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 1st 2012 - December 31st, 2012

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ANIMAL BEHAVIOR COLLEGE'S MISSION

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.

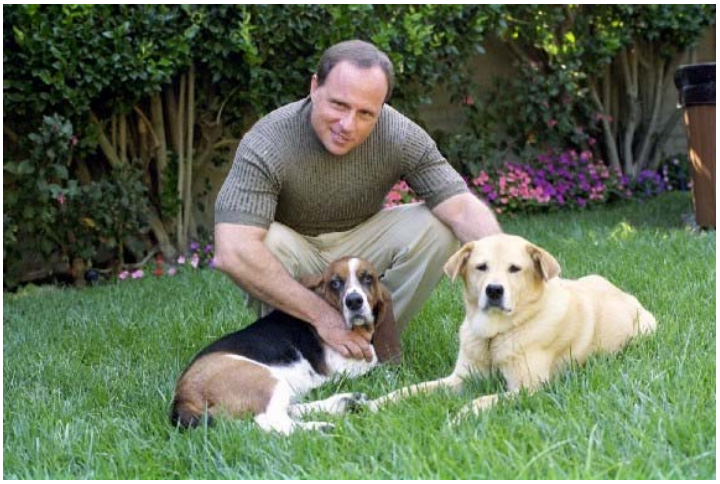
Animal Behavior College believes one of the important goals of education is to provide services supportive of students' efforts to succeed academically and attain the attitudes and beliefs necessary for career success. These services include individual advising, academic tutoring, assistance in locating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



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

Steven P. Appelbaum – President ABC – has received his Certificate of Authorization for Service as an animal trainer from BPPE. 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 BPPE. 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.

John A. Landaker – Director ABC – is a Private Postsecondary School Director certified by California State Bureau for Private Postsecondary Education. He has been a School Director in California since 1995.

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 – Program Manager – has over thirteen years of professional dog training experience and continues to teach group classes and private lessons in addition to her numerous duties as Program Manager for Animal Behavior College.

Azure Fike – Program Manager – has received her Certificate of Authorization as an instructor from BPPE. 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.

Josh Sunga – Program Manager – has five years of professional dog training experience and teaches group classes and private lessons in addition to his numerous duties as a Program Manager for Animal Behavior College. In 2007, Mr. Sunga completed the ABC Dog Obedience Instructor program while employed by ABC.

Hrachia Stepanyan – 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.

Cara Lederman – 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.

Beth Harrison – Program Manager – has over six years of professional dog training experience teaching group classes, private lessons, board and training services and as a Canine Good Citizen (CGC) Evaluator.

GENERAL INFORMATION

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

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.

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

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 *class* participants and animals to maintain safe control of *class.*

Physical Requirements for Admission

Activity	**Not Done (0%)**	**Occasional (1%-32%)**	**Frequent (33%-66%)**	**Constant (37%-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

   Hands are exposed to water or other liquids on a repetitive basis: No
   Disposable Gloves required: May be needed to assist in shelters

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 dog coming toward student. Must be able to turn sharply to change direction.
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, Students must arrange own transportation while in program.
4. Other specific criteria: Student must be able to withstand being jumped on by large dogs and be able to physically restrain large dogs, manually. Student must have access to a friendly dog for training.

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. May be required to walk on uneven surfaces; such as parks, curbs or stairs.

Ability to Benefit

Per U.S. Department of Education Title IV requirements, all applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate are administered a nationally recognized standardized test that measures an applicant's basic educational knowledge. This 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.
- Those applicants holding a high school diploma or GED must present an official diploma, transcript or GED certificate upon application to the school.
- 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

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 21 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 21 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.

Program	Normal Duration	Maximum Time Frame
Dog Obedience Instructor Program	52 Weeks	78 Weeks

ATTENDANCE POLICY

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

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.

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.

Completion and Placement

Animal Behavior College

Completion and Placement Chart

As of 1/1/2010

Pursuant to California law, Animal Behavior College discloses the completion and placement data as required by the Private Postsecondary and Vocational Education Reform Act (As amended, effective January 1, 2005), California Education Code, Title 3

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	%
Enrolled	165	106	152	156	130	158	197	163	191	166	105	129	1818	100.0%
Canceled	19	13	14	16	14	14	17	12	12	9	5	4	149	8.2%
Withdrawn	19	11	16	17	18	18	14	7	12	10	9	8	159	8.7%
Failed	2	1	0	3	5	3	2	1	0	2	1	2	22	N/A
Other	17	10	16	14	13	15	12	6	12	8	8	6	137	N/A
Still Enrolled	23	17	34	44	34	42	81	70	86	84	59	84	658	36.2%
Graduated	104	65	88	79	64	84	85	74	81	63	32	33	852	46.9%
Employed after Graduation	91	55	76	68	57	72	63	61	67	45	21	22	698	81.9%
Employed in Industry	58	35	50	40	31	47	42	38	37	27	10	12	427	50.1%
Employed out of Industry	27	16	19	23	20	16	17	16	19	15	9	7	204	23.9%
Further Education	6	4	7	5	6	9	4	7	11	3	2	3	67	7.9%
Unemployed	13	10	12	11	7	12	22	13	14	18	11	11	154	18.1%
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%

STUDENT SERVICES

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.

Employment Advisory Services

The College maintains a policy of job placement assistance to all its graduates. No school or training center can ethically promise or guarantee a job. However, ABC does assist its graduates with resume writing, grooming tips, interviewing techniques, job-search skills, arranging appointments for job interviews, and subsequent follow-up. Placement assistance is a privilege of any graduate who requests it, and who follows the guidelines then in effect at the College. If a student /graduate does not complete all of the job development opportunities, and/or work cooperatively with the Placement Consultant, then that student may be denied placement assistance.

The principle service of Animal Behavior College is to provide vocational training. Although the school offers no guarantee of employment, considerable effort is made to bring together potential employers and appropriately skilled graduates. Job placement assistance is provided at no additional cost to eligible graduates. An eligible graduate is any student who has:

- Successfully completed all academic, skill proficiency, and externship requirements,
- Submitted a personal resume to the Placement Consultant,
- Returned to the school all property belonging to the school including the books borrowed from the library, and
- Met all financial obligations to the school

No employee of the school is authorized to guarantee employment or specific starting salaries. Continuous placement assistance is available to all eligible students after graduation. Graduates who require additional assistance after their initial placement should contact the school and provide updated resume information.

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.

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	INSTRUCTOR TRAINER, CANINE SERVICE 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.

