Publicity and TBCI TALI Booth Coordinator	
	d) TBCI Membership / Historian Coordinator	
	e) TBCI Exchange Group Webmaster	
	f) TBCI TALI Board Liaison	
Article II	Requirements for Becoming a TBCI	Page 8
Article III	TBCI Responsibilities	Page 9
Article IV	TBCI <i>White Paper</i> Criteria	Page 10
Article V	TBCI <i>White Paper</i> Evaluation Form	Page 11
Article VI	Suggested Reading List for the TBCI Examination	Page 11
Article VII	TBCI Written Examination	Page 11
Article VIII	Sample Written Test Questions for the TBCI Examination	Page 12
Article IX	TBCI Oral Examination Procedure	Page 12
Article X	Sample TBCI Certificate and TBCI Pin	Page 13
Article XI	Maintaining the TBCI Certification	Page 13
Article XII	TBCI Continuing Education Submittal Form	Page 17
Article XIII	Use of the TBCI Logo	Page 17
Article XIV	Suspension and/or Revocation of the TBCI Certification	Page 17
Article XV	Reinstatement of the TBCI Certification	Page 19
Article XVI	Appeal Process For the Reinstatement into the TBCI Program	Page 20

*Texas Board Certified Investigator TBCI Mission Statement*



THE TEXAS BOARD CERTIFIED INVESTIGATOR (TBCI)  
PROGRAM SHALL BE THE HIGHEST DESIGNATION  
AWARDED BY THE TEXAS ASSOCIATION OF LICENSED  
INVESTIGATORS.

THIS IS AN EFFORT TO ADVANCE THE  
HIGHEST INVESTIGATIVE STANDARDS OF KNOWLEDGE,  
CONTINUING EDUCATION AND SUPERIOR ETHICAL AND  
PROFESSIONAL LEVELS OF CONDUCT FOR THOSE QUALIFIED  
TEXAS LICENSED INVESTIGATORS WHO HAVE ACHIEVED THE  
HONOR OF TEXAS BOARD CERTIFIED INVESTIGATOR.

**THE RECOGNITION OF SUPERIOR ACHIEVEMENT AWARDED BY THE TEXAS  
ASSOCIATION OF LICENSED INVESTIGATORS, INC.**

*Texas Board Certified  
Investigator THE TBCI  
OATH*



I, \_\_\_\_\_ AS RECIPIENT OF  
THIS HONORABLE RECOGNITION AWARDED BY AUTHORITY OF  
THE TEXAS ASSOCIATION OF LICENSED INVESTIGATORS, INC.  
BOARD OF DIRECTORS, PROUDLY AND HUMBL Y DECLARE MY  
SOLEMN PLEDGE TO UPHOLD AND EXEMPLIFY OUR STATED  
MISSION AND CODE OF ETHICS, AND AS A **“TEXAS BOARD  
CERTIFIED INVESTIGATOR.”** I WILL, TO THE BEST OF MY  
ABILITY, STRIVE TO MAINTAIN THIS CHALLENGE OF  
RESPONSIBILITY AND ALWAYS REPRESENT OUR PROFESSION AND  
ORGANIZATION WITH THE GREATEST DIGNITY WHICH THIS  
CERTIFICATION COMMANDS AND DESERVES.

**THE RECOGNITION OF SUPERIOR ACHIEVEMENT AWARDED BY THE TEXAS  
ASSOCIATION OF LICENSED INVESTIGATORS, INC.**

*Texas Board Certified Investigator*

**THE TBCI CODE OF ETHICS**



**THE COMMITMENT TO PROFESSIONALISM AS A TEXAS BOARD CERTIFIED INVESTIGATOR SHOULD ALWAYS BE REFLECTED IN THE DILIGENT PERFORMANCE OF HIS OR HER DUTIES AND THE LEVEL OF INTEGRITY EXHIBITED IN ALL PHASES OF THEIR LIFE.**

- TO EXCEL IN THE PERFORMANCE OF ALL PROFESSIONAL INVESTIGATIONS AND ONLY ENGAGE IN THOSE ASSIGNMENTS FOR WHICH THERE IS A REASONABLE EXPECTATION OF COMPLETION.
- TO TIRELESSLY STRIVE TO INCREASE INVESTIGATIVE KNOWLEDGE AND TO IMPROVE OUR COMPETENCE LEVEL WHILE BENEFITING FROM CONTINUING EDUCATION OPPORTUNITIES AND DAILY EXPERIENCES.
- TO CONDUCT INVESTIGATIONS IN SUCH A MANNER AS TO OBTAIN EVIDENCE OR OTHER PERTINENT DOCUMENTATION THAT IS A REASONABLE BASIS TO JUSTIFY THE CONCLUSIONS RENDERED.
- TO HOLD IN CONFIDENCE THOSE FINDINGS OF ANY INVESTIGATION CONDUCTED, AND ONLY DIVULGE SUCH FACTS AS DIRECTED BY THE CLIENT OR TO PROPER AUTHORITIES AS REQUIRED BY LAW --- OR ORDERED BY THE COURT.
- TO ALWAYS REFLECT THE IMAGE OF HONESTY AND INTEGRITY IN AN EFFORT TO PROMOTE THE HIGHEST POSSIBLE PUBLIC REGARD AND PERCEPTION FOR OUR PROFESSION AND ALL TEXAS LICENSED INVESTIGATORS IN OUR GREAT STATE.

