

Student Manual for A.C.E.S.

Welcome to Animal Chiropractic Education Source. This is the student manual for Animal Chiropractic Education Source (A.C.E.S.). Each student is required to read and abide by its policies during attendance of any laboratory weekend. This Student Handbook has been developed for individuals who are students for certification in animal chiropractic. As such, it contains information on eligibility requirements, the application process, recertification and a variety of other important topics. Students are responsible for becoming familiar with the contents of this handbook to complete the certification process. Although A.C.E.S. gives applicants, and students as much notice as possible when policies and procedures change, it is always the individual's responsibility to make sure that he/she is fully informed about the current rules for certification or recertification. If, after reading this handbook, and/or consulting the web site (www.animalchiropracticeducation.com) you are unsure about a policy or procedure, please contact A.C.E.S. office by telephone, fax or mail. These guidelines are set out for the safety and benefit of the student class, and as such must be adhered to by all students. Those who do not choose to follow these guidelines may be asked to leave so that their fellow students can continue to learn.

Mission

A.C.E.S. implements and maintains a certification program that promotes quality in animal chiropractic based upon current and valid standards that provide reliable indicators of competence and safety for the protection and benefit of the public in this discipline. Our goal is to provide an efficient mode of learning for doctors who wish to learn Animal Chiropractic and sit for the AVCA/ACCC certification exam. We feel that attaining AVCA certification is the gold standard of education and achievement for Animal Chiropractors.

Respect for Certification

As a student, disseminating, sharing or otherwise distributing confidential or proprietary information pertaining to the A.C.E.S. Program is forbidden. All A.C.E.S. material is copyrighted and any reproduction of its materials, content or methods is prohibited without prior written permission. All rights are reserved.

Safety

Safety is our number one concern for both students and the animals with which they are working. Because of this, these guidelines are set to allow for maintaining this safety at all times during the learning experience. For this reason, some animals will be rejected as possible choices for use during class, and some student behaviors will be required to change to align with this goal.

Attire

Students are expected to arrive at class dressed appropriately for work with animals and exposure to weather conditions. We will be working both outside and inside, so students are expected to arrive prepared for the conditions according to the scheduled activity. Though many may claim clothing is an expression of their personal style, when working with animals it is also a form of protection and issue of safety.

1. No open toed shoes
2. Appropriate wear so as not to embarrass or offend others in the class, this includes consideration for being able to bend over to work on animals without exposing body parts. Exposure as such will be considered sexual harassment on the part of the wearer as much as on the part of any student who might make a comment regarding such behavior.
3. Long pants are not required, but optional in warmer weather, however the student must be comfortable and protected from situations where they might be in contact with animals, soil, animal manure, and other natural things.

Classroom Conduct

No electronic equipment of any kind is permitted in the classrooms. This includes, but is not limited to, cell phones, computers, calculators, palm pilots, ipods, computerized watches, etc. Your classmates are attempting to learn; respect their right to make the most of their investment even though you might be bored. If you are caught with any of this equipment during an exam, your exam will be deleted and you will fail that exam. If you are expecting an important call, A.C.E.S. will be happy to monitor your phone during lecture and lab hours and alert you with a message after class.

The A.C.E.S. is not responsible for any articles lost, stolen, or damaged at the school, laboratory centers or other areas the class convenes. A.C.E.S. is not responsible for any personal injury that may occur.

Preparation for Class

All students are expected to arrive at class ready for the content of the current module. This means they must have completed the online portion of the course at least one week prior to attending the lab. No exceptions will be made regardless of whether students have purchased plane tickets and made hotel reservations. Those things can be rescheduled. Not being prepared for class will reduce the likelihood that the student understands the goals of the module and reduces the likelihood the student will be prepared to keep up with the class.

All students are expected to have spent time with the notes for the module prior to live animal lab work. The goals for each lab are outlined in the notes and it is the student's responsibility to have read the notes. If a student doesn't understand the notes they are given, they are welcome to ask for explanation during the lecture portion of the lab during which that subject matter is being addressed.

Drugs and Alcohol

Students are expected to present themselves as educated adults at all times. While we are in class, students should:

Abstain from drinking or the influence of other chemical substances. Any student who arrives at class impaired by such or under suspicion of such will be asked to either sit aside or leave.

