

# Animal Behavior College

*Where Dog Lovers Become Dog Trainers*

## Dog Obedience Instructor Training Program Course Catalog

*Unleash the Dog Trainer Inside You*



**Setting the Standard of Excellence**

January 1<sup>st</sup> 2015 - December 31<sup>st</sup>, 2015



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## ANIMAL BEHAVIOR COLLEGE'S MISSION

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Animal Behavior College's (ABC's) goal is to provide quality training to the Dog Obedience Instructors, commonly known as Dog Trainers. To help accomplish our mission, ABC focuses on the following:

- To provide quality instruction and professional preparation of students by a faculty with extensive knowledge, skill, and concern for student achievement and success.
- To provide outstanding material and support to the students.
- To assist graduates in finding suitable employment.
- To provide hands-on instruction to ensure the applicability of the skills taught to present business needs and requirements.
- To provide outstanding facilities, equipment and surroundings to ensure a high quality learning environment.

Animal Behavior College recognizes the worth and dignity of all people and is sensitive to the cultural and ethnic diversity of the student population. Each student is encouraged to reach their potential within the framework of their individual needs, interests, and capacities.

Animal Behavior College employs instructional methods based on adult learning theory focusing on preparing graduates for vocational success. Theoretical knowledge and applied skills are emphasized and provided through a variety of teaching techniques. Instruction may include notes, self-study material, audiotapes, videotapes, lecture, group discussion, externship, demonstrations, and guest speakers. All Animal Behavior College programs require active student participation and tasks that accomplish the learning objectives. Instruction is provided by a combination of self-study and hands on training. ABC provides self-study material, and may also include audio-visual material. Qualified dog trainers provide supervised instruction and evaluation during externship sessions.

Animal Behavior College believes one of the important goals of education is to provide services supportive of students' efforts to succeed academically and attain the attitudes and beliefs necessary for career success. These services include individual advising, academic tutoring, assistance in locating needed social services, study skills, and various personal growth workshops.

Animal Behavior College recognizes that it has an obligation to assist students in obtaining employment following graduation and provides this service through its Employment Advisory Services Department. Graduates are expected to assume responsibility for their own career success by participating in classes, workshops, and advisory sessions that teach and guide them through the process of securing and maintaining employment in the community.

Career development and job placement assistance offered by ABC are intended to be the foundations upon which our graduates build success.

Animal Behavior College is dedicated to serving its students by providing them with skills and knowledge that lead to greater success in both their personal and professional lives.

## MESSAGE FROM STEVEN APPELBAUM, PRESIDENT

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For over two decades, I have, first in my capacity as CEO of Animal Behavior and Training Associates, Inc. and now as President/Director of Animal Behavior College, Inc., had the fortune to work with literally thousands of professional dog trainers, who in turn touched the lives of hundreds of thousands of dog owners. At the core of this business is a genuine love of dogs and desire to help dogs and the people that love them enjoy safer, happier and better lives.

The ABC curriculum is the result of not just my experience, but the experience of dozens of talented, dedicated animal lovers across North America. Training is a profession that can reward on many levels. As a professional trainer, you can and will make a positive difference in people's lives and the lives of their pets. It has been estimated that as many as 60% of all dogs in animal shelters are there due to untreated behavior problems. Millions of dogs are euthanized in shelters every year. As a trainer, you are literally helping to save lives with your knowledge and skill. Trainers also have the ability to earn an excellent living doing what they do best.

I sincerely welcome all ABC students and hope that you find the process of learning, training, and helping as rewarding as I have.

## FACULTY AND STAFF AT ABC

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**Steven P. Appelbaum** – President ABC – has received his Certificate of Authorization for Service as an animal trainer from BPPVE. He is also the President of Animal Behavior & Training Associates, ABTA, once the largest dog-training organization in North America. He has over 25 years of experience in training wide variety of animals, from US Military Dogs, Police Dogs to show dogs and various exotic animals for the Motion Picture Industry.

**Debbie M. Kendrick** – Vice President ABC – has received her Certificate of Authorization for Service as an animal trainer from BPPVE. Has extensive experience with dog training and is a Dog Obedience Instructor herself. She has worked as National Training Manager for ABTA for 6 years and has won 'Top Dog' award at Southern California D.O. Trials in 1978. Debbie was also a Board Member for the Dog Obedience Group and School from 1979 to 1980.

**Candace Mason** – Office Manager and Director of Admissions – is an experienced dog trainer with over 8 years of professional experience. In charge of the Admissions Department which includes student enrollment and financial aid.

**Wendy Wyman-Engels** – Finance – is responsible for student loan processing and record keeping.

**Heidi Voll** – Lead Program Manager - has over 15 years of professional dog training experience. She continues to teach private lessons in addition to her numerous duties as Lead Program Manager for Animal Behavior College.

**Azure Fike** – Program Manager – has received her Certificate of Authorization as an instructor from BPPVE. Ms Fike's experience and education includes the following: Animal Behavior College; Wild Animal Seminar at Hollywood Animals; Moorpark Community College: Avian and Reptilian Care course; College Of The Canyons: Zoology; Dolphin Interaction Program at Sea World; College Of The Canyons Animal Care Course.

**Danielle Farrington** – Program Manager – has four years of professional dog training experience and teaches group classes and private lessons in addition to his numerous duties as an Instructor for Animal Behavior College.

**Samantha Hamilton** – Program Manager – has several years of animal experience, including working with shelter and rescue dogs. She presently teaches group classes and private lessons outside of her responsibilities as a Program Manager.

**Brittany Sorgenstein** – Program Manager – has worked in the animal industry for 10 years but became a certified dog trainer through Animal Behavior College. She currently teaches group classes and private lessons outside of her responsibilities as a Program Manager at Animal Behavior College.

**Beth Harrison** – On-Site Class Program Manager – has over seven years of professional dog training experience teaching group classes and private lessons. She also offers board and training services and is a Canine Good Citizen (CGC) Evaluator.

# GENERAL INFORMATION

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## **Academic Freedoms and Student Responsibilities**

The student who has been accepted and has enrolled in a program at Animal Behavior College has certain rights and responsibilities. These rights and responsibilities establish a student code of professional conduct. Primary to this code is the access to an environment free from learning interference.

Students have the right to an objective evaluation of their progress. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress.

Students will be treated in a manner conducive to maintaining their worth and dignity.

Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.

