

The Boston University Certificate in

PROFESSIONAL INVESTIGATION



Boston University's Center for Professional Education offers a Certificate in Professional Investigation ideal for a range of individuals, including those seeking to enter this exciting and rewarding field, current professionals seeking updated information, or even those in related fields who seek more formal training.

Taught by professional educators who are also experienced licensed private investigators, this certificate program offers a unique course of study.

The comprehensive curriculum is designed to accommodate the busy schedules of working individuals. Upon successful completion of the program, students will be awarded a Certificate in Professional Investigation from Boston University.

The Boston University Certificate in Professional Investigation features a comprehensive curriculum that delivers over 100 hours of instruction in six modules. Because professionals have busy schedules, courses meet on Saturdays and the program can be completed in 16 weeks of study. Students progress through the program in cohort groups, which facilitates the development of a dynamic classroom environment and valuable networking opportunities.

CURRICULUM

Students who successfully complete the following six modules will receive a Boston University Certificate in Professional Investigation. Classes meet on Saturdays from 9 a.m. to 5 p.m.

Foundations of Professional Investigation

Students gain an overview of the investigative profession, including how professional investigators assist attorneys, businesses, and the public with a variety of cases. It covers the investigative process and the conduct, skills, and traits required of professional investigators. As the foundation for the certificate program, this course focuses on the three primary areas of investigation (research, interviews, and surveillance) and previews the higher-level courses.

The Law and the Private Investigator

This course examines on the role of the investigator within the legal system. Students learn to apply investigative skills to a range of legal matters, including civil, domestic, and criminal actions. The module examines how civil and criminal cases proceed, as well as legal strategies, terminology, and laws pertaining to investigative practices. Providing expert testimony is covered and practiced in this module.

Investigative Interviewing

The Investigative Interviewing course focuses on conducting investigative interviews of various subjects, and on planning, conducting, recording, interpreting, and presenting the results of interviews. The training consists of video clips and role-playing to demonstrate and reinforce interviewing behaviors and techniques.

Internet Research

Internet intelligence is one of the most recent and vital skill sets for the professional investigator to have. This cutting-edge curriculum will expose students to both the tools and the methods for conducting investigative research online. Students will learn best practices for obtaining reliable information, and class time within a computer lab will enable them to apply recently learned skills.

Investigative Surveillance

In this course, students learn about a variety of surveillance techniques and practice how to conduct typical surveillance assignments. The module covers when to use a particular technique and how to use and select the appropriate technology. Students also learn how to prepare and present results of surveillance activities to clients.

Investigative Research

Traditional library and public record searches are effective and vital aspects of any investigation. Through visits to courthouses and other public offices, students learn techniques and best practices of public records research, and discover the many types of information available through this research. Students also determine how best to apply and present the information obtained through this type of investigation. Students will learn how to research two areas in particular: corporate and individuals.

Thomas Shamshak, Program Director and Instructor

Thomas Shamshak is president of Shamshak Investigative Services, a member of the Licensed Private Detectives of Massachusetts (president, 2004-2005), and a former law enforcement officer and police chief in Massachusetts. He has provided investigative and consulting services to law enforcement agencies, municipalities, state criminal justice agencies, insurance companies, attorneys, and private investigators.

Shamshak holds a BS in sociology from Suffolk University, an MS degree from the Graduate School of Criminal Justice at Northeastern University, and has pursued doctoral studies at Boston College.

PROGRAM FACULTY

Pamela Hay, PI

President

Broad Range Investigations
Director

Licensed Private Detectives Association of
Massachusetts

Special Agent (Retired)

U.S. Drug Enforcement Administration

Jack LeClair, PI

Polygraphist

Northeast Polygraph Services

Sherry Rajaniemi-Gregg, JD

Associate

Kotin, Crabtree & Strong LLP

Jessica Weiss, JD

Project and Social Media Coordinator

Commonwealth of Massachusetts Information
Technology Division

Thomas Shamshak, PI, Program Director

President

Shamshak Investigative Services

WHO CAN BENEFIT FROM THE CERTIFICATE IN PROFESSIONAL INVESTIGATION?

- Law enforcement professionals
- Career changers
- Paralegals
- Insurance adjusters
- Legal secretaries
- Collections specialists
- Criminal justice and law students
- Security professionals

PREREQUISITES

Students seeking to enroll in Professional Investigation courses must possess:

- A High School Diploma or GED
- A solid command of the English language
- Basic computer skills, including a basic working knowledge of word processing programs and a web browser

HOW TO ENROLL

Courses for the program begin each January. Students must submit an Application for Admission, which must be approved at least two weeks prior to the beginning of courses. For details and application materials, visit bu.edu/professional.

COURSE MATERIALS

Most course materials are included in the course tuition; however, students will be required to purchase an additional textbook that is not included. Students must also own and will be required to use a 35mm SLR camera (digital or analogue) and a video camera as a part of this program.

CRIMINAL DEFENSE INVESTIGATION TRAINING COUNCIL CERTIFICATION

As recognized by the Criminal Defense Investigation Training Council, the Certificate in Professional Investigation at Boston University meets the educational requirements leading to a designation of Board Certified Criminal Defense Investigator, or C.C.D.I. To earn the C.C.D.I. designation, investigators must complete select experience requirements in addition to the educational requirements, demonstrating that they can effectively perform as experts in criminal defense investigations. More information on the designation can be found at defenseinvestigator.com.

“The BU program fills a need for more classically trained detectives...it is providing something that nothing else does—it’s bringing the old school and new school together.”

— **Brandon Perron, C.C.D.I., F.C.I.**

*National Director,
The Criminal Defense
Investigation Training Council*

STUDY ONLINE OR IN THE CLASSROOM

Those who prefer face-to-face interaction with classmates and instructors will thrive in on-campus courses, while those who prefer to study at a time and location of their choosing will benefit from the flexibility of the Online Certificate in Professional Investigation, which delivers input and guidance from instructors in an interactive, multimedia environment. Both formats follow the same respected curriculum and are led by expert faculty.

TUITION REIMBURSEMENT

Many companies offer tuition reimbursement for continuing education courses, particularly if they lead to a specific designation.

LEARN MORE

Phone: 1-866-633-9370 or 617-353-4497

Fax: 617-353-4494

Email: cpe@bu.edu

For a complete schedule, please visit bu.edu/professional.