

# Animal Behavior College

*Where Animal Lovers Pursue Animal Careers*

## VETERANS INFORMATION BULLETIN

### DOG OBEDIENCE INSTRUCTOR PROGRAM

August 1, 2019 through August 31, 2020

*Unleash the Dog Trainer Inside You*



**Setting the Standard of Excellence**



Physical Address: 25104 Rye Canyon Loop Santa Clarita, CA 91355

Mailing Address: 25104 Rye Canyon Loop Santa Clarita, CA 91355

Telephone Number: Day and Night: (800) 795-3294  
Emergency: (800) 795-3294

Fax Number: (818) 827-4796

## STATE LICENSURE and APPROVAL

Animal Behavior College was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Educational Code Section 94886 as a non-accredited 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 five years and is subject to continuing review.

Animal Behavior College is presently not approved by an accreditation agency recognized by the Department of Education.

Animal Behavior College is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

This Bulletin is effective August 1, 2019 through August 31, 2020.

## Classroom Start Date and End Dates

March 2<sup>nd</sup>, 2020 through July 31<sup>st</sup>, 2020

The information contained in this bulletin is true and correct in content and policy.

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

School Governing Body, Administrators, and Faculty

### **Owner** –

Mr. Steven Appelbaum  
Animal Behavior College, Inc.

### **Directors** –

Mr. Steven Appelbaum – President / Director  
Ms. Debbie Kendrick – Vice-President / Assistant Director

### **Administrative Officials** –

Ms. Candace Mason – Director of Admissions  
Ms. Wendy Engels – Registrar/Veterans Record Clerk/VA Certifying Official  
Ms. Michelle Metzger – Program Operations Manager

**Instructors** –

Mr. Seth Hutson-Instructor

Ms. Beth Harrison– Instructor

Ms. Heidi Voll – Instructor

**Instructional Facilities**

The school's physical address is 25104 Rye Canyon Loop, Santa Clarita, CA 91355. Animal Behavior College occupies 19,263 square feet which consists of 760 square feet of classroom with a capacity for 45 students with teaching equipment sufficient to meet each student's educational needs. Two restrooms are located near the entrance of the classroom. There is also a lunchroom on the premises.

Students will be required to provide their own transportation to and from the inside and outside classrooms.

The outside classroom hours could be held at the following facilities:

The Brittany Foundation	36220 Anthony Road, Agua Dulce, CA 91390
Central Park	27150 Bouquet Canyon Road Saugus, CA 91350
Best Friends Animal Society	15321 Brand Blvd. Mission Hills, CA 91345
Lockwood Animal Rescue Center	5660 Curtis Trail, Frazier Park, CA 93225

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**Entrance 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 and Classroom Instructor to determine eligibility for enrollment

**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, hands-on training, 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 classroom hours and outside classroom hours, also known as hands on training. ABC provides

study material, and may also include audio-visual material. Qualified dog trainer(s) provide supervised instruction during both the classroom and outside classroom hours.

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.

## **SERVICE ANIMAL POLICY**

**No dogs or other animals are allowed in the classroom, on school grounds, or any outside classroom location associated with this program, with the exception of official Service Animals.**

The Americans with Disabilities Act (ADA) delineates requirements for an animal to be considered a "service animal" and limits them to animals who can do work or tasks for people with:

- PTSD
- Seizures
- Wheelchairs
- Visual or auditory impairment (e.g., blind or deaf)

A service animal must be individually trained to perform work or tasks directly related to the handler's disability. An animal is not a service animal if its mere presence benefits the individual with a disability. A service animal must be trained to respond to the individual's needs. The process must have two steps: recognition and response. For example, if a service animal senses that a person is about to have a psychiatric episode and it is trained to respond, for example by nudging, barking, or removing the individual to a safe location until the episode subsides, then the animal has indeed performed a task or done work on behalf of the individual with the disability.

A therapy and/or emotional support animal does not qualify as a service animal. Emotional support animals may provide comfort to a person with a psychiatric disability, but are not trained to perform specific tasks to assist them. Emotional support animals are not covered under laws that apply specifically to service animals. Therapy and emotional support animals are allowed in housing under the Fair Housing Act (FHA), but are not permitted access in public places in the same fashion as service animals and are not permitted in the classroom, on school grounds, or any outside classroom location associated with this program.

Misrepresenting yourself as an owner or trainer of a trained service animal is a misdemeanor punishable by up to six months imprisonment and/or up to a \$1,000 fine.

## **Policies**

### **A. Enrollment Policy**

Students may enroll on any day prior to the start date of the program during normal school hours.

### **B. Credit Evaluation Policy**

This institution will inquire about each veteran or eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person and DVA will be notified of the evaluation result. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

### **C. Attendance Policies**

1. **Absence** – Absence will be considered excused under the following circumstances: illness, death, or birth of immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.

