**Professional Certification Program**

**Basic Level Classification Application**

***Basic Level Classification Is Not a Certified Analysts Level but Does Enroll you in the Professional Certification Program***

 ***Use additional sheets of 8 ½ by 11 paper, if necessary, to respond in full to each question.***

***Incomplete applications will be returned.***

**l. Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(First) (Middle) (Last)***

**2. Address:** (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Agency name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Agency Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail:**\_\_\_\_\_\_\_\_\_\_\_

**3. IALEIA Membership No.: Yrs. member \_\_\_**

**4. Work Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(Attach Job Description)***

**5. Supervisor's Name/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. 40-Hour Basic Intelligence Course: Date Taken** \_\_\_\_\_\_\_\_\_\_\_

 ***\*Append a copy of Certificate or Diploma Received for Training.***

**7. Applicant's Certification**

 I hereby certify that allof theabove information is true and complete and that I understand that basic level classification is not a certified analyst level, but does enroll me in the Professional Certification Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Applicant's Signature and Date)**

**8. PCP Committee Member Review**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(For IALEIA/PCP Use Only)***

Certification Number: \_\_\_\_\_\_\_\_\_\_\_

Certificate Mailed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**9. Attach Fee Here or Fill out Credit Card Information:**

 **Make checks payable to IALEIA:**

 **Basic Level Classification Fee: $50.00 USD**

 **(Non-US checks must be on banks with US correspondent banks)**

**Visa # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MasterCard # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **American Express # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expiration Date: \_\_\_/\_\_\_/\_\_\_ CVV Code: \_\_\_\_\_\_\_\_\_**

***Approved by the IALEIA Board: 04/08/2018***

**IALEIA Code of Ethics**

A criteria for Basic Classification is that applicants adhere to IALEIA standards for ethics and professional conduct. The integrity of IALEIA is dependent upon the conduct of its individual members. A code of ethical behavior is set forth herewith for the purpose of providing guidance in achieving a desirable individual and group standard.

Members of IALEIA will

* Exhibit the highest standards of personal integrity and professional propriety
* Represent IALEIA at all official functions, including meetings, training events, and IALEIA Chapter activities, in accord with IALEIA bylaws, procedures, policies, and code of ethics
* Report violations of IALEIA bylaws, policies, or code of ethics to the Board of Directors
* Follow all prevailing best practices and professional standards that apply to criminal intelligence analysis functions
* Adhere to and apply the core tenets of the Law Enforcement Analytic Standards document when carrying out analytic assignments
* Refrain from any conduct, in an official capacity, that diminishes public trust and confidence or detracts from the integrity of the criminal intelligence analysis profession
* Avoid engaging in criminal, dishonest, disreputable, or disgraceful personal conduct
* Avoid any non-official social or business associations with persons who are known to engage in criminal activity
* Diligently protect individual civil rights, civil liberties, and personal privacy in all professional actions and intelligence projects
* Refrain from any activities that might adversely affect the reputation of IALEIA and/or IALEIA members.

Members of IALEIA will not

* Engage in unauthorized information release concerning ongoing or prospective criminal cases, intelligence operations, or other sensitive law enforcement information
* Knowingly misrepresent any case evidence, research data, or analytic findings
* Purposely provide false or misleading information concerning their academic background, analytic experience, or professional qualifications
* Solicit or accept any bribes, gifts, or favors in connection with official duties
* Knowingly make false or misleading statements, or conceal material facts, in connection with any analytic project or official proceeding
* Engage in any form of illegal activity—including consumption of illegal substances
* Denigrate IALEIA, their agency, co-workers, or the criminal analysis profession
* Discriminate against others on the basis of race, sex, creed, national origin, or religion
* Participate in any form of sexual harassment or exhibit malice directed at any member of a minority or other protected group
* Misuse, or release to any non-member without authorization, any sensitive or proprietary IALEIA material, including official logo, membership records, administrative proceedings, official documents and publications, training materials, or other non-public data.

I agree to adhere to the above Code of Ethics.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Applicant's Signature and Date)**