

TAMPA BAY AREA PET GROOMING ACADEMY, INC.
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**A Private Vocational School
Catalog Volume 1
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TAMPA BAY AREA PET GROOMING ACADEMY, INC.

The Tampa Bay Area Pet Grooming Academy, Inc. is a registered Florida Corporation. The Academy is owned and operated by Shan Sparshott.

MISSION STATEMENT

To provide quality specific education for the purpose of preparing students for careers in the field of pet grooming. Each student that completes the 288 hour course will have a strong foundation to achieve their occupational goals.

The mission of the academy is to teach all aspects of pet grooming to students in a timely, professional manner. The students will learn from books and videos as well as hands-on experience.

The school believes that any person willing to apply him\herself to the study of pet grooming can benefit from the training offered at the school. Pet grooming opens the door for many employment opportunities. For some, the dream of grooming for the show circuit can become a reality after years of perfecting their skills.

PROFESSIONAL PET GROOMING TECHNIQUES AND SERVICES is a nine week course covering all the necessary topics to become a professional pet groomer.

Required Clock Hours: 288

(A clock hour consists of 50 minutes of classroom instruction or hands-on experience and a 10 minute break.)

Program Objective

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To prepare, teach and educate students in the fundamentals of professional pet grooming. Upon successful completion of the program and meeting all course requirements, the graduate will become a professional groomer. The graduate will be able to work in a salon, in the pet grooming industry or own and operate his or her own pet grooming business. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Program Description

The program is designed to teach the Professional Pet Grooming Techniques and Services by using lectures and hands-on techniques. The students will learn how to groom dogs and cats and to recognize the breed standards for dogs listed in the seven *American Kennel Club (AKC)* groups. The students will learn to work in a pet grooming salon, as well as learn the professional development techniques required to own and operate their own pet grooming business.

The nine week program consists of 288 hours made up of 4 courses prefixed Professional Pet Grooming (PPG) and numbered according to the order in which they are taken. Each course contains skill sets that when put together will allow one to operate as a qualified pet groomer. These courses are titled as follows:

- PPG1 Grooming Prerequisites
- PPG2 Basic Pet Grooming Practices
- PPG3 Advanced Pet Grooming Practices
- PPG4 Grooming Business Principles and Practices

PPG1 Grooming Prerequisites

37 Hours

Covers the topics that must be understood prior to working in the pet grooming industry.

Topics include:

- Orientation
- Safety in the workplace
- Safely handling dogs and restraint techniques
- Equipment
- Shampoos and conditioners for different coats and skin conditions
- Recognizing skin conditions
- Recognizing parasites
- Sanitation and sterilization of equipment
- Recognizing the *AKC* breed groups and standards

PPG2 Basic Pet Grooming Practices

162 Hours

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Covers the topics necessary to perform basic pet grooming services.

Topics include:

- Bathing techniques
- Feline bathing and drying
- Anal gland expression
- Brushing and fluff drying
- Brushing and dematting
- Clipping and grinding nails
- Plucking hair from ears and proper ear cleaning
- Brushing teeth
- Shaving paw pads
- Pre-clipping hair prior to bath

PPG3 Advanced Pet Grooming Practices

63 Hours

Extensive demonstrations and practice setting patterns and hand scissoring on various breeds of dogs

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PPG4 Pet Grooming Business Principles and Practices 26 Hours

Covers business aspects of the pet grooming industry.

Topics include:

- Working in a salon
- Starting and operating a grooming salon – both mobile and storefront.
- Shop equipment
- Hiring staff
- Advertising
- Building clientele
- Business expenses

Class Schedule
Starting and Ending Dates

	<u>Classes begin</u>	<u>Classes end</u>
Session I	February 23, 2010	April 30, 2010
Session II	May 4, 2010	June 11, 2010
Session III	June 15, 2010	August 6, 2010
Session IV	August 10, 2010	October 15, 2010
Session V	October 19, 2010	December 23, 2010

Open enrollment on Tuesdays within above dates

Class hours:

Tuesday – Friday 8:00 am – 5:00 pm

School Holidays:

The school will be closed for the following holidays:

November 25 – 29, 2010 Thanksgiving Break
December 24 – 31, 2010 Christmas Break

Entrance Requirements or Prerequisites:

Must be 18 years of age; otherwise parental/guardian consent, approval and signature is required. No prior experience in the grooming industry is necessary. The Tampa Bay Area Pet Grooming Academy, Inc. (Academy) does not discriminate against race, gender, age or religion. Because of the physical work

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involved with grooming, the job may not be suitable for someone with certain physical limitations or handicaps. All courses are taught in English. Proof of language competency is required. For those students who are denied entry or dismissed from the school, records will remain on file for at least one year.