When confronted with injustices, students may seek redress through grievance procedures established in accordance with the ABC's non-discrimination policy. Such procedures will be available to those students who make their grievances in a timely manner.

Students may take reasoned exception to the data or views offered in any course of study and may reserve judgment about matters of opinion, but they are responsible for learning the academic content of any course for which they are enrolled.

Students will be given full disclosure and explanation of all fees and financial obligations to ABC.

Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by ABC.

Students have the right to quality education. This right to high-quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

Students have the responsibility to conduct themselves in a professional manner within the institutional and externship settings, and to abide by the policies of the Animal Behavior College and the applicable program department.

Students are expected to conduct all relationships with Animal Behavior College staff and faculty, their peers, and their clients with honesty and responsibility.

Students are to comply with directions by Animal Behavior College faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.

## **Conduct**

Animal Behavior College is proud of the academic standards it maintains. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, Animal Behavior College has established guidelines for proper conduct. Emphasis is continually placed on regular course

participation, promptness, honesty, and a positive attitude. Each student agrees to abide by the following regulations by his/her act of beginning a course of study –

- Students will be held responsible for their actions while enrolled at the school and at the Externship location.
- Any student caught cheating on any examination may be immediately terminated from the school.
- Students will be held responsible for any theft or damage done to school or externship location property and will be expected to reimburse the institution for such damage or loss.
- Inappropriate, disruptive, or profane behavior will not be allowed.
- A student must not possess, nor be under the influence of, any intoxicating beverage or drug, nor possess weapons, nor create a safety hazard to others while on school or externship premises.
- Smoking is not allowed during externship sessions.
- Animals are not allowed on the premises unless specifically required for a class.

Any violation of the above standards may result in probation, suspension, or termination from the college.

## **Acceptance to the School**

Upon completion of a phone interview and the required documents for admission, the school administration will review the information and inform the applicant via e-mail whether they have been accepted for enrollment.

## **Facilities and Equipment**

Animal Behavior College Headquarters is a spacious, clean and professional environment which occupies approximately 2000 square feet. Externships are typically held in pet stores, parks, and animal shelters.

## **Class Sessions**

This is a distance learning institution.

## **Holidays**

ABC Headquarters observes the following holidays. The office will be closed on:

New Year's Eve and New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving

Christmas Eve and Christmas Day

## **Handicapped Facilities**

Persons who have special needs are invited to contact ABC to determine if the program meets their requirements.



## **Smoking Policy**

Smoking is not permitted in any ABC enclosed facility.

## **Drug Abuse Awareness / Prevention Program**

To promote drug abuse awareness and prevention, the school supports the national Drug Abuse Awareness/Prevention Program and follows the United States Department of Education guidelines. Faculty and staff assist students by referring them to local or state agencies.

## **Dress Code**

Students must remember that they represent the College at all times. A student should, therefore, attend the externship dressed neatly and in appropriate attire. Shorts, cut-offs, soiled or shabby clothing, or clothing that could present a safety hazard, such as open-toed shoes, are not allowed.

## **English as a Second Language**

Animal Behavior College does not provide instruction in any language except English. No English language instruction is provided by the school.

# ADMISSION POLICIES

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## Admission Requirements

To enroll in ABC programs an individual must:

- Possess a high school diploma, GED, high school equivalency or pass the Ability to Benefit Test
- Be at least 18 years of age
- Pass a computerized entrance exam covering basic English and Math skills
- Have a phone interview with an Admissions Counselor to determine eligibility for enrollment
- Disclose all past felony convictions, which includes, but is not limited to; animal, drug or alcohol-related incidents. Enrollment based upon this information will be at the sole discretion of ABC.

If an application is not accepted, any and all tuition paid to the College will be refunded.

## Essential Function

Student will participate in a two-part program involving home study and Externship. This program also encourages students to volunteer in a shelter environment prior to graduation. The Externship will require student to experience dog training by participating in group class dog training lessons while under professional guidance, or train dogs with a professional trainer at a shelter, or accompany a professional trainer in private home dog training situations. Students must arrange for their own transportation during the program and have access to a friendly, untrained dog.

## Essential Skills: Minimum Skills Required

- **Reading:** Student must be able to read English at a High School equivalency level.
- **Writing:** Student must be able to write English at a High School equivalency level.
- **Communication:** Student must be able to communicate verbally in English and give both hand commands and voice directions.
- **Observation:** Student must be observant at all times of all persons and animals to maintain a safe working environment.
- **Physical Demands:** See specific Physical Requirements below.

## Physical Requirements for Admission

Dog Trainers are expected to be able to work with a variety of dogs of varying breeds, sizes and temperaments. Many animals are fast moving and have quick responses to stimuli in their environment. Some animals can be stressed, fearful or aggressive in a kennel or dog training environment. Because of these factors, it is essential for the student be capable of all the tasks noted in the below chart.

Activity	Not Done (0%)	Occasional (1%-32%)	Frequent (33%-66%)	Constant (67%-100%)
Sitting		X		
Standing				X
Walking			X	
Bend/Stoop			X	
Squat		X		
Crawl	X			
Climb		X		

Reach above shoulder	X			
Reach below shoulder			X	
Crouch		X		
Kneel		X		
Balance			X	
Push/Pull			X	
Twist/Turn			X	
Lifting: Up to 24lb		X		
Carrying: 1-10lb		X		

1. Student must be able to use both hands for repetitive action such as chumming, leash/collar maneuvering and hand signals:
  - a. Firm Grasp: Both Hands
  - b. Fine Manipulation: Both Hands
  - c. Hands are exposed to water or other liquids on a repetitive basis: No
  - d. Disposable gloves required: May be needed.
  
2. Repetitive Movement for feet is required:
  - a. Walking: Frequent or Constant
  - b. Walking at brisk pace: Frequent; both forward and backwards keeping eyes on animal interaction and human/animal interaction. Must be able to turn sharply to change direction. Must have a reasonable degree of agility to move through tightly cramped areas in various situations.
  
3. Visual Requirements and Hearing Requirements:
  - a. Does the program require a minimal visual acuity? Yes, student must be able to visually observe persons and animals up to 150 feet away, and in a full circle peripherally.
  - b. Does the program require differentiation of color? No
  - c. Can the student wear glasses/contacts? Yes
  - d. Does the program require minimal hearing acuity? Yes, normal speech at close contact and shouting up to 150 feet away, also ability to hear and discern dog vocalizations both soft and loud.
  - e. Does the program require driving motorized vehicle or equipment? No, although students must arrange own transportation while in program.
  