If a student is on any prescription medication or has self-medicated with OTC drugs that might decrease or limit their ability to operate a vehicle, they are impaired enough to endanger themselves or others. They should make instructors aware of this medication in advance and may be asked to sit aside during animal labs. Students taking prescription drugs that may alter their ability must present a doctor's note.

Visitors

Family members or guests of students are asked to remain outside the classroom during lecture. Safety and ability of the family member to remain in the laboratory classroom will be evaluated on a case-by-case basis by the faculty, however as a rule, family members or guest of students will be asked to remain out of the laboratory classroom area during class. As long as we are notified ahead of time, family members are welcome to join in at meal times.

Certification

Attending and achieving completion of the Animal Chiropractic 101 course is completely voluntary. Students who complete this course are eligible to sit for the AVCA/ACCC exam which is held every September. Those who fail the A.C.E.S. course are eligible to retake this course, or any other approved Animal Chiropractic course.

Students who achieve AVCA/ACCC certification are required by the AVCA to maintain their certification by acquiring 30 hours of CE every 3 years. A.C.E.S. makes it a priority to offer CE to its students and other certified animal chiropractors. As a service to our students and a commitment to the AVCA in maintaining quality animal chiropractic, A.C.E.S. offers online CE designed to help make recertification convenient. Many students are able to maintain their CE by participating in ongoing support systems created by A.C.E.S. such as Mastermind, or Insider's Edge.

Personal Care

Students should arrive at class well rested. To protect the investment they have made toward learning, it is the student's responsibility to be healthy, so as to not affect classmates with any disease, cold or irritation. As a school of animal chiropractic, we encourage our students to be well adjusted. This helps them to maintain their health and in turn be better at learning.

Examination Policies

Punctuality and compliance with instructions are essential. No visitors are permitted in examination area/s.

The examination/s will be held only on the day and at the time scheduled.

Removal of any testing materials from the testing area during an exam is a violation of the ethics code and will result in immediate failure of the test.

Unless otherwise notified in advance, all necessary supplies will be furnished at the test site.

The examination consists of written and practical components with blueprints and passing scores set by content area experts. The examination is under continuous review and refinement as A.C.E.S. strives to meet the standards set by the AVCA. As in line with the AVCA examination rules, any doctor who "fake" thrusts during an exam will be disqualified from the exam and will fail the practical.

Please note that the examination is an English language examination, therefore no language dictionaries or aids will be allowed at the examination.

All of the subjects being tested may determine abilities in the following learning outcomes:

- 1) Understanding of terminology (or vocabulary).
- 2) Understanding of fact and principle (or generalization).
- 3) Understanding of illustrations.
- 4) Ability to recommend appropriate action
- 5) Ability to make evaluative judgments

Accommodations for Students with Disabilities

Students with disabilities may apply to A.C.E.S. for testing accommodation. Students must complete and submit a Student Accommodations Form. A Health Care Professional Accommodations Form must be completed by a suitably qualified health care provider and accompany the request for student accommodations. Forms are available by contacting the A.C.E.S. office. The student must be assessed by a suitably qualified health care provider within three (3) years of the application date. All documentation must be received by the A.C.E.S. office prior to registration.

There is a distinct difference between study preferences and disabilities.

Such accommodations must not disadvantage other students and must not alter the reliability and validity of the examinations.

Reasonable accommodation means:

An adjustment or modification of the standard testing conditions that ameliorates the impact of the applicant's disability without doing any of the following:

- altering the nature of the examination or A.C.E.S. ability to determine thorough examination whether the applicant possesses the essential knowledge, skills, and abilities required to practice animal chiropractic;
- imposing an undue burden on A.C.E.S. and/or other students;
- compromising the security of the examinations;
- compromising the validity of the examinations
- Compromising the safety of the student, the animal or the instructor.

The student's application will be assessed by A.C.E.S. administration with a view to the student's safety and the school's liability in allowing the student to test. The

administration may request additional documentation or testing to substantiate the disability. The administration will then notify the candidate of its decision as to whether to allow the student to test, or to make a recommendation that the student sit a future examination. The decision of the commission will be final in those regards. There may be some students that we do not allow into class because of the inability to accommodate their needs. One disability that makes this unsafe is blindness, which would require a demonstration of how that person can navigate safely around horses and dogs without excessive augmentation.