**Article 1.        *TBCI Committee Members’ Specific Duties and Responsibilities***

The following are TBCI responsibilities, and with the exception of Chairman and Board Liaison, these positions may be performed by TBCI Committee members or individuals that have achieved the TBCI certification.

**A. TBCI Chairperson:**

The TBCI Chairperson is responsible for coordinating the TBCI Committee and all of the functions of the TBCI Program. This includes preparing and updating the required exams and the production of recommended material for the sample written examination. This Chairperson may or may not elect to name a Vice-Chairperson for this Committee.

**B. TBCI Education Coordinator**

The TBCI Educational Coordinator is responsible for assisting and coordinating the submission of the Training Coordinator’s program presented at TALI Seminars for the candidates’ preparatory exam prior to actual certification testing. Obtaining this approval as regulated by the TX DPS of the Continuing Education curriculum presented to the candidates and striving to maintain the highest standards of compliance for all TBCI members with the provisions of this manual and exceeding those specified by the Texas Department of Public Safety. This coordinator may or may not be a member of the TBCI Committee.

**C. TBCI Publicity and Trade Show Booth Coordinator:**

The TBCI Publicity and Trade Show Booth Coordinator is responsible for the TBCI Booth at TALI sponsored seminars as well as publicity for the TBCI program. This coordinator may or may not be a member of the TBCI Committee.

**D. TBCI Historian and Membership Coordinator:**

The TBCI Historian is responsible for maintaining a history of the TBCI Program to include copies of each candidate’s *White Paper*, TBCI news items published in *The Texas Investigator* as well as other TBCI related items. Develop contact program for eligible candidates that will be invited to consider TALI’s certification program. This coordinator may or may not be a member of the TBCI Committee.

**E. TBCI Exchange Group Webmaster**

This individual will coordinate and administrate the group comprised of TBCIs that exchange information on questions regarding investigative subjects. This is a function that is an option of the TBCI Chairman and this webmaster may or may not be a member of the TBCI Committee.

**F. TBCI TALI Board Liaison:**

The TBCI TALI Board Liaison is responsible for maintaining liaison between the TBCI Committee Chairperson and the TALI Board of Directors.

**Article II      *Requirements for Becoming a TBCI***

- Section 1. The applicant must be a resident of the state where they currently reside and/or work for at least one (1) year.
- Section 2. The applicant must be licensed, if required, as a private investigator by the state in which the applicant is residing and working or employed.
- Section 3. The applicant must be a member in good standing with TALI.
- Section 4. The applicant must submit a TBCI approved application form detailing the applicant's five (5) year minimum work experience as a licensed and/or registered private investigator, if required, by the state in which the applicant is residing and working or employed, at the time of the TBCI application. This experience and the information submitted, which will include company name, company address, company telephone number, supervisor and dates of employment meeting these qualifications, will be submitted with the application for consideration for the TBCI designation process.
- Section 5. The applicant must submit the TBCI approved application form, and remit a \$200.00 application fee by check or credit card, payable to TALI.
- Section 6. The applicant must submit a completed, signed and dated *TBCI Agreement Form for Maintaining the TBCI Certification*, contained in this manual, indicating that the applicant has read, understands and agrees to abide by the *TBCI Policies and Procedures Manual*.
- Section 7. The applicant will not be officially accepted into the TBCI program until the signed and dated agreement form is submitted and received by the TBCI Committee.
- Section 8. When a change is made to the *TBCI Policies and Procedures Manual*, each TBCI applicant must execute a new signed and dated *TBCI Agreement Form For Maintaining the TBCI Certification* stating that they have read, understand and agree to the changes or amendments to the *TBCI Policies and Procedures Manual*.
- Section 9. The TBCI applicant must provide any changes in current residence and/or business contact information, including email address, to the TBCI Committee within 30 days of the actual change.
- Section 10. The TBCI applicant must maintain a copy of the most recent version of the *TBCI Policies and Procedures Manual*.
- Section 11. The appropriate TBCI Committee member will investigate and verify the TBCI applicant's background and experience that is submitted for consideration into the program.
- Section 12. The applicant must have a minimum of five years (5) of work experience as a licensed and/or registered private investigator, if required by the state in which the applicant is residing and working or employed. This means that the applicant for the



TBCI program can either be the license holder and/or be a bona-fide employee of a Texas license holder or a combination of the two for a total of five (5) full years.

- Section 13. The applicant must adhere to all the TALI Bylaws, the rules and regulations of the TX DPS, or the rules and regulations of the state private investigator association for the state where the applicant is residing and working or employed, and the laws of the state in which the applicant is residing and working or employed, the Policies and Procedures of the TBCI Program and uphold the TBCI Mission Statement, the TBCI Oath and the TBCI Code of Ethics.
- Section 14. The applicant and subsequently the TBCI, must maintain a high degree of integrity and professionalism.
- Section 15. The applicant must submit a *White Paper* topic for approval to the TBCI Chairperson as stated in this manual.
- Section 16. Once the *White Paper* topic is approved, a detailed proposed outline regarding that investigative topic must be submitted to the TBCI Committee Chairperson for approval.
- Section 17. Once the outline is approved, the applicant will complete the *White Paper* and then submit the *White Paper* to the TBCI Chairperson as per the TBCI submission guidelines.
- Section 18. To be approved, the *White Paper* must pass a rigid scoring evaluation by the TBCI designees assigned as outlined in the *TBCI Policies and Procedures Manual*. As TBCI testing **MAY** only be conducted at the state convention each summer, approved “White Papers” may be published prior to the TBCI Certification process being completed with the proper notations noted with the article.
- Section 19. The applicant must pass both a written examination and an oral practical exercise as outlined in the *TBCI Policies and Procedures Manual*.
- Section 20. The TBCI Committee reserves the right to change either the criteria for becoming a TBCI or for maintaining the TBCI certification from time to time, as appropriate, with the approval of the TALI Board.
- Section 21. If the applicant does not successfully complete the TBCI process by not testing in the written and oral examination and/or not successfully writing, submitting and passing the *White Paper*, as per the *TBCI Policies and Procedures Manual*, within two (2) years from the initial date of the original application and the applicant does not obtain specific authorization from the TBCI Chairperson for an extension of time, the applicant must begin the TBCI process from the beginning and thus will forfeit the \$200.00 TBCI application fee.

