

# WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305



## A Step-by-Step Guide for obtaining a Polygraph Examiner License

1. Determine if you meet all of the following prerequisites:

- United States Citizen
- No Felony Convictions
- Never Dishonorably Discharged from Military Service
- 21 Years of Age at the time your Application will be submitted

2. Obtain a Baccalaureate Degree (Class I) **or** Associate Degree (Class II)

3. Graduate from a School of Polygraphy

4. Submit an **Internship Registration Application / Affidavit** to the Commissioner of Labor for approval. Must include a **Polygraph Examiner Statement / Affidavit** that was completed by the licensed WV Polygraph Examiner that will be your Supervisor during the 6-Month Internship.

5. Once the Letter of Approval is received, begin your 6-Month Internship.

6. Upon completion of your internship, submit the **Polygraph Examiner License Application / Affidavit**, with all required documentation and the \$100 Fee.

7. The Division will schedule you for the written exam.

8. Pass the written exam and your Polygraph Examiner license will be issued.

9. Fail the written exam and you will need to schedule the 2<sup>nd</sup> exam date / time at no cost.

*All licenses expire on June 30<sup>th</sup> of each year*

*Passing Score - 70%*

*Must be renewed by September 30<sup>th</sup> each year or applicant may be required to pass the exam again*

*School of Polygraphy must be accredited by the American Polygraph Association*

*There is a \$50 Fee for the 3<sup>rd</sup> and subsequent exams*