4. Other specific criteria:
  - a. Must possess excellent hand-eye coordination
  - b. Student must have good range of motion in joints; especially wrist, knees, elbows and back
  - c. Student must have an acceptable sense of balance when standing
  - d. Student must have an acceptable range of dexterity in hands and fingers
  - e. Student must be able to withstand being jumped on by small and large dogs
  - f. Student must be able to physically restrain small and large dogs
  - g. Student must have access to a friendly untrained dog
  - h. Must have reasonable degree of agility to move through tightly cramped areas in various situations
  - i. Student must be able to cope with the handling and processing of bodily fluids

## Environmental Conditions

Extreme Temperatures	Training may be outdoors in inclement weather
Noise	Traffic in proximity to training areas, barking in shelters
Fumes, Dust, Odors	Chemical odors, animal odors, dust in shelter kennel areas
Exposure to chemicals	Cleaners and disinfectants used in shelters
Other	Constant close exposure to animal dander and hair. Consult your physician if you have allergies, asthma or any health concerns. May be required to walk on uneven surfaces; such as parks, curbs or stairs.

## Ability to Use Equipment

- Students must have access to a computer and the internet.
- Students must have basic computer skills to use internet.
- Students must be able to attach and detach animal training collars and leads.
- Students must be able to grasp and hold leash controlling small, medium, and large dogs.

## Inability to meet Physical Requirements

### Notice about Pregnancy and Externship

Students enrolled in any ABC program may be exposed to substances such as chemicals, anesthetic agents, pharmaceutical agents, x-radiation and zoonotic diseases and parasites (such as toxoplasmosis), which can cause harm to an unborn fetus, resulting in birth defects and/or miscarriage. All programs include the handling of animals and have potential risk of injury to the student and/or unborn child.

Any student who is pregnant or becomes pregnant while enrolled in any of the programs offered by ABC is advised to speak with her physician and make an informed decision on whether to start/continue the Externship portion or to elect to be placed on a temporary medical leave of absence.

Students who are unable to meet the above physical requirements should notify ABC faculty immediately. Animal Behavior College welcomes the opportunity to provide reasonable accommodation to students who do not meet one or more of the Physical Requirements to allow students to successfully and safely complete all program requirements. If Physical Requirements are the cause of disqualification of your enrollment, all applicable tuition which has been paid to the College (as stated in the New Student Agreement) will be refunded.

## Ability to Benefit

Per the U.S. Department of Education, all applicants without a High School diploma or General Education Development (G.E.D) certificate must successfully pass a nationally recognized standardized Ability to Benefit (ATB) test that measures an applicant's basic educational knowledge. The ATB test is administered by an

independent third-party administrator and the cost of the test is the student's responsibility. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview.

Applicants are notified of their test results via telephone or email. If the applicant receives a passing score, he/she is now eligible to take the program. If the student does not receive a passing score, the student may take the test again after 7 days.

## **Entrance Exam**

All applicants to Animal Behavior College must pass a computerized entrance exam which covers basic English and Math skills and measures an applicant's potential for successfully completing the program. If the student does not receive a passing score, the student may take the test again after 7 days.

## **Admission Procedures**

All applications for admission are directed to ABC Headquarters. A phone appointment with an Admissions Counselor is necessary in order to register and enroll in a training program. The Admissions Department is regularly open from 7:00 a.m. to 8:00 p.m. Monday through Friday. Listed below are the specific requirements and procedures that Animal Behavior College has established for admission to the school.

- All applicants to the school must participate in a personal interview that determines the possibility of the individual's success in their chosen program.
- Applicants must certify that he/she is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or can show evidence of passing the Ability to Benefit test.
- Those applicants who do not possess a high school diploma or GED certificate, see Ability to Benefit (above).
- All applicants must complete an application for admission.
- All applicants for admission to the school must successfully complete an entrance exam.
- All applicants must complete financial arrangements prior to admission. If applicable, Financial Aid applications must be completed.
- If applicable, applications for credit for previous training must be completed. This includes examinations to determine credit for previous training.
- All applicants must complete an Enrollment Agreement.

## **Notice to Students**

Your training may take longer than stated in your Enrollment Agreement designated as your Scheduled Completion Date. In stage 10 of this course, you will participate in actual animal training sessions. As part of this course you will be assigned to a Mentor Trainer in your area. In addition, you may be delayed in completing your training due to scheduling delays or inclement weather. Animal Behavior College makes every effort to continue your training without any delays; however, if there is a problem in scheduling an animal training session when you finish stage 9, you may experience a delay of up to several weeks in completing your course. Weather could also delay the completion of your course.

Your training may not be in a location close to your lodging. The location of stage 10 will be as close to your local area as possible, but you may have to travel to a location outside your local area. Stage 10 could be held in a public park, a pet store, a pet store parking lot designated for this purpose, an animal shelter or other

outdoor location as determined by ABC. You will be contacted by Animal Behavior College as to where and when the animal training sessions will be provided.

# ACADEMIC POLICIES

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## Academic Standards

All students are required to maintain the Academic Standards of ABC. These standards are monitored on a regular basis and consist of maintaining a cumulative Grade Point Average of 2.0 (70%), or better, and maintaining satisfactory progress.

## Instruction Methodology

Animal Behavior College's distance learning study materials are designed for self-directed independent study by the student with a continual guidance provided by the instructor through frequent evaluation of the student's mail-in, email or online answers. Each stage consists of a comprehensive Study Guide written by experienced faculty. The Study Guide will provide clear directions of the learning assignments to be completed by the student. Demonstration of mastery of the subject is shown by the results of self-test after taking each of these lessons, which enable the students to assess her or his academic process.

The mail-in, email or online exams are read carefully by experienced distance learning faculty and will be returned to the student within ten (10) working days with constructive comments and a letter grade. The (online) email or mail-in answers are a combination of objective and essay type of test. These answers and responses bring the faculty to the student, much the same manner as in a classroom environment.

Students study one stage at a time, which will enable the student to focus on the subject being studied. On-going assistance is provided to each student whenever consultation is requested by the student.

## Grading System

Animal Behavior College uses the following scale as its standard grading system. Student grades are based on written examinations given with each stage of learning. Written examinations are given at the completion of each stage and a comprehensive final exam is given.

