

*Texas Association of Licensed Investigators, Inc.*

*Texas Certified Investigator (TCI)*

*Policies and Procedures Manual*

**T**exas  
**C**ertified  
**I**nvestigator

Texas Association of Licensed Investigators

*Texas Certified Investigator (TCI)*

*Policies and Procedures Manual*

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

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*Texas Certified Investigator*  
*TCI Mission Statement*



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

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

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

*Texas Certified Investigator*

**THE TCI OATH**



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

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

*Texas Certified Investigator*  
**THE TCI CODE OF ETHICS**



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

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

**Article 1.        *TCI Committee Members' Specific Duties and Responsibilities***

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

**A. TCI Chairperson:**

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

**B. TCI Education Coordinator**

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

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

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

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

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

**E. TCI Exchange Group Webmaster**

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

**F. TCI TALI Board Liaison:**

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

**Article II      *Requirements for Becoming a TCI***

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



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

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

### **Article III. TCI Responsibilities**

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

- Section 3. Active participation and continued involvement with the TCI program is required and is an essential part of the growth of the TCI program.
- Section 4. Each year the TCI must submit in writing to the TCI Chairperson a detailed account of their contributions to the TCI program.
- Section 5. The “TCI Contributions” will include the reporting period from January 1<sup>st</sup> of that year to December 31<sup>st</sup> of the same year. The “TCI Contributions” will be submitted by March 1<sup>st</sup> of each year immediately after the reporting period.

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

- Section 1. The TCI applicant will be notified in writing that the applicant’s required five (5) years licensing as a private investigator experience has been verified.
- Section 2. The applicant will then be qualified to progress to the testing phase and the *White Paper* submittal process.
- Section 3. The first step in the *White Paper* process is to submit a *White Paper* topic for approval to the TCI Chairperson as stated in this manual.
- Section 4. Once the *White Paper* topic is approved, a proposed outline regarding that investigative topic must be submitted to the TCI Chairperson for approval.
- Section 5. Once the outline is approved, the applicant will complete the *White Paper* and then submit the *White Paper* as per the TCI submission guidelines.
- Section 6. To be approved, the *White Paper* must pass a rigid scoring evaluation by the TCI designees assigned as outlined in the *TCI Policies and Procedures Manual*.
- Section 7. Once the topic and outline are approved by the assigned TCI designees, the *White Paper* must be submitted to the TCI Chairperson in any word processing format.
- Section 8. The *White Paper* should be accompanied by a brief biographical sketch of the applicant.
- Section 9. The *White Paper* may not be a rehash of an investigation.
- Section 10. The *White Paper* must be an original research paper of an approved investigative topic not less than 1000 words or as otherwise determined by the TCI Committee.
- Section 11. The *White Paper* may not contain footnotes, but rather it may contain endnotes.
- Section 12. The *White Paper* is subject to being printed in *The Texas Investigator*, the official publication forum of TALI, and if approved for certification, publishing may precede actual certification if testing is only conducted at the convention.
- Section 13. If the written and oral tests are taken prior to the *White Paper* being submitted, the applicant must successfully complete the *White Paper* process within three (3) months after the written and oral test are successfully passed.
- Section 14. If the applicant does not successfully complete this 3-month requirement and does not obtain specific authorization from the TCI Committee for an extension of time,

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

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

#### **Article V. *TCI White Paper Evaluation Form***

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

#### **Article VI. *Suggested Reading List for the TCI Examination***

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

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

#### **Article VII. *TCI Written Examination***

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

Section 2. The written test is by invitation only.

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

**Article VIII.            *Sample Written Test Questions For the TCI Examination***

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

**Article IX.            *TCI Oral Examination Procedure***

- Section 1. The oral examination is by invitation only.

