McAfee Institute Course Catalog

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McAfee Institute

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1. Welcome to the McAfee Institute

The McAfee Institute course catalog is published to familiarize students with the McAfee Institute, our eligibility requirements, policies, programs, student rights, responsibilities and methods for accessing important services.

We have made every effort to ensure accuracy in the preparation of the handbook to provide pertinent and accurate information. From time to time, we revise policies and procedures. We post the changes our website at www.mcafeeinstitute.com and we send an email notification to students. We recommend students periodically check our website for the most up-to-date information.

If you have any questions regarding this document please contact the McAfee Institute and talk with your advisor today.

Welcome to our family.

Sincerely,
Joshua McAfee CEO

2. Mission, Vision, Goals

Welcome to the McAfee Institute! We are a professional training organization that empowers professionals with real-world applicable training to enhance their professional credentials and skill sets. We provide professional board certifications and training in the areas of Cyber Investigations, Intelligence, Cyber Security, e-commerce Fraud, Loss Prevention, Fraud, Cyber Crime, Human Trafficking, Deception Detection, and more.

If you have a passion for fighting crime and saving the world from harm, then explore our programs today. Visit us here: https://www.mcafeeinstitute.com to explore our programs.

2.1. Mission Statement

To provide quality, relevant, and convenient training to professionals in the investigative industry.

2.2. Vision Statement

Our vision is to revolutionize the way professionals learn around the globe; our mission is to empower our students to transform the industry by leading, developing, and equipping other leaders, and to build meaningful relationships with other professionals around the globe.

2.3. Institutional Values

The McAfee Institute places an enormous amount of value on developing leaders within the industry. We challenge thought processes, innovative thinking, strong ethical behavior. We pride ourselves on being able to develop a solid foundation for our students to develop other industry leaders. This, coupled with the industry's best training, provides our students with the skills, thought process, and leadership skills to elevate their careers to the next level.

2.4. Goals & Objectives

McAfee Institute's Chief Academic Officer is responsible for the organization's learning events, and focuses on a more specific set of objectives:

1. Provide a world-class learning experience which allows our students the ability to balance life, family, career & education.
2. Develop cutting-edge, relevant training, created by industry experts at the McAfee Institute, with oversight from the Governing Board.
3. Provide and Maintain Industry Leading Standards in the Intelligence and Investigative Sectors
4. Provide a coaching and mentoring network for industry professionals to grow, learn and help one another succeed.

2.5. Pertinent Dates

Students should review the website at www.mcafeeinstitute.com for upcoming course enrollment dates. Dates may change based on needs. The McAfee Institute observes the following US holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

3. Certification, Authorization & Recognition

Missouri Dept of Education

McAfee Institute is now certified to operate with the Missouri Dept of Education as a proprietary school. The central focus of the Proprietary School Certification Program is consumer protection. This is accomplished through the establishment of standards for school operation and monitoring of those operations to ensure students are treated in a fair and equitable manner and receive education and training consistent with the published objectives of the instructional programs and the school.

Continuing Professional Education (CPE) Sponsor

The McAfee Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.NASBARegistry.org. NASBA and the National Registry of CPE Sponsors have been approved by the Internal Revenue Service (IRS) as a qualified accrediting organization for CPE Credits.

Department of Veterans Affairs

McAfee Institute is recognized by the Veterans Administration and approved for G.I. Benefits for our resident based certification programs and reimbursement of our exam licenses if you are eligible. There is no limit to the number of exams you may take, or number of times you may take the same exam. And, VA will pay for exams even if you fail them. If you need help in completing this application, call VA TOLL-FREE at 1-888-GI-BILL-1 (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal Relay number is 711. You can also get education assistance after normal business hours at the VA education Internet site: www.benefits.va.gov/gibill/.Our CEO is globally recognized by FORBES as a member of the coaches council. These individuals are simply the most best, passionate and most recognized successful coaches throughout the world and is a distinct honor.Forbes Coaches Council is an invitation-only organization comprised of leading executive business coaches and career coaches. Members are hand-selected by the Council's selection committee.

Police Officer Standards and Training (POST)

McAfee Institute programs are approved for POST continuing education credits with the Missouri Police Officer Standards and Training.

The National Initiative for Cybersecurity Education (NICE)

The National Initiative for Cybersecurity Education (NICE) is a nationally coordinated effort including more than 20 federal departments and agencies, academia, and industry. The goals of this initiative are to 1) maintain a globally-competitive cybersecurity workforce; and, 2) broaden the pool of skilled workers able to support a cyber-secure nation. One of the most important aspects of cybersecurity workforce planning is identifying the workforce and numerous workload requirements that impact the nature of the work performed.

The Cybersecurity Workforce Framework provides a systematic way for educators, students, employers, employees, training providers, and policymakers to organize the way they think and talk about cybersecurity

work and workforce requirements.

All McAfee Institute Board Certification programs have been mapped to the National Initiative for Cybersecurity Education (NICE) framework and recognized by the National Initiative for Cybersecurity Career& Studies (NICCS) by the Department of Homeland Security (DHS).

4. Governance, Administration, and Faculty

An independent board of directors governs the McAfee Institute. The board of directors plays an active role in guiding the Institute, from helping to shape the mission, goals, and strategic plan to actively reviewing, contributing to and having oversite on our board certifications.

Members of the board represent varying constituencies and bring wide-ranging perspectives to their service in assisting McAfee Institute to achieve its mission and goals. Directors serve a three-year term and are eligible for re-election. The McAfee Institute board members are listed below:

Robert C. Alfaro – Amazon, Inc
Roderick Bailey – Winston-Salem University
John Bryk – Downstream Natural Gas
Alfred Ducharme – Drug Enforcement Administration
Terrell Elliott – Portland Police Department
Karima Elsayed – SMI Aware
Sherri Foster – Special Investigations Group
Nancy Wright Grady – SAIC
Alan Greggo – Microsoft
John Hiu – US Postal Service
Eric Hurlburt – South Dakota Professional Services
Joseph S. Jones – Bosco Legal Services
Art Keller – Freelance Journalist
Muhammed Khan – Premier International Exchange
Sean Leader – SAIC
Colin MacGregor – Department of National Defense
Sean Marschke – Sturtevant Police Department
Aaron Rowley – eBay
George Torres – CVS Health
Robert Wiley – City of Texas City
Mario D. Worsley – US Air Force
Christopher Young – New Mexico Securities Division
Joy Stanton – Merrimack CO. Dept. of Corrections
Ally Jean-Francois – Nevada Dept of Juvenile Justice Services

4.1. Management of Impartiality

McAfee Institute is committed to ensuring the impartiality of its certification services and actively manages any threat of actual or perceived conflicts of interest affecting its certification services, its management, staff, and auditors, and the activities of any associated functions.

McAfee Institute's Certification impartiality is monitored by a dedicated Impartiality Committee set up by the McAfee Institute Governing board so to provide oversight of McAfee Institute Certification activities in particular to the impartiality of its certification services.

Any queries relating to impartiality should be addressed to the admissions@mcafeeinstitute.com. These will be reviewed by the Impartiality Committee.

4.2. Administration

Administrators for McAfee Institute provide leadership to carry out plans and activities in support of the Institute's goals and objectives. McAfee Institute administrators create and design appropriate processes and services to support students and the learning environment.

Joshua McAfee
CEO/Founder

Paul McAfee
Chief Financial Officer (CFO)

Nicole McAfee
Chief Academic Officer (CAO)

Dr. Richard Flotron
Vice President of Certification and Training

4.3. Program Faculty

Program faculty serves as the primary authors and instructors for McAfee Institute Programs. They are directly involved in the design and maintenance of current and future courses, program design, and student learning outcomes.

Current program faculty includes:

- Joshua McAfee
- Rich Flotron

Each member of the McAfee Institute faculty has demonstrated competence, through formal education and professional experience, to provide educational courses that meet the objectives laid out in the program goals.

4.4. Adjunct Instructors

- Michelle Stewart-Law Enforcement Instructor
- Amanda Markham-Law Enforcement/Investigations Instructor
- Todd Soong-Fire Instructor
- Robert McKone II-Law Enforcement Instructor
- Michael Orme- Intelligence Instructor
- James "JJ" Davis- Law Enforcement Instructor
- Connie Johnson- Ethics Instructor
- Karla Mastracchio-Intelligence Instructor
- Derek Kingsbury-Intelligence Instructor
- Raven Hicks-Insider Threat Instructor
- Charles Kwezera- Forensic Instructor
- Dr. Michele Giampolo-Law Enforcement Instructor
- Kyle Hollander-Law Enforcement Instructor
- Tim Matthews -Law Enforcement Instructor
- Tyra Valeriano-Law Enforcement Instructor
- Johnny Mosely-Law Enforcement Instructor

5. Admission Policy

*Admissions Classifications *

Students are grouped into two different classifications: Certification-Seeking or Non-Certification Seeking.

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5.1. Certified Seeking Applicants

Certified Seeking Applicants are students that would like to become board certified. To apply and enroll as a certified seeking student, the individual must be 18 years of age or older and meet the eligibility requirements for the certification you are attending. Our certification programs require a specific level of education along with specified professional work experience.

Also, a person convicted of a felony, any crime of moral turpitude, or misdemeanor relating to honesty, theft, embezzlement, fraud, or the like shall be ineligible to become a board-certified professional with the McAfee Institute. The applicant must successfully pass the prescribed background check, which may include a criminal background check and examination process. Falsification or omission of information on the application form will be reason enough to disqualify an applicant from becoming or remaining a board-certified professional.

5.2. Non-Certified Seeking Applicants

Non-Certified Seeking Applicants need to be at least 18 years or older and have no requirements as it relates to educational experience or professional work experience.

5.3. International Students

International (nonimmigrant) students are able to attend online courses if they meet the eligibility requirements for the course. **All of the courses, materials, and presentations are delivered in the English language.** International students cannot attend residential programs at this time unless there are United States citizens.

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5.4. Re-Admission Policy

This policy pertains to McAfee Institute students who seek to return to their resident program after leaving as a result of discontinuation, withdrawal, or dismissal. Students on tuition payment plan agreements are also encouraged to inquire about the possible impact of a leave on their payment plan status.

Discontinuation from the program
A student who discontinues from a resident program without notice, or who did not attend the training program as expected relinquishes his/her status as a student and will be administratively withdrawn from the program. Time of withdrawal will be decided on a case by case basis taking into account student specific information and situation.

Readmission Requirements
A student who seeks to return to the program after being withdrawn for less than one academic year must petition for readmission in writing to the VP of
Academics stating the mitigating circumstances (and provide supporting documentation) in which prevented the student from completed the course on the initial attempt.

Petitions for readmission must be approved by the VP of Academics and Academic Review Committee.

The VP of Academics and Academic Review Committee may require a student seeking re-admittance to repeat some or all of the program the student completed before withdrawal and may be required to take additional courses to meet the requirements of the curriculum at the time of readmission.

A student who seeks to return to the program after being withdrawn for a total of one or more academic years will be required to re-apply through the regular admissions process.

A decision by the Admissions Committee to select the student for admission is subject to final approval by the VP of Academics and Academic Review Committee.

Readmission following dismissal for Academic or Professional Misconduct
A student who is dismissed for academic or professional misconduct is not eligible to apply for readmission to the McAfee Institute.

6. Institutional Policies

Any action(s) reported or observed by a student, faculty or staff member in violation of the McAfee Institute's Code of Conduct or Institutional Policies should be reported to the Chief Academic Officer.

6.1. Code of Professional Responsibility

McAfee Institute Certification Code of Professional Responsibility

M.I. board-certified professionals and applicants for certification must adhere to the Code of Professional Responsibility, agreeing to:

- Perform your professional duties with the highest moral principles and within accordance of the law. Non-compliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the certification.
- Observe the values of truthfulness, honesty, professionalism and integrity.
- Be faithful, competent, and diligent in discharging their professional duties.
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- Not maliciously injure the professional reputation or practice of colleagues, clients, employees, or M.I.

Any act deemed prejudicial or unprofessional to the certification may result in denial of approval to take the certification examination or disciplinary action by the Governing Board (GB), up to and including revocation of certification. Such acts may include, but are not limited to:

- Providing false or misleading statements or information when applying to take the certification examination or to recertify.
- Any act or omission that violates the provisions of the McAfee Institute Certification Code of Professional Responsibility.
- Any act that violates the criminal or civil laws of any jurisdiction.
- Any act that is the proper basis for suspension or revocation of a professional license.
- Any act or conduct that is unprofessional, unethical or unbecoming.
- Any act or omission that violates the GB Disciplinary Rules and Procedures.
- Failure to cooperate with the GB's Board of Professional Review in the performance of its duties in investigating any allegation against an applicant or current certified professional.
- Making any false, misleading, or unprofessional, unethical statements to the GB regarding an applicant or current certified professional.

Any student found to be in violation of the Code of Professional Responsibility will be expelled from McAfee Institute and no refunds will be issued. The record of disciplinary action becomes part of the student's permanent record and will be accompanied by a transcript remark.

6.2. Notice of Non-Discrimination

In keeping with its long-standing traditions and policies, the McAfee Institute considers students, employees, applicants for admission or employment, and those seeking access to Institute programs on the basis of individual merit. The Institute does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

6.3. Academic Integrity Statement

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the McAfee Institute's educational mission and the students' personal, professional, and intellectual growth. McAfee Institute students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned.

HONESTY POLICY

IMPORTANT INFORMATION FOR STUDENTS ABOUT THE CONSEQUENCES OF CHEATING AND PLAGIARISM

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the McAfee Institute's educational mission and the students' personal, professional and intellectual growth. McAfee Institute students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Basic Rules: Do NOT share or Disseminate Course Materials or Examinations with others. Do not use additional resources and materials during examinations.

DEFINITIONS OF ACADEMIC DISHONESTY

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized copying of examination materials or utilizing unauthorized copies of past examinations for another course is strictly prohibited.
- Unauthorized collaborating on research assignment or examination.
- Using unauthorized notes during an online examination.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same assignment to two classes without consulting the other instructor.
- Preparing answers, copying prep review quizzes, copying prior examinations, or writing notes, which is to be utilized during an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.