2. **Tardiness** – Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions during any stage will be considered as one unexcused absence. Tardiness is defined as arriving 10 minutes or more after the scheduled start of class.
3. **Interruption for Unsatisfactory Attendance** – Students who have not maintained the required minimum attendance average of 80 percent will be placed on probation for the next stage. If the student does not improve the attendance average to the required minimum by the end of the probationary period, the student will be terminated from the training program. VA will be notified accordingly.
4. **Cutting Classes** – Cutting class is defined as missing any portion of a scheduled class day. Cutting of class will be considered an unexcused absence unless it is pre-approved and meets the criteria for an excused absence as outlined in C1.
5. **Make-Up Work** – Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Make-up work is assigned to assist the student in keeping up with the progress of their classmates.
6. **Leave of Absence** – Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

#### D. **Progress Policies**

1. The school's grading system is:

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	

2. Grades required for certifying completion of the course are as follows: a) a passing grade of 70 percent must be obtained for each stage exam for Stage 1 through Stage 10 and b) a passing grade of 75 percent must be obtained on the Stage 11 exam. Upon successful completion, a certificate will be awarded.
3. Conditions for interruption due to unsatisfactory progress:  
When a student falls below a passing grade on stage exams, the student will be put on probation and may receive guidance counseling to help overcome their academic challenge and may be given the opportunity to re-take the stage exam. However, if a student fails to pass more than 2 stages of the entire program, no re-takes are permitted and the student will be interrupted and the VA will be promptly notified.

In the event a student's re-take of any stage exam falls below a passing grade, the student will be interrupted and the VA will be promptly notified.

4. Condition for re-enrollment:

Re-enrollment or re-entrance will be approved only after evidence is shown to the Director, Assistant Director or Program Operations Manager's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

**E. Conduct Policy**

Students shall at all times when on the school premises and during outside classroom hours with Animal Behavior College conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. Students will be required to follow all policies and procedures as outlined in the Dog Obedience Classroom Program Student Handbook.

**F. Refund Policy**

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges and that the length of the completed portion of the course should bear to its total length. Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited schools.

**G. Personal Belongings**

For security reasons, students should not leave personal belongings unattended in the classroom (both inside and outside) or on school grounds. Animal Behavior College is not responsible for any lost, stolen or damage to student property. Students agree not to hold Animal Behavior College responsible for such.

**Dog Obedience Instructor Program**

- A. Training is offered on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.
- B. Class schedules will vary depending on the lesson plan for the day:

## Basic Daily Schedule: Option 1

Lecture: 8:00am – 10:00am	2.0 hrs
Break: 10:00am – 10:15am	
Lab: 10:15am – 12:30pm	2.25 hrs
Lunch: 12:30pm – 1:00pm	
Lab: 1:00pm – 3:00pm	2.0 hrs
Break: 3:00pm – 3:15pm	
Lecture: 3:15pm – 5:00pm	<u>1.75 hrs</u>
	8 hrs total

## Basic Daily Schedule: Option 2

Lecture: 9:00am – 11:30am	2.5 hrs
Break: 11:30am – 11:45am	
Lab: 11:45am – 1:15pm	1.5 hrs
Lunch: 1:15pm – 1:45pm	
Lecture: 1:45pm – 4:15pm	2.5 hrs
Break: 4:15pm – 4:30pm	
Lab: 4:30pm – 6:00pm	<u>1.5 hrs</u>
	8 hrs total

Net instructional hours are 8 clock hours per day, 5 days per week, 40 clock hours per week, for approximately 22 weeks, for a total training period of 850 clock hours.

- C. School is closed for the following holidays, and/or vacation time: New Year's Eve, 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.

## COURSE REQUIREMENTS AND FEES

### A. Dog Obedience Program

ABC's comprehensive curriculum is 11 stages long and expands over 800 pages. The first stages of the curriculum give you a strong foundation of academic and theoretical knowledge about dogs. Once a strong foundation has been established, ABC students participate in outside classroom hours with their ABC teacher. Outside classroom hours may occur during any stage of the program with the majority of hours occurring in Stage 10. All graduates also receive a Pet CPR and First Aid certificate that is good for 2 years.

The Dog Obedience Curriculum consists of the following required stages and hours:

STAGE	TITLE	TOTAL	UNITS
1	A Basic Study of Canines	40	2.67
2	Learning Theory	80	5.33
3	A Trainer's Toolbox	50	3.33
4	Training Basics	30	2.00
5	How to Teach Basic Obedience Class	160	10.67
6	Learning the Effective Art of Problem Solving	160	10.67
7	Safety	30	2.00
8	Public Speaking and Teaching Group Classes	40	2.67
9	Business Building	120	8.00
10	Outside Classroom Hours	60	1.33
11	Review, Final Exam	80	5.33
	Total	850	54

### 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	<p>A Basic Study of Canines</p> <p>In this stage the Student will receive basic knowledge about canines. It is important as a Dog Obedience Instructor to have an understanding of dog breed characteristics, developmental periods, proper socialization, basic health routines, disease prevention and canine communication. This will serve as a foundation of knowledge about normal canine behavior and ideal canine husbandry they can refer to as they counsel their clients. Having a clear understanding of normal canine behavior can help them clarify to their clients the difference between normal canine behavior occurring at inconvenient or inappropriate times and abnormal canine behavior. Being able to educate their clients on ideal canine husbandry can even help them prevent potential behavioral and health problems. 40 Hours 2.67 Units</p>



