

HAPPY PET GROOMING SALON/ PET STYLING SCHOOL CATALOG



*A private career education school providing technical training
for people who want to become professional pet groomers*

*8721 State Road 52
Hudson, Florida 34667
(727) 868-7075*

TURN YOUR LOVE FOR ANIMALS INTO A REWARDING NEW CAREER

Licensed by:
***Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
(888) 224-6684***

License # 3938

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MISSION STATEMENT

The mission at Happy Pet Grooming Salon/Pet Styling School, Inc. is to teach all aspects of pet grooming to prospective students in a timely, professional manner. The students will learn from books and videos as well as hands-on grooming. The purpose and mission of this school is to teach and prepare students to become qualified professional groomers in the pet grooming industry.

HISTORY

Happy Pet Grooming Salon/Pet Styling School, Inc. was established in 2008 in order to teach employable professional pet grooming skills to students who want to work in the pet grooming industry.

PHILOSOPHY

The school believes that any person willing to apply himself/herself to the study of pet grooming can benefit from training offered at the school. Pet grooming allows for job security anywhere in the world. For some, the dream of grooming for the show circuit can become a reality after years of perfecting their skills.

FACULTY AND STAFF

Jill E. Haase

President/Secretary

School Administrator/Director of Operations

Director of Marketing/Director of Admissions

Lead Instructor/School Director/Student Advisor

Credentials: Over 20 years grooming experience

Dirk F. Haase

Vice President

TO PROSPECTIVE STUDENTS

As President and Instructor, I would like to thank you for your interest in Happy Pet Grooming Salon/Pet Styling School, Inc. This is an exciting time for the pet grooming industry. More and more job opportunities are available today than ever before.

It is important to choose the right training that will enable you to enter the pet grooming field successfully. I know the choice you make in selecting your school is an important one. The professional training that you will receive at this school will give you a definite edge above the others in the industry.

I look forward to providing assistance that will help you achieve your goals. By contacting this school, you have already made the first step toward your success. I strongly suggest you send your application to us as soon as possible. Students who enroll early will have priority, providing they meet the school's qualifications. I will be watching for your application in the mail. I look forward to welcoming you in the near future. Please contact me if you have questions.

Sincerely,

Jill E. Haase
President

THE SCHOOL

At Happy Pet Grooming Salon/Pet Styling School, Inc. you will learn all aspects of pet grooming. You will learn basic anatomy of dogs, as well as important aspects of all dog breeds relevant to the pet grooming industry. You will learn basic grooming of mixed breeds and pure-bred dogs. Students also will learn basic cat grooming. There will be lectures from a veterinarian, a professional dog breeder, a vet technician, a grooming equipment specialist and business entrepreneur.

All students will have hands-on grooming experience as well as written tests on all curriculum studied.

HOURS OF OPERATION

Classes will be held Monday through Thursday from 8 a.m. to 3 p.m. No classes will be held Friday, Saturday, or Sunday. The business office is open during these class hours.

HOLIDAYS

The school will be closed on these established holidays: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Years Day.

GROOMING CLOCK HOURS

Each course is 12 weeks long, including two weeks of internship. 336 clock hours.

PROGRAM TUITION

Tuition for the course is \$5,500. This fee includes all the basic grooming equipment and books.

STARTING AND ENDING DATES

A student may enter the school at any time, beginning on a Monday. The date of completion and graduation will be at the end of each student's individual 12-week course completion.

THE PET GROOMING PROFESSION

As the pet grooming industry continues to grow, there is a need for well trained professional pet groomers throughout the world. There are approximately 75 million dogs and 88 million cats in the United States. About 43% of these pets are groomed in some type of grooming business*.

Grooming opportunities exist not only in grooming shops, but also in many pet-related businesses, such as veterinary practices, kennels, pet shops, and mobile grooming businesses. Other opportunities that exist are working with professional pet handlers and grooming dogs for the show ring. Grooming Instructors are in high demand throughout the country. Not to mention, you can open your own business!

The number of different employers that need groomers increases your flexibility. You can work one day a week or seven days a week. You decide! Both full-time and part-time opportunities exist. If you love animals and have patience, you will find pet grooming a profitable, rewarding experience.

The doors of opportunity await you. Let your love for animals grow into a great career both professionally and financially. In addition to being rewarding, it is fun too!

The time is now to look to your future. Do what you love and prepare yourself for a great career in the pet grooming industry.

**Source: Pet-Groomer.com, American Pet Product Manufacturers Association, APPMA national Pet Owners Survey 2007-08*

RULES & REGULATIONS

A) DRESS REGULATION

Students will be provided a grooming smock which must be worn during school hours over their clothing. Students can dress casual – tee shirts, tank tops, jeans, and shorts are permitted.