Plagiarism is the act of presenting another person's ideas, research or writing as your own. This includes, but is not limited to:

- Copying another person's actual words without the use of quotation marks and footnotes.
- Presenting another person's ideas or theories in your words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments.
- Purchase and submission of papers from "paper mills," internet vendor sites, and other sources.

Obtaining an Unfair Advantage:

- Stealing, reproducing, copying, circulating or otherwise gaining prior access to course materials or examination materials.
- Depriving other students by stealing, destroying, defacing or concealing library materials.
- Copying, Digital Recording / Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Sharing your homework assignments with others to include posting or re-posting your assignments to the public.
- Engaging in activities that intentionally create an unfair advantage over another student's academic work.

Falsification of Records and Official Documents:

- Forging signatures of authorization
- Falsifying information on an official exam application.

Collusion:

- Lending assistance or failing to report witnessed acts of academic misconduct

DUE PROCESS AND STUDENTS RIGHTS

Any charge, accusation or allegation that is to be presented against a student, and, that, if proved, may subject a student to disciplinary action, must be submitted in writing, in complete detail to the ethics board by the individual, organization or department making the charge. The due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning.

PENALTIES FOR ACADEMIC DISHONESTY

Engaging in acts of academic dishonesty can end a student's educational career and jeopardize future career goals. McAfee Institute is committed to maintaining an atmosphere of academic integrity. Students should know that faculty and staff do follow routine practices that readily detect acts of academic dishonesty. Faculty are experts in their field of study and are often familiar with the source of plagiarized

material. Techniques for detecting cheating are used during online examinations. All alleged cases of academic dishonesty are subject to due process. When misconduct has been proven, the following sanctions are applied. A disciplinary file becomes a part of the student's permanent record.

- Admonition: An oral statement to the offender that he or she has violated Institute rules.
- Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- Disciplinary Probation: Exclusion from participation in privileges or extracurricular Institute activities as outlined in the notice of disciplinary probation for a specified period of time.
- Suspension: Exclusion from courses, board certifications, and other privileges or activities as outlined in the notice of suspension for a definite period of time.
- Expulsion: Termination of the student's status with the Institute to include any and all credentials (or potential credentials if not issued yet), CPE credits or certificates earned shall be revoked indefinitely.

ACADEMIC DISHONESTY OCCURS

Because students are ignorant about the school's policy. Behavior that is considered collaborative in one environment or culture may be considered cheating elsewhere
Because of societal pressure to "succeed at any cost." Students focus on grades instead of the learning process.
Because of desperation. Poor time management and study skills often lead to a lack of preparation for exams and an inability to meet deadlines.

AVOIDING ACADEMIC DISHONESTY

- Read and familiarize yourself with McAfee Institute's academic policies.
- Communicate upfront. Let study partners know where you stand on academic dishonesty. If you work on group projects, be clear that you do not expect your work to be copied. A typist or editor must discuss any changes with you before making them on your papers.
- Learn Time-Management and Study Skills. Allow adequate time for studying and writing papers. Acts of academic dishonesty are often desperate attempts to cover-up lack of preparation.
- Seek Help. If you are overwhelmed by course content, visit the professor during office hours to discuss your concerns.
- Withdraw from the Course. If you are doing poorly in a course or if a crisis has caused you to fall too far behind, consider dropping the course.
- Reexamine Goals. Be sure that the goals you set and follow are your own. Do not be pressured by family and friends into a career that does not make the best use of your abilities.

WITNESSING ACADEMIC DISHONESTY

Protect the value of your McAfee Institute Credentials and Board Certifications. Students who are dishonest in obtaining their grades may not succeed on the job; employers will come to believe that McAfee Institute students do not have the knowledge/skills to perform their work.

You can help to prevent this by reporting acts of academic dishonesty.

If you observe cheating during an exam or know of students who have an unfair advantage, it is your obligation to report these occurrences to the ethics board. You can do so by sending an email to ethics@mcafeeinstitute.com; they will investigate your allegations while maintaining confidentiality. Remember, you are the one being hurt if these injustices are allowed to continue.

6.4. Consequences of Plagiarism

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism, and collusion in dishonest acts undermine the McAfee Institute's educational mission and the students' personal, professional and intellectual growth. McAfee Institute students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned (See Section 16).

Basic Rules:
Do NOT share or disseminate course materials or Examinations with others. Do not use additional resources and materials during examinations.

Definitions of Academic Dishonesty
Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.

Examples include:
• Copying from another student during an examination or allowing another to copy your work.
• Unauthorized copying of examination materials or utilizing unauthorized copies of past examinations for another course is strictly prohibited.
• Unauthorized collaborating on research assignment or examination.
• Using unauthorized notes during an online examination.
• Taking an examination for another student.
• Asking or allowing another student to take an examination for you.
• Changing a corrected exam and returning it for more credit.
• Submitting substantial portions of the same assignment to two classes without consulting the other instructor.
• Preparing answers, copying prep review quizzes, copying prior examinations, or writing notes, which is to be utilized during an examination.
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This includes, but is not limited to:
• Copying another person's actual words without the use of quotation marks and footnotes.
• Presenting another person's ideas or theories in your words without acknowledging them.
• Using the information that is not considered common knowledge without acknowledging the source.
• Failure to acknowledge collaborators on homework and laboratory assignments.
• Purchase and submission of papers from "paper mills," internet vendor sites, and other sources.

Obtaining an Unfair Advantage:

• Stealing, reproducing, copying, circulating or otherwise gaining prior access to course materials or examination materials. • Depriving other students of stealing, destroying, defacing or concealing library materials. • Copying, Digital Recording / Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam. • Intentionally obstructing or interfering with another student's work. • Sharing your homework assignments with others to include posting or re-posting your assignments to the public. • Engaging in activities that intentionally create an unfair advantage over another student's academic work.

Falsification of Records and Official Documents: • Forging signatures of authorization
• Falsifying information on an official exam application.

Collusion:
• Lending assistance or failing to report witnessed acts of academic misconduct.

Any student found to be in violation of Plagiarism will be expelled from McAfee Institute and no refunds will be issued. The record of disciplinary action becomes part of the student's permanent record and will be accompanied by a transcript remark.

6.5. Dress Code

The McAfee Institutes dress coder for residential-based programs is business casual. If you do not know what business casual means please refer below for examples.

Slacks, Pants, and Suit Pants
Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants or nice jeans are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits
Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire. Most suit jackets, blazers or sports jackets are also acceptable attire.

Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear
Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable.

Jewelry, Makeup, Perfume, and Cologne
Should be in good taste, with limited visible body piercing. Remember, that some people are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering
Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

If a student fails to adhere to the dress code policy will face the following consequences:

- Day 1: Will be given a verbal warning
- Day 2: Will be given a written warning
- Day 3: Will be dismissed from the program

6.6. Attendance Policy

Attendance is critical to successful completion of the program. The McAfee Institute's attendance policy is as followed:

6.6.1. Online Programs

McAfee Institute's online programs are self-study & self-paced. You are free to attend the training program at your own convenience with the following stipulation: You have one year to complete the program examination. If you do not complete it within one year you have to purchase a new exam license.

Note: McAfee Institute online programs are not eligible for veterans education benefits.

6.6.2. Resident Training Programs

McAfee Institute resident training programs require 90% attendance. If you miss more than 10% of the program you will be dismissed from the program.

For GI Bill Students: You must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your class hours during the duration of the training program, you'll be removed from the program and your VA benefits for this program will be terminated and you may incur a debt with the VA.

6.6.3. Leave of Absence

The Leave of Absence policy provides for an approved time that students can be away from their studies for up to one year for personal, family, financial, or other compelling reasons. An extension of one term may be granted.

Who is eligible for a leave of absence?
A Leave of Absence may be granted to students for personal, family, financial, or other compelling reasons. Leaves are not granted for students who simply want to take time off from a program. To be eligible, students must be seeking a certification program, have completed at least two full modules prior to the date a leave is to begin, be in good academic standing and be making reasonable progress toward their certification.

What is the benefit of taking a leave of absence?
The main benefits of a Leave of Absence are that 1) the student is guaranteed a return to the program (assuming other institute obligations are met, e.g., debts), and 2) the time taken on an approved Leave of Absence does not count in the time limitations for exam license and or completion.

How do I request a leave of absence?
To request a Leave of Absence, the student must complete a Request for Leave of Absence form, found on the McAfee Institute site. The request must be approved by the student's advisor or VP of academics. The reason for the request is confidential and should remain in the student's department/school file. A plan for re-admission, including any conditions that must be met, should be put in writing and kept in the student's department/school file. The request should be submitted as soon as possible, but no later than the last day of classes during which the leave has been taken. A retroactive Leave of Absence will not be granted.

How can I tell if a leave of absence has been approved?
The student advisor will inform the student and all signatories on the form (e.g., advisor, VP, CEO) once a Leave of Absence has been approved and processed. In addition, a hold is placed on the student's account to prevent further registration. Faculty and staff with appropriate access to our LMS may check SOAHOLD to verify the Leave of Absence hold.

How long many I will be away from the Institute during a leave of absence?
A Leave of Absence will allow a student to be away from their studies for up to one year.

What if I don't return from my leave of absence as planned?
If a student does not return to the certification program, s/he will be considered as having permanently withdrawn from the Institute. To be reconsidered for certification, s/he will need to submit a new admissions application. Programs may require new admissions materials (e.g., letters of reference, proof of experience, education), or allow the student to re-use the materials that were submitted with the student's original application. The student is responsible for contacting the program to determine which materials may re-used and which materials will need to be newly submitted, and for sending that information to McAfee Institute when they apply.

Will I be notified before it expires?

McAfee Institute will send an email reminder to a student before the leave expires. The VP, Instructor and Advisor are copied on the email.

What if I am using VA education benefits?

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may re-certify you for benefits, giving you credit for all hours completed prior to the leave.

6.7. Enrollment Limitations

Student Enrollment Limitations and Priorities

The purpose of this policy is to establish reasonable limitations on enrollments at the Institute. Enrollment in specific programs or programs may be limited as follows:

1. Programs are limited to 15 students.
2. Enrollment may be limited to students meeting eligibility requirements as outlined in the 2020 Edition Course Syllabus.
3. Cancelation of Low Enrollment Courses
4. Enrollment may also be limited due to the following legal or practical considerations:

- Health and Safety Concerns
- Facility Limitations
- Faculty Workload
- Availability of Qualified Instructors
- Funding Limitations
- Regional Planning Constraints
- Legal requirements imposed by statues, regulations or contracts

7. Tuition and Fees

Enrollment into Online Programs

The student will register for the online program via the course landing page at mcafeeinstitute.com. The student is enrolled in the program as soon as payment is made. The student will receive an email giving them access to their account. They follow the account instructions on the email and may begin their course immediately.

Enrollment into Resident Programs

The student will choose the date and time of the resident program they wish to attend on the course landing page and register for the program at that time. Once enrolled the student will receive a confirmation email indicating their spot is reserved with the program details (location, airport, hotel, times and dates of the program). The student's course materials will be provided at the location of the training program.

Fees

Students are responsible for the cost of their Course(s). Sometimes an employer may cover the cost of the course or reimburse the student for the course. The course is to be paid for before the student is granted access to the course. Payment or a student tuition payment plan (agreement) must be in effect at the time of enrollment. If using VA Education benefits for resident training programs only the enrollment agreement must be completed prior to registration.

Student Tuition Payment Plan (Agreement)

McAfee Institute offers students the ability to pay for their program tuition via an automatic payment plan. The student will decide what type of payment plan they would like to enroll in at enrollment. The payment plans offered range from 2 to 6 payments. The first payment is required upon enrollment. This will activate the student's course and give them access to the course.

The next payments will automatically be withdrawn from the card they used for initial payment and will bill on the date purchased for the following months until the course is paid in full. There is no credit check. Payment plans and the payments made toward the tuition are the responsibility of the student.

Non-Payment or Failed Payment

If you fail or miss a payment you are given a 3-day grace period from the date the payment was missed. If payment is not made during that time, you will be removed from the program and access will be suspended.

If payment is not made within 3 days of the suspension you will be accessed a reinstatement fee of $175 reinstatement fee and the balance of your account will be due immediately.

If this your balance and reinstatement fee is not paid within 3 days of being due you will be terminated permanently from the program and your tuition will be forfeited. Please chat with us, call us at 888.263.1650 or email us at support@mcafeeinstitute.com for assistance.

If the student fails to pay as agreed upon, they will be removed from their program and will not be able to enroll in any new courses until the outstanding debt is paid in full. The Institute may withhold official

transcripts until the debt is paid in full and satisfied.

Employer / Government / Agency Payment Agreements

McAfee Institute works with employers and government agencies around the world which submits payments on behalf of the student for attendance in our programs. These payment agreements are not to be construed or confused with a student tuition payment plan agreement and are separate in nature.

Travel

Students are responsible for the costs of hotel, food, and travel to attend any of the resident programs. These amounts are to be paid directly to the hotel, etc at which the residential program is being conducted.

Financial Aid

At the present time, McAfee Institute does not administer federal financial aid or their sources of financial aid programs. McAfee Institute recommends student's check with their employers regarding tuition reimbursement or assistance programs for which they may be eligible.

8. Scholarship Offerings

The following scholarships are administered and awarded by the McAfee Institute Please note that the McAfee Institute may change their deadlines and/or requirements, so you should consult with our website for the most up-to-date information. There may also be additional opportunities for outside scholarships available. Please see our External Resources webpage for more information.

Blueline Scholarship

The purpose of the Blueline Scholarship is to develop the professionalism of the law enforcement community by furthering the officers skills and knowledge in the areas of cyber, intelligence, investigations, and forensic activities through the offering of special training, the inter-agency exchange of ideas and experiences, and assistance in the implementation of new techniques and equipment in the law enforcement community.

Candidates will be evaluated on the basis of their financial need, leadership ability, extracurricular activities, and a personal statement on "What significance I want to make within the law enforcement community as a whole".

Requirements:

1. Requests should be submitted at least 6-weeks prior to the start of the class you want to attend.
2. We will award scholarships 4-weeks prior to the class. Recipients will be notified via email.
3. One scholarship available per class, awarded to eligible candidates in the order the requests are received.
4. A request letter signed by the agency chief executive (or designee), endorsing the applicant's qualifications must be submitted with the application.
5. Please check the box on the form below if you give us permission to advertise you as a recipient of the scholarship.

