



Dog Obedience Program

Alumni Handbook

Animal Behavior College, Inc.
25104 Rye Canyon Loop
Santa Clarita, CA 91355
www.AnimalBehaviorCollege.com

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Handbook Disclaimer

Information provided in this handbook is for informational purposes only. ABC reserves the right to change, edit or update information without notice. Questions regarding information found in this handbook may be directed to Alumni@animalbehaviorcollege.com or in writing to ABC offices. Please send all written correspondence to:

Animal Behavior College

Attn: Alumni Group

25104 Rye Canyon Loop

Santa Clarita, CA 91355.

The ABC Alumni Group

There is a great deal of information pertaining to the pet industry, which leaves many graduates asking themselves, “Where do I begin?” To assist you with these and other questions, ABC has formed ABC Alumni Inc. for all of our certified graduates: Dog Trainers, Cat Trainers, Pet Groomers and Veterinary Assistants. The organization’s purpose is to assist you in your continuing education and business endeavors.

Member Benefits

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

- ABC quarterly newsletter, *Paw Prints*
- Access to the Alumni Center on the ABC website
- Short Term Programs available for purchase
- Access to the most current curriculum
- ABC Certified Dog Trainer Logo
- Job board
- Industry Event Calendar
- ABC online behavior library
- Low-cost liability insurance
- Discounted Pet Insurance
- Access to the Alumni Store
- Fully customizable turnkey websites
- Profile listing for ABC website’s “Find a Trainer” consumer search page
- Participation in the ABC Alumni, Inc. Facebook group

Code of Ethics



As a member of the ABC Alumni Group:

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

11. Whenever possible, I will attempt to continue learning about dogs and training through reading and attending educational events.

12. I understand if I am convicted in court of animal cruelty, I must notify ABC Alumni, Inc. immediately, and I will have my membership terminated and all privileges granted to me by ABC Alumni, Inc. revoked.

13. I agree and understand that the ABC Alumni, Inc. and the Alumni Group is a sole and separate organization from Animal Behavior College, Inc.

14. I agree that in the event I am not satisfied with the performance of the ABC Alumni Group, I may have my membership terminated at my request.

15. I agree that under no circumstances will I expect or request any refunds of tuition from Animal Behavior College, Inc. due to my dissatisfaction with the ABC Alumni Group.

16. When creating any promotional items (e.g. websites, polo shirts, handouts, etc.), I will not make any claims that violate any of the codes noted in this Code of Ethics Documents.

17. If I am not a licensed veterinarian, I shall avoid making any medical diagnosis and/or giving medical advice. I shall refer any clients' pet whom they suspect might have medical issues to a licensed veterinarian.

18. As an Alumni Group member, I will not falsely claim certifications I do not possess. I will only claim certifications that are granted to me by the certifying organizations. I understand that failure to adhere to this will result in a cease-and-desist warning; and failure to correct this violation within 10 days and/or repeated violations will result in my termination from the ABC Alumni Group and all privileges granted by such membership.

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

Alumni Conduct Guidelines

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 the above guidelines for proper conduct.

Tips for a Successful Employment Experience

- Professionalism – This term has a broad definition, from your appearance to how you conduct yourself to your promptness in responding to phone calls and/or emails. Maintain it!
- Communication skills – Remember that communication comes in many different forms; email, verbal (whether in person or over the phone) even body language. Always strive to communicate clearly and effectively.
- Ask questions - Don't hesitate to ask questions if there is something you don't understand or you want to learn more about. Always be eager to expand your knowledge base!
- Be respectful - Be courteous and polite at all times. Rude and/or inappropriate behavior and speech are unacceptable. Avoid gossiping about others, stay calm in inflammatory situations and practice active listening skills.
- Strong work ethic – work ethic is another broad term, but adhere to the basics always. Be punctual, be cooperative with others, maintain honesty and integrity and emphasize quality of work!

Alumni Grievance Procedure

Alumni who encounter any sort of problem, difficulty or complaint regarding any aspect of Animal Behavior College's Alumni Group should contact Alumni@animalbehaviorcollege.com immediately.