### **Article III. TBCI Responsibilities**

- Section 1. Every TBCI must adhere to the TBCI Mission, the TBCI Oath and the TBCI Code of Ethics as outlined in the *TBCI Policies and Procedures Manual*.
- Section 2. Every TBCI must fulfill the Continuing Education (CE) requirements as outlined in the *TBCI Policies and Procedures Manual*.

Section 3. Active participation and continued involvement with the TBCI program is required and is an essential part of the growth of the TBCI program.

Section 4. Each year the TBCI must submit in writing to the TBCI Chairperson a detailed account of their contributions to the TBCI program.

Section 5. The “TBCI Contributions” will include the reporting period from January 1<sup>st</sup> of that year to December 31<sup>st</sup> of the same year. The “TBCI Contributions” will be submitted by March 1<sup>st</sup> of each year immediately after the reporting period.

#### **Article IV. *TBCI White Paper Criteria***

Section 1. The TBCI applicant will be notified in writing that the applicant’s required five (5) years licensing as a private investigator experience has been verified.

Section 2. The applicant will then be qualified to progress to the testing phase and the *White Paper* submittal process.

Section 3. The first step in the *White Paper* process is to submit a *White Paper* topic for approval to the TBCI Chairperson as stated in this manual.

Section 4. Once the *White Paper* topic is approved, a proposed outline regarding that investigative topic must be submitted to the TBCI Chairperson for approval.

Section 5. Once the outline is approved, the applicant will complete the *White Paper* and then submit the *White Paper* as per the TBCI submission guidelines.

Section 6. To be approved, the *White Paper* must pass a rigid scoring evaluation by the TBCI designees assigned as outlined in the *TBCI Policies and Procedures Manual*.

Section 7. Once the topic and outline are approved by the assigned TBCI designees, the *White Paper* must be submitted to the TBCI Chairperson in any word processing format.

Section 8. The *White Paper* should be accompanied by a brief biographical sketch of the applicant.

Section 9. The *White Paper* may not be a rehash of an investigation.

Section 10. The *White Paper* must be an original research paper of an approved investigative topic not less than 1000 words or as otherwise determined by the TBCI Committee.

Section 11. The *White Paper* may not contain footnotes, but rather it may contain endnotes.

Section 12. The *White Paper* is subject to being printed in *The Texas Investigator*, the official publication forum of TALI, and if approved for certification, publishing may precede actual certification if testing is only conducted at the convention.

Section 13. If the written and oral tests are taken prior to the *White Paper* being submitted, the applicant must successfully complete the *White Paper* process within three (3) months after the written and oral test are successfully passed.

Section 14. If the applicant does not successfully complete this 3-month requirement and does not obtain specific authorization from the TBCI Committee for an extension of time,

the applicant must begin the process from the beginning and thus forfeit the \$200.00 TBCI application fee.

Section 15. If the applicant does not meet the above stated criteria, the applicant must re-submit an original application starting the application process from the beginning.

**Article V.                    *TBCI White Paper Evaluation Form***

Section 1. The *White Paper* Evaluation Form is designed to evaluate the applicant's *White Paper* in several categories to ensure professionalism, special investigative knowledge and technical writing ability.

**Article VI.                    *Suggested Reading List for the TBCI Examination***

Section 1. The suggested reading list and sources for questions for both the written examination and the oral practical exercise are listed below for preparing for the TBCI test.

1. TBCI Study Guide updated annually
2. Black's Law Dictionary
3. The Constitution of the United States of America
4. The Bill of Rights
5. The Texas Department of Public Safety – Private Security Board rules
6. The Texas Penal Code
7. The Texas Code of Criminal Procedure
8. The Texas Family Code
9. The Texas State Rules on Criminal Procedure
10. The Texas State Rules on Civil Procedure

**Article VII.                    *TBCI Written Examination***

Section 1. The TBCI examination is given at TALI sponsored seminars for those applicants that have applied and met the TBCI criteria.

Section 2. The written test is by invitation only.