Conditions:

- McAfee Institute does not provide travel, lodging, or per diem assistance (the scholarship covers only the cost of McAfee Institute course tuition).
- Scholarships are for in-person resident programs only (online courses are not eligible).
- If the class is canceled, the scholarship is canceled as well (applicants are eligible to re-apply for another class).
- Limited to one scholarship per person, per year.
- Scholarships are not transferable.
- Recipients may remain anonymous.

Cancellation Policy:

McAfee Institute, LLC. makes every attempt to complete all of our scheduled classes, however, we may

have to postpone or cancel any class because of insufficient paid enrollment, host agency request, or for any unforeseen circumstance, such as weather or illness. McAfee Institute is not responsible for any travel costs or fees incurred by the student for any canceled or postponed class. A student may request to be withdrawn from any class by emailing support@mcafeeinstitute.com at least two business days prior to the start of the class.

For more information or to apply, please click this link.

9. Veterans

The McAfee Institute loves working with our incredible veterans. Explore this section to see how we can help you to take your career to the next level while both serving our country and when you embark on a new career outside of it as well.

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9.1. Active Duty Military Service

If a student gets called to active duty military service, their course can be placed on hold. We will allow the student to have the remainder of what time is left on their course when they are no longer in an active duty status. It is the responsibility of the student to inform McAfee Institute of their active duty status by calling: 888-263-1650, or by writing to: support@mcafeeinstitute.com.

If you request a program cancelation/refund you must submit your deployment orders to cancel/request a refund a program.

McAfee Institute will notify VA of the status change, and McAfee Institute could recertify for the remainder of the program upon return.

9.2. Veterans Education Benefits

Veteran students are eligible to use their benefits for board certification examinations. Students seeking reimbursement for exam fees should complete VA Form 22-0803 and submit to their local VA Regional Office or https://www.vets.gov/education/advanced-training-and-certifications/licensing-certification/ for more information.

Disclaimer: The amount of the exam fee reimbursed may not cover the entire exam fee in all cases. Please refer any questions to your local VA Regional Office for clarification.

9.3. Tuition and Fees

Qualifying students may use their Veterans Education benefits for tuition and fees. However, you are ultimately responsible for the tuition and fees. A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by the Department of Veterans Affairs Regulations, CFR 21.4255. The refund will be within 10 percent of an exact pro rata refund. No more than $10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course. The refunded amount shall be paid within 40 days.

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9.4. Program Completion

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

9.5. Mitigating Circumstances

The VA requires students using the Post-9/11 GI Bill® to provide mitigating circumstances when they withdraw from or drop a course after the drop/add period and receive a non-punitive grade. Acceptable mitigating circumstances must be provided in order to pay benefits for the period of attendance prior to the drop date. If they are not provided and accepted, any benefits paid from the beginning date of the term will be considered an overpayment, and a debt may be established. If you've dropped classes after the drop/add period or had to stop attending and received a grade that isn't factored into your Grade Point Average, chances are the term "mitigating circumstances" was mentioned in a letter we sent you. So what are "mitigating circumstances" and why should you care? To learn more, read the VA's Mitigating Circumstances FAQs.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.

9.6. Leave of Absence

Students receiving VA educational benefits may take a school-approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may re-certify you for benefits, giving you credit for all hours completed prior to the leave.

9.7. Compliance with Section 103 of the Veteran's Benefits & Transition Act 2018

Compliance with Section 103 of the Veteran's Benefits & Transition Act 2018

Background

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), McAfee Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. McAfee Institute will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

10. Grading

The following tables list the grades that are used at McAfee Institute and show how they are calculated to determine the grade point average (GPA). Compared to other respondents, a smaller proportion of respondents outside the U.S. and Canada selected the promotion of certification by co-workers, peers, or supervisors among the primary reasons for pursuing certification. However, a higher proportion of respondents outside the U.S. and Canada indicated they pursued certification to stay current in the investigative and intelligence industry.

Letter Grades and Grade Point Equivalents

A	4.0	93.0-100.0
A-	3.7	90.0-92.9
B+	3.3	87.1-89.9
B	3.0	83.0-87.0
B-	2.7	80.0-82.9
C+	2.3	77.1-79.9
C	2.0	73.0-77.0
C-	1.7	70.0-72.9
D+	1.3	67.1-69.9
D	1.0	60.0-67.0
F	0.0	below 60.0

Grading Scale:
Excellent (A, A-).
Very good (B+, B, B-).
Average (C+, C).
Poor (C-, D+, D).
Failure (F)

We also utilize the following marks as well

- I – Incomplete
- W – Student Withdraw
- AU – Audit
- P/CR/S – Passing / Credit / Satisfactory (C- or Better)

- NC/U – No credit/Unsatisfactory
- NG – No Grade Assigned
- TR – Credits accepted as transfer

10.1. Auditing a Board Certification

Students can elect to study on their own accord without attending our program and sit for any of our board examinations with the submission of the examination fee of $450. The student when ready will complete the exam application and sit for the online exam.

11. Waivers & Credit Transfers

A Board Certification candidate can request an experience waiver of one year in the following circumstances:

Based on educational qualifications (on a case by case basis) the candidate can request a waiver of a maximum of one-year work experience as a direct full-time professional in the intelligence and or investigative sectors.

This requires an educational qualification such as an advanced degree such as a Masters or Ph.D. in the areas of criminal justice, homeland security, intelligence, psychology, or relevant program from an institution accredited by an organization recognized by the U.S Department of Education.

Valid experience includes intelligence and/or investigative related work, performed as a full-time practitioner, consultant, investigator, or instructor and requires the direct application of that knowledge. The experience must also cover the core competencies of the program for which the waiver is requested.

11.1. Transfer Credit

The McAfee Institute does not accept transfer credits. All programs must be completed in their entirety in which a student enrolls.

If you are using or planning to use veterans education benefits you must submit all educational records as indicated below:

For Veterans: Transcripts should be sent to the McAfee Institute Admissions Office. Veterans must also submit a military transcript and DD Form 214 (Member 4 or Service 2 version). The military transcript is either the Joint Services Transcript (Army/Navy/Marines/Coast Guard) or Community College of the Air Force Transcript (Air Force only). Joint Service Transcripts will be subject to an initial evaluation in which any military course that has been deemed as a direct equivalence AND directly pertains to the student's specific degree will be awarded. Awarded credit cannot be removed once applied. All other completed military courses on the Joint Service Transcript that do not pertain to the student's specific program of study will not be awarded. For more information, visit www.mcafeeinstitute.com.

12. Examinations

McAfee Institute administers several-industry renowned board examinations. In addition to benchmarking a student's knowledge against industry job standards, students will also earn an industry-leading certification. McAfee Institute exams are closed book and are taken online.

Students who have questions regarding scheduling a proctored exam should email admissions@mcafeeinstitute.com or call 888-263-1650.

12.1. Examination Security Policy

McAfee Institute Exam security policies and procedures are designed to make sure every M.I. student gets the same chance to demonstrate their knowledge on exam day without anyone gaining an unfair advantage. On enrollment and prior to sitting you're your board exam, you'll have acknowledged and agree to follow M.I. policies and procedures.

Keeping Exams Secure

Because McAfee Institute Exams are given online and around the world it is critical that students taking the exam follow policies and procedures to keep the questions secure.
The exam security policies and procedures include things such as:

- Taking your McAfee Institute Exam at the scheduled date and time.
- Not opening entering your exam environment until your proctor tells you to do so.
- Not taking exam materials from the testing environment.

Violating these or any of the test security and administration policies and procedures could cause your score to be canceled. Under some circumstances, you could even be banned from future testing.

Discussing Exam Questions

McAfee Institute will automatically cancel your exam score if you are discovered disclosing through any means the following:

- multiple-choice content
- free-response content from an alternate exam
- free-response content from a regularly scheduled exam
- free-response content that is not released on the McAfee Institute's

This means that something you may not have intended as a violation, like casually talking about a multiple-choice question with your friends or your teacher during the exam break or discussing a free-response question right after the exam, can actually result in having your score canceled.

Misconduct

You are also agreeing not to engage in misconduct during the M.I. Exam, including:

- Obtaining, or attempting to obtain, improper access to the exam, or a part of the exam, or information about the exam.
- Removing a page or portions of a page from the exam book.
- Attempting to remove from the testing room any part of the exam or any notes relating to the exam.
- Referring to, looking through, or working on any exam, or exam section, other than during the timed testing period for that exam or exam section.
- Accessing or attempting to access any prohibited aids.
- Accessing or attempting to access a phone of any kind or electronic device during testing or during

breaks.

- Having subject-related information on your clothing, shoes, or body.
- Using testing accommodations not approved by McAfee Institute.
- Bringing food or drink into the testing room (unless it's approved as an accommodation by McAfee Institute).
- Leaving the testing room, building, or designated break area without permission and/or taking an extended break.
- Copying the work of another student or of published or unpublished sources.
- Attempting to give or get assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration, including during breaks.
- Attempting to take the exam for someone else.
- Creating a disturbance.

If found doing these you may be asked to turn in your exam materials and leave the exam room. You may not return to the exam room, and your score will not be reported.

Consequences for Violating Security Policies

The following security policy is now in effect:

McAfee Institute will prohibit individuals from taking the McAfee Institute Board Exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any McAfee Institute Board Exam, or otherwise threatened the integrity of the exam.

Examples include viewing or capturing images with a cell phone on exam day or being caught with a "cheat sheet" containing test content, answer keys or other content that would provide an unfair advantage.

The duration of an individual's ban may vary depending on the circumstances and severity of the violation, as determined by McAfee Institute's discretion. McAfee Institute reserves the right to share information, including the names of banned test takers, with their attending high schools and interested higher education institutions.

Appeals of the ban will be considered and decided at McAfee Institute's discretion.

Following exam security policies and procedures keeps things fair for you and your fellow exam takers.

Exam Storage
All exam materials are safely secured within our examination software Brillium. Its secured with HTTPs, User Name, Password, SMS, and Double ID Verification.

12.2. Exam Policies & Rules

All McAfee Institute Board Exams are timed. Each program varies, so please refer to your course for more details.

They are a mixture of true/false, multiple-choice, and scenario-based questions.

Exams must be taken in one sitting and cannot be taken over multiple settings, time periods, or days.

Once you enter the exam environment, you have to complete it in that sitting

The exams are closed-book exams.

Make sure to have a stable internet connection. Your exam will not be given a second time due to poor internet connections or loss of internet.

The passing score is 70%.

Please refer to the course landing page to see if this is applicable for the program of your interest.

If you fail the exam, run out of time and fail it, or stopped the exam for any reason without completing it, you will need to purchase a new exam license.

12.3. Remote Proctor Exams

The McAfee Institute utilizes ProctorU which is an online exam proctoring services for all courses which require a proctored exam. This secure, cloud-based proctoring service allows students to take secure exams at their convenience while maintaining university integrity. The exam can be accessed through www.mcafeeinstitute.com. More instructions and training videos for utilizing ProctorU can be viewed in the New Student Orientation. A PC or Mac, webcam (external or built-in), and an internet connection are required.

Students should be prepared to show two (2) forms of personal ID. Both must have a signature, and both must be current. One of the two must have the student's photo. The ID bearing both a signature and photo must be government-issued.

12.4. Exam License Time Limit

The student will have 1 year from the time of purchase to complete their exam. If they do not complete the exam within 1 year, they will be required to purchase another exam license in order to obtain the Certification.

12.5. Application for Exam

Each student will submit an exam application that will ask for their educational and professional background that is required for the Certification to ensure they meet the eligibility requirements.

12.6. Rescheduling & No show

The scheduling process for your proctor is done via ProctorU and will be web-based through the student's portal account. Exam slots are available on a first-come, first-serve basis.

Students should schedule their appointment at least three days before their desired exam date.

Exams are proctored online through ProctorU. There are no exceptions to this, and this is a requirement to becoming board certified. The proctor session is included in the tuition package for our board certification programs.

If you miss, fail to show, or reschedule the exam, those additional fees are not covered by McAfee Institute and are the sole responsibility of the exam taker at the cost of $99 per occurrence. Once you schedule your proctor session, we are charged for your appointment regardless if you show up or not.

If you proceed past any portion of the proctor registration steps and DO NOT follow the directions as laid out. You will forfeit your exam application and fees. You will be required to purchase a new exam license at the cost of $450 USD, and you will be required to pay a rescheduling fee for your proctor session of $99 before being able to reattempt the final exam.

12.7. Exam Extensions

Exam Extensions

If you need additional time you may purchase a new exam license which will provide you with an additional 365 days to take the exam. You can do so inside your course.

Complementary Extension

To ensure fairness and impartiality for all candidates, McAfee Institute can only consider granting complimentary extensions for Extenuating Circumstances such as bereavement, acute medical issues, military deployment, or government duty. If you believe your current situation qualifies, please review the M.I. Special Requests page for more information on the requirements and how to apply.

Note Extenuating Circumstances Extensions: We do not provide Extenuating Circumstances exam extensions, on the basis that you have just not had time to complete it.

If one of these situations has arisen in your life and you need to request an extension prior to the exam license expiration date by clicking here.

13. Satisfactory Academic Progress (SAP)

For Online Programs

Students have one year from the date of enrollment to complete the online board examination. Failure to not complete the examination process within the one year time period will result in requiring the student to purchase a new exam license to become certified.

For Resident Based Programs

Resident based students must attend 90% of the resident based program.

1. If a student misses more than 5% of the program they will be given a verbal warning.
2. If a student misses more than 7% of the program they will be given a written warning.
3. If a student misses more than 10% of the program they will be dismissed from the program.

13.1. Monitoring Academic Progress

Monitoring Academic Progress

Success & progress is tracked through our learning management system. Both students and McAfee Institute staff can access student progress at any time from within our LMS.