Course Descriptions

Stage.	COURSE DESCRIPTION
1	A Basic Study of Canines 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 Prerequisite: None, Instructional Method: Distance Learning

2	Learning Theory 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 Prerequisite: Basic Study of Canines, Instructional Method: Distance Learning
3	A Trainer's Toolbox 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 Prerequisite: Learning Theory, Instructional Method: Distance Learning
4	Training Terminology And Philosophies 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 Prerequisite: A Trainer's Toolbox, Instructional Method: Distance Learning
5	How to Teach Basic Obedience Cues 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. 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. 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 Prerequisite: Training Terminology And Philosophies, Instructional Method: Distance Learning
6	Learning the Art of Effective Problem Solving 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 Prerequisite: How to Teach Basic Obedience Cues, Instructional Method: Distance Learning

7	Safety 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 Prerequisite: Learning the Effective Art of Problem Solving, Instructional Method: Distance Learning
8	Public Speaking & Teaching Group Classes 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 Prerequisite: Safety, Instructional Method: Distance Learning
9	Business Building 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 Prerequisite: Public Speaking and Teaching Group Classes, Instructional Method: Distance Learning
10a	Shelter Practicum and Apprenticeship 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 Prerequisite: Business Building, Instructional Method: Hand-on instruction from Instructor
10b	Externship 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 Prerequisite: Business Building, Instructional Method: Hands-on instruction from Mentor Trainer

11	Review, Final Exam 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 Prerequisite: Finish all 10 stages, Instructional Method: Distance Learning

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.....$3,098.80
Equipment $871.20

Title	Cost
Printed Material	$791.25
Uniform T-shirt	$79.95

Sub-Total $4,121.23
Sales Tax.....$76.23
Other – Payment Plan Adjustment..... $(755.00)
TOTAL CHARGES **$3,366.23**

Payment Plan 2 Payment in full after enrollment date

Registration and Application Fees $75.00
Tuition.....$3,098.80
Equipment $871.20

Title	Cost
Printed Material	$791.25
Uniform T-shirt	$79.95

Sub-Total $4,121.23
Sales Tax.....$76.23
Other – Payment Plan Adjustment..... $(500.00)
TOTAL CHARGES **$3,621.23**

Payment Plan 3 Maximum down balance 5 payments

Registration and Application Fees $75.00
Tuition.....$3,098.80
Equipment $871.20

Title	Cost
Printed Material	$791.25
Uniform T-shirt	$79.95

Sub-Total $4,121.23
Sales Tax.....$76.23
Other – Payment Plan Adjustment..... $(250.00)
TOTAL CHARGES **$3,871.23**

Payment Plan 4 Minimum down balance 5 payments

Registration and Application Fees $75.00
Tuition.....$3,098.80
Equipment $871.20

Title	Cost
Printed Material	$791.25
Uniform T-shirt	$79.95

Sub-Total $4,121.23
Sales Tax.....$76.23
TOTAL CHARGES **$4,121.23**

Credit check fee: $35.00 may be assessed for the students applying for loan / payment plan.

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.

Student Loans

Animal Behavior College, Inc. (ABC) has partnered with SLM Financial Corporation ®, a Sallie Mae® company, to offer students a practical solution to the financial cost of tuition.

SLM Financial Corporation is a wholly-owned subsidiary of SLM Corporation, a Fortune 500 Company, also commonly known as Sallie Mae, Inc.

Sallie Mae partners with only a select group of financial and educational institutions to provide education financing programs for K-12 instruction, career-training, certification programs, and non-degree programs. The partnership between ABC and Sallie Mae keeps with ABC's commitment to make education affordable and accessible to all students.

Ask your admissions representative about your participation in the Sallie Mae student loan program.

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

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

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. 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:

(1) Deduct a registration fee not to exceed seventy-five ($75) from the total tuition charge.
(2) Divide this figure by the number of lessons in the program.
(3) The quotient is the per-lesson charge.

(4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge calculated in paragraph (3) plus the amount of the registration fee specified in paragraph (1).
(5) The refund shall be any amount in excess of the figure.
(6) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential lessons of instruction.

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

Step 4: Unsolved concerns may be appealed in writing or by phone by contacting the Bureau for Private Postsecondary Education at
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

STATE LICENSURE AND APPROVALS

Animal Behavior College was granted institutional approval from the Bureau for Private Postsecondary 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

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

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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!

Animal Behavior College

Where Animal Lovers Pursue Animal Careers

Grooming Instruction Program
Course Catalog

Setting the Standard of Excellence
January 1st 2012 - December 31st, 2012

25104 Rye Canyon Loop
Santa Clarita, CA 91355
(800) 795-3294
www.BecomeAGroomer.com

CA

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ANIMAL BEHAVIOR COLLEGE'S MISSION

Animal Behavior College's (ABC's) goal is to provide quality training to individuals desiring a career as a Professional Groomer.

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 instructors provide supervised instruction and evaluation during externship sessions.

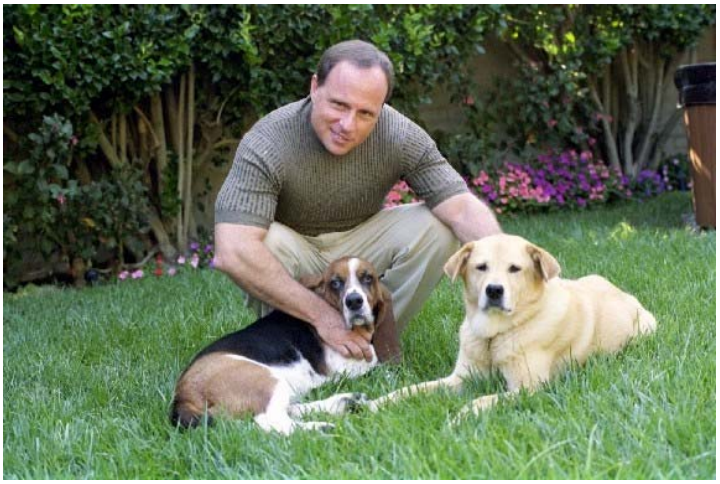
Animal Behavior College believes one of the important goals of education is to provide services supportive of students' efforts to succeed academically and attain the attitudes and beliefs necessary for career success. These services include individual advising, academic tutoring, assistance in locating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



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 hundreds of thousands of animal lovers. At the core of this business is a genuine love for all animals and a desire to help them and the people that love them enjoy safer, happier and better lives.

The ABC Grooming Instruction Program will provide you with a wealth of knowledge from some of the most talented and dedicated grooming professionals across North America. This is truly a profession that can reward on many levels. You can and will make a positive difference in people's lives and the lives of their pets. As a professional groomer, your skills will help people feel better about their pets as well as making those pets physically more comfortable. What's more, this is a skill you can take pretty much anywhere in the country you like and still be able to earn a decent living.

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

Best of Luck!

FACULTY & STAFF AT ABC

Steven P. Appelbaum – President and Director of ABC – has received his Certificate of Authorization for Service for Director from BPPE. He is also the President of Animal Behavior & Training Associates, ABTA, once the largest dog-training organization in North America.

Debbie M. Kendrick – Vice President and Associate Director of ABC – has received her Certificate of Authorization for Service as Associate Director from BPPE.