- Section 3. There will be no walk-in applicants allowed to take the test without the specific authorization of the TBCI Chairperson.
- Section 4. The written test is a timed 3-hour test.
- Section 5. The test is a closed book test.
- Section 6. There are no notes allowed in the testing room.
- Section 7. The test is graded on a raw score and not on a percentile of right answers versus wrong answers. Therefore, it is in the applicant's best interest to answer each and every question, including the short answer and essay questions.
- Section 8. Partial credit can be assessed on short answer and essay questions as appropriate.
- Section 9. The written test will consist of multiple choice, true/false, fill-in-the blank, definitions, matching, short answer and essay questions.
- Section 10. A grade of 75% is needed to pass the written portion of the exam.
- Section 11. The test is a PASS or FAIL test and the final raw scores and/or percentages will not be revealed to the applicant or anyone else outside the TBCI Committee.
- Section 12. The TBCI applicant will be advised only that the applicant either passed or failed the test.
- Section 13. The TBCI test is a controlled item and is the sole property of TALI and the TBCI Committee.
- Section 14. Test questions may vary from test to test.
- Section 15. If the applicant fails either the written or the oral portion of the test, the applicant must re-take the failed portion of the test at the next TALI approved seminar where TBCI testing is being offered.
- Section 16. If the applicant fails to comply with this requirement, and the applicant has not obtained specific authorization from the TBCI Committee for an extension of time, the applicant must retake both the written and oral portion of the test even though the applicant originally passed one portion of the entire test and the original \$200 application fee will be forfeited.
- Section 17. The applicant will then be required to start from the beginning of the applicant process with an additional \$200 application fee being required, unless prior approval is obtained from the TBCI Chairperson.

## **Article VIII.           *Sample Written Test Questions For the TBCI Examination***

Section 1. Sample test questions and study material may be provided to the testing applicant.

## **Article IX.               *TBCI Oral Examination Procedure***

Section 1. The oral examination is by invitation only.

- Section 2. There will be no walk-in applicants allowed to take the oral exam without the specific authorization of the TBCI Chairperson.
- Section 3. The oral exam will be a practical exercise designed to test the applicant's ability to conduct an investigation, compile the necessary facts, evaluate the case and findings and give a professional briefing and analysis on those findings.
- Section 4. The applicant will be evaluated by use of the TBCI Oral Examination Evaluation Form for this portion of the process.
- Section 5. If the applicant fails either the written or the oral portion of the test, the applicant must re-take the failed portion of the test at the next TALI approved seminar when testing is offered.
- Section 6. If the applicant fails to comply with this requirement, and the applicant has not obtained specific authorization from the TBCI Chairperson for an extension of time, the applicant must retake both the written and oral portion of the test even though the applicant originally passed one portion of the entire test and the original \$200 application fee will be forfeited.
- Section 7. If any of these criteria are not met, the applicant will then be required to start from the beginning with an additional \$200 application fee being required, unless this prior approval is obtained from the TBCI Chairperson.

**Article X. *Sample TBCI Certificate and TBCI Pin***

- Section 1. A sample of the TBCI pin and TBCI certificate are on display at each TALI sponsored seminar.

**Article XI. *Maintaining the TBCI Certification***

- Section 1. Every TBCI must adhere to the TBCI Mission, the TBCI Oath and the TBCI Code of Ethics as outlined in the *TBCI Policies and Procedures Manual*.
- Section 2. Each TBCI must fulfill the Continuing Education (CE) requirements as outlined in the *TBCI Policies and Procedures Manual*.
- Section 3. Each TBCI is required to actively participate in the TBCI program, as it is an essential part of the growth of the TBCI program.
- Section 4. Each TBCI must execute a signed and dated *TBCI Agreement Form For Maintaining the TBCI Certification* stating that they have read, understand and agree to the *TBCI Policies and Procedures Manual*.
- Section 5. When a change is made to the *TBCI Policies and Procedures Manual*, each TBCI must execute a new signed and dated *TBCI Agreement Form For Maintaining the TBCI Certification* stating that they have read, understand and agree to the changes or amendments to the *TBCI Policies and Procedures Manual*.

- Section 6. Each TBCI must maintain a copy of the most recent version of the *TBCI Policies and Procedures Manual*.
- Section 7. A TBCI will not officially represent TBCI at any function, meeting, seminar or other similar type activity, without the prior written approval by the TBCI Chairperson.
- Section 8. Each year the TBCI must submit in writing a detailed account of their contributions to the TBCI program, entitled “TBCI Contributions”.
- Section 9. The “TBCI Contributions” will include the reporting period from January 1<sup>st</sup> of that year to December 31<sup>st</sup> of the same year.
- Section 10. The “TBCI Contributions” will be submitted to the TBCI Chairperson by March 1<sup>st</sup> of each year immediately after the reporting period detailing the TBCI’s contributions for the previous calendar year.
- Section 11. The TBCI may be required to submit an article of approximately three or four paragraphs long explaining “Why I Became a TBCI” to the TBCI Chairperson upon request after receiving the TBCI certification.
- Section 12. If requested, the “Why I Became a TBCI” article should be sent in MS Word format, or other Windows application, for possible inclusion in *The Texas Investigator*, the official publication of TALI.
- Section 13. There will be no annual dues after one is honored with the TBCI certification.
- Section 14. Each TBCI must provide any changes in current residence and/or business contact information, including email address, to the TBCI Chairperson within 30 days of the actual change.
- Section 15. Each TBCI shall maintain membership in TALI and remain in good standing with TALI.
- Section 16. If the TBCI fails to renew their TALI membership after 90 days from the deadline for renewing, the TBCI designation can and will be suspended and/or revoked.
- Section 17. Each TBCI is required to attend at least one (1) TALI sponsored statewide conference or seminar within a two (2) year calendar period.
- Section 18. If any of the criteria listed for maintaining the TBCI certification is not met and maintained, the TBCI certification may be suspended and/or revoked.
- Section 19. TBCI’s are required to earn 18.0 hours of additional Continuing Education / (CE approved activity) hours every two-year period, above and beyond the prevailing CE requirements for maintaining one’s private investigator license with the Texas DPS- for the two-year period. This means a TBCI must currently obtain 36.0 CE / Activity hours each two-year period to maintain the TBCI certification. This will be reported as required in single (1) year increments as previously described, Article XI, Section 9. **Every year a TBCI must submit at least 18 hours of Continuing Education hours on the TBCI CE form in order to maintain the TBCI designation.**
- Section 20. The TBCI Committee may increase this requirement, as appropriate, if the Texas DPS increases the minimum CE required of all private investigators.
- Section 21. Each TBCI will be solely responsible for submitting their CE hours on the *TBCI Continuing Education Submittal Form* for TBCI’s to the TBCI Chairperson who will maintain these records on each individual TBCI.