Transfer of Credits:

Transfer of credit is at the discretion of the school Administrator. Credit may be given for industry experience. The Academy must have proof, such as regulatory, agency or state approved test or exam in order to receive credentials such as a diploma, certificate and license. All documentation will be verified and accessed in order to gain the required credits. Once verified these skills will count towards the diploma issued based on the amount of clock hours completed. Transfer of credit will be based on the amount of clock hours completed, hands-on-experience and the number of years experience. Credit for prior experience may be given on theoretical and lab performance tests and evaluations. The maximum amount of transferable credits is 20.

History:

The *Yuppy Puppy Pet Grooming Salon* was purchased by Shan Sparshott in January 2009 and renamed the *Tampa Bay Area Pet Grooming Academy*. Ms. Sparshott successfully completed the “Professional Pet Grooming Techniques and Services” program at the Academy on December 19, 2008 with honors.

Description of Facilities:

The Academy is in the Miller Professional Center located at 4707 West Gandy Boulevard, Tampa, Florida. It is a 2,000 square foot facility and has a grooming room, a bathing room, a library and video library resources available for students and faculty, a reception area, a break room and two restrooms.

Tuition and Fees:

Registration Fee (non-refundable)	\$ 150.00
Program Tuition	4,600.00
* Equipment Kit	<u>595.00</u> + 7% sales tax (\$41.65)
	\$5,386.65

*Equipment Kit consists of the tools, textbooks and equipment listed on the last page of the manual. These items must be provided by the student and may be

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either purchased from the school or elsewhere. If purchased from the school, the Equipment Kit is non-refundable.

Methods of Payment:

- Cash
- Check
- Master Card
- Visa

Cancellation and Refund Policy:

Acceptance of the Application for Enrollment Agreement and Registration Fee of \$150.00 (non-refundable) constitutes a binding agreement between the student and the Academy. Our outlined refund policy is designed according to Fair Consumer Practices. Should the student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. If the Academy cancels a course or program, or temporarily closes, students will have a full refund.
2. Cancellation must be made in person or by certified mail.
3. All monies will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the enrollment agreement and making initial payment.
4. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee, equipment kit and textbooks if purchased from the school.
5. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.

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6. Cancellation after completion of 50% of the program will result in **no** refund.
7. Termination date. The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
9. Student records are maintained permanently. However, for those students who are denied entry or dismissed from the academy records will remain on file for at least one year.

Termination Policy:

A student may be dismissed, at the discretion of the administrator of the Academy, prior to completion of the program. Reasons for termination include, but are not limited to, the following:

- Insufficient progress (not maintaining a 75% average and/or not maintaining a “Pass” Basis in clinical/skills/lab).
- Failure to comply with rules outlined in the manual under Code of Conduct and school policies.
- Nonpayment of tuition under terms agreed upon with Administrator of the Academy.

PROGRAM CANCELLATION POLICY

The Academy reserves the right to determine that program or course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

Program or Course Postponement:

In the event of program or course postponement, student notification shall:

- Be by telephone and email (as appropriate).
- Contain an anticipated date that the program or class is scheduled to resume.

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- Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. Students who choose to delay their attendance shall be provided additional notification by telephone and email (as appropriate) of the date that the program or course is to resume when that date has been finalized.

Program or Course Cancellation

In the event of program or course cancellation, student notification shall:

- Be by telephone and email (as appropriate).
- The student will receive a full refund of tuition and appropriate fees. The refund shall be paid within 30 days of receipt of the student's written request for a refund.

