

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!