Section 22. The CE form must be a complete, timely and accurate account of the submitted hours to maintain the TBCI designation.

Section 23. Each of the claimed CE hours submitted must be separately listed with accompanying dates, location of activity, and a detailed explanation and/or documentation

Section 24. A TBCI can earn Continuing Education (CE Activity) credits as authorized by the TBCI Committee as follows:

- (1) All CE courses and seminars recognized and approved by the Texas Department of Public Safety or other approved recognized investigative associations. A TX DPS or other approved association certificate must be in the TBCI's agency file in the same manner as required by the state board for all claimed CE hours. The TBCI earns the same equivalent CE hours for attendance.
- (2) Assisting in the TBCI oral practical exercise testing phase as a role player and/or oral board member, which includes sitting in on the TBCI oral evaluation board and scoring the TBCI applicant on their presentation. The TBCI can earn 1.0 CE hour for each TBCI oral exercise examination day the TBCI actively participates in up to a maximum of 2.0 hours per calendar year.
- (3) Review and grade a TBCI *White Paper* submitted by a TBCI applicant by using the TBCI *White Paper* Evaluation Form. The TBCI can earn 1.0 CE hours for every TBCI *White Paper* reviewed and graded up to a maximum of 2.0 hours per calendar year.
- (4) Submitting twenty (20) viable questions for possible inclusion in the TBCI test. These questions will include the appropriate answer and reference material indicating the source for the correct answer. These questions and answers should be typed and submitted in a professional manner. Simply copying a book and/or submitting questions will not suffice and thus no CE credit will be awarded. The TBCI can earn .5 CE hours for every twenty questions submitted up to a maximum of 1.0 CE hour per calendar year.
- (5) Submitting an oral exercise problem for potential inclusion in the TBCI test. This submission will include a separate sheet for the roles other TBCI's or participants will play, a summary of the facts of the case, the objectives of the practical exercise and the approved solution. The TBCI can earn 2.0 CE hours for every practical exercise submitted up to a maximum of 4.0 CE hours per calendar year.
- (6) Actively assisting at the TBCI booth at TALI sponsored seminars or other approved association seminars officially representing TALI and TBCI. To officially represent TBCI at any non-TALI seminar, the TBCI must obtain approval in writing from the TBCI Chairperson prior to the event. The TBCI can earn 2.0 CE hours for every seminar day up to a maximum of 8.0 CE hours per calendar year.
- (7) To officially represent TBCI at any non-TALI seminar, the TBCI must obtain approval in writing from the TBCI Chairperson prior to the event. The TBCI can earn 2.0 CE hours for every seminar day (convention may be 2

days) up to a maximum of 8.0 CE hours per calendar year

- (8) Submission and publication of an investigative article during the appropriate reporting period of at least 1000 words or more when published in *The Texas Investigator* or other appropriate publication. The *White Paper* article that may be published in *The Texas Investigator* does not apply to this criteria since it is part of the TBCI applicant process. The TBCI can earn 3.0 CE hours for published articles up to a maximum of 3.0 CE hours per calendar year. Articles written and/or published prior to the TBCI application process are excluded from CE credits.
- (9) Writing and publishing a book during the appropriate reporting period of at least 200 pages on an investigative topic pre-approved by the TBCI Chairperson. The TBCI can earn 6.0 CE hours for the pre-approved book published up to a maximum of 6.0 CE hours per calendar year.
- (10) Speaking at TALI sponsored seminars, TX DPS approved investigative seminars and/or other recognized investigative associations on an investigative topic approved by the TBCI Chairperson. The TBCI can earn 2.0 CE hours for each speaking engagement up to a maximum of 4.0 CE hours per calendar year.
- (11) Serving on the TBCI Committee or performing a specific TBCI Committee assignment such as Educational Coordinator can earn 12.0 CE hours for this service each year up to a maximum of 12.0 CE hours per calendar year.
- (12) Serving on the TBCI Committee or performing a specific TBCI Committee assignment such as Historian / Membership Coordinator or Webmaster can earn 6.0 CE hours for this service each year up to a maximum of 6.0 CE hours per calendar year.
- (13) Serving on the TALI Board. The TBCI can earn 3.0 CE hours for serving on the TALI Board each year up to a maximum of 3.0 CE hours per calendar year.
- (14) Speaking at a college, university, or other educational group on an investigative topic approved by the TBCI Chairperson can earn 1.0 CE hour for each speaking engagement up to a maximum of 2.0 CE hours per calendar year.
- (15) By written authorization for special circumstances approved by the TBCI Chairperson. The TBCI will be advised in writing as to the number of CE credits that can be earned for this special circumstance.