In the event that grievances are not solved after following the above procedure, you may file an appeal by writing to:

Steven Appelbaum, CEO/President
Animal Behavior College
25104 Rye Canyon Loop
Santa Clarita, CA 91355

All appeals received will be thoroughly reviewed and taken under consideration.

ABC on Social Media

ABC maintains Facebook, Twitter, YouTube, LinkedIn, Instagram and Pinterest accounts. While the general public has access to the content, ABC encourages active alumni to participate in discussions. Alumni are in no way required to use these sites, nor does ABC have any professional partnership with these sites.

- ❖ Facebook: <https://www.facebook.com/AnimalBehaviorCollege>
- ❖ Twitter: <https://twitter.com/AnimalBehaviorC>
- ❖ YouTube: <https://www.youtube.com/user/AnimalBehaviorCollege>
- ❖ Instagram: <https://www.instagram.com/animalbehaviorcollege/>
- ❖ Pinterest: <https://www.pinterest.com/animalbehaviorc/>

Our social media community pages are based on trust, fairness and civility. Their success and vitality depend on all members agreeing to follow a few basic rules and guidelines. Generally speaking, they simply request respect and good manners.

ABC reserves the right to remove postings containing obscene, bigoted, insulting, sexually explicit, abusive or hateful content; and to suspend or terminate page visitation rights for anyone who posts such content. We depend on you knowing that it is possible to disagree and still be civil.

ABC's Online Community Guidelines:

- Harassing notes or postings that might be construed as stalking will be deleted and ABC reserves the right to inform and/or provide assistance to law enforcement agencies in any way we deem appropriate. We reserve the right to remove posts that are off the subject.
- Please don't post the same note more than once.
- Comments referring to actions that are academically dishonest or unethical are not permitted.
- No solicitations or advertisements are allowed.

- Comments or posts that make libelous statements or aggressively attack ABC, its faculty, staff or mentors, in general or by name, are not permitted.
- You may not suggest, encourage, boast about or discuss your participation in any illegal activity. We reserve the right to inform and/or provide assistance to law enforcement agencies as necessary.
- Posting personally identifiable information such as phone numbers, email addresses, home or work addresses, or similar information about yourself or others is not permitted. Please never ask for personal information from others.
- ABC alumni should keep the school's Code of Ethics in mind at all times.
- You recognize that ABC may use and reproduce your messages, in whole or in part, in future ABC Facebook posts and on the company's website.
- You take responsibility for all postings under your identification and use the information provided on this page at your own risk. ABC assumes no responsibility for the accuracy of posts other than those made by ABC. Posts may be monitored by ABC staff and the company reserves the right to remove any postings at its discretion.
- By posting to any portion of this page, you agree to abide by these guidelines.
- Use good judgment and have a wonderful time.
- Finally, we reserve the right to respectfully disagree. Views expressed as original posts and comments are the views of those authors only and may not be the views of Animal Behavior College.

By posting to any one of these sites, you agree to abide by these guidelines.

ABC Alumni Quarterly Newsletter: Paw Prints

Our e-newsletter goes out to all alumni (unless you opt out). Published quarterly, *Paw Prints* offers a variety of articles that should be of interest to all of our graduates. It covers topics relating to cat training, dog training, pet grooming, veterinary assisting and business building, as well as updates on the happenings here at ABC.

ABC ANIMAL BEHAVIOR COLLEGE
Where Animal Lovers Pursue Animal Careers™

For more information call: 1-800-795-3294
or email us with the link below

f · in · t · p

Grooming Instruction · Dog Obedience · Veterinary Assistant

What's Waggin'

By Steven Appelbaum, ABC President/Director

Hello and welcome to 2013's fourth and final edition of Paw Prints. Much has happened during this year and I want to thank all active alumni for your continued engagement and support.

As you peruse through the newsletter you will notice that we are now equally focusing on dog training, pet grooming and veterinary assisting. These articles' content are a reflection of the alumni group's changing demographic profile. For the last two years, the veterinary assistant program (VAP) is the most popular course at ABC. We now have 1,816 alumni members from VAP and an additional 473 from our groomer instruction program.