Rules and Regulations:

- The dress code is casual; however personal appearance should project a professional image. Smocks should be worn over clothing for protection. No open toed shoes or high heels are allowed.
- Students are not allowed to miss more than 24 hours of class. More than 24 hours missed must be made up on the student's time before the student will be allowed to graduate.
- Excessive absences are grounds for suspension or dismissal. More than three absences are considered excessive.
- Students must be on time for class each day. Suspension or dismissal may result if a student is excessively late for class.
- Unsatisfactory conduct will not be tolerated: includes but is not limited to using profanity and disrupting class. A student may be dismissed for unsatisfactory conduct.

Leave of Absence Policy:

The school officials must approve leaves of absence. If a student must take a leave of absence during a session, they may return at a later session within 12 months of their original start date to complete the course at no additional charge.

Grading

Hands-on Grooming – to be evaluated by instructor	80%
Written Tests and Quizzes – graded by instructor	20%

Grading Scale: **95-100 = A**
 85-94 = B
 75-84 = C
 65-74 = D
 Below = Failing

Academic Probation Policy:

Students will be evaluated at the mid-term of the program. Any student with a cumulative grade average less than 75% will be put on academic probation. During this probation the student will meet with the instructor after each class period, to discuss the student’s progress and help with improvement. When the student’s average is 75% or above, the student will be removed from academic probation.

Grievance Policy:

Students are encouraged to voice their grievance/complaints with school, management or the corporate office. Students may refer their grievance if unsolved to the following address:

Commission for Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200 or Toll Free 1-888-224-6684

Student Services:

Upon successful completion of the program, the school will assist each graduate with job placement, at no additional charge. There is no guarantee of job

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School Administrator Bay Area Pet Grooming Academy

Explanation of Course Numbering System:

Acronyms are used to signify the titles of the courses being offered for the program. The numbers signify the levels of competence of the four courses that are required for the program. For example:

- PPG1 indicates a course at the basic level and introduction in the program.
- PPG2 course is at the mid level of training and expertise in the program.
- PPG3 is a course at the master level of competence while,
- PPG4 is designed for the professional dog groomer who may want to start a dog grooming business.

TOOLS AND EQUIPMENT REQUIRED:

- 1 Andis Clipper w/ #10 blade
- 1 Andis #4F blade
- 1 Andis #5F blade
- 1 Andis #7F blade
- 1 Andis #30 blade
- 1 Andis #40 blade
- 1 Pair of straight grooming shears
- 1 Pair of curved grooming shears
- 1 Greyhound comb
- 1 Curved slicker brush
- 1 Quick stop
- 1 Nail clippers
- 1 Hemostats (straight)
- 1 R7 ear powder
- 1 Kool lube
- 1 Clipper oil
- 1 each #1 and #2 snap on combs
- 1 Smock
- 1 bottle liquid bandage
- 1 Thinning shear
- 1 Flea comb
- 1 Grooming Equipment bag

Required Textbooks:

The Complete Dog Book, 19th Edition Revised, official publication of
The American Kennel Club; Copyright 1998.
All-Breed Dog Grooming, by T.F.H. Publications, Inc
Copyright 1987 by T.F.H. Publications, Inc.

The school catalogue is available a week prior to the beginning of classes.

BOOKS & VIDEO LIBRARY

***ALL ABOUT DOG GROOMING* written and published by Richard & Carol Doggett**

***HOW TO ESTABLISH A PROFITABLE GOOMING SHOP* by Allison Hartwell, PetCare
Professional Animal Behaviorist.**

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Printed in the USA by Random Press NYC

FROM PROBLEMS TO PROFITS – The Madson Management System for Pet Grooming Business by Madeline Bright Ogle published by The Madson Group, Inc. Sonora, CA. Original edition 1989, now in Seventh Printing 2002.

POODLE CLIPPING AND GROOMING, Third Edition by Shirlee Kalstone
Copyright 1968, 1981, 2001 Howell Book House.