For this course, the total course grade is made up of the following:

- |                    |           |
|--------------------|-----------|
| 1. Stage Exams:    | 8.9% each |
| 2. Final Exam:     | 10%       |
| 3. Apprenticeship: | 10%       |

Stage Exams: Stage exams are given to assess the student's understanding of the material covered in each stage. The format of the questions on the exams is multiple choice and essay. All of the exams are based on material covered in the comprehensive Study Guide. Stage Exams may be re-taken under the provisions of the Failed Exam Policy.

Final Exam: Final exams are mandatory. Students are given a comprehensive written examination based upon stage exams given throughout the course.

Additionally, student transcripts will reflect a final letter grade. Letter grades are based on a percentage grading scale. The official grading scale is as follows:

90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Average	2.0
60-69	D	Sub Average	1.0
0-59	F	Failing	0.0
	I	Incomplete	*

\*No grade points are awarded for incomplete.

Work for stages in which a grade of Incomplete is received must be completed by the end of the immediately following stage. Should the work not be completed within this time period, a final grade of “F” will be recorded.

**Shelter Practicum** The first portion of stage 10 (10a) is a shelter practicum. ABC asks that the Student donate 10 hours of volunteer work at a local shelter, humane society, or rescue. This practicum allows the Student the chance to put into practice what they have learned during the program. The volunteer work is a prerequisite for graduating with “honor” student status. However, volunteering does not guarantee “honor” student status. While the Student is encouraged to participate in this practicum, it is not mandatory to do so. Shelter Practicum is **not** a graduation requirement.

**Externship:** The second portion of stage 10 (10b) is the Externship. During this portion, students are given hands on training by an ABC Mentor Trainer in the methods of teaching obedience cues, such as, sit, stay, come, down, heel, and loose leash walking. The student will first observe the Mentor Trainer as they work with individual dogs. Then under the guidance and supervision of the Mentor Trainer, the student will apply the various training techniques just observed, as well as, the ones learned in the previous stages. Last, the Mentor Trainer will evaluate the student’s teaching performance providing suggestions, guidance, and constructive critique of the student’s skills.

Individual externships will differ in structure, lasting between 7 weeks and 24 weeks based on the frequency of training sessions. For example, some externships will be completed within 7 weeks as the Student will be assigned 3 training sessions per week. Some externships will take up to 24 weeks as the Student will be assigned 1 training session per week. The individual schedule will be given to the Student when they reach this stage and is based on the availability of the Mentor Trainer they will be working with. There can be significant delays in completing this stage due to scheduling and weather problems.

## Exam Policy

All exams must be completed and postmarked, faxed or e-mailed by the due date. If an exam is not postmarked by the assigned due date, a 15% grade reduction is automatically given, and a 1% grade reduction will apply to each additional day thereafter. Students must receive at least 70% correct to pass each exam.

If a student fails to submit or successfully pass a written exam, the student may receive guidance counseling to help them overcome their academic challenge. The student will then receive a make-up exam that must be successfully passed and submitted to the Program Manager within 7 days. Should the student fail to submit or pass this make-up exam, they will be dropped from the program immediately. Furthermore, if a student fails to successfully pass more than 2 stages of the ABC program, they will be dropped from the program.



## **Failed Exam Policy**

### Individual Stage Exam Requirements

- Passing score for Stages 1 through 10 is 70%
- Passing score for Stage 11 (Final Exam) is 75%

NOTE: Students scoring below passing may be eligible to retake an exam. A passing score on any retake must be achieved in order to be eligible to continue with the program.

### Program Stage Exam Requirements

- Only 2 retake exams are permitted during the entire course of the program.
- Retaking any failed exam will result in the ineligibility of honor student status

## **Course Repetition**

Repetition of any course does not affect the G.P.A. When calculating the GPA, the last evaluation is used. However, students must complete a program of instruction within 150 % of the program length.

## **Clock Hour Measurement Ratio**

The ratio of conversion from clock hours to credit units is as follows:

15 clock hours = 1 semester credit unit of lecture

30 clock hours = 1 semester credit unit of lab work

45 clock hours = 1 semester credit unit of externship.

A clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction with the remaining portion being designated as a break.

## **Changes in Programs**

The school has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's training, or where deemed feasible due to industry changes, academic scheduling, or professional requirements.

When ongoing Federal, State, or professional changes take place that affect students currently in attendance, the school is required to make appropriate changes.

This will apply only to new students that enroll after notice has been given to existing student that they will not be affected by these changes. Existing students will continue in the program as per the enrollment agreement they signed. The only exception is if the change is required by Federal or State action and then the change will take affect as soon as possible after receiving notice from the appropriate agency.

## **Credit for Previous Training**

ABC does not accept any credit for previous training.

## **Class Sessions**

Classes are held in groups of up to 25 students for didactic sessions and for the externship, the number may vary from 1 to 25, depending on the nature of the subject.

## **Transfer of Credit to Other Schools**

It is the responsibility of students who plan to transfer to other institutions to acquaint themselves with the requirements of the selected institution. Institutions of higher learning vary in the nature and number of credits that are acceptable, and it is at the discretion of that institution to accept credits earned at ABC.

## **Notice Concerning Transferability of Units Earned at Our School**

Units earned in our Dog Obedience Instructor Program in most cases will probably not be transferable to any other school.

## **Access to Student Records**

Enrolled students have the right, by arrangement with the ABC Administration, to access, review and copy any or all of Animal Behavior College records directly relating to their participation in any Animal Behavior College program or to any grade, progress, or attendance reports relating thereto.

## **Release of Information**

Animal Behavior College undertakes that no officer, administrator, or employee of the College shall release to any third party, information concerning any enrolled student beyond the date of enrollment and the date of issue of diploma (if issued), without the previous written consent of the student or the request of any regulatory agency.

## **Maximum Program Completion Time**

Students are expected to complete their program within the defined maximum program completion time, which can not exceed 1.5 times the maximum time frame.

<b>Program</b>	<b>Normal Duration</b>	<b>Maximum Time Frame</b>
Dog Obedience Instructor Program	52 Weeks	78 Weeks

# **ATTENDANCE POLICY**

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ABC believes that learning is facilitated if one attends all classes. It is very important to attend all classes. Therefore, attendance is recorded for the externship. Students failing to maintain satisfactory attendance during the externship are subject to probation, suspension, and/or termination.