Candace Mason – Office Manager and Director of Admissions of ABC – is responsible for the management of the Admissions Department which includes student enrollment and financial aid.

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

CeCe Koplin – Program Manager – is an experienced groomer with over 5 years of professional grooming experience, including therapeutic touch grooming and grooming for special needs pets. She previously owned her own grooming salon, A Dog's Life Grooming Salon & Spa, which was voted the best grooming shop in Santa Clarita, CA in 2006.

Colleen Riley – Program Manager – has been working with animals for 10 years, 5 of which have been as a professional groomer. She is exceptionally talented grooming all kinds of dogs, including those with aggression. Ms. Riley continues to groom professionally outside of her duties as an ABC Program Manager.

GENERAL INFORMATION

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 5000 square feet. Externships are typically held in grooming shops.

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

Admission Requirements

To enroll in ABC programs an individual must possess:

- A high school diploma, GED, high school equivalency or pass an 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.

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

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 directions and voice directions.
Observation:	Student must be observant at all times of all persons and animals to maintain a safe working environment.

Physical Requirements for Admission

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 50lb			X	
Carrying: 1- 50lb			X	

1. Student must be able to use both hands for repetitive actions.
   Firm Grasp: Both Hands
   Fine Manipulation: Both Hands
   Hands are exposed to water or other liquids on a repetitive basis: Yes
   Disposable Gloves required: May be needed

2. Repetitive Movement for feet is required:
   a. Walking .....Frequent
   b. Walking at brisk pace....Frequent, both forward and backwards keeping eyes on animals. Must be able to turn sharply to change direction. Must have reasonable degree of agility to move through tightly cramped areas in various situations.

3. Miscellaneous Physical Requirements:
   a. Must have good range of motion in joints especially wrist, knees, and elbows
   b. Must have good range of motion in back
   c. Must have acceptable sense of touch and smell
   d. Must have acceptable sense of balance
   e. Must possess excellent hand-eye coordination
   f. Must possess good dexterity in hands and fingers

4. Visual Requirements and Hearing Requirements:
   a. Does the program require a minimal visual acuity? Yes, student must be able to comprehend fine details while observing animals and people in close proximity and up to 30 ft. away; Vision must include good peripheral, distance, depth perception, and ability to focus.
   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, student must be able to discern animal vocalization such as changes in pitch, normal speech at close contact and shouting up to 30 ft. away.
   e. Does the program require driving motorized vehicle or equipment? No, students must arrange own transportation while in program.

5. Other specific criteria:
   a. Student must be able to withstand being jumped on by small and large animals.
   b. Student must be able to physically restrain small and large animals, manually.
   c. Student must be able to handle prolonged exposure to a variety of solutions, including but not limited to: dish soap, hydrogen peroxide, ammonium cleaners and bleach.
   d. Student must be able to cope with the handling and processing of bodily fluids.

Environmental Conditions

Extreme Temperatures:	Must be able to work in potentially extreme environmental temperatures.
Noise:	Extreme loud working environment caused by animals and equipment.
Fumes and Odors:	Potentially hazardous chemical and animal odors.
Dirt and Dust:	Dirt & Dust accumulated in grooming area.
Exposure to Chemicals:	Potentially hazardous cleaners, hydrogen peroxide, ammonium cleaners and bleach, disinfectant and other irritant chemicals.
Hazardous Materials:	Student must accept the risks of exposure to certain materials including but not limited to communicable diseases, pathogens, anesthesia and biohazardous materials.
Other:	There will be constant exposure to all types of animal dander, including but not limited to dander from dogs & cats, Consult your physician if you have allergies, asthma or any concerns.

Ability to Benefit

Per U.S. Department of Education Title IV requirements, all applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate are administered a nationally recognized standardized test that measures an applicant's basic educational knowledge. This 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.
- Those applicants holding a high school diploma or GED must present an official diploma, transcript or GED certificate upon application to the school.
- 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 an actual externship. As part of this stage you will be assigned to a location in your area. You may be delayed in completing your training due to scheduling delays, hours of operation conflicts, or other unforeseen circumstances. Animal Behavior College makes every effort to continue your training without any delays; however, if there is a problem in scheduling a location when you finish stage 9, you may experience a delay of up to several weeks in completing your course.

Your externship 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 is typically held in a grooming shop or other location as determined by ABC. You will be contacted by Animal Behavior College as to where and when the externship sessions will be provided.

ACADEMIC POLICIES

Academic Standards

All students are required to maintain the Academic Standards of ABC. These standards are monitored on a regular basis and consist of achieving a grade of 70% or better on each exam and each evaluation for Stages 1 through 10, and achieving a grade of 75% or better on Stage 11.

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. Externship: 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.

Externship: During this portion of the program, students receive 100 hours of work experience at a grooming salon, mobile grooming vehicle, or other location deemed appropriate and assigned by Animal Behavior College. The externship consists of unpaid work experience which combines bathing, brushing and drying, assisting with front office procedures, hygienic care of animals, assisting the groomer and other staff members with breed specific and mixed breed cuts, and more.

Individual externships will differ in structure based on the frequency and duration of each session. For example, some externships will be completed within 10 weeks as the Student will be assigned 10 hours of training per week. Some externships will take up to 25 weeks as the Student will be assigned 4 hours of training per week. The individual schedule will be given to the Student when they reach this stage and is based on the availability and hours of operation at the externship location they will be working with. There can be significant delays in completing this stage due to scheduling.

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 Grooming Instruction Training 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.

Program	Normal Duration	Maximum Time Frame
Grooming Instruction Program	52 Weeks	78 Weeks

ATTENDANCE POLICY

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 20% absences,
- Stage exams must be postmarked on or before due date, and
- Students must achieve a grade of 70% or better on each exam and each evaluation for Stages 1 through 10 and achieve a grade of 75% or better on Stage 11.

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

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 on each exam and each evaluation for Stages 1 through 10 and achieve a grade of 75% or better on Stage 11and 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 Satisfactory Academic Progress, 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.

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
Grooming Instruction Training Program	N/A	N/A

Although Animal Behavior College is an established school with a strong track record, our Grooming Instruction Training Program is a new offering. 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

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.

Employment Advisory Services

The College maintains a policy of job placement assistance to all its graduates. No school or training center can ethically promise or guarantee a job. However, ABC does assist its graduates with resume writing, grooming tips, interviewing techniques, job-search skills, arranging appointments for job interviews, and subsequent follow-up. Placement assistance is a privilege of any graduate who requests it, and who follows the guidelines then in effect at the College. If a student /graduate does not complete all of the job development opportunities, and/or work cooperatively with the Placement Consultant, then that student may be denied placement assistance.

The principle service of Animal Behavior College is to provide vocational training. Although the school offers no guarantee of employment, considerable effort is made to bring together potential employers and appropriately skilled graduates. Job placement assistance is provided at no additional cost to eligible graduates. An eligible graduate is any student who has:

- Successfully completed all academic, skill proficiency, and externship requirements,
- Submitted a personal resume to the Placement Consultant,
- Returned to the school all property belonging to the school including the books borrowed from the library, and
- Met all financial obligations to the school.