Section 25. If a TBCI who recognizes that he/she is unable to fulfill the requirements necessary for maintaining the TBCI designation due to finances, health, family health, or other problems, he/she may voluntarily submit in writing to the TBCI Chairperson a request that his/her TBCI certification be placed on hold for not more than two (2) years. If approved by the TBCI Chairperson, the TBCI would need to attend a TALI conference before being reinstated.



**Article XII.            *TBCI Continuing Education Submittal Form***

Section 1. The TBCI CE credits are due not later than March 31<sup>st</sup> after the second year that the TBCI received the TBCI certification. The first reporting period will be the first full year of service as a TBCI and each year thereafter.

Section 2. Failure to properly execute and/or submit these CE credits on the *TBCI Continuing Education Submittal Form* in a timely manner, as required by the *TBCI Policies and Procedures Manual*, may result in the TBCI designation being suspended and/or revoked by the TBCI Committee and/or the TALI Board.

**Article XIII.            *Use of the TBCI Logo***

Section 1. Once the TBCI certification is bestowed on an individual, the TBCI may use the TBCI initials and the TBCI emblem on business cards, letterheads, brochures, web sites and other forms of advertising or other related matters in good taste as long as the TBCI certification is maintained as per the *TBCI Policies and Procedures Manual*.

Section 2. A copy of special items bearing the TBCI logo should be submitted upon use to the TBCI Chairperson for inclusion in the TBCI's personnel folder.

Section 3. If the TBCI designation is revoked, no further use of the TBCI initials or TBCI emblem or any likeness or reference to the active TBCI certification may be used by that individual.

**Article XIV.            *Suspension and/or Revocation of the TBCI Certification***

Section 1. If any of the criteria listed for maintaining the TBCI certification is not met and/or maintained, the TBCI certification designation is subject to being suspended and/or revoked.

Section 2. Once the TBCI Chairperson suspends the TBCI for any violation of the *TBCI Policies and Procedures Manual*, the TBCI Chairperson will notify in writing the TBCI Liaison to the TALI Board and the TALI Board of the suspension.

Section 3. The TBCI certification may be suspended and/or revoked by the TBCI Chairperson for any of the following reasons:

- (1) Loss and/or suspension of the TBCI's private investigator's license by the Texas Department of Public Safety.
- (2) Failure of the TBCI to execute a signed and dated *TBCI Agreement Form For Maintaining the TBCI Certification* stating that they have read, understand and agree to the *TBCI Policies and Procedures Manual* within 60 days of the receipt of the *TBCI Policies and Procedures Manual*. This also applies to the failure of the TBCI to sign any updated *TBCI Agreement Form For Maintaining the TBCI Certification* for any revisions, changes and/or amendments to the *TBCI Policies and Procedures Manual* within 60 days of the receipt of the revised and/or amended *TBCI Policies and Procedures Manual*.
- (3) Failure to adhere to any provision of the *TBCI Policies and Procedures Manual*, TBCI Mission Statement, the TBCI Oath and the TBCI Code of Ethics.
- (4) Failure to maintain current membership in TALI.
- (5) Failure to maintain good standing with TALI.
- (6) Failure to attend at least one (1) TALI sponsored statewide conference within a two (2) year calendar period.
- (7) Failure to actively participate in the TBCI program as required and/or requested by the TBCI Chairperson.
- (8) Failure to earn an additional 18.0 hours of additional Continuing Education (CE Activity) hours for every two year period, reported annually, above and beyond the prevailing CE requirements for maintaining one's private investigator license as required by the Texas DPS every two years as required by the *TBCI Policies and Procedures Manual*.
- (9) Failure to properly and accurately submit the *TBCI Continuing Education Submittal Form* to the TBCI Chairperson as per the deadline as outlined in the *TBCI Policies and Procedures Manual*.

- (10) Providing false and/or misleading information that is material and relevant to either the TBCI application process and/or to the maintaining of the TBCI designation.
- (11) Other infractions that are brought to the attention of the TBCI Chairperson that are investigated and found to be violations of any part of the *TBCI Policies and Procedures Manual*. The TBCI Chairperson will review the facts and consider the facts and circumstances on a case-by-case basis.

## **Article XV.                    *Reinstatement of the TBCI Certification***

Section 1. The TBCI designation that has been suspended and/or revoked can be reinstated under the following conditions.

- (1) If a TBCI designation has been suspended and/or revoked for non-compliance for failure to meet the required CE hours, the TBCI can acquire those hours and be reinstated by showing proof of fulfilling the prescribed requirement as per this manual, within 60 days from the date of his/her suspension and/or revocation.
- (2) A TBCI may avail himself/herself of the opportunity to have the TBCI certification reinstated only once in a five (5) year period.
- (3) If a TBCI designation has been suspended and/or revoked for failure to maintain his/her private investigator license, the TBCI can be reinstated by completing the entire process from the beginning, as if he/she were originally applying for the certification. (i.e. The individual must pay the original registration fee, meet the qualifications for becoming a TBCI, submit a *White Paper*, and submit to the oral and written examinations as stated in the *TBCI Policies and Procedures Manual*.)
- (4) A TBCI whose designation has been suspended and/or revoked and who does not seek reinstatement under section (1) and (3) of this article or whose appeal is denied under Article XVI, must wait twelve (12) months from the date of the suspension and/or revocation, whichever is later, before reapplying for readmission into the TBCI program.
- (5) A TBCI who recognizes that he/she is unable to fulfill the requirements necessary for maintaining the TBCI designation may voluntarily resign from the program by submitting a written resignation to the TBCI Chairperson no later than January 31<sup>st</sup> of the year the TBCI is scheduled for re-certification. The written resignation must state in detail the reason the TBCI is unable to meet the requirements for maintaining the TBCI certification.