Students are expected to attend all sessions of the externship. When it is necessary, make-up work can be scheduled and is arranged between the student and the mentor trainer. The ABC attendance policy is as follows:

Any time a student reaches 15% absences during the externship, then that student must be advised. If a student acquires 15% absences, then counseling is also necessary.

If a student reaches 20% then that student may be placed on probation.

If a student has more than 20% absences by scheduled program completion, then that student may be required to make up missed sessions in order to graduate.

A student who is late by more than 10 minutes is considered to be tardy. Three (3) tardies are equivalent to one (1) absence. A student who is tardy by more than 30 minutes is considered to be absent.

## **Satisfactory Academic Progress (SAP)**

Satisfactory academic progress is monitored at least three times during a student's program of study, i.e. completion of first quarter (25%), at the program mid-point, and at the scheduled program completion date. In order to maintain SAP, a student must:

- Maintain satisfactory attendance during the externship i.e. fewer than 15% absences.
- Stage exams must be postmarked on or before due date.
- Maintain a minimum GPA of 2.0 (70%).
- If on probation, satisfy the probation requirements defined in ABC probation conditions.

Failure to maintain Satisfactory Academic Progress will result in probation. Continued failure to maintain SAP will result in termination from the College. In order to graduate, the student must complete the training program within a time period, which cannot exceed a maximum of one and half times the established program length.

## **Probation Conditions**

A student will be placed on probation if they do not meet the requirements for Satisfactory Academic Progress. Satisfactory Academic Progress requires a GPA of 2.0 (70%), or better, and less than 15% absence during externship. Probation will be for no longer than thirty (30) days. Students placed on probation will receive special instructions by an Animal Behavior College designee. If by the end of this period the probation conditions are met, then the probation will be lifted. If by the end of this period the probation conditions are not met, then the student will be terminated from the program.

## **Suspension and Termination**

Students may be suspended or terminated by an ABC Program Manager for any of the following reasons: Excessive absenteeism or tardiness during the externship portion of the program as noted above; failure to maintain satisfactory academic progress; failure to comply with probationary conditions; cheating; conduct that reflects poorly upon the College or staff; failure to meet financial obligations; possession of drugs, alcohol, or

weapons on externship premises; behavior creating a safety hazard to other persons at the Externship; or any other determined infraction of conduct. At the end of the suspension period, students may be eligible for re-entry into the program. Please see "Re-entry Policy" for more information.

Students who feel they have been suspended or terminated unjustly may appeal in writing to the Vice President. Appeals must be submitted within five (5) days from the date of suspension or termination. Send appeals to Vice President, Animal Behavior College, 25104 Rye Canyon Loop, Santa Clarita, CA 91355.

## **Leave of Absence**

Students who are unable to continue in the program (course) due to an illness or personal emergency can request a leave of absence. The request must be in writing to the Vice President, or designee and the term of leave may not exceed 6 months. A student may have only one (1) Leave of Absence each twelve (12) month period (calendar year).

## **Re-Entry Policy**

A student should be counseled by the Vice President, or designee, prior to being allowed to re-enter the program after an LOA, or suspension. If the school official determines at this meeting that the cause for the training interruption has been resolved, then the Vice President or designee will reinstate the student at whatever level is deemed fit by ABC. All counseling should be documented and placed in the student's file. If the school official determines at this meeting that the cause for the training interruption has not been resolved, then the Student will be terminated from the program.

## **Appeals**

Students may be suspended or terminated by the President, Vice President or designee. Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter to the Vice President within 10 (ten) days of such notification. The letter should describe any circumstances that the student feels deserve further consideration. An appeal decision will be made within 10 (ten) days by the Vice President and the student will be notified accordingly. If the appeal decision is in favor of the student, then the academic probation will be lifted. If the appeal decision determines that the Student is not maintaining satisfactory academic progress, then the Student will be placed on probation. If by the end of this period the probation conditions are met, then the probation will be lifted. If by the end of this period the probation conditions are not met, then the student will be terminated from the program.

# GRADUATION REQUIREMENTS

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## Document Received and Requirements

The candidate for a certificate of completion must meet all of the following four criteria.

1. Complete all stages of the program with a grade of 70% or better and all other curriculum requirements for their course of study.
2. Satisfactorily perform the applicable externship portion of their training.
3. Fulfill all financial obligations to the school prior to graduation.
4. In order to graduate, the student must complete the training program within a time period which cannot exceed a maximum of one and half times the established program length.

Certificates of Completion will be issued after the completion of the entire program and all tuition fees are paid in full. The Student must achieve a passing grade average (2.0 GPA or above), meet attendance requirements, complete all designated tests and assignments of the program, satisfy all financial obligations to the school, and complete the program within 1.5 times the normal program length in order to receive a certificate of completion.

## Honors Policy

A student may graduate with Honors certification if they meet specific criteria:

- The student must pass each stage with a 90% or greater score on the first submission (retake exams are automatically disqualified).
- The student must not have received extensions for their exam dates.
- The student must not receive any disciplinary marks on their records, including exams that have marked as delinquent, being placed on academic probation or found to not be following ABC's Student Conduct policy.
- The Dog Obedience Program also requires that the student participated in the Student Saving Lives during the course of their Externship.

If you have further questions about what exemplary measures are needed or if you currently qualify for Honors status, please contact your Program Manager.

## Transcripts

The school will provide one transcript without charge to each student. Additional transcripts cost \$5.00 each. The student's financial account must be current for transcripts to be furnished. If the student desires to have a copy of any other documents from the student records they will be charged \$0.50 for each page copied.

## Track Record Disclosure Statement

Program	Completion Rate	Placement Rate Grads
Dog Obedience Instructor Program	68%	70%

Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. Animal Behavior College does not guarantee employment or any level of wages.

Disclosure of "Rates passing licensing examinations" is not required since no course offered by ABC requires licensure.

# STUDENT SERVICES

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College staff and faculty are available to assist or advise students regarding academic situations. In cases where the College does not have the expertise to assist with a particular situation, then referrals to appropriate agencies will be made.

## **Student Academic Advisement**

In order for students to achieve their goals, ABC's trained Program Managers, Mentor Trainers, and administrative staff are available to advise the student on any academic problems, and if necessary, provide referral to special counseling services when required. However, advance appointments may sometimes be necessary.

## **Personal Property**

The school assumes no responsibility for loss or damage to a student's personal property or vehicle, or loss by theft of any vehicle or its contents, at any time during the program.

## **Student Housing**

Animal Behavior College does not provide housing.