No employee of the school is authorized to guarantee employment or specific starting salaries. Continuous placement assistance is available to all eligible students after graduation. Graduates who require additional assistance after their initial placement should contact the school and provide updated resume information.

Student Academic Advisement

In order for students to achieve their goals, ABC's trained Program Managers, Externship Coordinators, 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.

Grooming Instruction Training Program

This course prepares the student for entry-level employment in the business of grooming so that they can independently handle the grooming of dogs and cats. Specific objectives include:

1. Learning the history of dog and cat grooming, identifying common dog breeds and temperaments of breed groups, understanding canine and feline anatomy, and ergonomics.

2. Learning about grooming tools such as shears, clippers, brushes, combs, nail clippers, tables, dryers, and much more.

3. Understanding the importance of health and safety in a grooming environment through the education of proper handling and restraint techniques and how to identify common skin and medical disorders.

4. How to conduct the preliminary steps in the grooming process, including nail clipping, ear cleaning, eye and dental care.

5. Understanding how to bathe, brush and dry dogs based upon the coat-type.

6. How to use and control clippers and shears for the grooming of dogs and cats.

7. Learning step-by-step methods on how to complete specific dog breed cuts.

8. Learning the fundamentals of cat grooming, including how to properly handle and restrain felines, bathing, brushing and drying techniques, dental care and clipping excess fur.

9. How to begin a career in the grooming industry as a shop owner or an employee, including details on how to create a business plan, marketing one’s business, resume writing and interviewing techniques.

Clock Hour Disclosure

GROOMING TRAINING PROGRAM						
STAGE	TITLE	Lecture Hours	Lab Hours	Practicum Hours	Total Instructional Clock Hours	Total Credit Units
1	Introduction to Grooming	30			30	2.00
2	A Groomer's Toolkit	70			70	4.67
3	Health and Safety	70			70	4.67
4	Grooming Basics	30			30	2.00
5	Bathing, Brushing and Drying	90			90	6.00
6	Clipper Use and Scissoring Techniques	60			60	4.00
7	Body Styles and Breed Specific Cuts	100			100	6.67
8	Cat Grooming	100			100	6.67
9	Business Building	80			80	5.33
10	Externship	0		100	100	2.22
11	Review, Final Exam	50			50	3.33
	Total	680		100	780	47.56

Occupational Outcomes

39-2021.00	NON-FARM ANIMAL CARETAKERS Feed, water, groom, bathe, exercise, or otherwise care for pets and other non-farm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks.

Course Descriptions

STAGE	COURSE DESCRIPTION
1	Introduction to Grooming This stage educates students on the introductory knowledge of the grooming industry. You will learn about the origination of grooming and how it has developed over the years. You will also learn about canine and feline anatomy, including the proper movement of the joints, which will be prove to be beneficial when needing to groom areas that require you to move an animal's leg, tail, etc. Included in this stage, you will find information on the breed groups and the common temperaments for each group. Additionally, this stage discuses ergonomics and ways in which to perform tasks without causing any strain or damage to your own joints and muscles. 30 Hours 2.00 Units Prerequisite: None, Instructional Method: Distance Learning

2	A Groomer's Toolkit This stage is designed to introduce the student to the many types of grooming tools. These include: clippers and blades, brushes and combs, shedding aids and de-matting tools, shears, nail clippers, shampoos and conditioners, tables, dryers and much more. Students will learn how to maintain their tools and what the benefits are for using each item. Whether or not every tool is used, it is critical for students to have a basic understanding of each tool and how to properly utilize it should they need to use it during their grooming career. 70 Hours 4.67 Units Prerequisite: Introduction to Grooming, Instructional Method: Distance Learning
3	Health and Safety In this stage, students are taught about the importance of how to maintain a safe work environment for themselves and pets in the grooming shop. You will learn the fundamentals of animal restraint and handling. Additionally, as groomers are generally the first to notice any health problems with an animal, you will be educated on identifying common skin and medical disorders and how to report them to the pet's owner. 70 Hours 4.67 Units Prerequisite: A Groomer's Toolkit, Instructional Method: Distance Learning
4	Grooming Basics In this stage, students learn how to conduct the preliminary steps in the grooming process. Your studies will range from nail trimming, ear cleaning, eye care and how to remove eye stains to cleaning wrinkles and dental care. You will also learn about finishing touches, such as how to create and apply bows and bandanas. 30 Hours 2.00 Units Prerequisite: Health and Safety, Instructional Method: Distance Learning
5	Bathing, Brushing and Drying This stage contains invaluable information on how to properly bathe, brush and dry dogs based upon their coat type. Not all dogs have the same type of coat, so it is important that you learn about the different techniques and procedures for grooming dogs depending on their coat. 90 Hours 6.00 Units Prerequisite: Grooming Basics, Instructional Method: Distance Learning
6	Clipper Use and Scissoring Techniques Two of the most common tools you will use in your career as a grooming professional are clippers and shears. This stage was designed to provide you with the essential knowledge on how to utilize and master them both. Clipper instruction includes how to properly hold clippers, clipping patterns, and ideas for desensitizing a puppy or dog new to grooming. Scissoring skills you will become knowledgeable on how to choose the right shear, how to hold your shears, basic scissoring skills and finishing techniques through the use of hand-scissoring. 60 Hours 4.00 Units Prerequisite: Bathing, Brushing and Drying, Instructional Method: Distance Learning

7	Body Styles and Breed Specific Cuts This stage focuses on educating you on different body styles for dogs. Once you are knowledgeable of the different style of cuts for a dog's head, stomach, legs, tail, etc., you will learn how to incorporate them for specific breed cuts. You will be educated on how to complete grooming cuts for some of the most common breeds, including the Poodle, Shih-Tzu, Yorkshire Terrier and Schnauzer. 100 Hours 6.67 Units Prerequisite: Clipper Use and Scissoring Techniques, Instructional Method: Distance Learning
8	Cat Grooming In this stage, you will learn the fundamentals of cat grooming. A key factor that sets ABC's Grooming Program apart from other grooming schools is our educational materials contain viable information on how to groom cats. You will learn the pertinent skills needed to become a cat groomer, including how to properly handle and restrain felines, bathing, brushing and drying techniques, dental care and clipping excess fur. With your cat grooming education, you will be able to set yourself apart from other groomers by offering feline services that many of your competitors won't. 100 Hours 6.67 Units Prerequisite: Body Styles and Breed Specific Cuts, Instructional Method: Distance Learning
9	Business Building This stage explores the business side of the grooming industry. Your education will consist of valuable information regarding starting your own grooming shop or mobile grooming business, including how to create a business plan, how to create a budget and how to successfully market your business using a variety of techniques. Additionally, this stage will provide you with the skills and information needed to work as an employee in the pet industry, including resume writing, job search skills and interviewing techniques. 80 Hours 5.33 Units Prerequisite: Cat Grooming, Instructional Method: Distance Learning
10	Externship Upon reaching Stage 10, you will have the unique opportunity to reinforce your studies by practicing what you have learned in a grooming facility. Unlike other programs that generally charge in excess of $8,000 for a hands-on program, we include this rewarding and educational experience at a fraction of the cost as an essential part of the ABC learning experience. We believe that a hands-on component will provide each student with a better understanding and working knowledge of what is expected of a groomer in the working world. As a student, you will be evaluated on your aptitude for performing the tasks expected of a professional groomer. This stage allows you the opportunity to put what you have learned into practice. The externship consists of 100 hours of unpaid work experience which combines grooming basics with mastery skills while assisting a professional groomer with their four-legged clients. 100 hours 2.22 Units Prerequisite: Business Building, Instructional Method: Hand-On Instruction

