

## Course Description

During the National Integrity Academy (NIA) Basic Fraud Investigations Instructor-led Training Course, participants will learn the UI fraud investigation process in the context of case studies and scenarios. Through highly engaging class activities, learners will apply critical thinking to investigate single-claimant UI fraud cases and make final determinations. The strategies, techniques and recommended practices taught in this course can be applied within any state.

## Step 1: Reach out to your State Liaison

A state must be able to commit at least 16 staff members to attend the Basic Fraud Investigations Instructor-led Training. Each training holds a maximum of 24 participants.

To establish a training, please have your State Contact reach out to the State Liaison for your Region.

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## Step 2: Coordinate with National Integrity Academy on Training Location

NIA staff will contract with the selected hotel and will provide all logistical and planning support.

State assistance in locating a convenient and appropriate hotel venue for the training event is much appreciated. Please forward this information to the State Liaison if available.

Meeting room space must be able to accommodate up to a total of 33 people in a classroom style room configuration with adequate space for participants to move around for activities and presentations.

### Step 3: Get Staff Ready!

Once the training date and location are confirmed, the NIA Training Coordinator will notify the State Contact that a registration link is available. The State Contact will instruct staff to reserve a seat and enroll in the National Integrity Academy through the [Integrity Center Website](#).

Registered attendees will be asked to confirm their attendance a month prior to the training. The State Liaisons will notify the State Contact if additional seats remain available.

✓ [Reserve a Seat](#): Located at the bottom of the **National Integrity Academy** Webpage: Click "Reserve My Seat" next to the ILT on the schedule. The registration will close once the training is full.

✓ [Enroll in the Academy](#): Located on the **National Integrity Academy** Webpage: Click "Enroll Now" and select the [Fraud Investigations Certificate](#).

### Step 4: Request Travel Reimbursement

A limited amount of funding is available for states who need assistance with travel costs. To receive the stipend, States must submit a stipend request form prior to the training and provide an invoice with supporting documentation following the training. To learn more about Travel Stipends, please [click here](#).

### Step 5: Attend the Training

The Basic Fraud Investigations Instructor- led Training Course is three full-days, with class hours of 8:30 AM – 4:30 PM, an hour is scheduled for lunch. The dress code is business casual.

#### **Fraud Investigation Certification**

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The Basic Fraud Investigation Instructor-Led Training Course is a part of the Fraud Investigation Certificate.

To receive Fraud Investigation Certification, individuals must meet the following requirements:

- Full participation during all three days of training. No extended periods of absence during training as it disrupts the class.
- Completion of all prerequisite and subsequent eLearning training

The National Integrity Academy will send signed certificates to the State UI Director for distribution on a quarterly basis. Individuals who have completed the certificate may download a transcript on the eLearning System by selecting My Learning History on the left navigation menu.

#### **Post-Certification Continuing Education Modules**

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The Integrity Academy will be producing continuing education modules for individuals who have successfully completed the Fraud Investigations Certificate or who possess five (5) or more years of prior fraud investigation experience. These modules are designed to address new and emerging fraud investigation topics, provide more in-depth training on topics covered in the ILT and to encourage life-long learning in Academy certificate holders.

The first Continuing Education Module, Appeals & Prosecutions, will be available to learners in the fall of 2018.