# PROGRAM OF STUDY

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## **Dog Obedience Instructor Program**

This course prepares the student for an entry-level employment in business of dog training so that they can independently handle the training of canines. Specific objectives include:

1. Learning the basics of dog breed characteristics, developmental periods, proper socialization, basic health routines, disease prevention and canine communication.
2. You will learn the principles along with many specific training strategies, including, classical conditioning and operant conditioning.
3. Learning about training tools such as clickers, collars, leashes, housetraining aids, chewing deterrents, interactive toys, and safety equipment.
4. Learning the history of dog training and the differences between obedience training, behavior modification and problem solving.
5. Learning the step-by-step instructions on how to teach basic obedience cues.
6. Learn how to effectively treat the most common behavioral problems in dogs, e.g. housebreaking, house manners, puppy nipping, chewing, digging, jumping, excessive barking, and begging.
7. How to manage dog aggression, how to avoid it and handle such aggression.
8. Learn public speaking and methods to use for conveying training lessons clearly and effectively to dog owners and how to conduct group classes.
9. How to create a business plan, how to create a budget, and how to successfully market a pet training business.



## Clock Hour Disclosure

DOG OBEDIENCE INSTRUCTOR PROGRAM					
STAGE	TITLE	TOTAL	STUDY	EXTERN	SC UNITS
1	A Basic Study of Canines	40	40	0	2.67
2	Learning Theory	80	80	0	5.33
3	A Trainer's Toolbox	50	50	0	3.33
4	Training Basics	30	30	0	2.00
5	How to Teach Basic Obedience Class	160	160	0	10.67
6	Learning the Effective Art of Problem Solving	160	160	0	10.67
7	Safety	30	30	0	2.00
8	Public Speaking and Teaching Group Classes	40	40	0	2.67
9	Business Building	120	120	0	8.00
10	Shelter Practicum and Externship	60	0	60	1.33
11	Review, Final Exam	80	80	0	5.33
	Total	850	790	60	54.00

## Occupational Outcomes

D. O. T. Code	DOG OBEDIENCE INSTRUCTOR PROGRAM
379.227-010	<p>INSTRUCTOR TRAINER, CANINE SERVICE</p> <p>Train animals for riding, harness, security, performance, or obedience, or assisting persons with disabilities. Accustom animals to human voice and contact; and condition animals to respond to commands. Train animals according to prescribed standards for show or competition.</p>

## Course Descriptions

Stage.	COURSE DESCRIPTION
1	<p>A Basic Study of Canines</p> <p>In this stage the Student will receive basic knowledge about canines. It is important as a Dog Obedience Instructor to have an understanding of dog breed characteristics, developmental periods, proper socialization, basic health routines, disease prevention and canine communication. This will serve as a foundation of knowledge about normal canine behavior and ideal canine husbandry they can refer to as they counsel their clients. Having a clear understanding of normal canine behavior can help them clarify to their clients the difference between normal canine behavior occurring at inconvenient or inappropriate times and abnormal canine behavior. Being able to educate their clients on ideal canine husbandry can even help them prevent potential behavioral and health problems. 40 Hours 2.67 Units</p> <p>Prerequisite: None, Instructional Method: Distance Learning</p>

2	<p>Learning Theory</p> <p>A crucial factor in becoming a Dog Obedience Instructor is to have a strong understanding of the scientific principles of how animals learn. Animal training skills are best performed by following the basic principles of behavioral theory. This section is designed to teach the Student these principles along with many specific training strategies, including, conditioning a reinforcer and utilizing and weaning an animal off food lures. 80 Hours 5.33Units</p> <p>Prerequisite: Basic Study of Canines, Instructional Method: Distance Learning</p>
3	<p>A Trainer's Toolbox</p> <p>In this stage, Student's will be introduced to many types of dog training equipment, products and toys (dog training tools). While ABC strongly believes the key component to a successful dog training program is a mutually respectful, trusting and committed relationship between a dog and dog owner, we also understand that training tools can often expedite the training process. 50 Hours 3.33 Units</p> <p>Prerequisite: Learning Theory, Instructional Method: Distance Learning</p>
4	<p>Training Terminology And Philosophies</p> <p>In this stage, the Student will receive basic training information designed to help them identify specific genetic behaviors and characteristics in dogs. In addition, they will be given an overview of the history of dog training, training philosophies and training terms. This knowledge will be an invaluable tool when they begin training dogs on their own. 30 Hours 2.00 Units</p> <p>Prerequisite: A Trainer's Toolbox, Instructional Method: Distance Learning</p>
5	<p>How to Teach Basic Obedience Cues</p> <p>In this stage, the Student will be given step-by-step instruction on how to train a dog to perform basic obedience cues. They will also be given solutions to the most common challenges that are encountered while teaching each cue.</p> <p>The training instructions outlined in the ABC Curriculum are examples of a training program. They are not meant to imply that it is the only way to train a dog. They are simply examples of proven methods.</p> <p>As the Student goes through each obedience cue in this stage, they will notice that the removal of a reward is used as the primary correction technique. If they wish to explore other correction tools, please refer to Stage 2 and Stage 4 for the guidelines and criteria. 160 Hours 10.67 Units</p> <p>Prerequisite: Training Terminology And Philosophies, Instructional Method: Distance Learning</p>
6	<p>Learning the Art of Effective Problem Solving</p> <p>Effective Problem Solving is essential toward creating a successful and harmonious dog/owner relationship. As a professional dog trainer, clients will ask for solutions to a wide variety of behavior problems shown by their dogs. It is important for a trainer to have a library of solutions to offer along with the ability to convey these solutions in an effective and clear manner. 160 Hours 10.67 Units</p> <p>Prerequisite: How to Teach Basic Obedience Cues, Instructional Method: Distance Learning</p>