11	Review, Final Exam The Final Exam is given once your course work and externship have been successfully completed. You will review all of the material presented in the previous stages to prepare for the final. This review time is allotted for you to re-read and study the various concepts that have been taught. The Final Exam is designed to test your overall knowledge of skills required to become a professional groomer and will cover all areas of the curriculum. 50 hours 3.33 Units Prerequisite: Finish all 10 stages Instructional Method: Distance Learning

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.....$2,814.13
Equipment $1,810.87

Title	Cost
Course Materials / Online Technology Fee	$755.15
Grooming Materials	$1,055.72

Sub-Total $4,858.45
Sales Tax $158.45
Other – Payment Plan Adjustment..... $(755.00)
TOTAL CHARGES **$4,103.45**

Payment Plan 2 Payment in full after enrollment date

Registration and Application Fees $75.00
Tuition.....$2,814.13
Equipment $1,810.87

Title	Cost
Course Materials / Online Technology Fee	$755.15
Grooming Materials	$1,055.72

Sub-Total $4,858.45
Sales Tax $158.45
Other – Payment Plan Adjustment..... $(500.00)
TOTAL CHARGES **$4,358.45**

Payment Plan 3 Maximum down balance payments

Registration and Application Fees $75.00
Tuition.....$2,814.13
Equipment $1,810.87

Title	Cost
Course Materials / Online Technology Fee	$755.15
Grooming Materials	$1,055.72

Sub-Total $4,858.45
Sales Tax $158.45
Other – Payment Plan Adjustment..... $(250.00)
TOTAL CHARGES **$4,608.45**

Payment Plan 4 Minimum down balance 5 payments

Registration and Application Fees $75.00
Tuition.....$2,814.13
Equipment $1,810.87

Title	Cost
Course Materials / Online Technology Fee	$755.15
Grooming Materials	$1,055.72

Sub-Total $4,858.45
Sales Tax $158.45
Other – Payment Plan Adjustment..... $(0.00)
TOTAL CHARGES **$4,858.45**

CREDIT CHECK FEE: $35.00 MAY BE ASSESSED FOR THE STUDENTS APPLYING FOR LOAN / PAYMENT PLAN.

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.

Student Loans

Animal Behavior College, Inc. (ABC) has partnered with SLM Financial Corporation ®, a Sallie Mae® company, to offer students a practical solution to the financial cost of tuition.

SLM Financial Corporation is a wholly-owned subsidiary of SLM Corporation, a Fortune 500 Company, also commonly known as Sallie Mae, Inc.

Sallie Mae partners with only a select group of financial and educational institutions to provide education financing programs for K-12 instruction, career-training, certification programs, and non-degree programs. The partnership between ABC and Sallie Mae keeps with ABC's commitment to make education affordable and accessible to all students.

Ask your admissions representative about your participation in the Sallie Mae student loan program.

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

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

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. 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:

(1) Deduct a registration fee not to exceed seventy-five ($75) from the total tuition charge.
(2) Divide this figure by the number of lessons in the program.
(3) The quotient is the per-lesson charge.

(4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge calculated in paragraph (3) plus the amount of the registration fee specified in paragraph (1).
(5) The refund shall be any amount in excess of the figure.
(6) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential lessons of instruction.

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

Step 4: Unsolved concerns may be appealed in writing or by phone by contacting the Bureau for Private Postsecondary Education at
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

STATE LICENSURE AND APPROVALS

Animal Behavior College was granted institutional approval from the Bureau for Private Postsecondary 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

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

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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!

Animal Behavior College

Veterinary Assistant Training Program
Course Catalog

Setting the Standard of Excellence
January 1st 2012 - December 31st, 2012

25104 Rye Canyon Loop
Santa Clarita, CA 91355
(800) 795-3294
www.BecomeAVetAssistant.com

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ANIMAL BEHAVIOR COLLEGE'S MISSION

Animal Behavior College's (ABC's) goal is to provide quality training to individuals desiring a career as a Veterinary Assistant.

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 instructors provide supervised instruction and evaluation during externship sessions.

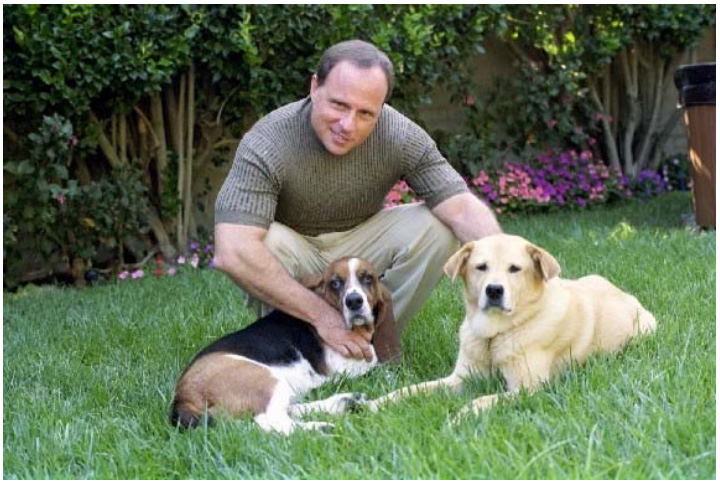
Animal Behavior College believes one of the important goals of education is to provide services supportive of students' efforts to succeed academically and attain the attitudes and beliefs necessary for career success. These services include individual advising, academic tutoring, assistance in locating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



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 hundreds of thousands of animal lovers. At the core of this business is a genuine love for all animals and a desire to help them and the people that love them enjoy safer, happier and better lives.

The ABC Veterinary Assistant Program will provide you with a wealth of knowledge from some of the most talented and dedicated veterinary professionals across North America. This is truly a profession that can reward on many levels. You can and will make a positive difference in people's lives and the lives of their pets. As a Veterinary Assistant, you will literally be paid to help save lives with your knowledge and skill while at the same time, be fortunate enough to be passionate about your chosen career.

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

Best of Luck!