As a pet professional, you should find all of the articles interesting—and even pertinent. Much that is important to veterinary assistants and groomers has relevance for trainers and vice versa. This is particularly true when discussing issues such as client communication, customer satisfaction, business building and marketing. And, since many of you build your businesses by networking with fellow pet professionals, the more you know about the various challenges and issues the others face, the more effective you will be in establishing mutually-beneficial relationships.

Other related articles

- Give Them a Hand: Visual Signals for Dog Training*
- 10 Ways to WOW Clients*
- How to Run a Successful Grooming Business: Creating Customer Loyalty*
- Working Smart: The Dog Training Business*
- Emergency Veterinary Medicine: The Ins and Outs of Being an ER Staffer*
- The Essential Grooming Tool: Clippers*
- Business Building: How to Deal with Dissatisfied Customers*
- 4th Quarter Animal Behavior College Graduates*

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Contributing to Paw Prints

Join our cadre of pet-industry writers by submitting an article for an upcoming issue of "Paw Prints." As you know, our alumni group is comprised of graduates from ABC's four programs— Cat Training, Dog Obedience Training, Grooming Instruction and/or Veterinary Assistant.

We are looking for articles that cover issues relating to dog obedience training, cat training, basic problem solving, veterinary care and pet grooming from a professional standpoint. Your article should provide information that would benefit any of our successful graduates.

The article should be somewhere between 800 and 900 words. **Remember, you're writing for fellow pet professionals, not consumers.** You need to include a short bio describing your professional status, certification(s), years of experience and, if you like, pet-owning history. You will receive a copy of the newsletter via e-mail once it is issued. If you have submitted an article prior to this, the invitation remains open to you. If you have not submitted an article for "Paw Prints" in the past, we would be delighted to receive one from you.

If interested, please submit your article via e-mail to:

Alumni@animalbehaviorcollege.com

Please include a photo of you with or without your pet(s) for possible inclusion in your article.

Accessing the Alumni Center

ABC has a separate website and Alumni Center for each of our four programs. To access the Dog Obedience Instructor Training Program, log on to:

<https://www.animalbehaviorcollege.com/alumni/login.asp>

Please Note

If you've attempted to log on and have received an error message, please do both of the following:

1. Confirm correct email address and password
2. Verify that you are on the correct website.

User Name and Password

Your user name is always your email address and your password is the unique student ID number assigned to you at enrollment (e.g., ABC00001). Your password will always start with "ABC" and be followed by a five-digit number with no spaces in between.

Please note: If you've changed your email address but did not update ABC either through the "Update Contact Information" button online or contacting ABC directly, your new email address will not allow you to log in successfully. Should this occur and you have changed your email address since graduation, try using your old email address as your user ID and notify ABC of changes to your contact information.

Navigating the Alumni Center

Once you log onto the Alumni Center, you will see a screen like this:

Alumni Center

Hello Welcome to the Animal Behavior College's Alumni Center! As an exclusive member, you have access to the beneficial tools provided by ABC which will assist you with your dog training endeavors. Whether you are seeking to conduct lessons on a part-time basis or open up your own very large, successful dog training business, we encourage you to take advantage of all that this site has to offer.

To navigate through the Alumni Center, please use the buttons provided below. We frequently add new, exciting features for you to use, so be sure to check in on a regular basis. Enjoy!

Alia Announces...

1/17/2019
Join APDT Today!

Special offer for ABC Dog Training Students and Alumni! Get your first year of membership to the Association of Professional Dog Trainers (APDT) for 15 percent off! Click on the APDT link and sign up using the special ABC discount code!