7	<p><b>Safety</b></p> <p>Training dogs is a potentially risky undertaking, so trainers must implement safety measures at all times. An instructor knowledgeable on how to take proper precautions, especially in a group class setting to protect the students, their dogs, and themselves, will have far fewer dog fights, biting incidents, and injuries. This goes a long way in creating a positive learning environment for all involved. One of the many roles filled by a professional trainer is to constantly provide this safe environment by teaching the students how to prevent mishaps and also teaching them how to react if emergencies do occur. 30 Hours 2.00 Units</p> <p>Prerequisite: Learning the Effective Art of Problem Solving, Instructional Method: Distance Learning</p>
8	<p><b>Public Speaking &amp; Teaching Group Classes</b></p> <p>During the first portion of this section, the Student will be given information regarding public speaking. During the second portion the Student will be given information on teaching group classes. It is important as a dog obedience trainer to be able to effectively speak with people. Since the Student will become an instructor, the manner in which they speak and organize their instruction is crucial. In this stage, ABC will discuss a variety of techniques used for communicating effectively to both individuals and groups, along with methods of improving basic people skills. 40 Hours 2.67 Units</p> <p>Prerequisite: Safety, Instructional Method: Distance Learning</p>
9	<p><b>Business Building</b></p> <p>In this stage, the Student will learn the fundamentals of business, as well as how to apply them to building a company of their own. This stage was written by the President of ABC, who applied the methods covered in this section to build ABTA, the largest training in North America, from 1995 through 2004. Aside from teaching business basics, the Student will learn how to market their services without spending a great deal of money. Special focus is placed on establishing relationships to create both group class and private lesson business, how to budget, write business and marketing plans, how to write resumes, how to plan a productive job interview, and how to keep a training job once they get one. 120 Hours 8.00 Units</p> <p>Prerequisite: Public Speaking and Teaching Group Classes, Instructional Method: Distance Learning</p>
10a	<p><b>Shelter Practicum and Apprenticeship</b></p> <p>ABC asks that the Student donate 10 hours of volunteer work at a local shelter, humane society, or rescue. This section allows the Student the chance to put into practice what they have learned during the program. The volunteer work is a prerequisite for graduating with 'honor' student status. However, volunteering does not guarantee 'honor' student status. 10 hours 0 units</p> <p>Prerequisite: Business Building, Instructional Method: Hand-on instruction from Instructor</p>
10b	<p><b>Externship</b></p> <p>Now that the Student has gained a better understanding of dog obedience and problem solving, it is important that they progress to working with an ABC Mentor Trainer. In this stage the Student will be evaluated on their aptitude for training dogs. This section allows the Student a chance to put what they have learned to practice on actual dogs. 60 Hours 133 Units</p> <p>Prerequisite: Business Building, Instructional Method: Hands-on instruction from Mentor Trainer</p>

11	<p data-bbox="248 134 511 170">Review, Final Exam</p> <p data-bbox="248 184 1502 386">The Final Exam is given once the course work and the hands on training have been successfully completed. Students will review all of the material presented in the previous stages to prepare for the final. This review time is for the student, to reread and study the various concepts they have been taught. The final exam is designed to test the Student's overall knowledge of dog obedience instructor training techniques and animal behavior concepts. This exam will cover all areas of the curriculum. 80 Hours 5.33 Units</p> <p data-bbox="248 401 1203 436">Prerequisite: Finish all 10 stages, Instructional Method: Distance Learning</p>
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# PROGRAM TUITION AND COSTS

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## Individual Program Tuition Cost

Although tuition for all programs is payable in advance and is due at the time of enrollment, a student may enroll under one of the College's tuition payment plans. Information, application forms, and procedural requirements may be obtained from the Financial Aid Department.

### Payment Plan 1 Payment in full by enrollment date

Registration and Application Fees .....	\$75.00
Tuition.....	\$3,503.33
Study Materials.....	\$1,516.67
Technology Fee.....	\$100.00
<b>Sub-Total .....</b>	<b>\$5,195.00</b>
Other – Payment Plan Adjustment.....	\$(1,800.00)
<b>TOTAL PROGRAM COST</b>	<b>\$3,395.00</b>

### Payment Plan 2 Payment in full after enrollment date

Registration and Application Fees .....	\$75.00
Tuition.....	\$3,503.33
Study Materials.....	\$1,516.67
Technology Fee.....	\$100.00
<b>Sub-Total .....</b>	<b>\$5,195.00</b>
Other – Payment Plan Adjustment.....	\$(1,545.00)
<b>TOTAL PROGRAM COST</b>	<b>\$3,650.00</b>

### Payment Plan 3 Maximum down balance 5 payments

Registration and Application Fees .....	\$75.00
Tuition.....	\$3,503.33
Study Materials.....	\$1,516.67
Technology Fee.....	\$100.00
<b>Sub-Total .....</b>	<b>\$5,195.00</b>
Other – Payment Plan Adjustment.....	\$(1,295.00)
<b>TOTAL PROGRAM COST</b>	<b>\$3,900.00</b>

### Payment Plan 4 Minimum down balance 5 payments

Registration and Application Fees .....	\$75.00
Tuition.....	\$3,503.33
Study Materials.....	\$1,516.67
Technology Fee.....	\$100.00
<b>Sub-Total .....</b>	<b>\$5,195.00</b>
Other – Payment Plan Adjustment.....	\$(1,045.00)
<b>TOTAL PROGRAM COST</b>	<b>\$4,150.00</b>

### Payment Plan 5 Third Party Administrator – Progress Reports Needed

Registration and Application Fees .....	\$75.00
Tuition.....	\$3,503.33
Study Materials.....	\$1,516.67
Technology Fee.....	\$100.00
<b>Sub-Total .....</b>	<b>\$5,195.00</b>
Other – Payment Plan Adjustment.....	\$(0.00)
<b>TOTAL PROGRAM COST</b>	<b>\$5,195.00</b>

Re-entry / transfer fee: Any student having voluntarily dropped from any program and wishing to re-enroll will be charged a fee of \$100.00.

### **Student Loan Disclosure Statement**

The Animal Behavior College currently provides educational loans through Financial Services. If you elect to secure a loan to help pay for your education, you will be responsible to repay the full amount of the loan plus interest, less the amount of any refund that may be due to you. Refund will be deducted from the amount paid.

Animal Behavior College is not a public institution. Animal Behavior College has not filed a petition for bankruptcy.

### **Payment Methods and Collection of Delinquent Accounts**

The student is responsible for all tuition and fees not paid by a third party. If a student owes money to ABC then ABC bills the student for the amount to be paid. If the student fails to make payment, then ABC reserves the right to turn the unpaid balance over to a collection agency that services such accounts.

# REFUND POLICIES

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## Notice of Student Rights

You may cancel your contract for school without any penalty or obligation on the fifth business day following written acceptance into the school as described in the Notice of Cancellation form that will be sent to you.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.