FACULTY & STAFF AT ABC

Steven P. Appelbaum – President and Director of ABC – Has received his Certificate of Authorization for Service for Director from BPPE. He is also the President of Animal Behavior & Training Associates, ABTA, once the largest dog-training organization in North America.

Debbie M. Kendrick – Vice President and Associate Director of ABC – has received her Certificate of Authorization for Service as Associate Director from BPPE.

Candace Mason – Office Manager and Director of Admissions of ABC – is responsible for the management of the Admissions Department which includes student enrollment and financial aid.

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

Michelle Metzger, RVT – Program Manager – is a licensed veterinary technician with an Associates Degree in Veterinary Technology. She has been working in the field of veterinary medicine for 17 years and is a Program Manager for the ABC Veterinary Assistant Training Program.

Penny Ann Francis Derbyshire, RVT – Program Manager – is a licensed veterinary technician with an Associates Degree in Veterinary Technology. She has been working in the field of veterinary medicine for over 28 years and is a Program Manager for the ABC Veterinary Assistant Training Program.

Jennifer Woodward, RVT – Program Manager – is a licensed veterinary technician with an Associates Degree in Veterinary Technology. She has been working in the field of veterinary medicine for over 10 years, 3 of which she has been an RVT, and is a Program Manager for the ABC Veterinary Assistant Training Program.

Vesna Ban-Smedberg, RVT – Program Manager – is a licensed veterinary technician with an Associates Degree in Veterinary Technology. She has been working in the field of veterinary medicine for over 10 years, 2 of which she has been an RVT, and is a Program Manager for the ABC Veterinary Assistant Training Program.

GENERAL INFORMATION

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 veterinary hospitals.

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

Admission Requirements

To enroll in ABC programs an individual must possess:

- A high school diploma, GED, high school equivalency or pass an 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.

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

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.
Math Skills:	Student must have Math Skills at a High School equivalency level.
Communication:	Student must be able to communicate verbally in English and give both hand directions and voice directions.
Observation:	Student must be observant at all times of all persons and animals to maintain a safe working environment.

Physical Requirements for Admission

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 50lb			X	
Carrying: 1- 50lb			X	

1. Student must be able to use both hands for repetitive actions.
   Firm Grasp: Both Hands
   Fine Manipulation: Both Hands
   Hands are exposed to water or other liquids on a repetitive basis: Yes
   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 reasonable degree of agility to move through tightly cramped areas in various situations.

3. Miscellaneous Physical Requirements:
   a. Must have good range of motion in joints especially wrist, knees, and elbows
   b. Must have good range of motion in back
   c. Must have acceptable sense of touch and smell
   d. Must have acceptable sense of balance
   e. Must be able to work and reach on hands and knees
   f. Must possess excellent hand-eye coordination
   g. Must possess good dexterity in hands and fingers

4. 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 in close proximity as well as up to 30 feet away. Student must possess good vision including peripheral, fine detail, distance, depth perception and ability to focus.
   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 30 feet away, also ability to hear and discern animal vocalizations, changes in pitch, both soft and loud.
   e. Does the program require driving motorized vehicle or equipment? No, students must arrange own transportation while in program.

5. Other specific criteria:
   a. Student must be able to withstand being jumped on by small and large animals.
   b. Student must be able to physically restrain small and large animals, manually.
   c. Student must be able to handle prolonged exposure to a variety of solutions, including but not limited to; dish soap, chlorhexidine, spectra soap, isopropanol, hydrogen peroxide, ammonium cleaners and bleach.
   d. Student must be able to cope with the handling and processing of bodily fluids.
   e. Student must accept the risks of exposure to certain materials including but not limited to pathogens, radiology, anesthesia and biohazardous materials.

Emotional and Mental Requirements for Admission

1. Must be able to cope with death either due to surgical complication or euthanasia
2. Must be able work under stressful conditions
3. Must be able to handle being present during all surgical situations

Environmental Conditions

Extreme Temperatures:	Must be able to work in potentially extreme environmental temperatures
Noise:	Loud working environment caused primarily by animal noises such as barking
Fumes, Dust, Odors:	Chemical odors, animal odors, dust in kennel areas
Exposure to chemicals:	Cleaners, disinfectants and other irritant chemicals
Other	Constant close exposure to animal dander and hair

Ability to Benefit

Per U.S. Department of Education Title IV requirements, all applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate are administered a nationally recognized standardized test that measures an applicant's basic educational knowledge. This 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.
- Those applicants holding a high school diploma or GED must present an official diploma, transcript or GED certificate upon application to the school.
- 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 an actual externship. As part of this stage you will be assigned to a location in your area. You may be delayed in completing your training due to scheduling delays, hours of operation conflicts, or other unforeseen circumstances. Animal Behavior College makes every effort to continue your training without any delays; however, if there is a problem in scheduling a location when you finish stage 9, you may experience a delay of up to several weeks in completing your course.

Your externship 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 is typically held in a veterinary hospital or other location as determined by ABC. You will be contacted by Animal Behavior College as to where and when the externship sessions will be provided.

ACADEMIC POLICIES

Academic Standards

All students are required to maintain the Academic Standards of ABC. These standards are monitored on a regular basis and consist of achieving a grade of 70% or better on each exam and each evaluation for Stages 1 through 10, and achieving a grade of 75% or better on Stage 11.

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. Externship: 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.

Externship: During this portion of the program, students receive 90 hours of work experience at a veterinarian's office, hospital, clinic, clinical laboratory, or other location deemed appropriate and assigned by Animal Behavior College. The externship consists of unpaid work experience which combines preparing patients and assisting other hospital staff in front office procedures, rear office procedures, and more.

Individual externships will differ in structure based on the frequency and duration of each session. For example, some externships will be completed within 9 weeks as the Student will be assigned 10 hours of training per week. Some externships will take up to 23 weeks as the Student will be assigned 4 hours of training per week. The individual schedule will be given to the Student when they reach this stage and is based on the availability and hours of operation at the externship location they will be working with. There can be significant delays in completing this stage due to scheduling.

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 Veterinary Assistant Training 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.

Program	Normal Duration	Maximum Time Frame
Veterinary Assistant Training Program	52 Weeks	78 Weeks

ATTENDANCE POLICY

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 20% absences,
- Stage exams must be postmarked on or before due date, and
- Students must achieve a grade of 70% or better on each exam and each evaluation for Stages 1 through 10 and achieve a grade of 75% or better on Stage 11.

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

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 on each exam and each evaluation for Stages 1 through 10 and achieve a grade of 75% or better on Stage 11 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 Satisfactory Academic Progress, 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.

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
Veterinary Assistant Training Program	40%	61%

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.

