



APPLICATION FOR ADMISSION

Certificate in Professional Investigation

Boston University Metropolitan College
Center for Professional Education

www.bu.edu/professional
1-866-633-9370

Boston University Center for Professional Education (CPE) Certificate in Professional Investigation is designed for individuals who want to start or enhance their careers in professional investigation.

ADMISSIONS INFORMATION

The Admissions Committee, composed of Boston University's CPE faculty and administrative staff, evaluates the applicant's credentials and makes decisions regarding admission to the program. Emphasis is placed upon the applicant's educational history, communication skills, maturity, previous work experience, and career potential. Only complete applications are presented to the Admissions Committee for review. *Care in preparation of applications is strongly encouraged.*

APPLICATION REQUIREMENTS

Only completed applications will be considered. A complete application for admission must include:

- A signed application for admission;
- Three completed short essays and entire computer skills section;
- Professional references.

PROCEDURE FOR SUBMISSION

Applicants should submit their application materials to:
Boston University Center for Professional Education
Attn: PI Admissions
1010 Commonwealth Avenue, 2nd Floor
Boston, MA 02215
Or fax to (617) 353-4494
Or email to cpe@bu.edu with the subject header: PI application for admission

ADMISSIONS TIMETABLE

All applicants will receive notice of acceptance into Boston University's Certificate in Professional Investigation program typically within two weeks of receiving the completed application.

FINANCIAL INFORMATION

Once accepted to the program students must submit tuition in the amount of \$3995.00 in order to hold their place in the course. The entire amount is due at the time of registration. Tuition includes some course materials, however, students are expected to purchase additional books and have access to some surveillance equipment.

Methods of payment: Checks, money orders, Visa, MasterCard, Discover, or American Express credit cards are accepted.

Mail payment to:
Boston University
Attn: Jessica Marden
1010 Commonwealth Avenue, 2nd Floor
Boston, MA 02215
Or submit payment information over the phone:
Call 866-633-9370
Or register via the web: www.bu.edu/professional and click on Professional Investigation.

LOANS

A number of lending agencies offer continuing educational loans to students applying for programs like the PI program. Information about loan programs is available at <http://professional.bu.edu/cpe/fundsource.asp>. If a student decides to apply for a loan he/she should do so at least three weeks prior to the start of the course in order to ensure processing by the start of the class (even if a student has not yet been accepted to the program he/she should start the loan process).

REFUND POLICY, DROPS AND WITHDRAWALS

Withdrawal from a course eleven (11) or more business days prior to course start date: students will receive 100% tuition refund. Withdrawal from a course 0-10 business days prior to course start date: students will be charged a 25% Cancellation Fee. Withdrawal from the course after the start of the course: students will receive no tuition refund.

NOTICE REGARDING MASSACHUSETTS LAW MGL c. 147 section 25

Under Massachusetts law, MGL c.147 section 25, a license to engage in the business of private detective shall not be granted to any person who has been convicted of a felony in any state of the United States. Similar laws apply in many other states. Massachusetts law further provides, under MGL c. 147 section 23, that no person shall engage in, advertise or hold himself out as being engaged in, nor solicit private detective business, unless licensed for such purpose as provided in section 25.

Boston University reserves the right to change policies at any time without notice.

Certificate in Professional Investigation

APPLICATION FOR ADMISSION

Please Type or Print Clearly

Date: _____

A. PERSONAL INFORMATION

Name:

last

first

middle

Address:

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Email (home) address: _____ Email (work) address: _____

Note: an email address is required for those enrolled in the program.

How did you hear about the program? (Please be specific).

B. ACADEMIC RECORD Please check all that apply:

HS Diploma

GED

BA/BS MA/MS MBA PHD Certificate

High School: _____ City: _____ State: _____

College/University attended	State/Country	Dates	Degree
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College/University attended	State/Country	Dates	Degree
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C. EMPLOYMENT RECORD

Are you currently employed?

Yes

No

Current employer	Contact (phone)	Location	Dates of employment	Position
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Previous employer	Contact (phone)	Location	Dates of employment	Position
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Previous employer	Contact (phone)	Location	Dates of employment	Position
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D. REFERENCES – LETTERS of Reference?

Please list three professional references (no family members). These people should be able to speak to your ability to successfully complete the class and to thrive in the PI field; these people should also be able to speak to your character. Please advise them that CPE will be contacting them on your behalf.

1)

Reference Name	Position/Occupation	Relationship to Student
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Length of time known	Phone number	Email address
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2)

Reference Name	Position/Occupation	Relationship to Student
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Length of time known	Phone number	Email address
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3)

Reference Name	Position/Occupation	Relationship to Student
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Length of time known	Phone number	Email address
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E. SHORT ESSAYS – Please complete the short essays in the space allotted.

1) Describe what you understand is the work of a private investigator.

F. COMPUTER EXPERIENCE

Please check the box that best describes your computer experience in the following applications:

Application Name	No experience	Beginner	Intermediate	Advanced
MS Word				
MS Excel				
MS PowerPoint				
MS Access or other database				
MS Outlook or other email server				
Internet Explorer				
Mozilla Firefox or Safari				
Windows Operating System				
Macintosh Operating System				

1) What are your favorite news websites and why?

2) What are your favorite online search engines and why?

3) Describe the role computer use plays in your daily life.

G. Please visit the following link to review the Boston University Metropolitan College / Center for Professional Education's Academic Code of Conduct:

http://www.bu.edu/met/metropolitan_college_people/student/resources/conduct/code.html

H. NOTICE REGARDING MASSACHUSETTS LAW MGL c. 147 section 25

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I. IMPORTANT NOTICE/FINANCIAL POLICIES

Carefully review the refund policy for drops and withdrawals from the program at the beginning of this application. For more information contact a training consultant at 866-633-9370 or 617-353-4497. This information is also available at <http://professional.bu.edu/cpe/policy.asp>.

The Boston University Professional Investigation Admissions Committee may request an in person interview with an applicant prior to rendering a final admissions decision. Boston University reserves the right to change admissions procedures at any time without notice. Reasons for denial of admission may or may not be shared with the applicant at the discretion of the admissions committee.

Your signature on this application attests to your acceptance and understanding of the information provided regarding payment/withdrawal/cancellation policies, the Academic Code of Conduct, and the notice regarding Massachusetts Law MGL Ch. 147 section 25. Your signature also attests to the veracity of the information you provided in this application. Misleading or false information provided in this application may prevent admission to, or cause suspension from, the program.

APPLICANT SIGNATURE: _____ **DATE:** _____