



Dear ABC Student,

As your graduation from Animal Behavior College draws near, your journey as a dog trainer is only beginning. Soon you will no longer be an ABC Student, but an ABC Certified Dog Trainer! All of us at ABC are proud of your accomplishment, as well as all the work and effort you put into completing our program. Your successful completion indicates you are serious about your dog training career, which hopefully brings you great pride. We know the general public values what you have done as market research across North America confirms dog owners are more comfortable hiring a certified trainer. This means advertising your ABC Certified status makes good business sense and we are dedicated to helping you succeed however we can.

After graduation, we strongly encourage you to continue your education by keeping yourself updated on different training and marketing techniques as well as the numerous training products and aids available. Continuing education is the key to continued success.

There is a great deal of information pertaining to the pet industry, which leaves many trainers asking themselves, "Where do I begin?" To assist you with these and other questions, ABC has formed ABC Alumni, Inc. The organization's purpose is to assist you in your continuing education and business endeavors. What's more, you can join this group at no cost.

There is no obligation to join. However, we do need to know whether or not you wish to become a member prior to graduation. That way, you can have immediate access to any ABC Alumni offers upon graduation. To become an ABC Alumni Inc. member, please fill out the forms at the end of this letter.

What benefits will you receive as a member?

ABC Alumni, Inc. offers the following items to all ABC graduates who join the alumni group:

- ABC quarterly newsletter
- Access to the Alumni Center on the ABC website
- Continuing education programs
- ABC Certified Dog Trainer polo shirts
- Job board
- ABC online behavior library
- Low-cost liability insurance
- Access to the VistaPrint Alumni Store
- Fully customizable turnkey websites
- Profile listing for ABC website's "Find a Trainer" consumer search page

We have even more exciting things planned for the future, including:

- ABC message board
- Training products
- Advertisement tools

In order to join, you need to sign our Alumni Code of Ethics and provide current contact information on the enclosed ABC Alumni Registration Form.

How much does it cost to join?

There is no cost to join our Alumni Group and no obligation to join. We do require, however, that you fill out our annual Alumni Employment Survey. After you join up, you'll receive an email every December, notifying you that the employment survey is now live in the Alumni Center. It will appear automatically when you log in. Simply answer the questions and hit submit. The purpose of the survey is to analyze the effectiveness of ABC's programs in terms of gainful employment and to determine how active our members are in the pet industry.

What do you need to do to join?

1. Print out the attached ABC Alumni Registration Form and ABC Alumni Code of Ethics Form
2. Fill out all your contact information on the Registration Form, check the "Yes, sign me up!" box and sign and date the bottom.
3. Read the Code of Ethics Form and sign and date the bottom
4. Send us back both forms using one of the following methods:
 - Fax them to ABC Alumni, Inc at 866-844-1531 (toll free)
 - Mail to: 25104 Rye Canyon Loop, Santa Clarita, CA 91355
Attn: ABC Alumni, Inc

If you choose not to join, please print out the ABC Registration Form, fill out your contact information and check the "Not at this time" box. Send the form back using one of the methods listed above.

Please note: In order to keep costs under control and continue offering all of the items mentioned above, ABC Alumni, Inc. uses email as our primary method of communication. Please update your email contact information and keep us updated on any changes, so we can continue to share our exciting benefits with you.

I strongly encourage you to become a member of ABC Alumni Inc. All of us at ABC look forward to working with you in the years to come.

Sincerely,

Program Manager
Animal Behavior College, Inc



Alumni Registration Form

Instructions: Please read all documents thoroughly. To become an ABC Alumni member, please fill out the Alumni Registration Form, read the Code of Ethics, then sign and date both documents. When completed, fax both forms to Animal Behavior College at 866-844-1531. Please note: It can take up to 2 weeks after graduation before you gain access to the Alumni Center due to processing. We apologize for any inconvenience.

**Required Fields*

Member's Name* _____

Yes, sign me up! Not at this time

Street Address* _____

City, State & Zip* _____

Home Phone* (_____) _____ - _____

Work Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____

E-Mail* _____

ABC Alumni Inc. may occasionally allow approved third-party companies to offer special discounts and promotions to Alumni Group members.