Completion and Placement

Animal Behavior College

Completion and Placement Chart

As of 1/1/2010

Pursuant to California law, Animal Behavior College discloses the completion and placement data as required by the Private Postsecondary and Vocational Education Reform Act (As amended, effective January 1, 2005), California Education Code, Title 3

2008	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	%
Enrolled	10	24	37	50	52	46	57	43	55	38	30	26	468	100.0%
Still Enrolled	1	3	3	3	8	15	15	15	25	19	14	15	136	29.1%
Graduated	4	13	17	24	26	20	30	17	17	8	5	4	185	39.5%
Employed in Industry	3	9	10	10	10	8	14	9	6	2	2	1	84	45.4%
Employed out of Industry	1	2	3	7	9	5	9	1	5	2	2	1	47	25.4%
Further Education	0	0	2	3	3	3	6	4	4	1	1	1	28	15.1%
Unemployed	0	2	2	4	4	4	1	3	2	3	0	1	26	14.1%
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%

STUDENT SERVICES

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.

Employment Advisory Services

The College maintains a policy of job placement assistance to all its graduates. No school or training center can ethically promise or guarantee a job. However, ABC does assist its graduates with resume writing, grooming tips, interviewing techniques, job-search skills, arranging appointments for job interviews, and subsequent follow-up. Placement assistance is a privilege of any graduate who requests it, and who follows the guidelines then in effect at the College. If a student /graduate does not complete all of the job development opportunities, and/or work cooperatively with the Placement Consultant, then that student may be denied placement assistance.

The principle service of Animal Behavior College is to provide vocational training. Although the school offers no guarantee of employment, considerable effort is made to bring together potential employers and appropriately skilled graduates. Job placement assistance is provided at no additional cost to eligible graduates. An eligible graduate is any student who has:

- Successfully completed all academic, skill proficiency, and externship requirements,
- Submitted a personal resume to the Placement Consultant,
- Returned to the school all property belonging to the school including the books borrowed from the library, and
- Met all financial obligations to the school.

No employee of the school is authorized to guarantee employment or specific starting salaries. Continuous placement assistance is available to all eligible students after graduation. Graduates who require additional assistance after their initial placement should contact the school and provide updated resume information.

Student Academic Advisement

In order for students to achieve their goals, ABC's trained Program Managers, Externship Coordinators, 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.

Veterinary Assistant Training Program

This course prepares the student for entry-level employment as a Veterinary Assistant so that they can become an integral part of the Veterinary team. Specific objectives include:

1. To prepare graduates for Veterinary Assistant positions.

2. To give graduates skill and confidence in interacting with animals and their owners.

3. To give graduates a thorough grounding in veterinary medical terminology, the major breeds of various animals, the basics of responsible animal care and the roles and responsibilities of a Veterinary Assistant.

4. To provide graduates a strong understanding of measures that prevent injury to animals, their owners and the veterinary team, including proper office and compartment cleaning methods.

5. To equip graduates with the knowledge and skill necessary to communicate effectively with a veterinary team, assist a veterinarian with caring for animals and assist with surgical and treatment procedures, including an understanding of how to handle animal specimens correctly and process them accurately.

6. To prepare graduates to perform the administrative duties necessary for the smooth operation of a veterinary office, such as scheduling appointments and handling billing and collections.

7. To provide graduates the knowledge and confidence necessary to meet the highest legal, ethical and professional standards.

Clock Hour Disclosure

VETERINARY ASSISTANT TRAINING PROGRAM						
STAGE	TITLE	Lecture Hours	Lab Hours	Practicum Hours	Total Instructional Clock Hours	Total Credit Units
1	Office Etiquette and Hospital Procedures	80			80	5.33
2	Animal Restraint	80			80	5.33
3	Examination Room Procedures	80			80	5.33
4	Pharmacy and Pharmacology	40			40	2.67
5	Surgical Preparation and Assisting	90			90	6.00
6	Small Animal Nursing	160			160	10.67
7	Laboratory Procedures	120			120	8.00
8	Radiology and Ultrasound Imaging	120			120	8.00
9	Career Building	80			80	5.33
10	Externship	0		90	90	2.00
11	Review, Final Exam	50			50	3.33
	Total	900		90	990	61.99

Occupational Outcomes

31-9096.00	VETERINARY ASSISTANTS AND LABORATORY ANIMAL CARETAKERS Feed, water, and examine pets and other non-farm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics. Clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. May provide routine postoperative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists.

Course Descriptions

Stage.	COURSE DESCRIPTION
1	Office Etiquette and Hospital Procedures In this stage, you will be taught effective client communication skills, learn the do's and don'ts of admitting and discharging patients, and develop a complete appreciation for the importance of the human/animal bond. You will acquire a thorough understanding of the role of each member of the veterinary team, including the veterinarian, veterinary assistant, veterinary technician and all other animal hospital staff while learning the professional ethics of this occupation. Additionally, this stage covers the handling of medical records and certificates, inventory and restocking procedures, as well as the computer skills needed in a veterinarian's office. You will also become proficient with safety measures and precautions, while obtaining rudimentary knowledge of veterinary laws and legalities. 80 Hours 5.33 Units Prerequisite: None, Instructional Method: Distance Learning

2	Animal Restraint In this stage, the fundamentals and the fine points of animal restraint will be addressed. You will be given an in-depth explanation of ropes and knots as they pertain to animal restraint, and be educated on the differences of various forms of physical and psychological restraint techniques. You will learn the proper placement and removal of different animals from enclosures, the handling of fractious patients, and the restraint methods during the physical examination and the administration of injections and venipuncture. 80 Hours 5.33 Units Prerequisite: Office Etiquette and Hospital Procedures, Instructional Method: Distance Learning
3	Examination Room Procedures In this stage, examination room protocol will be covered. You will learn basic examination room preparation, and patient background and physical examination procedures. Highlights of this portion of the stage will include general cleaning and disinfecting, obtaining and documenting the patient's history, which includes a history of their chief complaint, and a complete medical and environmental history. This stage also prepares you to perform physical examinations by learning to record observations, test and monitor vital signs, and determine the patient's weight, respiratory rate, and temperature. You will also develop an understanding of vaccination protocols, spaying and neutering, and emergency support. 80 Hours 5.33 Units Prerequisite: Animal Restraint, Instructional Method: Distance Learning
4	Pharmacy and Pharmacology In this stage, the use of pharmaceuticals in a veterinary office will be addressed. Detailed information pertaining to the legal issues in drug handling, specifically the proper prescription labeling and packaging of medications, the correct way to store biological and therapeutic agents, and the efficient performance of inventory control will be included. You will be taught to recognize general types and groups of drugs, the proper routes and methods of drug and vaccine administration as well as proper terminology. 40 Hours 2.67 Units Prerequisite: Examination Room Procedures, Instructional Method: Distance Learning
5	Surgical Preparation and Assisting In this stage, you will learn skills to assist before, during and after a surgical procedure. This section provides detailed information on the preparation and appropriate sterilization methods of surgical equipment and supplies, how to operate and maintain autoclaves, and how to assist with positioning of surgical patients while maintaining proper operating room conduct and asepsis. Other critical components of this section include the understanding of operating room sanitation and care protocol, the appropriate identification and care of common surgical equipment and supplies along with the proper disposition of hazardous medical wastes. 90 Hours 6.00 Units Prerequisite: Pharmacy and Pharmacology, Instructional Method: Distance Learning