1. Student progress made during the course of the program is recorded in our LMS system. Our system records the date and time a lesson is completed to the student record. The student can view their progress from within the course as see below. The can see how many lessons have been completed and how many are left. They can click on that to see the overall percentage as well of course completion.
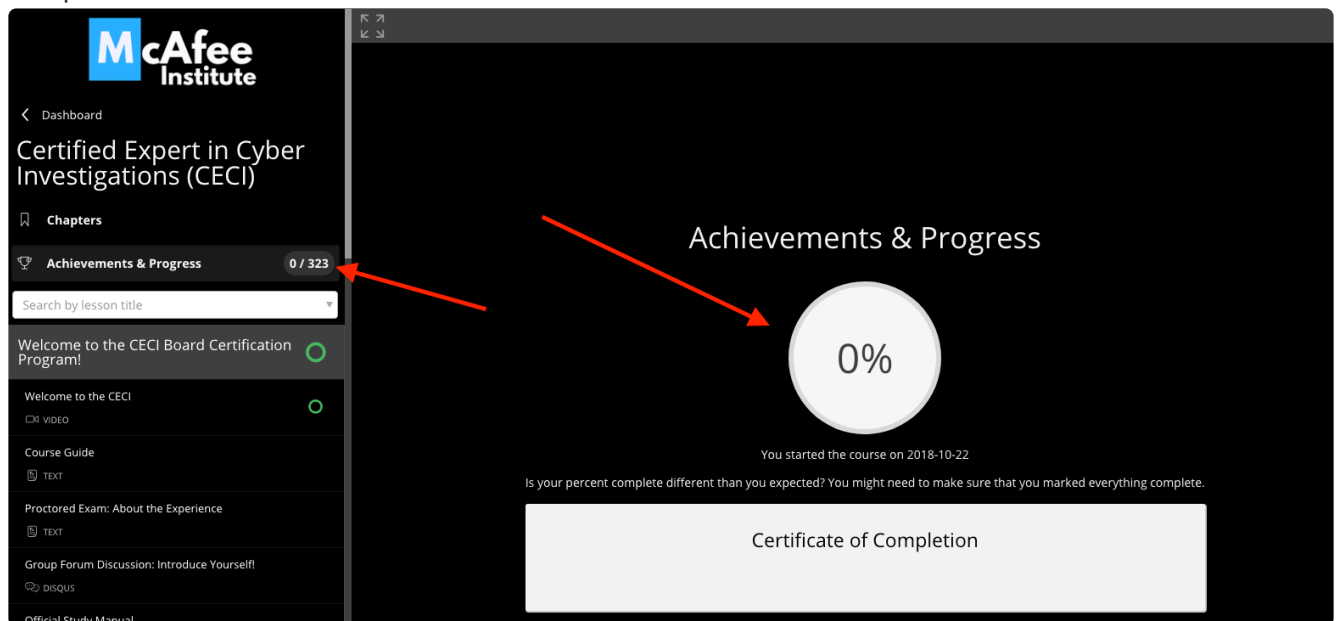
2. As the student progress through the training program each lesson completed is marked in the system as complete (along with the date and time stamp) and the student can see the percentage of completion as they move through the program. Our system will place a green check mark next to the lesson as that lesson is successfully completed.
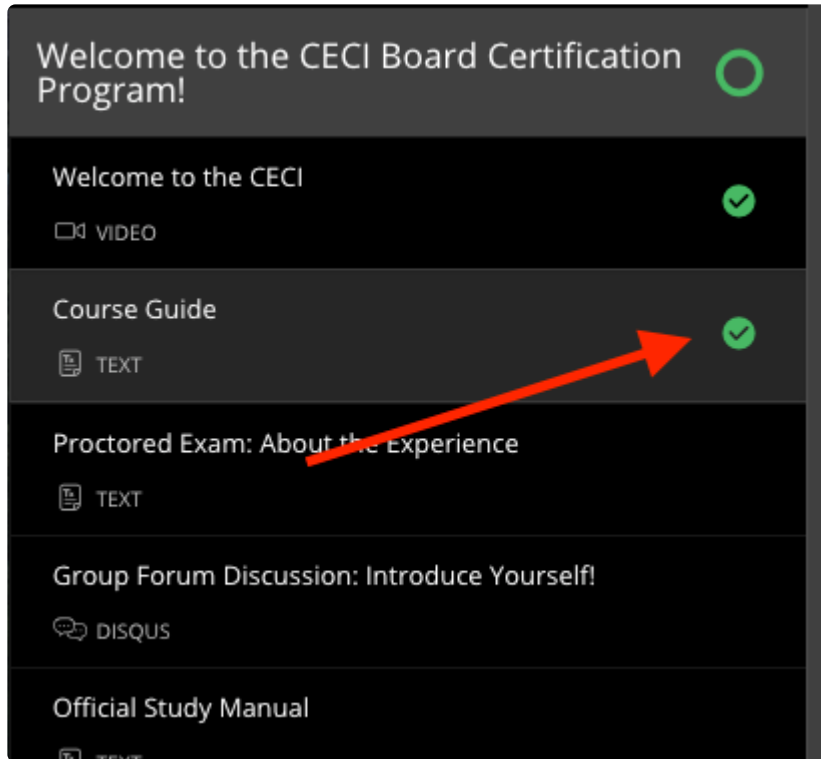
3. The student is required to take a quiz at the conclusion of each module and must obtain an 80% or better to pass (If they do not reach an 80% competency or better the student can re-take these quizzes as many times as they wish to improve their overall competency). Once passed the quiz will display the results of the quiz and indicate if the quiz has been passed or failed. This provides real-time feedback to the student as they progress through the program.
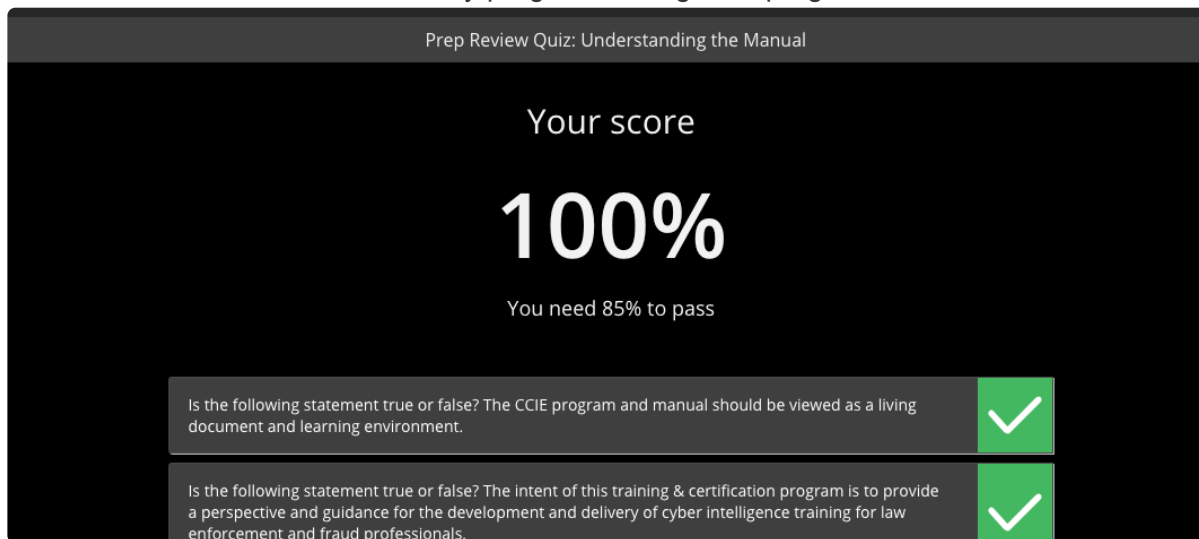
4. The student can then progress to the next training module upon successful completion of the module quiz as indicated above.
5. The student would need to successfully complete each of the training modules and quizzes as indicated to progress and sit for the final exam.
6. Students must complete the course in its entirety and receive a passing grade (70% or higher) on the final exam. The Board Certification Exam must be completed within one year from the date of enrollment.

Consequences for Failure to Maintain Academic Success

Students that fail to meet academic success and successful completion of the program will not be granted a board certification or certification of completion (if a non-certified course).

14. Withdraw & Refunds

A student may withdraw/cancel and request a full refund if they are within 3 business days of purchase and have not completed more than 5% of their course. If the student is within these perimeters, a full 100% refund will be issued within 30 days.

Please note: If we believe that you are abusing our refund policy, in our sole discretion, we reserve the right to suspend or terminate your account and refuse or restrict any and all current or future use of the company's products, without any liability to you.

If a refund is processed, you no longer have rights to any of the materials, downloads, learnings, or utilizing the learnings in any fashion.

14.1. Refunds Online Programs

The following refund guidelines are followed for our online programs:

- Up to 25% of the Program 25% Refund Will be Issued
- From 26% to 50% of the Program 10% Refund Will be Issued
- Over 51% of the Program 0% Refund Will be Issued

Please note: If we believe that you are abusing our refund policy, in our sole discretion, we reserve the right to suspend or terminate your account and refuse or restrict any and all current or future use of the company's products, without any liability to you.

If a refund is processed, you no longer have rights to any of the materials, downloads, learnings, or utilizing the learnings in any fashion.

14.2. Refund Residential Programs

The following refund guidelines are followed for our resident based programs:

- Up to 25% of the Program 25% Refund Will be Issued
- From 26% to 50% of the Program 10% Refund Will be Issued
- Over 51% of the Program 0% Refund Will be Issued

Please note: If we believe that you are abusing our refund policy, in our sole discretion, we reserve the right to suspend or terminate your account and refuse or restrict any and all current or future use of the company's products, without any liability to you.

If a refund is processed, you no longer have rights to any of the materials, downloads, learnings, or utilizing the learnings in any fashion.

15. Due Process & Student Rights

Any charge, accusation, or allegation that is to be presented against a student, if proved, may subject a student to disciplinary action. The allegation(s) must be submitted in writing, in complete detail and within twenty-four hours of the alleged offense, to the Chief Academic Officer by the individual, organization or department making the allegation. Due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning.

The Chief Academic Officer or designee is responsible for the administration of disciplinary procedures at the McAfee Institute. Allegations of violations of McAfee Institute policy are accepted for consideration only when the apparent infractions are observed on McAfee Institute property or other locations where the McAfee Institute provides services. Infractions of federal, state or local laws occurring off campus shall be the concern of the civil authorities except when such actions:

1. directly affect the health, safety or security of the McAfee Institute community;
2. affect the McAfee Institute's pursuit of its educational purposes, or
3. occur as a direct result of a McAfee Institute connected disruption.

When disruptive or unruly behavior occurs in a classroom or laboratory, the instructor may immediately require the student who is responsible for the disruption to leave the classroom. It is the student's responsibility to contact the instructor prior to the next scheduled class meeting. It is the instructor's responsibility to meet with the student as soon as possible after the request for the meeting and to meet before the next scheduled meeting if the student has made the request for a meeting. The meeting may occur over the phone or any other electronic medium if both the student and the instructor agree.

Different acts constitute a variety of sanctions. The alleged acts presented are reviewed on a case-by-case basis by the Chief Academic Officer. The Chief Academic Officer, upon reviewing the allegations, shall determine the corrective action to be taken, which may include dismissal of the student from the McAfee Institute programs.

16. Conditions for Dismissal for Unsatisfactory Conduct

Students have a right to know how they are being evaluated and graded in a course and to know what is being required of them. The following are the policy and procedures allowing students to seek review of their grades on the all McAfee Institute certification programs.

The McAfee Institute actively seeks to foster a collegial and cooperative atmosphere among students and faculty. All faculty members and students are expected to act in a supportive and understanding manner. In this spirit, the Institute expects that open communication between students and faculty will be the norm and that this will help to avert misunderstandings.

However, there may be occasions when contention arises between students and faculty members. In these cases, students may file grievances/appeals as described below.

1. Send an email to grievances@mcafeeinstitute.com with as much information and documentation as possible. Applicants should include their full name, registered email address, Portal ID, advisor's name, and any other contact information appropriate.
2. The administration will contact the plaintiff to confirm the complaint has been received within five days.
3. The McAfee Institute administration will then review the situation as documented, and contact all applicable parties to discuss the problem.
4. Within 15 days, the administration will compile the information and present it by e-mail to the CEO and CFO along with recommendations on how to remedy the situation in a fair manner.
5. The CEO will send the student or advisor an e-mail response within 15 days with an explanation of the reasons for his decision. The decision of the CEO will stand as final.
6. Students that are dissatisfied with the resolution offered by the school may contact the Missouri Department of Higher Education at (573) 571-2361 for information on filing a formal complaint against the school.

16.1. Academic Dishonesty Occurs

When a student violates any portion of the Institute's Code of Conduct (See Section 6, Institutional Policies) or the following:

- Because students are unfamiliar with the Institute's policy. Behavior that is considered collaborative in one environment or culture may be considered cheating elsewhere
- Because of societal pressure to "succeed at any cost." Students focus on grades instead of the learning process.
- Because of desperation. Poor time management and study skills often lead to a lack of preparation for exams and an inability to meet deadlines.

16.2. Avoiding Academic Dishonesty

- Read and familiarize yourself with McAfee Institute's academic policies.
- Communicate upfront. Let study partners know where you stand on academic dishonesty. If you work on group projects, be clear that you do not expect your work to be copied. A typist or editor must discuss any changes with you before making them on your papers.
- Learn Time-Management and Study Skills. Allow adequate time for studying and writing papers. Acts of academic dishonesty are often desperate attempts to cover-up lack of preparation.
- Seek Help. If you are overwhelmed by course content, visit the professor during office hours to discuss your concerns.
- Withdraw from the Course. If you are doing poorly in a course or if a crisis has caused you to fall too far behind, consider dropping the course.
- Reexamine Goals. Be sure that the goals you set and follow are your own. Do not be pressured by family and friends into a career that does not make the best use of your abilities.

To protect the value of your McAfee Institute Credentials and Board Certifications. Students who are dishonest in obtaining their grades may not succeed on the job; employers will come to believe that McAfee Institute students do not have the knowledge/skills to perform their work. You can help to prevent this by reporting acts of academic dishonesty.

If you observe cheating during an exam or know of students who have an unfair advantage, it is your obligation to report these occurrences to the ethics board. You can do so by sending an email to ethics@mcafeeinstitute.com; they will investigate your allegations while maintaining confidentiality. Remember, you are the one being hurt if these injustices are allowed to continue.

