

Authorized Training Center Classroom Code of Conduct



We, as an Authorized Training Center (ATC), have adopted this Classroom Code of Conduct for the purpose of ensuring open and effective communication between us and Best Software business partners. We have read and signed an Authorized Training Center Agreement with Best Software. We understand that we must meet the conditions of that agreement at all times, and that failure to do so may result in termination of the agreement. To ensure a non-threatening environment for your customers, this agreement contains specific requirements we will uphold including:

- We will not, either before, during or after classroom activities, sell or solicit for sale any products, consulting services, product support or non-classroom training services.
- We will not use names of companies or individuals gained by our status as an ATC, or through referral from our status as an ATC, to solicit for sale any product, consulting, product support, or non-ATC training services.

Note: This does not apply to customers or contacts gained independent of our ATC status.

- In addition, we are committed to operating a professional training center that fosters a positive environment and further enhances the customer's experience with Best Software's products and services. In addition, our goal is to augment the Best Software business partner's training efforts and, in turn, help to strengthen the relationship between the business partner and the customer.

As a Best Software Authorized Training Center, we will make reasonable efforts to ensure that we uphold the following conduct:

1. If a student expresses interest in obtaining information on additional products and/or non-training related services, we will refer the student to the student's Best Software business partner.
2. We will conduct certified training classes in a professional manner and do our best to uphold a high standard of work ethic and demeanor at all times.
3. We will communicate respectfully and positively in regard to other Best Software business partners.
4. To ensure high-quality and standards, we are committed to upholding the ATC program requirements set forth by Best Software, including the use of licensed and current copies of the Best Software curriculum at all times.
5. We are committed to self-preparation, on-going education, and meeting Best Software re-certification requirements to ensure high quality standards.
6. We are committed to using Best Software certified trainers to teach all Best Software Certified Training Classes.

Respectfully,

Best Software Authorized Training Centers