Please check here if you **do not** wish to receive any special offers from third-party companies. ABC Alumni Inc. will not provide any of your contact information to a third-party without your consent.

By signing below, I am acknowledging that I have read the enclosed ABC Alumni Code of Ethics and agree to abide by all the terms and conditions. I understand that if I am found not adhering to any or all of the items listed under the Code of Ethics, that I will lose status as an ABC Alumni member and my access to the Alumni Center will be revoked.

Signed

Date





Code of Ethics

As a graduate of Animal Behavior College, Inc. (ABC), I desire to join ABC's officially sanctioned group of ABC Certified Dog Trainers hereafter called the "ABC Alumni Group".

As a member of the ABC Alumni Group:

1. I will conduct myself and my dog training business in a professional, ethical fashion while maintaining empathy and concern about each client's needs, as well as the well-being of each client's dog.
2. I will not engage in any service or take on training responsibilities for which I am not competent. I further agree to seek answers and, if needed, assistance from Animal Behavior College, fellow alumni, and/or other professional trainers if presented with a training challenge or scenario outside the range/scope of my experience or knowledge.
3. I will not offer any guarantees about the behavioral outcome of my training programs/lessons.
4. I will make every reasonable attempt to satisfy my clients or the clients of any company employing me as a dog trainer.
5. I will not falsely accuse or defame fellow ABC alumni and/or other professional dog trainers.
6. I will not give false information to ABC Alumni, Inc.
7. I will keep ABC Alumni Inc., updated with accurate contact information. Such information will include a valid phone number with area code, mailing address and email address. I understand that failure to keep ABC Alumni, Inc. updated with said information may result in suspension and possible termination of my membership.
8. I will participate in the annual Alumni Employment Survey, which appears in the Alumni Center every December. I understand that failing to fill out the survey annually could result in a lapse in my membership in the group.
9. I will cooperate with ABC Alumni, Inc. regarding any reported violation of this Code of Ethics.
10. In the event I am offered an opportunity to act as a mentor for Animal Behavior College students, I will abide by all items in the ABC mentor contract.
11. I will treat all animals in a humane fashion and not engage in training methods designed to cause physical or emotional harm.
12. Whenever possible, I will attempt to continue learning about dogs and training through reading and attending educational events.
13. I understand if I am convicted in court of animal cruelty, I must notify ABC Alumni, Inc. immediately, and I will have my membership terminated and all privileges granted to me by ABC Alumni Inc. revoked.

14. I agree and understand that the ABC Alumni, Inc. and the Alumni Group is a sole and separate organization from Animal Behavior College, Inc.
15. I agree that in the event I am not satisfied with the performance of the ABC Alumni Group, I may have my membership terminated at my request.
16. I agree that under no circumstances will I expect or request any refunds of tuition from Animal Behavior College, Inc. due to my dissatisfaction with the ABC Alumni Group.
17. When creating any promotional items (e.g., brochures, websites, polo shirts, handouts, etc.) I will not make any claims that violate any of the codes noted in this Code of Ethics Documents.
18. If I am not a licensed veterinarian I shall avoid making any medical diagnosis and/or giving medical advice. I shall refer any client's pets whom they suspect might have medical issues to a licensed veterinarian.
19. As an Alumni Group member, I will not falsely claim certifications I do not possess. I will only claim certifications that are granted to me by the certifying organizations. I understand that failure to adhere to this will result in a cease-and-desist warning; and failure to correct this violation within 10 days and/or repeated violations will result in my termination from the ABC Alumni Group and all privileges granted by such membership.

The ABC Alumni Group and ABC Alumni, Inc., while striving to maintain standards of conduct amongst its members, shall not and cannot be responsible in any way for the individual acts of its members.

As a member of the ABC Alumni Group, I agree to adhere to all of the above terms and conditions. I further understand and agree that failure to adhere to the terms and conditions contained in this document may, at the sole discretion of ABC Alumni, Inc., be grounds for immediate termination from the ABC Alumni Group.

This Code of Ethics represents the full and complete agreement and understanding between the parties.

Signed

Date

Printed Name