16.3. Penalties for Academic Dishonesty

Engaging in acts of academic dishonesty can end a student's educational career and jeopardize future career goals. McAfee Institute is committed to maintaining an atmosphere of academic integrity.

Students should know that faculty and staff do follow routine practices that readily detect acts of academic dishonesty. Faculty are experts in their field of study and are often familiar with the source of plagiarized material. Techniques for detecting cheating are used during online examinations. All alleged cases of academic dishonesty are subject to due process. When misconduct has been proven, the following sanctions are applied. A disciplinary file becomes a part of the student's permanent record.

1. Removal of the charges against the student.
2. First Substantiated Offense:
   Admonition: An oral or written statement to a student that he/she is violating or has violated Institute rules and may be subject to more severe disciplinary action.
3. Subsequent Substantiated Offense:
   Expulsion: Termination of the student's status with the Institute to include any and all credentials (or potential credentials if not issued yet), CPE credits or certificates earned shall be revoked indefinitely.

Any student that has been expelled from the McAfee Institute for academic dishonesty are excluded from attending McAfee Institute courses for a period of twelve months before they can reapply.

16.4. Academic Misconduct

Generally, Institute disciplinary action shall be limited to conduct which adversely affects the Institute's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of dishonesty, including cheating, plagiarism, and knowingly furnishing false information to the Institute, forgery, alteration, or use of Institute documents or instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other Institute activities.
3. Physical, psychological and/or verbal abuse or the threat of such abuse of any person on Institute premises or at Institute activities. This includes hazing, sexual harassment, and sexual assault.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding or damaging property or facilities of the Institute, or threatening to do so, or refusing to depart from any property or facilities of the Institute upon direction by Institute officials or other persons authorized by the Chief Executive Officer.
6. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such, except where specifically authorized within the regulations of the Institute.
7. Possessing, using, selling or distributing any types of illegal drugs.
8. Possessing on Institute property or at any Institute activity any dangerous chemical or explosive elements or component parts thereof, or rifle, shotgun, pistol, revolver or other firearm or weapon not used for lawful Institute studies without an authorization by the Chief Executive Officer.
9. Physically detaining or restraining other persons or removing such persons from places where they are authorized to remain or in any way obstructing the free movement of persons or vehicles on Institute premises or at Institute activities.
10. Violating any local, state or federal laws.
11. Theft or attempted theft of Institute or personal property on Institute premises.
12. Unauthorized entry into or presence in any Institute building or facility.
13. Violation of Institute policy on the use of any tobacco products, including smoking, and vaping.

16.5. Penalties for Academic Misconduct

Disciplinary Actions

Disciplinary actions are determined by the Chief Academic Officer or designee after review of the alleged misconduct:

1. Removal of the charges against the student.
2. Admonition: An oral or written statement to a student that he/she is violating or has violated Institute rules and may be subject to more severe disciplinary action.
3. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
4. Disciplinary dismissal from the Institute: Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.

No refunds will be issued and the record of disciplinary action becomes part of the student's permanent record and will be accompanied by a transcript remark.

16.6. Disciplinary Records

Disciplinary Records

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the Office of the Chief Academic Officer, and will not be available to unauthorized persons on campus or to any person off campus without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Educational Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

16.7. Policy Violations

Any student found to be in violation of the Code of Professional Responsibility, Academic Honesty Policy, Code of Ethics, Privacy Policy or any other TOS will be expelled from McAfee Institute and no refunds will be issued. The record of disciplinary action becomes part of the student's permanent record and will be accompanied by a transcript remark.

17. Educational Resources

McAfee Institute offers our students a wealth of educational resources while attending our programs. You can find these resources within your account settings within the McAfee Institute portal.

17.1. Our Facility & Equipment

Our Facility

The McAfee Institute is located at 15450 South Outer 40rd, STE 135 Chesterfield MO 63017. This thoughtfully designed area is tailored to provide an excellent learning environment for our students and an efficient workspace for our staff.

We have two large, state-of-the-art training classrooms, each capable of accommodating 20 to 30 students. These rooms are designed to foster active learning with a comfortable and engaging environment.

To further support our students' practical education, we have two lab rooms equipped with advanced computing and networking equipment.

The library contains books from around the world on the topics of Criminal Justice, Fraud, Law Enforcement, Intelligence, Forensics, Digital Forensics and more.

The facility houses 13 well-appointed offices for faculty and administrative staff, ensuring a conducive work environment.

We also have a conference room and a smaller meeting room. These spaces cater to both formal and informal meetings, fostering collaborative and interactive discussions among staff and students.

To keep pace with modern digital education, we have a state-of-the-art video production studio and a podcast studio. These spaces are fully equipped to produce high-quality digital content for both online and offline classes.

We believe our new location is well-suited to meet the educational needs of our students and the operational needs of our faculty and staff. Our goal is to provide a conducive learning and working environment, and we're confident that this new facility reflects that commitment.

17.2. Technology Requirements

To benefit from the unique features that McAfee Institute provides, students will need to possess or have access to a computer with the following:

- Personal Computer (MAC or PC).
- A standard web browser like Firefox or Chrome (the most up to date version)
- Microsoft Office Software like Word, Excel, PowerPoint, or Keynote (if MAC)
- Adobe PDF Reader
- Webcam
- Internet Access
- Headphones with Microphone
- Up-to-date Java and Flash

18. Student Services

McAfee Institute is a "you" Institute. Everything that we do is centered on your success. We have coach and mentors to help you choose the programs you need to be successful in your career. We have learning support specialists waiting to help — both online and in person — if you need extra assistance with any program or subject.

18.1. Transcript Services

Official transcripts of CPE credit hours earned at McAfee Institute are issued by the Certification Department. Transcripts may be requested by emailing certification@mcafeeinstitute.com. A $35 fee is required for each transcript. Transcripts will not be processed for students with outstanding financial debt at the institute. These debts include courses that have not been paid in full.

18.2. Confidentiality of Student Records

The McAfee Institute preserves the confidentiality of all student records and guarantees every eligible student the right to inspect and review his/her own educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), sec. 438. Ferpa prohibits disclosure of personally identifiable student information without students consent or unless authorized by federal law.

McAfee Institute will not share any student records unless we have in writing (via email) from the student that they approve their records to be shared. The student must submit the request to certifications@mcafeeinstitute.com and it must include their name, course(s) completed and the person that they wish to share the information with and their name, email, position.

Per certification Standards- McAfee Institute will provide enrollment and exit data on each student through the Proprietary Student Record Application System. An ID will be used to maintain the student's privacy.

18.3. Academic Advising

McAfee Institute has representatives that are able to assist students by providing information about the courses, policies, procedures, and eligibility requirements that the students may have. The advisor can suggest courses and what might be a good fit for the student, but it is the student's responsibility to complete their certification.

18.4. Course Assessment

The course assessment is the final exam. The student will be required to complete and pass the final exam. Learning Management System Thinkific is the learning system that McAfee Institute uses. All students will be required to use this system for their course. When they purchase the course, they will log into the system and use the student dashboard that will house all of their courses.

18.5. Career and Employment Services

McAfee Institute does not help the student with finding employment. We offer a forum for all our alumni and within this forum, they can look at job postings, upload their résumé and talk with other professionals.

18.6. Study Help

McAfee Institute is committed to helping its students succeed. If there is a student that is having difficulties in their course they can get on chat and speak with someone immediately. If it is during non-business hours, they will be helped at the beginning of the next business day. If that will not work, the student may speak to the instructor by setting up a meeting. The instructors are usually able to help the student within 24-48 hours.

18.7. Textbooks and Study Materials

All of our courses have everything needed within the course at the time of purchase. The courses have the manuals, videos and tests included in course.

18.8. Educational or Travel Visas

McAfee Institute serves students in all states and many countries around the world. Although students do not need to reside in the United States to complete the program, McAfee Institute is not involved with securing educational or travel visas for international students. Students should be prepared to make the necessary accommodations before applying to the Institute.

18.9. Change of Personal Information

Students are responsible for notifying the McAfee Institute of any and all changes to their contact information. Students should keep the contact information in their McAfee Institute portal accounts up to date. To change to personal information in the McAfee Institute portal, students must log into their McAfee Institute portal account, then click on account information where they can update all common information such as physical address and email address, work and home phone numbers, job titles, etc.

18.10. Support Services

The McAfee Institute is proud to offer a quality experience to our learners from start to finish. This includes offering support throughout the learning process. From registration to graduation, the McAfee Institute is committed to student services.

Registration

Students are able to register for courses in one of the following ways:

1. Students can register courses through the McAfee Institute website by initiating the "Online Courses" drop down feature at the top of the Home Page. After selecting the desired course, the next screen offers a "Buy Now" feature which then leads the student to the checkout process where they are guided through the payment process.

2. Students can utilize the chat feature located on the right side of the McAfee Institute website. Operators are available to answer questions and enroll students from 8AM to 9PM CST.

3. Students can call the McAfee Institute directly at (888) 263-1650. Operators are available to answer questions and enroll students from 8AM to 9PM CST.

Scheduling Procedures

McAfee Institute classes begin at the time of purchase. Seats are regulated by McAfee Institute Staff to ensure that class sizes are not overwhelming for McAfee Institute mentors. Students have lifetime access to courses and updates; however, the exam cost includes in the tuition fee expires one year after the purchase of the course. This is to ensure that the students are tested on the most current form of the course. Students who have not taken the final exam prior to the 1 year expiration may purchase an exam extension on the McAfee Institute website by clicking on the following link:

[Board Exam License](#)

Communication Methods

Maintaining constant communication is essential to the learning experience. Students can maintain communication through the following means:

1. Students receive a welcome letter through e-mail when they purchase a course. At this time, they are assigned a McAfee Institute Mentor and the appropriate contact for that mentor.

2. Students can utilize the chat feature located on the right side of the McAfee Institute website. Operators are available to answer questions and enroll students from 8AM to 9PM CST.

3. Students can call the McAfee Institute directly at (888) 263-1650. Operators are available to answer

questions and enroll students from 8AM to 9PM CST.

Technical Support

Students can contact the McAfee Institute for technical support using the following means:

1. Students can utilize the chat feature located on the right side of the McAfee Institute website. Operators are available to answer questions and enroll students from 8AM to 9PM CST.

2. Students can call the McAfee Institute directly at (888) 263-1650. Operators are available to answer questions and enroll students from 8AM to 9PM CST.

19. Contact Information

McAfee Institute
695 Trade Center Blvd
Suite 110
Chesterfield, MO 63005

McAfee Institute offices are open 9:00 a.m. – 5:00 p.m. CST, Monday through Friday. Each student is assigned a Student Coach & Mentor who can answer most questions. However, contact information for specific topics is listed below.

Topic	Contact Email	Phone
Admissions	admissions@mcafeeinstitute.com	888-263-1650 Ext 1
Technical Support	support@mcafeeinstitute.com	888-263-1650 Ext 2
VA Education Benefits	veterans@mcafeeinstitute.com	888-263-1650 Ext 3
Transcripts	transcripts@mcafeeinstitute.com	888-263-1650 Ext 0
Grievances and Appeals	admissions@mcafeeinstitute.com	

20. Program Offerings

McAfee Institute offers multiple Industry recognized Board Certifications as notated below:

Basic Certifications:

- Certified Cyber Intelligence Investigator (CCII) – [View Syllabus](#)
- Certified Social Media Intelligence Analyst (SMIA) – [View Syllabus](#)
- Certified Human Trafficking Investigator (CHTI) – [View Syllabus](#)
- Certified Organized Retail Crime Investigator (CORCI) – [View Syllabus](#)
- Certified Open Source Intelligence (COSINT) – [View Syllabus](#)

Intermediate Certifications:

- Certified Cyber Intelligence Professional (CCIP) – [View Syllabus](#)
- Certified Counter Intelligence Threat Analyst (CCTA) – [View Syllabus](#)
- Certified Professional Criminal Investigator (CPCI) – [View Syllabus](#)
- Certified Workplace Violence & Threat Specialist Investigator (WVTS) – [View Syllabus](#)
- Certified Executive Leader (CEL) – [View Syllabus](#)
- Certified Criminal Profiler (CCP) – [View Syllabus](#)
- Certified All Source Intelligence Professional (CASIP) – [View Syllabus](#)

Advanced Certifications:

- Certified Expert in Cyber Investigations (CECI) – [View Syllabus](#)
- Certified Social Media Intelligence Expert (CSMIE) – [View Syllabus](#)
- Certified Cryptocurrency Forensic Investigator (CCFI) – [View Syllabus](#)
- Certified Digital Currency Investigator (CDCI) – [View Syllabus](#)

Class Preparation: Online Programs
Everything the student needs is available online. They will need a computer or tablet that has access to the internet. We have found that the most updated version of Google Chrome works the best for our students.

Class Preparation: Resident Programs
The only thing the student needs is a laptop computer to bring to the course for which they enrolled. Everything else will be provided.

Change of Program (Online Programs)
Students can change programs by requesting it to the McAfee Institute. They will be able to change as long as they have not completed more than 5% of the course and meet eligibility of the new course. The student will also have to fill out a new enrollment agreement for the new program.

Change of Program (Resident Programs)
Students can change programs up to two weeks for the original course is scheduled.

They will be able to change to a course that is equal or lesser value for free. If the cost of the course they are changing to is more than the course purchased, they will be required to pay the difference.

20.1. McAfee Institute Programs

McAfee Institute offers two types of programs: Certified Courses and Non-Certified Courses.

Certified Courses

McAfee Institute offers Certified courses. When a student completes one of our Certified Courses, they are certified in that field and will have the diploma and transcripts that prove that they have completed the training and are proficient in that field of study.

Non-Certified Courses

McAfee Institute offers courses for students that are not certified. The student will get a certificate of completion at the end of the course to prove they have completed the training.

General Education

Course Requirements: McAfee Institute has eligibility requirements for the Certified Courses. Each course has a different requirement that will be listed in the course description. The Non-Certified Courses do not have any eligibility requirements for education or work experience. **All Courses Certified and Non-Certified are delivered in English.**

In addition, a person convicted of a felony, any crime of moral turpitude, or misdemeanor relating to honesty, theft, embezzlement, fraud, or the like shall be ineligible to become Certified by the McAfee Institute.