THE STONE GUIDE TO DOG GROOMING FOR ALL BREEDS, 1st Edition.
By Ben and Pearl Stone, of The International School of Animal Arts.
Published by Howell Book House, Copyright 1981

DOG THE COMPLETE GUIDE by Sarah Whithead, Published by Barnes and Noble, Inc.,
Copyright 1999 by Team Media, LTD. London, UK

NOTES FROM THE GROOMING TABLE and all-breed Grooming Guide for the Professional Pet Stylist by: Melissa Verplank GMG, published by White Dog Enterprises, Inc., Copyright 2004.

THE ILLUSTRATED ENCYCLOPEDIA OF DOG BREEDS by Joan Palmer
Published by Wellfleet Press, Copyright 1994 by Quarts Inc.

DOG by Juliet Clutton-Brock, Copyright 1991 Dorling Kindersley Limited London,
Published in USA by Alfred A. Knoph, Inc., New York.

MY DOG, Scrapbook of Drawings, Photos, and Facts by Marilyn Baillis, Copyright 1994 by Marilyn Baillis, Published in Canada by Kids Can Press LTD.

NEW COMPLETE DOG TRAINING MANUAL by Bruce Fogle, DVM with Patricia Holden White, Published by DK Publishing, Inc., *Copyright 2002*
1st Addition.

A DOG'S BODY by Joanna Cole, Published by William Morrow and Company, Inc.
Copyright 1986 by Joanna Cole

THE KIDS DOG BOOK published by Greey de Pencier Books by the Editors of Owl Magazine, copyright 1984, 1990 revised edition.

BOOKS & VIDEO LIBRARY continued

ALL BREEDS DOG GROOMING 1987 (3 COPIES) by T.F.H. Publications, Inc.
Contributing authors, Denise Dobish, Gay M. Ernst, Susan Gutman, Sandy King, Gloria Lewis, Sandra Tapp, Risa Platau, Pat Wehrle, Chelsea Youngblood-Killean.

THE READER'S DIGEST ILLUSTRATED BOOK OF CATS published by Readers Digest Association (Canada Ltd.) copyright 1992. Consultants Dr. P.K. Basur, Professor of Veterinary Medical Genetics, University of Guelph, Ontario, Leslie Bowers. Executive Secretary, The International Cat Association, R.G. Brown, PhD, University of MA, Amherst, MA., National consultant to the Canadian Veterinary Medical Association, Dr. Deborah Edwards, All Cats Hospital, Largo, FL.

K-I-S-S, Guide to Cat Care by Steve Duno, published in the USA by DK Publishing, Inc., NY, NY text copyright 2001 by Steve Duno

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HOW DOGS LEARN by Mary R. Burch, PhD and Jon S. Bailey, PhD., Copyright 1999 by Mary R. Burch and Jon S. Bailey, published by Howell Book House.

HOW TO GET YOUR DOG TO DO WHAT YOU WANT by Warren Eskstein with Andrea Eskstein, copyright 1994 by Warren Eskstein and Andria Eckstein, published by Ballantine Books.

THE COMPLETE DOG BOOK, *The official publication of The American Kennel Club*, published by Howell Book House. 19th and 20th Editions. Copyright 2006, 1998, 1992, 1979, 1975, 1922, 1968, 1964, 1961, 1956, 1951, 1949, 1947, 1942 and 1941 by American Kennel Club.

DOG MASSAGE by Maryjean Ballner, published by St. Martin's Press, NY, NY.

THE COMPLETE IDIOTS GUIDE TO DESIGNER DOGS, by Margaret H. Bonham, Published by The Penquin Group.

AMAZING WOLVES, DOGS & FOXES by Mary Ling, copyright 1991 Dorling Kindersley, Ltd., London. 1st American Edition 1991, published in the USA by Alfred A. Knopf, Inc., NY.

THEORY OF FIVE, by Melissa Verplank, C.M.L., Published by White Dog Enterprises, Inc., Copyright 2006 by Melissa Verplank.

DOG FRIENDLY DOG TRAINING by Andrea Arden, copyright 2006 by Andrea Arden, published by Howell Book House.

BOOKS & VIDEO LIBRARY continued

PET FIRST AID Cats & Dogs, by Bobbie Mannato, DVM, MPH, copyright 1997, The American National Red Cross and The Humane Society of the United States, published by Kenna S. Wood.