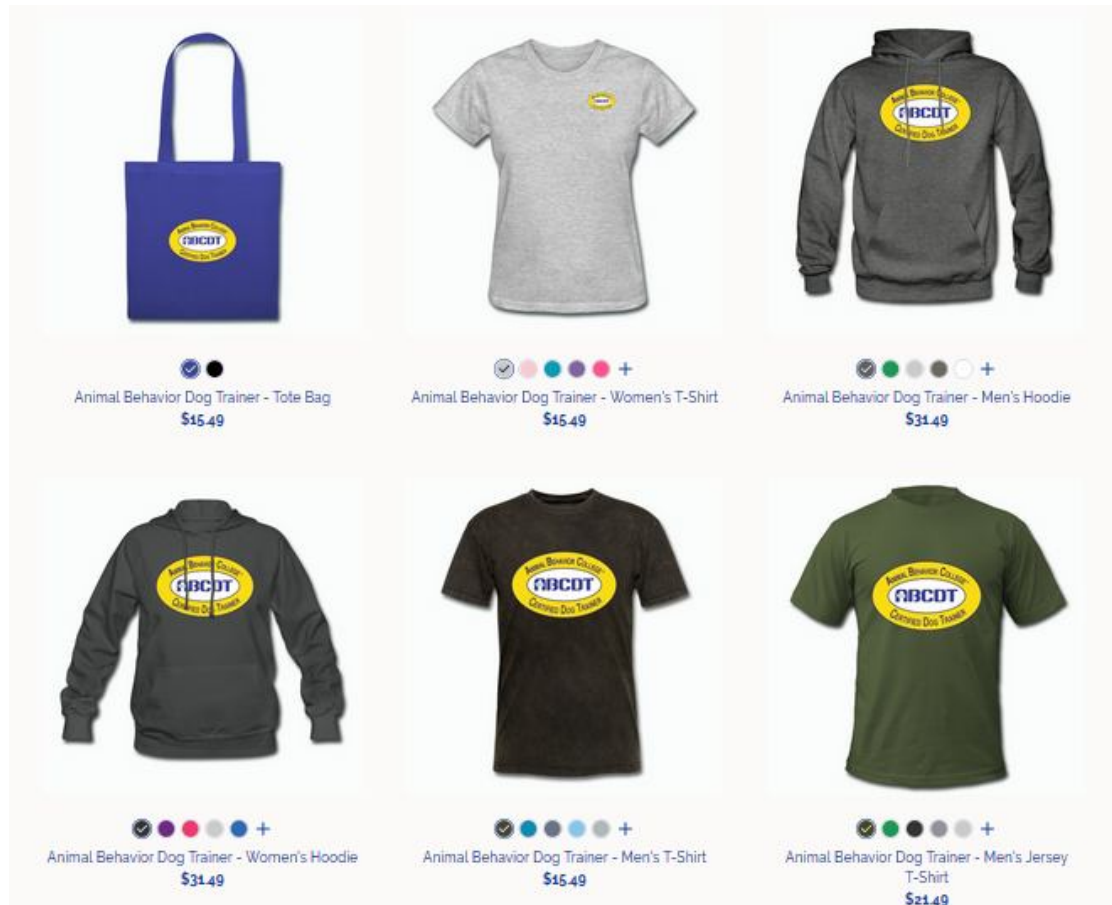
From the Alumni Center, you can:

- Access back issues of Paw Prints
- Search our Dog Obedience library for informative articles
- Peruse our recommended reading list
- Access the most current Dog Obedience curriculum and your grade sheets
- Watch training videos
- Setup your Turnkey Website
- List positions wanted and/or available on our Job Board
- Update your contact information
- Download ABC logos
- Acquire liability insurance for your business and health insurance for your pets
- Purchase ABC-logo'd items in our Alumni Store
- Take part in ABC's "Refer a Friend" reward program
- Access and/or purchase Short-Term Programs
- Join ABC's Dog Trainer Alumni Discussion on Facebook

Alumni Store

Animal Behavior College teamed up with market leaders to offer our alumni their own customized printed ABC products.

As an ABCDT, you can now purchase business cards, magnets, bumper stickers and pens to promote your business with the ABC name right alongside your name.



Short-Term Programs

ABC is proud to offer Short-Term Programs to graduates of our programs. ABC's informative programs were created to ensure our students receive the most comprehensive and well-rounded education possible well after graduation. Each course features valuable, up-to-date and relevant information that enhances an alumnus' knowledge of their field of employment.

Some Short-Term Programs are available only to graduates of specific programs, as noted.