Applicant must provide a copy of the certified transcript of education ONLY if using college degree rather than experience to qualify. Applicant must successfully pass the prescribed background check, which may include a criminal background check and examination process. Falsification or omission of information on the application form will be reason enough to disqualify an applicant from becoming certified.

20.2. Program Delivery Methods

McAfee Institute offers both online and resident based programs.

Online Programs

Online programs take place entirely online including the exam. They are self-study and accessible 24/7/365 and can be accessed anywhere you have a good internet connection.

Resident Programs

Resident programs take place in person at McAfee Institute and are live instructor-led programs.

20.3. Requirements for Certification

Students must complete the program in its entirety and receive a passing grade (above 70%) on each quiz as well as the final exam. Once these are completed, they will fill out an exam application. After the exam application is reviewed and approved, the student will receive their Certificate for the course completed.

20.4. Requirements for Non-Certification

Students must complete the course in its entirety and receive a passing grade (above 70%) on the final quiz.

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20.5. CPE Credits

CPE are measured by program length, with one 50 – minute period equal to one CPE credit. One-half credit increments (equal to 25 minutes) are permitted after the first credit has been earned and time is rounded down to the nearest full or half credit.

20.6. Course Description Key

This section contains a course description key of the information found available within the course syllabi and course landing pages offered at McAfee Institute. Descriptions of courses approved after this date, consult the website at www.mcafeeinstitute.com.

Title of Course

The title of the course, as well as the certification or certificate of completion, earned upon successful completion.

Cost

The cost to enroll in the course/program.

Language

The language the course/program is taught it.

Skill Level

The course levels are determined by Basic, Intermediate, and Advanced. The courses will list what level they are within the Course Description.

Program Duration

The duration of the course/program in hours.

Continuing Professional Education Credits (CPE)

This is the number of CPE credits that are awarded upon the successful completion of the program.

Eligibility Requirements (if applicable)

This covers the eligibility requirements necessary to attend the course/program.

Description

This is the course description, what you will learn during the program.

Renewal

If the program is a board certification this will cover how long the certification is active and when you would need to renew your certification.

Note: The course syllabi for each program is available in the subsequent section.

20.7. Continuing Education Programs (CE)

Course Name: Advanced E-Commerce Investigation & Intelligence Gathering

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: Do you want to take your online investigative skills to the next level? This is the workshop for you! The Advanced E-Crime Investigation Methodologies takes the skills you learned in the basic workshop and those techniques to a whole new level. You will learn how to conduct successful online investigations to identify, isolate and prosecute organized retail crime rings, fraudsters, and employee theft on auction platforms and classified websites.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key Learning's
• Advanced methods of Buyer/Seller fraud, Sales of Stolen Goods, Counterfeit Merchandise, and Brand Violations.
• Innovative and Closely Guarded Secrets of Elite Law Enforcement's detection & investigative methods to identify stolen merchandise and fraudsters online
• How to identify multiple seller/fraudster accounts across different auction and classified platforms
• How to identify hidden seller/fraudster accounts through feedback systems
• Prosecution methodologies, documentation, and digital evidence

Course Curriculum
• Introduction to Advanced eCommerce Fraud
• Resources
• The Demographics of Online Fraudsters
• Trends and Patterns of Online Fraudsters
• The Profile of an Online Fraudster
• Types of Auction Fraud
• Patterns in Fraudulent Behavior
• Research Results and Types of Auction Fraud
• Analyze Fraudulent Behavior
• eBay Investigations
• eBay and Terapeak
• Hot Topic Research on Terapeak
• eBay Investigative Tips
• Craigslist Investigation
• Craigslist Investigation Tips
• Facebook Marketplace (Oodle) Introduction
• Facebook Marketplace – Searching Individuals
• Facebook Marketplace Investigative Tips

• Google Advanced Operators
• Google Site Search: eforcity
• Google Site Search
• Email Header Information
• Meta Data
• e-commerce Laboratory
• Conclusion
• Final Exam: Advanced e-Crime Investigation Methodologies

Course Name: Advanced Social Media Intelligence Gathering

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: You will examine these new innovative ideas in-depth as they are introduced by our experienced instructors who come from the world of e-commerce, loss prevention, law enforcement, and the intelligence community to bring you an action-packed seminar that will leave you eager to return to work, to utilize your newfound skillset.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key Learning's
• Navigate the website, search, advanced search, sign-up, register a profile
• Learn about connections, friend's requests, & privacy settings
• Identify fraudsters, criminals, and illegal information Identify personal details, addresses, phone numbers, email addresses & more
• Learn how to bypass privacy settings, visualize seller networks and gather intelligence
• Identification of criminal activity and what is needed to prosecute
• Evidence gathering and chain of custody for digital evidence
• Legalities of online investigations, terms of service violations, and subpoenas

Course Curriculum
Advanced Social Media Investigations
• An overview of Advanced Social Media Investigations
• Defining Open Source Intelligence
• A World of Sock Puppets
• Domain Names
• Username Workflow
• Search Engines
• Facebook
• Twitter
• Instagram
• YouTube
• Hootsuite and Sprout Social

• Quiz: Advanced Social Media Investigations

Legal Fundamentals of Cyber Investigations

• Legal Fundamentals (Reading Assignment)

• Introduction to Legal Fundamentals

• Understanding Your Role as a Corporate Investigator

• Understanding Your Employees Rights

• The Electronic Communications Privacy Act

• Understanding Law Enforcement Concerns

• An Agent of the Law

• Federal Laws to Prosecute Cybercrimes

• Becoming an Expert Witness

• Dauberts Standards

• Common Task of an Expert Witness

• Preparing to Become an Expert Witness

• Your Role as a Consultant

• How to Prepare Your Testimony for Court

• Preparing Forensic and Computer Evidence

• Quiz: Legal Fundamentals of Cyber Investigations

Documenting Social Media Evidence

• Documenting Social Media Evidence (Reading Assignment)

• Quiz: Documenting Social Media Evidence

Digital Evidence

• Social Media Evidence (Reading Assignment)

• Final Exam: Digital Evidence

Course Name: An Exploration Into Hacking 101

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: In this exciting course, we will discuss the dangers cyber threats face to our organizations and agencies around the world. Then we will watch how top hackers show us how it's done.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum

Global Cyber Threats, Attacks, Vehicles, and Mechanisms

• Principles of Hacking

• The Dangers of Cyber Threats

Case Studies

• APA Sample

• Sample Experiment

• Turning the Tables on Cyber Attacks

• Cyber Trends

• Sophos Security Threat Report
• Cisco Threat Report

Course Name: Auction Fraud Investigation Methodologies

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: In this exciting online course, we will be covering some of the most innovative and closely guarded secrets of Elite Law Enforcements and Cyber Investigators into conducting online auction fraud investigations. We will be exploring detection & investigative methods to identify stolen merchandise and fraudsters online! An expanded history of eCommerce and Auction Platforms, Buyer/Seller fraud, and Organized Retail Crime. The methods of buyer/seller fraud, sales of stolen goods, counterfeit merchandise, and brand violations.

Key Learnings
• How to identify multiple seller/fraudster accounts across different auction and classified platforms
• How to identify hidden seller/fraudster accounts through feedback systems
• Prosecution methodologies, documentation, and digital evidence

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
eCrime Investigation Methodologies
• eCrime Investigations – Introduction
• Where is eCrime Most Prevalent
• Fencing Vs. eFencing
• eCommerce Challenges to Investigating Fraudsters
• Prosecution Challenges
• Prosecution Requirements
• Science Meets eCrime
• Ebay The World's Largest Auction Platform
• Boosters Selling on Ebay
• Ebay Fraudsters – Let's Find Them
• Ebay Listing Overview
• Advanced eBay Search Overview
• eBay Search Results Overview
• Auction Listing Details
• Feedback Profile Overview
• Auction Analysis for Fraud
• Feedback Systems and How Fraudsters Use Them
• Ebay Feedback Review – First 30 Days
• Craigslist Overview
• Craigslist Listings

• Craigslist Investigations
• Google Boolean Searches – Site Search
• Group Forum Discussion: eBay Investigation
• Group Forum Discussion: Craigslist Investigation
• Final Exam: eCrime Investigations

Course Name: How To Become An Expert Witness

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: In this course, we discuss the elements and process of becoming an expert witness. We discuss the common tasks of becoming an expert witness, your role as a consultant, and even how to prepare for court. Build your professional resume today and become known as an expert witness in your field.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
Expert Witness Testimony
• What it is like becoming an Expert Witness
• Daubert's Standards
• Common Task of an Expert Witness
• Preparing to Become an Expert Witness
• Your Role as a Consultant
• How to Prepare Your Testimony for Court
• Preparing Forensic and Computer Evidence
• Summary
• Final Exam

Course Name: Cyber Counter Intelligence Methodologies

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: In this exciting online course, we will teach you about cyber intelligence methodologies, how to apply the methodologies to your environment, and more. We will explore cyber terrorism and hackers in recent news and how cyber-terrorism will impact us in the future. To conclude this course, we will discuss cyber threats as a whole and then test your knowledge.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum

Applying Intelligence Methodologies
• Intelligence Methodologies
Cyber Terrorism & Hackers
• Cyber Terrorism in the News
• Counter-Terrorism
Cyber Threat Concerns
• Cyber Threat Concerns
• Final Assignment

Course Name: Digital & Computer Forensics

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: In this program, you will learn the basics of digital and computer forensics. We will cover various topics like email headers, mobile forensics, and more. If you have a passion for learning about digital evidence, then this course is for you.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
Investigating Digital and Computer Forensics
• Definitive Guide to Digital Forensics
• Investigating Email Crimes
• Examining Email Messages
• Viewing Email Headers
• Forensic Examination of Mobile Devices
• Final Exam

Course Name: How To Conduct Investigations On The Deep Web

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: You will learn firsthand over 20 of the most significant deep hidden websites through TOR where the criminal element is transacting online and selling drugs, weapons, children, sex, stolen goods, counterfeit merchandise, stolen credit cards, customer information, and you can even hire an assassin to take someone out. These are just to name a few of the sites we will explore. We will take your investigative expertise to a whole new level, guaranteed.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum

- Exploring the Deep Web
- DarkWeb
- The Deep Web!
- Getting Started with TOR (Step by Step)
- Introducing the TOR Project
- The Deep Web (Overview)
- Exploration 1
- VPN Services
- Steps to buy and set up a VPN service to remain anonymous
- Hidden Wiki 2017
- Black Market Links 2017
- Deep Web Drug Markets 2017
- Hitman and Escrow Dark Web Links 2017
- Directories and Lists 2017
- Tor Wiki (Resource)
- The Secrets Behind the TOR Browser
- What the @#$% is a Bitcoin anyway?
- Final Exam: Deep Web

Course Name: E-commerce Fraud: Credit Cards & Payment Processing

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: In this intriguing course, we discuss eCommerce fraud related to credit card processing. We will explore a case study on the Home Depot breach and how we can use this learning lesson to prevent our organizations from being attacked by hackers.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
- Credit Card Fraud
- eCommerce Fraud & Credit Card Processing
- Case Study: Home Depot Breach
- Case Study 2: Update Home Depot Breach
- Financial Investigations Cheat Sheet
- Quiz

Course Name: Introduction To Cyber Warfare

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: In this exciting online course, we will teach you about cyber warfare. We will explore cyber warfare on a large scale and how cyber warfare can impact us in the future as well as our day-to-day lives.

To conclude this course, we will test your knowledge of how to prepare for and prevent cyber warfare.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once after the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
Introduction to Cyberwarfare
• Cyberwarfare 101
• Cyberwarfare (Reading Assignment)
• Cyberwarfare Quiz

Course Name: Introduction To Cyber Crime For Finance

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: This exciting course provides the student with the Framework to understand cybersecurity risk and the necessary skills to identify an intruder's footprints and to gather the necessary evidence to prosecute properly. We will explore how hackers target finance professionals and how to spot their attacks. Many of today's top tools of the forensic trade will be explored and presented to the student. The need for businesses to become more efficient and integrated with one another, as well as the home user, has given way to a new type of criminal, the "cyber-criminal." It is no longer a matter of "will your organization be comprised (hacked)?" but, rather, "when?" Today's battles between corporations, governments, and countries are no longer fought only in the typical arenas of boardrooms or battlefields using physical force. Now the battlefield starts in the technical realm, which ties into almost every facet of modern-day life. If you or your organization requires the knowledge or skills to identify, track, and prosecute the cybercriminal, then this is the course for you.

Key learning's
• Define Cyber Crime
• Understand the scope and nature of cybercrime
• Understand how cybercriminals attack finance professionals
• Understand the technical fundamentals of cyber investigations
• Collect evidence in cyber investigations
• Describe the guidelines and requirements that must be met to fulfill the role of case agent during basic cyber-crime investigations

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Curriculum
Intro to Cybercrime for Finance
• Introduction to Cyber Crime for Finance

Case Studies
• Case Study 1: Scammers nearly cheat Caledonia Schools out of $163K
• Case Study 2: Examining high-dollar email scams
• Case Study 3: Vendor Email Hacked
• Final Quiz

Course Name: Introduction to Open Source Intelligence

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: This is an exciting online course where you will learn how to utilize Open Source Intelligence effectively. This in-depth course will leave you with a wealth of new concepts to help you conduct quicker and more in-depth investigations… Get the knowledge you have been lacking, today! Upon completing this exciting program, you will gain more intelligence than you ever thought you could…all using Open Source Intelligence. You will learn applicable real-world skills that are utilized by law enforcement, military intelligence, private investigators, loss prevention, cyber defenders, and attackers. All are used to help aid in their investigations. f

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key Learning's
• Learn the Foundations of Open Source
• Learn how to conduct Open Source Research
• Learn how to utilize Social Media Effectively

Course Curriculum
*The Foundation of OSINT

  • Defining OSINT Standard
  • Defining and Using Intelligence
  • Search Engine Research
  • Reverse Image Research
  • Archive Search Engine Research
  • Username Research
  • Domain Name Research
  • Online Deception in Social Media
  • Facebook Intelligence
  • Twitter Intelligence
  • LinkedIn Intelligence
  • Tumblr Intelligence
  • Flickr Intelligence
  • Final Exam – Introduction to Open Source Intelligence *

Course Name: Social Media Investigations Methodologies

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: This is an exciting online course where you will learn how to conduct social networking investigations on websites like Facebook, LinkedIn, and Twitter. This in-depth seminar will leave you with a wealth of new concepts to help you investigate criminal acts and suspects. Get the knowledge you have been lacking, today!