Stage.	COURSE DESCRIPTION
2	<p>Learning Theory</p> <p>A crucial factor in becoming a Dog Obedience Instructor is to have a strong understanding of the scientific principles of how animals learn. Animal training skills are best performed by following the basic principles of behavioral theory. This section is designed to teach the Student these principles along with many specific training strategies, including, conditioning a reinforcer and utilizing and weaning an animal off food lures. 80 Hours 5.33Units</p>
3	<p>A Trainer's Toolbox</p> <p>In this stage, Student's will be introduced to many types of dog training equipment, products and toys (dog training tools). While ABC strongly believes the key component to a successful dog training program is a mutually respectful, trusting and committed relationship between a dog and dog owner, we also understand that training tools can often expedite the training process. 50 Hours 3.33 Units</p>
4	<p>Training Terminology And Philosophies</p> <p>In this stage, the Student will receive basic training information designed to help them identify specific genetic behaviors and characteristics in dogs. In addition, they will be given an overview of the history of dog training, training philosophies and training terms. This knowledge will be an invaluable tool when they begin training dogs on their own. 30 Hours 2.00 Units</p>
5	<p>How to Teach Basic Obedience Cues</p> <p>In this stage, the Student will be given step-by-step instruction on how to train a dog to perform basic obedience cues. They will also be given solutions to the most common challenges that are encountered while teaching each cue. The training instructions outlined in the ABC Curriculum are examples of a training program. They are not meant to imply that it is the only way to train a dog. They are simply examples of proven methods.</p> <p>As the Student goes through each obedience cue in this stage, they will notice that the removal of a reward is used as the primary correction technique. 160 Hours 10.67 Units</p>
6	<p>Learning the Art of Effective Problem Solving</p> <p>Effective Problem Solving is essential toward creating a successful and harmonious dog/owner relationship. As a professional dog trainer, clients will ask for solutions to a wide variety of behavior problems shown by their dogs. It is important for a trainer to have a library of solutions to offer along with the ability to convey these solutions in an effective and clear manner. 160 Hours 10.67 Units</p>
7	<p>Safety</p> <p>Training dogs is a potentially risky undertaking, so trainers must implement safety measures at all times. An instructor knowledgeable on how to take proper precautions, especially in a group class setting to protect the students, their dogs, and themselves, will have far fewer dog fights, biting incidents, and injuries. This goes a long way in creating a positive learning environment for all involved. One of the many roles filled by a professional trainer is to constantly provide this safe environment by teaching the students how to prevent mishaps and also teaching them how to react if emergencies do occur. 30 Hours 2.00 Units</p>

Stage.	COURSE DESCRIPTION
8	<p><b>Public Speaking &amp; Teaching Group Classes</b></p> <p>The Student will be given information regarding public speaking and teaching group classes. It is important as a dog obedience trainer to be able to effectively speak with people. Since the Student will become an instructor, the manner in which they speak and organize their instruction is crucial. In this stage, ABC will discuss a variety of techniques used for communicating effectively to both individuals and groups, along with methods of improving basic people skills. 40 Hours 2.67 Units</p>
9	<p><b>Business Building</b></p> <p>In this stage, the Student will learn the fundamentals of business, as well as how to apply them to building a company of their own. This stage was written by the President of ABC, who applied the methods covered in this section to build ABTA, the largest training in North America, from 1995 through 2004. Aside from teaching business basics, the Student will learn how to market their services without spending a great deal of money. Special focus is placed on establishing relationships to create both group class and private lesson business, how to budget, write business and marketing plans, how to write resumes, how to plan a productive job interview, and how to keep a training job once they get one. 120 Hours 8.00 Units</p>
10	<p><b>Outside Classroom Hours</b></p> <p>This section allows the Student the chance to put into practice what they have learned. During the outside classroom hours, the Student will be evaluated on their aptitude for training dogs. 60 Hours 1.33 Units</p>
11	<p><b>Review and Final Exam</b></p> <p>The Final Exam is given once the course work and outside classroom hours have been successfully completed. The final exam is designed to test the Student's overall knowledge of dog obedience instructor training techniques and animal behavior concepts. This exam will cover all areas of the curriculum. 80 Hours 5.33 Units</p>

**Course Fees**

Tuition	\$8,073.33
Registration	\$ 10.00
Study Materials	\$1,516.67
Taxes	<u>\$ 117.82</u>
	\$9,717.82

“For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)”

**ADVERTISEMENT**

Animal Behavior College is approved by the California State Approving Agency to enroll veterans and other eligible persons.

**REMIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS**

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

**ANIMAL BEHAVIOR COLLEGE**

25104 Rye Canyon Loop  
Santa Clarita, CA 91355

I have received a copy of Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): \_\_\_\_\_

Signature: \_\_\_\_\_

Enrolled by: \_\_\_\_\_

Date: \_\_\_\_\_