Training Shelter Dogs

As an ABC Certified Dog Trainer, you may encounter dogs temporarily residing in shelters and rescues due to owner relinquishment. This devastating situation calls for immediate attention. This program consists of 250+ pages of material authored by Teoti Anderson, former president of the Association of Professional Dog Trainers (APDT), with contributions from Kelly Gorman-Dunbar and numerous members of the ABC staff. The wealth of information provided discuss understanding the different kinds of shelters, how to approach them, identifying dogs for adoption and defensive handling, as well as temperament assessments, including some excellent information from the ASPCA MYM Safer Program.

Upon completion of this program, you will have a solid foundation of knowledge regarding the training and treatment of shelter dogs with specific attention to re-homing. You will also learn the skills which could help launch an animal shelter or dog rescue training program. You may hold classes for dog owners and/or seminars to improve the knowledge of people in your community. As an ABC Certified Dog Trainer, you may have the opportunity to not only train shelter dogs, but to place them in permanent, loving homes. Every hour spent with a shelter dog makes a world of difference, and upon completion of the Training Shelter Dog Program, you will have the knowledge to positively transform the lives of shelter dogs.

Training Shelter Dogs is approved by the Certification Council for Professional Dog Trainers (CCPDT), the International Association of Animal Behavior Consultants (IAABC), the International Association of Canine Professionals (IACP) and the National Association of Dog Obedience Instructors (NADOI) for CEU credits.

The Art of Selling and Teaching Private Lessons

Understanding how to conduct private dog training sessions is a crucial component of a professional dog trainer's career. There are several reasons why learning how to offer quality private lessons is greatly beneficial to your training repertoire. Some clients are better served by one-on-one, individualized, personalized training rather than a group class atmosphere – perhaps the client's schedule is especially hectic, her puppy is not of age to attend group classes, or her older dog's shyness renders him uncomfortable when forced to interact with other dogs. Regardless of the particular client's reason, the demand for private-lesson training can be a wonderful opportunity for the professional dog trainer.

The Art of Selling and Teaching Private Lessons is comprised of approximately 300 pages of highly-detailed information on conducting private lessons. Authored by Teoti Anderson, former president of the Association of Pet Dog Trainers (APDT), this Short-Term Program will bolster your knowledge of proper private-lesson training and will instruct you on such imperative topics as sales techniques and tips, understanding communication styles, the different types of private training, developing effective training plans, how to teach off-leash behaviors, and how to achieve client compliance in order to maximize your training. Additionally, this program covers advanced tips for marketing yourself and your business and includes information on liability protection.

Upon completion of this program, you will have the knowledge to offer and conduct private lessons within a client's home, at a local park or at your own facility. Your knowledge of how to obtain clientele and conduct efficient private lessons may assist you in growing your business and maximizing its potential.

The Art of Selling and Teaching Private Lessons is approved by the Certification Council for Professional Dog Trainers (**CCPDT**), the International Association of Animal Behavior Consultants (**IAABC**), the International Association of Canine Professionals (**IACP**) and the National Association of Dog Obedience Instructors (**NADOI**) for CEU credits.

Pet Sitting and Dog Walking

This Short Term Program provides detailed information on the proper care of and interaction with a variety of pets—dogs, cats, birds, small mammals, fish and reptiles. The program contains 400 pages of detailed material written by Wendy Bedwell-Wilson, author and former managing editor for Pet Product News International. Subjects include understanding animal communication, such as body language and vocalization, basic nutrition and hygiene, and first aid and safety. You'll also learn how to: build relationships with clients and their pets, ensure personal and homeowner safety, create and maintain schedules, build clientele, and much more—everything you need to know to start your own pet sitting and/or dog walking business.

Upon completion of this course, you'll have a new and highly sought after service to provide to existing and future clients and their pets.

Pet Sitting and Dog Walking is approved by the Certification Council for Professional Dog Trainers (**CCPDT**), the International Association of Animal Behavior Consultants (**IAABC**), the International Association of Canine Professionals (**IACP**) and the National Association of Dog Obedience Instructors (**NADOI**) for CEU credits.

Pet Nutrition and Diet

The Pet Nutrition and Diet Short-Term Program discusses basic nutrition, the regulations governing commercial pet foods, and the nutritional needs for both cats and dogs. In this course, you will learn how to read pet food labels including the importance of carbohydrates, fats, proteins, vitamins, minerals, and protective nutrients. You will also learn about the different types of diets (i.e. dry food, canned food, raw food, supplements, etc.) and how food can play a huge role in a pet's behavior.