Upon completing this exciting program, you will close more online investigations than you ever thought was possible, recover more losses for your organization and successfully prosecute more fraudsters in a 1/4 of the time… Guaranteed!

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key learning's
• Navigate the website, search, advanced search, sign-up, register a profile
• Learn about connections, friend's requests, & privacy settings
• Identify fraudsters, criminals, and illegal information Identify personal details, addresses, phone numbers, email address & more.
• Learn how to bypass privacy settings, visualize seller networks and gather intelligence
• Identification of criminal activity and what is needed to prosecute

Platform explored
• Facebook
• MySpace
• Bebo
• Google+

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Basic Social Media Investigations
• An Overview of Basic Social Media Investigations
• Facebook Search
• Locating People on Facebook
• Facebook Profile
• Facebook Search Tool
• Facebook Private Profile Information
• Twitter
• Twitter Search

- Twitter Mobile App
- YouTube
- YouTube Search
- Google+
- Google+ Search
- Ethical Considerations
- Final Exam – Basic Social Media Investigations

Course Name: The In's And Out's Of A Data Breach

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: Defend yourself from data breaching! In this exciting course, we will give you the tips and tricks you need to protect yourself from a potential data breach. By enacting a preparedness plan, you can stay one step ahead of intruders.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
- Preparation & Response: Data Breach Preparedness
- How to Prepare for Data Breaches
- Data Breach Preparedness
- Preparation & Response: Preparedness Plan Audit
- Preparedness Plan Audit Overview
- Preparedness Plan Audit
- Preparation & Response: Data Breach Incident responses
- Incident Response
- Preparation & Response: Notification and Disclosure
- Data Breach Notifications and Disclosure
- Data Breach Notification and Protection Act
- Data Breach Charts
- Testing Your Knowledge
- Quiz

Course Name: The Legal Fundamentals Of Cyber Investigations

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: Get ready for a phenomenal online course! You will learn all about the legal fundamentals of conducting cyber-related investigations and intelligence gathering. Jump into the minds of the nations best that protect our cyber walls, and how you can protect yourself while conducting cyber investigations.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of

enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

We will explore the laws that help to
• prosecute cybercriminals
• how to effectively gather evidence
• support in the prosecution efforts

We will also be exploring the fundamentals of building a business
• how to become an expert witness
• start a practice as an expert witness
• best methods to prepare for testimony in this riveting course
• Course Benefits:

Course Curriculum
• Introduction to Legal Fundamentals
• Understanding Your Role as an Investigator
• Understanding Your Employees Rights
• The Electronic Communications Privacy Act
• Understanding Law Enforcement Concerns
• An Agent of the Law
• Federal Laws to Prosecute CyberCrimes
• Becoming an Expert Witness
• Daubert's Standards, What is it?
• Common Task of an Expert Witness
• Preparing to Become an Expert Witness
• Your Role as a Consultant
• How to Prepare Your Testimony for Court
• Preparing Forensic and Computer Evidence
• Summary
• Final Exam: Legal Fundamentals of Cyber Investigations

Course Name: How To Work With Informants in Retail Loss Prevention

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: Every year, billions of dollars in merchandise losses go undetected due to the lack of creditable information to aid in the investigation and prosecution of known offenders. Confidential and reliable Informants have long played a key role in helping law enforcement to resolve both complex and significant criminal activities within their jurisdiction and have now become a necessity within the loss prevention community.

The 21st century has brought with it a new breed of criminal and the necessity for creditable information from trustworthy sources. The ability to identify credible informants, gather information on criminal activities and build trust with informants all play a crucial role in identifying, investigating, and prosecuting criminal

activities against your organization.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key Learning's
• How to recruit informants
• Working with and motivating informants
• Building creditability and trust
• Documenting and preserving information
• Working with law enforcement and obtaining Search Warrants with the use of informants
• Non-traditional uses of informants, such as, Controlled Steals
• Debriefing informant
• Safe handling of informants
• Liability of utilizing informants
• Program development – how to integrate this new tool into your loss prevention program and bring success

Course Curriculum
• How to Utilize Informants in Retail Loss Prevention
• Introduction to Informants
• Suitability
• Trust and Confidentiality
• Safe Handling of Informants
• Legal Liabilities
• Final Exam: Informants

Course Name: Learn The A-Z's Of Cyber Investigations

Course Hours: 4 # of CPE: 4 Tuition Cost: $327

Course Outline: Cyber Investigators work at all levels of the federal government, including FBI, NSA, CIA, USS, DOD, and DEA. However, they also work at large multi-national corporations to protect organizations from the theft of proprietary information, trade secrets, assets, merchandise, customer information, and more. This course takes you from start to finish, teaching you the basics behind cyber-counterintelligence operations, methodologies, and how to be effective.

Even better yet! This online course and all the resources are completely online and self-study! No matter when you want it, where you want it or where you are located around the world, it will be available 24/7/365.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Applying Intelligence Methodologies
• Intelligence Methodologies
• Discussion: Applying Intelligence
• Cyber Terrorism & Hackers
• Cyber Terrorism in the News
• Counter-Terrorism
• Cyber Threats & Concerns
• Final Exam

Course Name: Learn How To Identify, Investigate, & Prosecute Hackers

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: This exciting course provides the student with the Framework to understand cyber investigations and the necessary skills to identify an intruder's footprints and to gather the necessary evidence to prosecute properly.

Many of today's top tools of the forensic trade will be explored and presented to the student. The need for businesses to become more efficient and integrated with one another, as well as the home user, has given way to a new type of criminal, the "cyber-criminal." It is no longer a matter of "will your organization be comprised (hacked)?" but, rather, "when?" Today's battles between corporations, governments, and countries are no longer fought only in the typical arenas of boardrooms or battlefields using physical force. Now the battlefield starts in the technical realm, which ties into almost every facet of modern-day life. If you or your organization requires the knowledge or skills to identify, track, and prosecute the cybercriminal, then this is the course for you.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Key learning's
• Define Cyber Crime
• Understand the scope and nature of cybercrime
• Understand the technical fundamentals of cyber investigations
• Collect evidence in cyber investigations
• Describe the guidelines and requirements that must be met to fulfill the role of case agent during basic cyber-crime investigations

Course Curriculum
• Introduction to Cyber Investigations
• Intro to Cyber Investigations
• How Cyber Criminals Attack
• Conducting Cyber Investigations
• Cyber Investigations 101

• How to Investigate Email Headers
• Intro to Cyber Investigations Conclusion
• Final Exam: Introduction to Cyber Investigations

Course Name: Online Classified Investigations

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: The McAfee Institute® brings to you this exciting comprehensive course Kijiji, Oddle, and Facebook Market Place Online Investigations, brings together 15 years of cyber intelligence, loss prevention and law enforcement experience to illustrate and teach you the necessary skills to conduct successful online investigations in an effort to isolate organized retail crime rings, fraudsters, and employee theft.

Key learning's
• An expanded history of Classified platforms, Buyer/Seller fraud, and Organized Retail Crime on Kijiji, Facebook Marketplace, eBay Classifieds and Oodle!
• What intelligence information is available on these platforms that will aid in your investigation
• Information on innovative detection methods to identify stolen merchandise and fraudsters
• How to identify multiple seller accounts across different platforms
• How to identify hidden seller accounts through feedback systems
• What tools and resources are available
• Platform contacts and use of subpoenas

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Classified Investigation Methodologies
• Classified Investigations – Introduction
• Where is eCrime Most Prevalent
• Fencing vs. eFencing
• eCommerce Challenges to Investigating Fraudsters
• Prosecution Challenges
• Prosecution Requirements
• Science Meets eCrime
• Craigslist Overview
• Craigslist Listings
• Craigslist Investigations
• Google Boolean Searches – Site Search
• Group Forum Discussion: Craigslist Investigation
• Final Exam: Online Classified Investigations Quiz

Course Name: The Top 20 Intelligence Resources On The Net

Course Hours: 5 # of CPE: 5 Tuition Cost: $427

Course Outline: In this exciting and stunning course, we will show you first hand the websites and resources that are not only necessary in your investigative toolbox (but a requirement) and how to utilize them effectively and efficiently if you are going to be successful this year!

Key Learnings
• Where you can find personal details on your subject
• Where & how you can find and locate social media accounts
• We will explore where and how you can find eCommerce, auction, and classified seller accounts
• We will explore where the following types of criminal activity are happening (Sales of Stolen Goods (eFencing)
• How to set up a cyber investigators computer, sock puppet accounts, proxies, and aliases to conduct your searches with complete anonymity

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Open Source Intelligence Gathering Methodologies
• Open Source Intelligence Gathering Methodologies
• Resources
• Exploring the Deep Web
• DarkWeb
• The Deep Web!
• Introducing the TOR Project
• Getting Started with TOR (Step by Step)
• The Deep Web (Overview)
• Exploration 1
• VPN Services
• Steps to buy and set up a VPN service to remain anonymous
• Hidden Wiki 2017
• Black Market Links 2017
• Deep Web Drug Markets 2017
• Hitman and Escrow Dark Web Links 2017
• Directories and Lists 2017
• TOR Wiki
• The Secrets Behind the TOR Browser
• What the @#$% is a Bitcoin anyway?
• Closing Statements
• Top 20 Intelligence Resources on the Net Closing Statements
• Open Source Intelligence Quiz
• Exam: Open Source Intelligence

Course Name: Twitter Investigation Methodologies

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: Learn some of the most advanced investigative techniques utilized on the Twitter platform. Come along with us on an exciting exploration of the Twitter platform with McAfee Institute's world-renowned speakers and intelligence gurus. They share with you the most successful & effective investigative strategies known within the industry to help gather the crucial intelligence you need to drive results. Twitter has gone through several huge changes over the last few months, and we are the first to bring to you these new insights which will be critical to your success in this new environment.

Key Learnings
• How to locate persons of interest
• How to identify pertinent information quickly and effectively
• Locate and identify multiple types of criminal activity
• Locate the individuals responsible for criminal activity

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Twitter Investigation Methodologies
• Introduction to Twitter Investigation Methodologies
• The New Twitter Profile Layout
• Exploring Twitter Search
• Twitter Search – Stolen Goods
• UserID Searches
• Location Based Searches
• Link Searches
• Question-Based Searches
• Advanced Searches
• Monitoring Tools
• Resources
• An Exploration of Hootsuite
• How to Utilize HootSuite
• How to Set Up Tabs & Streams
• How to Add a Social Network
• Navigating Your Profile
• Publishing a Message
• Start Engaging Your Audience
• How to Create a Search Stream
• Monitoring Advanced Streams
• How to Monitor Key Words
• How to Use Suggestions

• How to Create an Analytics Report
• Twitter Investigation Methodologies Quiz
• Twitter Investigations Quiz

Course Name: Learn How To Gather Effective Intelligence Online

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: This online course unlocks invaluable tutorials, methodologies, and advice from the cyber expert and best-selling author and CEO of the McAfee Institute, Joshua P. McAfee, and his team of industry experts.

Key Learnings
• How to segment social networks effectively
• How to create undercover accounts that cannot be traced back to you
• How to spy on your persons of interest and not be detected
• How to make the most of the intelligence-gathering process
• How to optimize your investigative tactics for the web
• How to kick-start the intelligence-gathering process for success in any case
• A comprehensive guide to the deep dark web and online resources for intelligence gathering and more!

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Learning Modules
• Defining OSINT
• A World of Sock Puppets
• Documenting Social Media Investigations
• Keep Yourself Protected
• Which Domain Tools to Use
• Social Monitoring and Tracking Suspects on Twitter
• Facebook Criminals: An Inside Look at Dumb Criminals Posting Criminal Acts Online
• Facebook Graph Search
• Facebook Intelligence: The Friends List
• Facebook Conversation Wall
• Google Advanced Searches
• Searching Multiple Platforms
• Digital Case File
• In conclusion
• Exploring the Deep Web
• The Deep Web!
• Introducing the TOR Project
• Getting Started with TOR (Step by Step)

• The Deep Web (Overview)
• Exploration 1
• VPN Services
• Steps to buy and set up a VPN service to remain anonymous
• Hidden Wiki 2017
• Black Market Links 2017
• Deep Web Drug Markets 2017
• Hitman and Escrow Dark Web Links 2017
• Directories and Lists 2017
• Tor Wiki (Resource)
• The Secrets Behind the TOR Browser
• What the @#$% is a Bitcoin anyway?
• End of Course Exam

Course Name: Investigative Interviewing Methodologies

Course Hours: 4 # of CPE: 4 Tuition Cost: $327

Course Outline: Investigative interviewing methodologies like you have never experienced before This is an online course where you will learn how to conduct successful investigative interviews with effective new concepts to acquire confessions from the guilty. We are taking over 25 years of hands-on experience conducting investigative interviews and sharing with you our insights into what contributes to their success and failures.

Students will continue to build upon their interviewing techniques that have previously been learned, identify signs of deception, develop new rationalizations, build rapport and obtain an admission of guilt (or eliminate them as a person of interest). Lastly, we will explore what is needed for a clean separation of employment and/or prosecution.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Investigation & interview preparation
• Investigation Information & Case Development
• Investigation Steps & Procedures
• Professionals Demeanor
• Preparation for the Interview Process
• Information & Fact Gathering
• Understanding what violation has occurred or possibly occurred
• Effective interviewing techniques
• How to Develop Rapport & Gain Buy-In (Failure is not an option)
• Verbal and Non-Verbal Clues (What you might be missing & why)
• Establishing Credibility & Trust (How to do it quickly and effectively)

• Rationalizations (Do you really know who you are talking to), doing your homework?
• Obtaining the admission
• What do you need from your company to get the correct disposition (verbal, in writing, recordings, policy violation, criminal activity) to support termination or prosecution?
• How to support the termination process of the company and minimize liability (i.e. Unemployment benefits, legal, and lawsuits).
• Testing for Submission & Soft Accusations (What happens when they fail?)
• Successful ways to overcome denials & get back on track
• Closing the interview
• How to properly exit the employee/subject from the location (who is involved)
• How to properly terminate the employee from employment (who is involved)
• How to deal with threats, inappropriate behavior and who to notify.
• How to deal with potential workplace violence or violent people.
• Telephone Interviewing Techniques & Methodologies, what works and doesn't work, the nitty-gritty.