A.C.E.S. will make reasonable efforts to accommodate students with special needs who provide documented evidence of their need for special arrangements, with auxiliary aids and services that do not present an undue burden to A.C.E.S. and do not fundamentally alter the measurement of the knowledge and skills the assessment is intended to test. Examples of potential special accommodations may be requested for injury, religion, or perceived bias. If you require special testing arrangements, you must inform A.C.E.S. of your needs in writing with documentation evidence to support accommodation request. Request and all documentation must be received by the A.C.E.S. prior to registration.

Confidentiality

A.C.E.S. respects the privacy of all applicants, students and certified doctors. Any information or material, other than certification status, that is received or generated by the A.C.E.S. in connection with the certification of a candidate will be kept confidential and will not be released except when release is authorized by the student or required by law.

Rescores

Students receiving failing scores may request a hand scoring of their answer sheet. An additional fee applies. Requests for re-scoring of answer sheets must be received no later than 30 days following the release of examination results. Requests received later than 30 days will not be processed. This only applies to Module exams and final exams.

Appeals

An appeal is a separate action from a re-score. Appeals can only be made on the circumstances of the examination and not the results. Students may only appeal

examination results in those situations that arise from extraordinary circumstances. Extraordinary circumstances shall be defined as situations outside of the control of the candidate relating to the candidate's ability to sit for the examination or examinations and shall be determined to be extraordinary in the sole discretion of the Examination Instructors.

An Extraordinary Circumstance Form must be completed and turned into exam proctors before leaving the last examination station. Extraordinary Circumstance will not be given to students if they have communicated with any other candidate or a person external to the examination process. All Appeals relating to extraordinary circumstances shall be determined by the administration.

Fees

If we were to lose our minds and offer an off-site module, it will require prior payment of a travel fee to bring the lab to your the area. This fee is based on shipping of equipment and travel expenses and is billed separately from the course fees. Each lab that is held off-site will have a separate fee, based on the location, the number of students attending, and the cost of shipping equipment. This fee will be paid in advance, at the time of registration. Students interested in holding an off-site laboratory will be responsible for payment of the fees involved, but are free to recruit additional students to attend the lab. The total fees will be equally divided among all the participants of each Lab. Even if other students are recruited from outside the core group, they will be responsible for lab fees of the group. Fees for having off site labs are substantial. Contact the office for specifics.

A.C.E.S. offers this opportunity to anyone who wishes to hold a lab in their home region, but does not encourage students to travel from a distant area to the offsite lab. Any student who attends such a lab does so of their own free choice. All labs are otherwise held in Meridian, Texas as listed on the school calendar unless otherwise stated. The students interested in holding an off-site laboratory will be responsible for locating and interviewing potential lab animal resources. Each lab weekend requires the use of 18 to 30 horses and 18 to 40 dogs depending on the number of students enrolled. Instructors will have the final approval of lab animals appropriate for lab use. Again, we don't recommend this off site choice.

Bales, other equipment

Students will be furnished with equipment as a portion of their registration fees. If a student owns this equipment at the time of registration, they may use their own by providing it during class.

The school does not own any Bales, but the bales provided for use during class belong to the students within the class. Students may take their first bale home after Lab 1.

The bales used in class are new at the beginning of class. They are not sterile, nor will they be sterile upon class completion. If you require a clean bale, please come prepared to clean yours at the end of Lab 3 when you ship it home. Shipping bales is the responsibility of each student. Printing labels for shipping are the responsibility of each student and must be done before arrival for Lab. **We will give you instructions for printing this label when it is necessary.**

In addition to this student manual, your signature below indicates that you accept the policies and guidelines of A.C.E.S. found at <https://animalchiropracticeducation.com/animal-chiropractic-refund-policy/>

Animal Chiropractic Education Source
March, 2015

I, _____, have read the Student Manual for A.C.E.S. in its entirety. I understand the rules set out by the manual and agree to abide by them to the letter.

I have agreed to attend lab with these rules in mind and the understanding that should I violate these rules I will be subject to immediate action on the part of the A.C.E.S. administration. These rules are in place for the safety and organization of the laboratory courses. Abiding by these rules will save time as time is slim during lab weekends.

Name Date

I, _____, understand that my bale is used during class and I will take one home after Lab 1. I realize it used to cost \$125 per lab to rent a bale but now that the cost of class has been updated, I get a bale for myself to be able to begin adjusting animals and making money.

Name Date