6	Small Animal Nursing In this stage, you will be taught the fundamentals of small animal nursing. This stage focuses on the skills needed to identify different breeds of dogs and cats, recognize normal and abnormal behavior in dogs and cats, identify common diseases and medical conditions, and properly care for the hospitalized patient in your charge. The essentials of patient housing, including environmental considerations, feeding and watering, socialization exercise, grooming, ear cleaning, nail trimming, bathing and dipping, along with dental hygiene will be covered as well. The prevention of nosocomial infections and zoonotic diseases and the delicate subject of euthanasia is all part of this very educational stage. 160 Hours 10.67 Units Prerequisite: Surgical Preparation and Assisting, Instructional Method: Distance Learning
7	Laboratory Procedures In this stage, you will acquire basic knowledge of laboratory procedures. Your studies will include recording laboratory results, identifying common external parasites, and developing venipuncture skills. You will learn how to collect voided urine samples, how to determine the physical properties of urine, how to collect fecal samples for parasitological exams and how to prepare fecal flotation solutions. Furthermore, you will be taught how to interpret the various samples and complete antibiotic sensitivity testing. 120 Hours 8.00 Units Prerequisite: Small Animal Nursing, Instructional Method: Distance Learning
8	Radiology and Ultrasound Imaging In this stage, you will be instructed on the proper techniques of radiology and ultrasound as a means of diagnoses. Positioning small and large patients, basic safety practices and techniques, and proper methods of equipment care will be explored. Also included are the methods of processing various data received from radiology and ultrasound to include quality control, film identification, and how to use automatic processing methods. 120 Hours 8.00 Units Prerequisite: Laboratory Procedures, Instructional Method: Distance Learning
9	Career Building. In this stage, the fundamentals of career building will be explored, as well as how to apply them to secure a position as an ABC Certified Veterinary Assistant. Special focus is placed on the job search, how to write resumes, compensation considerations, how to plan a productive job interview, and how to maintain job security. This stage also offers insight on how attitude affects your career, how to set yourself up to succeed, and the importance of financial planning and stability. 80 Hours 5.33 Units Prerequisite: Radiology and Ultrasound Imaging, Instructional Method: Distance Learning
10a	Externship – Observation Upon reaching Stage 10, ABC requires that the Student follow and observe the veterinary staff for 10 hours as they complete their responsibilities in an animal hospital setting. This section allows the Student the opportunity to watch how veterinary assistant tasks are completed prior to putting them into practice. 10 hours 0.22 units Prerequisite: Career Building, Instructional Method: Observation Instruction

10b	Externship – Hands-On In this stage, you will have the unique opportunity to reinforce your studies by practicing what you have learned in an animal hospital setting. Unlike other programs that generally charge in excess of $9,000 for a hands-on program, ABC includes this educational experience at a fraction of the cost. We believe that a hands-on component will provide each student with a better understanding and working knowledge of what is expected of a veterinary assistant in the working world. As a student, you will be evaluated on your aptitude for performing the tasks expected of a veterinary assistant. The hands-on externship consists of 80 hours of unpaid work experience which combines preparing patients and assisting the veterinarian and other veterinary personnel. 80 hours 1.78 Units Prerequisite: Career Building, Instructional Method: Hand-On Instruction
11	Review, Final Exam The Final Exam is given once the course work and the externship 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 re-read and study the various concepts they have been taught. The final exam is designed to test the Student's overall knowledge of skills required to become a Veterinary Assistant. This exam will cover all areas of the curriculum. 50 hours 3.33 Units Prerequisite: Finish all 10 stages Instructional Method: Distance Learning

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.....$2,551.05
Equipment $908.95

Title	Cost
Course Materials	$839.00
Uniform/Scrubs	$69.95

Sub-Total $3,614.53
Sales Tax $79.53
Other – Payment Plan Adjustment..... $(755.00)
TOTAL CHARGES **$2,859.53**

Payment Plan 2 Payment in full after enrollment date

Registration and Application Fees $75.00
Tuition.....$2,551.05
Equipment $908.95

Title	Cost
Course Materials	$839.00
Uniform/Scrubs	$69.95

Sub-Total $3,614.53
Sales Tax $79.53
Other – Payment Plan Adjustment..... $(500.00)
TOTAL CHARGES **$3,114.53**

Payment Plan 3 Maximum down balance payments

Registration and Application Fees $75.00
Tuition.....$2,551.05
Equipment $908.95

Title	Cost
Course Materials	$839.00
Uniform/Scrubs	$69.95

Sub-Total $3,614.53
Sales Tax $79.53
Other – Payment Plan Adjustment..... $(250.00)
TOTAL CHARGES **$3,364.53**

Payment Plan 4 Minimum down balance 5 payments

Registration and Application Fees $75.00
Tuition.....$2,551.05
Equipment $908.95

Title	Cost
Course Materials	$839.00
Uniform/Scrubs	$69.95

Sub-Total $3,614.53
Sales Tax $79.53
Other – Payment Plan Adjustment..... $(0.00)
TOTAL CHARGES **$3,614.53**

CREDIT CHECK FEE: $35.00 MAY BE ASSESSED FOR THE STUDENTS APPLYING FOR LOAN / PAYMENT PLAN.

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.

Student Loans

Animal Behavior College, Inc. (ABC) has partnered with SLM Financial Corporation ®, a Sallie Mae® company, to offer students a practical solution to the financial cost of tuition.

SLM Financial Corporation is a wholly-owned subsidiary of SLM Corporation, a Fortune 500 Company, also commonly known as Sallie Mae, Inc.

Sallie Mae partners with only a select group of financial and educational institutions to provide education financing programs for K-12 instruction, career-training, certification programs, and non-degree programs. The partnership between ABC and Sallie Mae keeps with ABC's commitment to make education affordable and accessible to all students.

Ask your admissions representative about your participation in the Sallie Mae student loan program.

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

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

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. 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:

(1) Deduct a registration fee not to exceed seventy-five ($75) from the total tuition charge.
(2) Divide this figure by the number of lessons in the program.
(3) The quotient is the per-lesson charge.

(4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total number of lessons received by the per-lesson charge calculated in paragraph (3) plus the amount of the registration fee specified in paragraph (1).
(5) The refund shall be any amount in excess of the figure.
(6) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential lessons of instruction.

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

Step 4: Unsolved concerns may be appealed in writing or by phone by contacting the Bureau for Private Postsecondary Education at
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
Physical Address: 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833
www.bppe.ca.gov
Phone (916) 431-6959
Fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 574-7720 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

STATE LICENSURE AND APPROVALS

Animal Behavior College was granted institutional approval from the Bureau for Private Postsecondary 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

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

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

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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!