- (6) A TBCI that submits a resignation under section (5) of this article must wait twelve (12) months before re-applying to the TBCI program.
- (7) The TBCI Committee and the TALI Board will review the TBCI's reasons for resigning under section (5) of this article and decide whether to allow the TBCI to complete the deficient requirements or decide to require the TBCI to re-apply and complete the entire testing procedure from the beginning.

## **Article XVI.           *Appeal Process For the Reinstatement into the TBCI Program***

Section 1. TALI and the TBCI Committee have set up an appeals process for any TBCI that has had their TBCI certification suspended and/or revoked.

Section 2. The TBCI Chairperson will notify the TALI Board and the TBCI Liaison to the TALI Board that the TBCI's suspension has expired without the TBCI being in compliance.

Section 3. A TBCI may appeal his/her suspension and/or revocation of the TBCI certification by the following process.

Section 4. The TBCI can submit in writing the TBCI's intent to appeal to the TBCI Chairperson, the TALI Board President and TALI Chairperson no later than thirty (30) days upon written notification of his/her suspension and/or revocation.

Section 5. This written request to appeal will include justification and reasons for reinstatement into the TBCI program.

Section 6. The TALI Board will review the request as appropriate.

Section 7. The TALI Board that will hear this appeal will consist of three (3) members from the TALI Board. These members will include the TALI Board member that is the TBCI Liaison to the TALI Board and two (2) members of the TALI Board appointed by the President of TALI.

Section 8. The TBCI Chairperson, or the TBCI Chairperson's designee from the TBCI Committee, will be in attendance at any and all appeal hearings.

Section 9. The TBCI will be notified in writing as to the results of that appeal.

Section 10. The TALI Board will send the individual written notice of revocation of the TBCI certification signed by the TALI Chairperson and TALI President.

Section 11. If the TBCI does not appeal the suspension and/or revocation within 30 days of being notified of having their TBCI certification suspended and/or revoked, the TBCI will have no further appeal rights.

*Texas Association of Licensed Investigators*

**Texas Board Certified Investigator (TBCI)**

***TBCI Application Form***

Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (Required for employment verification); State: \_\_\_\_\_ PI License No: \_\_\_\_\_

Email address: \_\_\_\_\_ Required TALI Member at this time: Yes No

Present Certifications: CLI CFE Other: (describe) \_\_\_\_\_  
(Please attach photocopies of current certificates, cards and/or other proof.)

**Qualifying Experience**

Please provide the following information the applicant wishes the TBCI Committee to consider as part of the applicant's work experience to meet the minimum requirements of five (5) years as a licensed or registered private investigator, including one (1) year in the state of residence.

(1) Employer Name: \_\_\_\_\_ Period Employed from: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_

Texas License No.: \_\_\_\_\_ Applicant Job Title/Duties: \_\_\_\_\_

(2) Employer Name: \_\_\_\_\_ Period Employed from: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_

Texas License Number: \_\_\_\_\_ Applicant Job Title/Duties: \_\_\_\_\_

By signing this application for the Texas Board Certified Investigator (TBCI) Program, I agree to adhere to all Bylaws of the Texas Association of Licensed Investigators, Inc. ("TALI"), to the rules and regulations as regulated by the Texas Dept of Public Safety, to the *TBCI Policies and Procedures Manual* of the Texas Certified Investigator Program and to the laws of the State of Texas and the United States of America. By signing this I also voluntarily give TALI or its designee(s) permission to inquire into my qualifications for my acceptance into this Program. **I acknowledge that from the date of this application, I must complete the TBCI Certification process within two (2) years from the initial date of the original application.** \_\_\_\_\_

(INITIALS)

***Applicant Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Submit the completed application with a check payable to TALI/TBCI in the amount of \$200  
to: 2951 Marina Bay Drive, Suite 130-564  
League City, TX 77573

***Texas Association of Licensed Investigators***  
**Texas Board Certified Investigator (TBCI)**

***TBCI White Paper Evaluation Form***

Print Name of Applicant: \_\_\_\_\_

Date of Review: \_\_\_ / \_\_\_ / \_\_\_ Title of White Paper: \_\_\_\_\_

Committee Member Printed Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_

**BASIC REQUIREMENTS:** Non-compliance with any of these is automatic failure.

- |   |           |            |
|---|-----------|------------|
| (A) Is the paper at least 1000 words in length? | PASS_____ | FAIL _____ |
| (B) Is the paper about an investigative topic?  | PASS_____ | FAIL _____ |
| (C) Is the paper a rehash of an investigation?  | PASS_____ | FAIL _____ |

**Once the *White Paper* meets the above criteria and is considered acceptable, the *White Paper* will be scored per the following categories and their relative weights. There are 100 total possible points. A minimum score of 75% or 75 points is needed to pass the *White Paper*.**

<b><i>Possible</i></b>	<b><i>Points</i></b>
<u>Points</u>	<u>Given</u>

**SUBJECT MATTER OF THE *WHITE PAPER*:**

- |  |    |       |
|--|----|-------|
| (1) Is the <i>White Paper</i> about what the title suggests?   | 10 | _____ |
| (2) Is the subject well covered?                               | 10 | _____ |
| (3) Is the writer appropriately knowledgeable of this subject? | 10 | _____ |