DOGWATCHING by Desmond Morris, published by Three Rivers Press, NY, NY. Member of the Crown Publishing Group, copyright 1986 by Desmond Morris.

PET REPAIR by Jack H. McElyea, DVM, with Jane Warnock McElyea, copyright 1984 by McElyea Publications, Winter Park Florida.

SHOW ME!, A Dog-Showing Primer by D. Caroline Coile, PhD, copyright 1997 by D. Caroline Coile, published by Barron's Educational Services, Inc.

DOG THAT KNOWS WHEN THEIR OWNERS ARE COMING HOME by Rupert Sheldrake, copyright 1999, published by Three Rivers Press

CHICKEN SOUP FOR THE PET LOVER'S SOUL, by Jack Canfield, Mark Victor Hansen, Martz Becker, DVM, Carol Kline, copyright 1998, published by Health Communication, Inc., Deerfield Beach, FL

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***THE DOG WHISPERER* by Paul Owens with Norma Eckroate, copyright 1999, published by Adams Media Corporation.**

***THE HEALTHY PET HANDBOOK* by Susan R. Griffin, BS, CHT, Holistic Pet Care Consultant, copyright 1994, revised 1998**

***WEBSTER'S NEW WORLD*, Dictionary and Thesaurus 2nd Edition, compiled by the Editors of Webster's New World Dictionaries, published by Wiley Publishing, Inc.**

***CESAR'S WAY, the Natural, Everyday Guide to Understanding & Correcting Common Dog Problems* by Cesar Millan with Melissa Jo Peltier, copyright 2006, published in the USA by Three Rivers Press a division of Random House, Inc. NY**

BOOKS & VIDEO LIBRARY continued

DOG SPECIFIC BOOKS

**Golden Retrievers, 1984 by T.F.H., Publication Inc. Ltd.
Edited by the staff of T.F.H. Publications**

Maltese by Kathy DiGiacomo and Barbara J. Bergquist, copyright 1983 by T.F.H. Publications, Inc. Ltd.

Labrador Retrievers by Diane McCarty, copyright 1983 by T.F.H Publications, Inc. Ltd.

Lhasa Apsos by Diane McCarty, copyright 1991 by T.F.H. Publications, Inc.

Shih Tzu by Robert P. Parker and Gerarda M. Collins, copyright 1994 by T.F. H. Publications, Inc.

Perkingese by Beverly Pisano, copyright 1981, T.F.H. Publications, Inc. Ltd.

Chihuahuas by Beverly Pisano, T.F.H. Publications Inc. Ltd.

Whippets by D. Caroline Coile, PhD, copyright 1998 by Barron's Educational Services, Inc.

Pugs by Phil Maggitts, copyright 1994 Barron's Educational Series, Inc.

How to Raise and Train a Yorkshire Terrier, by Arthur Liebers and Dana Miller, published by T.F. H. publications.

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VIDEOS

ANDIS TIPS & TECHNIQUES FOR PROFESSIONAL PET STYLING, copyright 2003, 30 minutes.

OSTER, the Groomers guide for the Cocker Spaniel, 46 minutes.

OSTER, Poodles Standards, Personality & Grooming, 54 minutes.

OSTER, The miniature Schnauzer (The breed & Grooming), 30 minutes.

OSTER, Bichon Grooming, Cairns, Westies & Scotties, 38 minutes

OSTER, The Groomer's Guide to the Cat, 18 minutes.

BOOKS & VIDEO LIBRARY continued

***HOW TO OWN & OPERATE A DOG DAYCARE, by Robin Knepp
ALL ABOUT DOGS INC. 120 minutes.***

THE GROOMERS HELPER TRAINING, COPYRIGHT 2005, The Pet Salon, Inc.

M.D.C. ROMANI, INC., Forde Drying Instructional DVD, 30 minutes

JOHN STASKO'S GROOMING SEMINAR VIDEO LIBRARY,

Part 1- The business of grooming,

Part 2- Minutes Cost Money

Part 3- Topknots in Minutes

Part 4- Be an Educated Consumer,

Part 5-Accidents can & Do Happen

Part 6- Giant Snap-on Combs and More.