If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

## Right to Cancellation

You may cancel this Agreement for school, without any penalty or obligation, until midnight of the fifth business day following written acceptance into the school or the eighth business day after the first lesson is mailed to you. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within ten (10) days of the date you signed a cancellation notice. To cancel the Agreement for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send a telegram to the school campus director at the address on the first page of the Agreement. **REMEMBER, YOU MUST CANCEL IN WRITING**, no later than midnight of the fifth business day after written acceptance into the school. You do not have the right to cancel by just telephoning the school or by not coming to class.

## Right to Withdraw and Receive a Refund

Applicants not accepted for enrollment by Animal Behavior College shall be entitled to a refund of all monies paid. You have the right to withdraw at any time from the course of instruction after midnight of the fifth business day following written acceptance into the school as described above in the RIGHT TO CANCELLATION. If you withdraw, or are terminated or expelled by the school, the school shall remit a refund as provided in this section less a Registration Fee not exceeding \$75.00 within 30 days following withdrawal, termination, or expulsion.

## Calculation of Refund Amount

For an educational service offered by distance learning, home study, or correspondence, the refund shall be calculated as follows:

- a. Refunds before the program of study begins:
  - i. If written notice of withdrawal is received by the institution less than 7 calendar days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract or \$250.00.
  - ii. If written notice of withdrawal is received by the institution 30 calendar days or more before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 10% of the total tuition and fees due under the contract, or \$750.00.
  - iii. If written notice of withdrawal is received by the institution less than 30 calendar days before the commencement of the period of instruction specified in the contract, the institution may retain the lesser of 20% of the total tuition and fees due under the contract, or \$1000.00.

- b. Refunds after the program of study starts:
  - i. If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition and fees due under the contract.
  - ii. If written notice of withdrawal is received by the institution, or a student is dismissed, after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition and fees due under the contract.
  - iii. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

For the purpose of determining the amount owed for the time attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies ABC of the withdrawal.
2. ABC terminates the student's enrollment.
3. The student has failed to submit three consecutive lessons or has failed to submit a completed lesson within 60 days of its due date as set forth by an educational service offered by home study or correspondence. For the purpose of this paragraph, the date of the student's withdrawal shall be deemed to be the date on which the student submitted the last completed lesson.

If any governmental agency or insurance carrier paid any portion of the tuition, then the refund will be sent to that agency or carrier.

## **Grievance Procedures**

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

Step 1: Talk with your Program Manager

Step 2: Talk with the Office Manager in the Admission Department

Step 3: Talk with the Vice President:

Animal Behavior College  
25104 Rye Canyon Loop  
Santa Clarita, CA 91355  
TELEPHONE (866) 759-4910  
FAX (866) 844-1531



## STATE LICENSURE AND APPROVALS

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Animal Behavior College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Educational Code Section 94900 and 94915 as a non-degree granting institution. An approval to operate means that the Bureau has determined and certified that an institution meets the minimum standards for integrity, financial stability, and educational quality, including the offering of a bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs. Institutional approval must be re-approved every three years and is subject to continuing review.

# NON-DISCRIMINATION, TITLE IX GRIEVANCE PROCEDURE AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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## Non-Discrimination Policy

Animal Behavior College does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, non-disqualifying disability, sex, marital status, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or in the implementation of its programs, policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Information pertaining to an applicant's handicap is voluntary and confidential; if supplied it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. Qualified disabled students accepted by the Animal Behavior College will be able to access all of the ABC's educational and vocational programs.

ABC is subject to the following seven laws and regulations, within limitation:

1. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulation 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
2. Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR, Part 105 (barring discrimination on the basis of sex);
3. The Family Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
4. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
5. The Age Discrimination Act of 1975 and the implementing regulations 45 CFR Part 90;
6. The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992); and
7. The Family and Medical Leave Act of 1993.

## Notification of Title IX Grievance Procedure

It is the policy of Animal Behavior College not to discriminate on the basis of sex in its education programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student or employee of ABC, you are protected from sex discrimination and/or sexual harassment in the following areas:

If you are a student, you may not be discriminated against on the basis of sex in:

- Admission to schools
- Access to enrollment in courses
- Access to and use of school facilities
- Advisement and guidance materials, tests, and practices
- Vocational Education
- Graduation Requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Financial Assistance

If you believe that you have been discrimination against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed with the Title IX Coordinator.

You will be asked to write down the actions, policies, or practices, which you believe are discriminatory. If you are not comfortable writing your grievance in English, you may write your grievance in your native language. You may obtain help from the Title IX coordinator Steven P. Appelbaum 25104 Rye Canyon Loop, Santa Clarita, CA 91355; FAX (866) 844-1531, or anyone you believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority and obtain a hearing.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102, at the same time you file the grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

- The exact nature of the grievance—how you believe you may have been discriminated against, and any persons you believe may be responsible,
- The date, time and place of the grievance,
- The names of witnesses or persons who have knowledge about the grievance,
- Any available written documentation or evidence that is relevant to the grievance, and
- The actions that could be taken to correct the grievance.

If you wish to obtain a copy of the full Title IX grievance procedures or to obtain help in filing a grievance, contact the Title IX Coordinator.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act was legislated by Congress in 1974 and is also known as the Buckley Amendment. The basic highlights of the act are:

Student records are maintained for a minimum of five years at the campus. You have the right to inspect your academic, financial, or general records, by appointment, during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the Department Head, or the Campus Director.

The school may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from you, the student.

You may not have access to financial data separately submitted by your parents or guardians.

If you are a dependent student, as defined by the financial aid program requirements, your parents or guardians (those who contribute to your direct or indirect cost of education) are permitted to receive information about your academic and general performance.

## CATALOG DISCLAIMER

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Specific information regarding the programs offered and start dates may be acquired by contacting the campus directly.

ABC reserves the right to change policies, practices, and the contents of this catalog any time without prior notice. The student shall be entitled to services noted in the catalog at the time of their enrollment. However, a copy of most current catalogue will be provided to any present or potential student. The request for the same should be made to ABC Headquarters, by telephone, email, fax, or by mail.

### **Thank You**

Once again, on behalf of every faculty and staff member at Animal Behavior College, we welcome you to our unique community of learning. We congratulate you on taking the first steps toward changing your life, and look forward to you becoming successful in your chosen career field. We hope you found this catalog informative and helpful.

The administration, staff, and faculty are here to serve students and are open to suggestions and comments. Thank you for your trust and for your participation. We are honored that you have chosen Animal Behavior College for your vocational training.

Thank you for allowing us to make a difference in your life!