Upon the completion of this program, you will have the knowledge to educate your clients on how to provide their animals with proper nutrition based on their pet's individual age, weight, and health condition.

Pet Nutrition and Diet is approved by the Certification Council for Professional Dog Trainers (**CCPDT**), the International Association of Animal Behavior Consultants (**IAABC**), the International Association of Canine Professionals (**IACP**) and the National Association of Dog Obedience Instructors (**NADOI**) for CEU credits.

Pet Massage

The Pet Massage Short-Term Program gives pet groomers, dog trainers, and veterinary staff the knowledge of how to calm some of the pets they interact with. The ability to soothe and calm dogs and cats through touch improves the human-animal relationship and promotes trust and bonding. Dog Trainers may have the ability to create a more positive training experience because they will have an enhanced knowledge of canine anatomy and acute awareness of touch zones. This comprehensive course includes step-by-step instructions that guide you through the details of the choreography of a massage for different sizes and types of pets. Topics include: general anatomy and physiology, principles and concepts for different types of massage, creating your workspace, preparing yourself, details for how to develop a pet massage business, and much more! *

Pet Massage is approved by the Certification Council for Professional Dog Trainers (**CCPDT**), the International Association of Animal Behavior Consultants (**IAABC**), the International Association of Canine Professionals (**IACP**) and the National Association of Dog Obedience Instructors (**NADOI**) for CEU credits.

**State and federal laws regarding the practice of Pet Massage vary widely and are subject to change. Since ABC has no jurisdiction regarding state and federal laws revolving around the practice of Pet Massage, ABC highly recommends that potential students educate themselves on the state and federal laws and regulations and how they may affect their practice of Pet Massage before purchasing the ABC Pet Massage Short-Term Program. It is the responsibility of potential students to determine what laws and regulations their state has adopted to govern the practice of Pet Massage. ABC does not assume any responsibility for state or federal regulations that prohibit or limit the practice of pet massage by the student.*

Doggie Daycare

Dog daycare service is rapidly expanding; it has grown by more than 12 percentage points over the past 10 years and will continue to do so. Done correctly, doggie daycare service can be incredibly lucrative. Learn how to do it right and reap the benefits of this growing market by enrolling in ABC's Doggie Daycare Short Term Program.

In this course you will find everything you need to know to start and run a successful doggie daycare. This program contains over 400 pages of detailed material, covering facility considerations, insurance, licensing and permit requirements, equipment needs, marketing and promotional advice, daily care and activities for dogs, and working with owners.

Doggie Daycare is approved by the International Association of Animal Behavior Consultants (**IAABC**), the International Association of Canine Professionals (**IACP**) and the National Association of Dog Obedience Instructors (**NADOI**) for CEU credits.

Pet Fostering

The Pet Fostering Short Term Program instructs you on how to work with an animal shelter or rescue to set up a pet fostering program. You will learn how to select and retain volunteers as well as match foster animals with volunteers, along with other skills essential to maintaining a pet fostering program.

Pet Fostering is approved by the International Association of Canine Professionals (**IACP**) for CEU credits.

How to Access Short-Term Programs

If not already purchased, Alumni may do so at any time. Courses can be purchased and accessed online via the Alumni Center by clicking on the link “Short-Term Programs”. All available programs can be paid for online by credit card. If you’d like to pay by check or money order, please contact ABC’s Education Specialist at shorttermprograms@animalbehaviorcollege.com for assistance.

Alumni have up to 6 months to complete their Short-Term Programs from the date access is granted. A due date for each program purchased is provided in the Alumni Center by clicking on the “Short-Term Program” link.

Frequently Asked Questions

- **Do you offer job placement assistance?**

All of our Alumni have access to our exclusive job board. ABC also offers resume reviewing services and assistance with job searches and interview skills. However, we cannot guarantee employment.

- **I was interviewed for a “Success Story.” What will ABC do with it?**

If you have been interviewed or have submitted information regarding your ABC success story, the information might be submitted to a local newspaper in your area or possibly for a magazine article. You will be contacted by our staff if there is interest from the media and you will be guided through the process. This will help provide publicity for your business as well as for ABC.