Course Name: Learn All About Risk Management & How To Be Effective

Course Hours: 1.5 # of CPE: 1.5 Tuition Cost: $147

Course Outline: You will learn several structured risk management approaches that guide information security decision-making. Course topics include: developing and maintaining risk assessments (RA); developing and maintaining risk management plans (RM); regulatory and legal compliance issues affecting risk plans; developing a control framework for mitigating risks; risk transfer; business continuity and disaster recovery planning from the information security perspective.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Risk Management for Supervisors & Management
• Resources
• Introduction and course overview
• Activity: PreTest
• Understanding Risk
• Risk Management Activities
• Assessing Risk
• GM Case Study Discussion
• Responding to Risk
• GM Case Study Discussion #2
• Resourcing Controls
• Discussion
• Reaction Planning
• Discussion 2
• Reporting and Monitoring

• Reviewing and Evaluating Framework
• Wrap Up

Course Name: Learn The In's & Out's Of Cyber Investigations

Course Hours: 3 # of CPE: 3 Tuition Cost: $257

Course Outline: In this exciting online course, you will discover the various forms of cyber investigations. By understanding, through this course, where criminals sell their data or how to utilize Social Media Websites to gain intelligence and other avenues, you will be able to identify, investigate and prosecute criminals. Our industry experts will demonstrate the tips and tricks to be more effective in gathering intelligence and conducting investigations! To conclude the course, we will test your newfound knowledge on the different methods of intelligence gathering, as well as the various avenues we explore throughout this course.

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Different Methods to Gather Intelligence
o How to Gather Intelligence – Introduction
o How to Gather Intelligence – Basic Concepts
o How To Gather Intelligence – Intel as a Continuous Cycle
o How to Gather Intelligence – Intel Disciplines
o How to Gather Intelligence – Threat Intel Landscape
o How to Gather Intelligence – The Threat Intelligence Journey
o How to Gather Intelligence – Special Considerations
• Where cybercriminals sell their data & information
o Gathering Intelligence on Carding Forums
• How to Gather Intelligence on Social Media Websites
o An Overview of Social Media Investigations
o Criminals on Facebook
o How to be Successful in Social Media Investigations
o How to Locate Accomplices & Co-conspirators (Belief Propagation)
o Live Tutorial: Profile Information
o Facebook Intelligence: The Friends List
o Facebook Intelligence: The Conversation Wall
o Facebook Information Tab
o Facebook Timeline
o How to Gather Intelligence in Facebook Groups
o How Fraudsters Create Phishing Schemes
o How to Avoid the Pitfalls of Private Profiles
o Subpoenas & Search Warrants
o How to Locate People on MySpace
o MySpace Intelligence: Gather Information on the Profile Wall

o MySpace Intelligence: Details in the Friends List
o LinkedIn: Gathering Intelligence from the Profile
o Using the Power of Google on LinkedIn
o How to Use Google's Site Search Effectively for Cyber Investigations
o How to Utilize Google's Double Quotes
o What are the Ethical Considerations When doing Social Media Investigations
o Tools and Resources Available for Social Media Investigations
o Introduction to Twitter Investigation Methodologies
o The New Twitter Profile Layout
o Exploring Twitter Search
o Twitter Search – Stolen Goods
o UserID Searches
o Location Based Searches
o Link Searches
o Question-Based Searches
o Advanced Searches
o Monitoring Tools
o Gathering Intel via Social Media In Conclusion
• How to Gather Intelligence on eCommerce & Auction Websites
o eCommerce Fraud Investigations
o eCrime Investigations – Introduction
o Where is eCrime Most Prevalent
o Fencing Vs. eFencing
o eCommerce Challenges to Investigating Fraudsters
o Prosecution Challenges
o Science Meets eCrime
o eBay The World's Largest Auction Platform
o Boosters Selling on eBay
o eBay Fraudsters – Let's Find Them
o eBay Listing Overview
o Advanced Search Overview
o Search Results Overview
o Auction Listing Details
o Feedback Systems and How Fraudsters Use Them
o eBay Feedback Review – First 30 Days
o Craigslist Overview
o Craigslist Listings
o Craigslist Investigations
o Google Boolean Searches – Site Search
• How to Gather Intelligence on Chat Websites and Applications
o Introduction to Gathering Intelligence on Mobile Apps
o Skype Sign Up
o Web Platform and Features
o Skype App and Searching

o Google Hangouts Intro
o Google Plus
o Hangouts Tutorial
o Google Hangouts Mobile
o Oovoo
o Oovoo Chat Window
o Gathering Intel on Facetime
o Gathering Intel on Tango

Course Name: Mobile App Investigations

Course Hours: 8 # of CPE: 8 Tuition Cost: $597

Course Outline: The Mobile App Investigation Program is designed to provide investigators with the training necessary to complete forensically sound data acquisitions of digital evidence from social networking applications.

This incredible online instructor-led training program is destined to be the most exciting program to hit the industry. There is nothing out there in terms of mobile app intelligence and investigations training that match the content, real-world expertise, up-to-date tutorials, and exercises offered in this incredible program.

You will learn all of the MOST POPULAR social media sites available as mobile applications, chat tools, OSINT, and more that we will face over the next year. As well as the most SECRETIVE and closely guarded intelligence and investigative techniques we have to offer!

Key Learnings
• Social Media Investigation Methodologies
• Social Media Intelligence Processes
• Social Media Mobile Applications
• Open Source Intelligence Methodologies
• Legal Fundamentals Relating to Cyber Investigations

Please note: To be eligible for CPE credit, you must complete the course and final exam within one year of enrollment. Please be advised that you may only claim CPE credit for a course once the certificate of completion is issued. The certificate of completion is valid for 2 years.

Course Curriculum
• Welcome to Mobile App Investigations
o Introduction
o, Introduce yourself!
• Basic Social Media Investigations
o An Overview of Basic Social Media Investigations
o Facebook Search Techniques
o Locating People on Facebook
o Exploring the Facebook Profile

o Facebook Search Tool

o Facebook Private Profile Information

o An Exploration into Twitter

o Twitter Search Techniques

o Twitter Mobile App

o An Exploration into YouTube

o YouTube Search

o An Exploration into Google+

o Google+ Search Techniques

o Ethical Considerations

• Advanced Social Media Investigations

o Advanced Social Media Introduction

o Open Source Intelligence

o Anatomy of Social Media

o An Exploration into Domain Names

o Username Workflow

o How to Utilize Search Engines

o Advanced Facebook Search Techniques

o Advanced Twitter Search Techniques

o Advanced Instagram Search Techniques

o Advanced YouTube Search Techniques

o How to Use HootSuite and SproutSocial

• Open Source Intelligence

o Open Source Intelligence Explored

o A World of Sock Puppets

o Keep Yourself Protected

o Criminals: An Inside Look at Dumb Criminals Posting Criminal Acts Online

o Exploring TOR

o Exploring the BitCoin

o The Secrets Behind the TOR Browser

o Digital Case File

o An Exploration into the Deep Web

• Open Source Intelligence Resources

o Open Source Summit Resources

• Cell Phone & Mobile Device Forensics

o Intro to Mobile Forensics

o Mobile Forensics Acquisition

o Mobile Forensics Examination & Analysis

o Procedures and Principles

o Mobile Phone Acquisition/Examination/Reporting (Reading Assignment)

• Mobile Apps Intelligence & Investigations

o Tinder Intelligence & Investigations

o Skype Intelligence & Investigations

o SnapChat Intelligence & Investigations

o Kik Intelligence & Investigations

o WeChat Intelligence & Investigations

o Tango Intelligence & Investigations

o Viber Intelligence & Investigations

o QQ Intelligence & Investigations

o LINE Intelligence & Investigations

o Yik Yak Intelligence & Investigations

• Legal Fundamentals

o Legal Fundamentals (Reading Assignment)

o Legal Fundamentals Discussion

o Additional Resource: DOJ Prosecuting Computer Crimes Manual

• Final Exam

20.8. Faculty

Joshua McAfee

Joshua McAfee is founder and CEO of the McAfee Institute, the most recognized provider of professional training in the intelligence and investigative sectors around the world.

After graduating Summa Cum Laude with a Bachelors and Masters from Colorado Technical University, Mr. McAfee went on to continue his studies working toward his Ph.D. at the Chicago School of Psychology with a focus in Deception Detection.

Mr. McAfee spent over 20 years in the law enforcement and loss prevention sectors investigative thousands of fraud and criminal cases solving some of the most complex cybercrime known to man. Mr. McAfee over his career has had the privilege and working alongside some of the industry's elite investigators from the FBI, DOD, DOJ, USSS, DEA and hundreds of state and local law enforcement aiding in solving some of the most heinous and elaborate cyber crimes to date.

Since founding the McAfee Institute in 2010 Mr. McAfee has lectured to thousands of intelligence and investigative professionals around the world, written 14 books, authored numerous articles, blogs, and whitepapers.

Qualifications:

- Bachelor's Criminal Justice
- Master's Degree in Criminal Justice
- Ph.D. in Deception Detection (ABD)

Certifications:

- Certified Expert in Cyber Investigations (CECI)
- Certified Cryptocurrency Forensic Investigator (CCFI)
- Certified Cyber Intelligence Professional (CCIP)
- Certified Cyber Intelligence Investigator (CCII)
- Certified Cyber Threat Analyst (CCTA)
- Certified Organized Retail Crime Investigator (CORCI)
- Certified Human Trafficking Investigator (CHTI)
- Certified Social Media Intelligence Expert (CSMIE)
- Social Media Intelligence Analyst (SMIA)
- Certified Workplace Violence & Threat Specialist (WVTS)
- Certified Professional Criminal Investigator (CPCI)
- Certified Executive Leader (CEL)
- Certified Forensic Interviewer (CFI)
- Certified Fraud Examiner (CFE)

Michael Garner

Certified as a Police Instructor and given the opportunity to instruct classes to seasoned patrol officers being appointed to detective and/or promoted to sergeant for the past 10 years. Invited to work on cross-team projects to develop better solutions to apply to investigations utilizing current hardware and software infrastructure while also providing recommendations for alternatives to provide cost-efficient and/or time management efficient solution

Developed curriculum for Basic Investigators School and Sergeant Developmental School specializing in electronic surveillance, electronic intercept software, and hardware, Inform RMS, information databases, and OSINT courses. Outlined, designed, built and deployed the phone forensic computers used by the OCU, Heroin & Opioid Response Team, and Homicide Unit to increase productivity, maintain data security of evidence gathered, and physical security of both hardware and data. Responsible for maintaining the hardware, software, and data integrity of those systems utilizing SPLUNK, Lansweeper, Symantec Endpoint Protection, and Malware Bytes software. Investigated non-violent property crimes such as organized auto and business burglary rings and violent crimes against persons such as aggravated assaults.

Professional Experience:

- Certified Police Instructor
- Active Directory
- Windows Server 2008/2012/2016
- Networking with Windows Server
- CFF
- CCO
- CCPA
- CompTIA
- A+ CompTIA
- IT Project+

Qualifications:

- Bachelor's in Criminology and Criminal Justice
- Master's Degree in Cyber Security Operations
- Doctoral in Business Administration – Public Administration

Certifications:

- Tennesse Police Officer Standards and Training (Certified Law Enforcement)
- Certified Expert in Cyber Investigations (CECI)
- Certified Cryptocurrency Forensic Investigator (CCFI)
- Certified Cyber Intelligence Professional (CCIP)
- Certified Cyber Intelligence Investigator (CCII)
- Certified Cyber Threat Analyst (CCTA)

- Certified Organized Retail Crime Investigator (CORCI)
- Certified Human Trafficking Investigator (CHTI)
- Certified Social Media Intelligence Expert (CSMIE)
- Social Media Intelligence Analyst (SMIA)
- Certified Workplace Violence & Threat Specialist (WVTS)
- Certified Professional Criminal Investigator (CPCI)
- Certified Executive Leader (CEL)

Josh Eudy

Josh Eudy is an Instructor and Technical Advisor at McAfee Institute. Mr. Eudy's role is to oversee the planning, management, and implementation of technologies.
His focus is providing technical advice to the Board of Directors on institutional and capacity building efforts, particularly on issues related to operational planning, technological innovations, and methods for professional technical development and training.

Mr. Eudy has been rapidly advanced his career from an I.T Security professional to a Chief Technology Officer (CTO) due to his ability to develop industry professionals. He has worked closely with management to strengthen the infrastructure by continuously keeping up-to-date with technology that meets business needs. He continues to develop industry standards and best practices across to reduce vulnerabilities and cost while increasing productivity.

Mr. Eudy has lectured hundreds of courses across the globe with the McAfee Institute and Stanley Community College, he has had the unique privilege of working with some of the industry's best intelligence professionals as their Instructor in the areas of cybercrime and digital forensics. He continues to use his passion for learning and teaching others fundamentals of what Cyber Crime involves and the techniques for recovering sensitive data that can be used as evidence in a court of law.

Professional Experience:

- Cyber Crime Technology Instructor – Stanley Community College
- Chief Technology Officer
- Chief Technology Advisor

Qualifications:

- Associates Degree in Cyber Crime Technology
- Associates Degree Information Systems Security
- Associates Degree Networking Technologies

Certifications:

- Certified Expert in Cyber Investigations (CECI)
- Certified Cryptocurrency Forensic Investigator (CCFI)

- Certified Cyber Intelligence Professional (CCIP)
- Certified Cyber Intelligence Investigator (CCII)
- Certified Cyber Threat Analyst (CCTA)
- Certified Social Media Intelligence Expert (CSMIE)
- Social Media Intelligence Analyst (SMIA)
- McAfee Institute Certified Trainer (MICT)
- Microsoft Certified Solutions Associate: Windows 10
- MCPS: Microsoft Certified Professional
- SEO Individual Qualification