<b>COMPOSITION OF THE <i>WHITE PAPER</i>:</b>	<b><i>Possible</i></b>	<b><i>Points</i></b>
(4) Proper punctuation and/or spelling errors?	8	_____
(5) Organized Information process?	6	_____
(6) Retains identity of the topic?	8	_____
(7) Usage of endnotes, bibliography etc?	6	_____

**FACTS IN THE *WHITE PAPER***

(8) Accuracy and sources of information sited?	10	_____
(9) Definitions and/or terms clearly explained?	4	_____
(10) Cite case examples and law when beneficial?	4	_____
(11) Charts, graphs and/or diagrams if appropriate?	4	_____
(12) Ability to get the point across?	12	_____
(13) Usable as instructional guideline to work case?	8	_____

Any category that is not applicable should be marked N/A and will be considered when calculating the overall percentage.

**TOTAL POINTS AWARDED:**

**Pass:**

**Fail:**

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Texas Association of Licensed Investigators***  
**Texas Board Certified Investigator (TBCI)**

***TBCI Oral Examination Evaluation Form***

Print Name of Testing Applicant: \_\_\_\_\_

Date of Test: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Location of Test: \_\_\_\_\_

Committee Member Printed Name: \_\_\_\_\_

<b>SCORING:</b>	Appearance	(Possible 20 points)	_____
	Competence	(Possible 50 points)	_____
	Ethics	(Possible 20 points)	_____
	Intangibles	(Possible 10 points)	_____

TOTAL POINTS GIVEN: \_\_\_\_\_

**Oral Exam Interview Guidelines**

The purpose of the oral examination is to test the candidate in the area of knowledge, ethics and the way the applicant responds in a stressful situation. The method of the interview is to be friendly but challenging. The oral examination should take a minimum of 30 minutes. Scoring of the candidate by the testing committee is outlined below. The total points for each category are listed above. When the oral examination of the applicant is completed, please fill in the score you gave the applicant and return the completed form to the test proctor.

The **APPEARANCE** section does not deal with the physical appearance of the applicant but rather with the method and manner of responses, the appropriate use of terminology, the presentation of the applicant and the ability of the applicant to communicate. In addition, this section is to evaluate whether or not the applicant would make a good witness.

The **COMPETENCE** section deals with the applicant’s professional competence and knowledge.

The **ETHICS** section deals with the applicant’s ethics and knowledge of the law as it applies to ethics.

The **INTANGIBLES** section is just that. What intangibles does the applicant possess that are beneficial to TBCI? Does the applicant significantly impress the committee member with a high degree of knowledge, competency and/or other abilities?

COMMENTS: \_\_\_\_\_

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**Texas Association of Licensed Investigators**  
**Texas Board Certified Investigator (TBCI)**

*TBCI Continuing Education Submittal Form*

Name \_\_\_\_\_ Year awarded TBCI \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ Current e-mail address & fax # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reporting period of this report is January 1, 20\_\_\_\_ to December 31, 20\_\_\_\_

During this period I completed the following TBCI Continuing Education requirements:

**TALI Statewide Conference (*Must attend one every two calendar years*)** List Dates & Locations

Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_

**Non-TALI Seminars of other Investigative or Approved Organizations (Include documentation)**

Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_  
Date \_\_\_\_\_ Location \_\_\_\_\_ CE Hours \_\_\_\_\_

**Other CE Credits Claimed in accordance with the Policies & Procedures Manual (Date & Description)**

<u>Date</u>	<u>Location and/or Description of Service</u>	<u>CE Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**18 CE Hours required per 12 months (18 Average per year) \_\_\_\_\_ Total Claimed**

**AFFIDAVIT OF COMPLIANCE**

I CERTIFY that I am still in compliance with all of the requirements, policies and stipulations contained in the **TBCI POLICIES AND PROCEDURES MANUAL**. I further attest that I have in my Agency files, as is required and regulated by the Texas Dept of Public Safety, or the licensing agency of my State of residence, or the TBCI Policies and Procedures, documentation of all CE hours and have included documentation of other non seminar hours with this form where applicable. I am aware that I may submit by e-mail to the TBCI Chairman, any and all CE credits which I have earned throughout the year and that information will be retained in my TBCI file and may serve as an aid at the end of each reporting year as to those items that I will use to complete this form annually.

TBCI Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

Printed Name \_\_\_\_\_ Agency # \_\_\_\_\_

Date Rec'd & Placed in File \_\_\_\_\_ By \_\_\_\_\_

*Texas Association of Licensed Investigators*

*Texas Board Certified Investigator (TBCI)*

*TBCI Agreement Form for Maintaining the TBCI Certification*

I have read and understand the *TBCI Policies and Procedures Manual* revised on 01/29/2020 and hereby agree to abide by all of the *TBCI Policies and Procedures Manual* as outlined for maintaining the TBCI Certification and being actively involved in the TBCI Program.

\_\_\_\_\_  
*Printed Name of TBCI or TBCI Applicant*

\_\_\_\_\_  
*Texas License Number*

\_\_\_\_\_  
*Signature of TBCI Applicant*

\_\_\_\_\_  
*Date Signed*

*TBCI Committee Internal Use Only*

\_\_\_\_\_  
*Printed Name of TBCI Committee Member Receiving Form*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of TBCI Committee Member Receiving*

\_\_\_\_\_  
*Date*