- **Why can't I log on to the Alumni Center?**

Most likely, you cannot log into Alumni Center because either you are A) using the incorrect log-in information or B) you've changed your email address and have not updated ABC with your new information. Here's how to fix this:

- A) Make sure you are trying to log in using the correct log-in information. Your “User ID” is your email address that is on file with ABC. Your “Password” is your ABC number. You need to include the “abc” in front of your five-digit number. Your password should look like this “abcxxxx” with the Xs replaced by your five-digit student ID number. It does not matter if the “abc” is all capitals or lower case.
- B) Make sure the email address you are using is the same one we have on file for you. If you have a new email address, you should try to log into the Alumni Center with your OLD email address. Once you are logged into the Alumni Center, you will be able to update your contact information (with your NEW email address) by clicking on the button that says “Update Contact Info”. If you cannot get logged into the Alumni Center at all to update this information, or if you've forgotten the email address you had on file with us, send an email to

Alumni@animalbehaviorcollege.com with your updated information and request Alumni Center Log-In Assistance.

***NOTE: The resolutions above are under the assumption you did at one time have access to the Alumni Center. Alumni registration is free. If you have not set up your access previously, send an email to Alumni@animalbehaviorcollege.com requesting the Alumni Registration form.*

• **How much does the Turnkey Website cost?**

The ABC Turnkey Website (once activated) is \$14.95 per month. This includes five pages for your site: A homepage, an “about me” page, a contact info page, a training philosophy page and a training services page. Certain add-on services carry an additional monthly charge, such as the photo gallery feature (\$4.95 per month). Additional Turnkey Website pages are \$0.99 per month.

• **How do I operate the Turnkey Website?**

Once you have activated your Turnkey Website, you would do the following:

- Log into your Alumni Center
- Click on the link that says “Your ABC Turnkey Website”
- Click on “Manage Pages”
- Find the page you would like to edit in the list of pages and click on “Edit”
- Fill out the template with the information you’d like seen on that page of your website.
- Click on the “Save” button (at the top right hand corner of the template that looks like a floppy disc)

- **What type of business insurance do you offer and how do I apply for it?**

Insurance is offered to our alumni through a working relationship with *Business Insurers of the Carolinas* for US alumni, and *Pro Link* for Canadian alumni. Business Insurers has been providing General Liability specifically designed for ABC Alumni Inc. members since 2006. Pro Link came on board with ABC Alumni Inc in 2016. Coverage includes the broadest Care Custody and Control coverage for the pets and property in your care, whether at your client's home, in transit or at your home. This policy was designed to take the worry and the hassle out of finding reliable coverage. Best of all, buying coverage endorsed by ABC Alumni Inc. results in affordable group rates for you.

You can apply for:

- ABC Alumni Inc. Members, Dog Trainer Liability Protection Coverage
- ABC Alumni Inc. Members, Dog Trainer Dishonesty Bond

To apply for the insurance:

- Log into your Alumni Center
- Click on the button that says “Liability Insurance USA” or “Liability Insurance Canada”

Follow the links on the next page to apply directly through Business Insurers of the Carolinas or Pro Link.

- **How do I post or view jobs on the ABC Alumni Job Board?**

Please use the link below to access the job board for our Alumni. You will need to be listed as an Alumnus to view the job listings. To post a job, just fill out the form on the website—there is no need to be an Alumnus to list a job. The listing will be reviewed by ABC Administration and will automatically expire after 30 days unless you choose to re-list it. To view the job board, have your log-in information ready and please type the following address into your web browser:

http://www.animalbehaviorcollege.com/job_board/

- **How do I get a replacement certificate, transcripts or materials?**

If you need any replacement materials, you should contact your Program Manager for replacement materials and/or graduate materials. If you no longer have the contact information for your Program Manager, please email our Alumni Department (Alumni@animalbehaviorcollege.com). Your information will be forwarded to the appropriate department and you will be contacted within seven (7) business days. When emailing the Information Department, please include your full name, ABC number and the program you graduated.