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

## **Article X. *Sample TCI Certificate and TCI Pin***

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

## **Article XI. *Maintaining the TCI Certification***

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

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

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

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

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

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

can earn 2.0 CE hours for every seminar day (convention may be 2 days) up to a maximum of 8.0 CE hours per calendar year

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

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



approved by the TCI Chairperson, the TCI would need to attend a TALI conference before being reinstated.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Article XVI.           *Appeal Process For the Reinstatement into the TCI Program***

- Section 1. TALI and the TCI Committee have set up an appeals process for any TCI that has had their TCI certification suspended and/or revoked.
- Section 2. The TCI Chairperson will notify the TALI Board and the TCI Liaison to the TALI Board that the TCI's suspension has expired without the TCI being in compliance.
- Section 3. A TCI may appeal his/her suspension and/or revocation of the TCI certification by the following process.
- Section 4. The TCI can submit in writing the TCI's intent to appeal to the TCI Chairperson, the TALI Board President and TALI Chairperson no later than thirty (30) days upon written notification of his/her suspension and/or revocation.
- Section 5. This written request to appeal will include justification and reasons for reinstatement into the TCI program.
- Section 6. The TALI Board will review the request as appropriate.
- Section 7. The TALI Board that will hear this appeal will consist of three (3) members from the TALI Board. These members will include the TALI Board member that is the TCI Liaison to the TALI Board and two (2) members of the TALI Board appointed by the President of TALI.
- Section 8. The TCI Chairperson, or the TCI Chairperson's designee from the TCI Committee, will be in attendance at any and all appeal hearings.
- Section 9. The TCI will be notified in writing as to the results of that appeal.
- Section 10. The TALI Board will send the individual written notice of revocation of the TCI certification signed by the TALI Chairperson and TALI President.
- Section 11. If the TCI does not appeal the suspension and/or revocation within 30 days of being notified of having their TCI certification suspended and/or revoked, the TCI will have no further appeal rights.

Texas  
Certified  
Investigator

*Texas Association of Licensed Investigators*

**Texas Certified Investigator (TCI)**

***TCI Application Form***

Please Print Clearly

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

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

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

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

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

Present Certifications: CLI CFE Other: (describe) \_\_\_\_\_

(Please attach photocopies of current certificates, cards and/or other proof.)

**Qualifying Experience**

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

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

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

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

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

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

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

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

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

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

(INITIALS)

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

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

***Texas Association of Licensed Investigators***  
**Texas Certified Investigator (TCI)**

***TCI White Paper Evaluation Form***

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

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

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

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

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

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

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

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

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

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

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

**FACTS IN THE *WHITE PAPER***

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

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

<b>TOTAL POINTS AWARDED:</b>
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<b>Pass:</b>
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<b>Fail:</b>
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**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



***Texas Association of Licensed Investigators***  
**Texas Certified Investigator (TCI)**

***TCI Oral Examination Evaluation Form***

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

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

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

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

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

**Oral Exam Interview Guidelines**

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

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

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

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

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

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

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**Texas Association of Licensed Investigators**  
**Texas Certified Investigator (TCI)**

*TCI Continuing Education Submittal Form*

Name \_\_\_\_\_ Year awarded TCI \_\_\_\_\_

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

Reporting period of this report is January 1, 20\_\_\_\_ to December 31, 20\_\_\_\_  
 During this period I completed the following TCI Continuing Education requirements:

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

Date _____	Location _____	CE Hours _____
Date _____	Location _____	CE Hours _____
Date _____	Location _____	CE Hours _____
Date _____	Location _____	CE Hours _____

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

Date _____	Location _____	CE Hours _____
Date _____	Location _____	CE Hours _____
Date _____	Location _____	CE Hours _____

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

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

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

**AFFIDAVIT OF COMPLIANCE**

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

TCI Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

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

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

*Texas Association of Licensed Investigators*  
*Texas Certified Investigator (TCI)*  
*TCI Agreement Form for Maintaining the TCI Certification*

I have read and understand the *TCI Policies and Procedures Manual* revised on \_\_\_\_\_ and hereby agree to abide by all of the *TCI Policies and Procedures Manual* as outlined for maintaining the TCI Certification and being actively involved in the TCI Program.

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

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

\_\_\_\_\_  
*Signature of TCI or TCI Applicant*

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

*TCI Committee Internal Use Only*

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

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

\_\_\_\_\_  
*Signature of TCI Committee Member Receiving Form*

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