B) ATTENDANCE POLICY & ABSENCES

Classes begin at 8 a.m. and finish at 3 p.m. All students are required to be punctual. Being tardy more than three times may result in a permanent reprimand. If the problem persists, suspension or dismissal could result. All class time missed in excess of 20 minutes must be made up by the student prior to graduation.

C) MAKE-UP WORK

All students must complete their full 12 weeks and 336 clock hours to graduate. A student may make up missed time by attending another day other than Monday through Thursday.

D) PROCEDURES FOR STUDENTS TO COMPLAIN OR TO APPEAL ACADEMIC OR DISCIPLINARY ACTION

All students with a complaint or an appeal can discuss any and all situations with the administrator after class operating hours. For unresolved matters, you may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, Telephone Number: (888) 224-6684.

E) STUDENT CONDUCT

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. Students who are conducting themselves in a manner detrimental to the school, staff, or other students will be dismissed from school. Theft of other student property or property of the school is grounds for immediate dismissal.

F) SUSPENSION AND EXPULSION

Happy Pet Grooming Salon/Pet Styling School, Inc. reserves the right to dismiss any student from school grounds for the following reasons: Lack of emotional control, disorderly conduct, unexcused absences and tardiness, willful misrepresentation, and non-payment of tuition.

G) LEAVE OF ABSENCE

If a student must have a leave of absence from school, the director must be informed in advance or as soon as possible. After the individual case is reviewed by the director, the student will be placed in a class equivalent to the student's knowledge and ability.

H) UNEXCUSED ABSENCES OR UNSATISFACTORY ATTENDANCE

After three unexcused absences, the student may be placed on probation until the program has concluded. If the student has another unexcused absence while on probation, the student's enrollment in the school will be deemed to have interrupted for unsatisfactory attendance, and the enrollment may be terminated.

I) RE-ENTRY

A student who has canceled or has been terminated and desires to re-enter may interview with the director and must show just cause why he/she should be re-instated. The decision of the director is final.

ADMISSION PROCEDURES

- All applicants are encouraged to visit the school and meet the instructor to discuss the program.
- Applications for enrollment may be made at any time prior to the starting date of classes.
- Students must be interviewed by the instructor to discuss program requirements and content and the student's motivation and reasons for applying to the professional pet grooming program.

STYLING SCHOOL REQUIREMENTS

- There is no prior pet grooming experience required to enter the school.
- Students must be at least 16 years of age and average intelligence, in good physical condition and willing to apply themselves.
- Students must have a love for animals and be patient. They need a positive attitude and must be prepared to work hard.
- Students must have the ability to effectively interact with the public as well as clients.
- Students entering the school must have the physical ability to handle dogs, must be able to read, and must have a high-school diploma, GED, or equivalent education.

LIBRARY RESOURCE CENTER

The library contains a wide range of applicable reference and instructional materials available for use by each student. It consists of publications, periodicals, reference guides, other published materials, and audiovisual resources related to the pet grooming profession. The library is open Monday-Thursday from 8 a.m. to 3 p.m.

RESOURCE VIDEOS

- 1) The Teddy Bear Trim for Any Breed
- 2) Poodle
- 3) Cocker Spaniel
- 4) Schnauzer

RESOURCE BOOKS

- 1) *The Cat Grooming Guide*, by Sam Kohl
- 2) *The Business Guide to Pet Grooming*, by Sam Kohl
- 3) *The Client's Guide to Dog Grooming Styles*, by Sam Kohl
- 4) *The Theory of Five*, by Melissa Verplank
- 5) *Notes From The Grooming Table*, by Melissa Verplank
- 6) *The Merck Veterinary Manual 9th Edition*
- 7) *Poodle Clipping & Grooming: The International Reference*, by Shirlee Kalstone

APPLICATION FOR ADMISSION

8721 State Road 52
Hudson, Fl. 34667
(727) 237-4161

Name _____ SSN# _____

Address _____ Date of Birth _____

City, State & Zip _____ Drivers License # _____

Home Phone (____) _____ Work # (____) _____ Cell # (____) _____

Email Address _____ Present Occupation _____

Do you have experience in the animal care industry? Yes ___ No ___

If yes, please explain _____

I have a: High School Diploma _____ GED _____ Other _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain _____

Do you have any physical conditions that may interfere with your ability to work in the Animal Care Industry? Yes ___ No ___ If yes, please explain _____

I am ___ right handed ___ left handed

The approximate day I would like to start school ____/____/____
month/ day/ year

Comments _____

Applicants Signature _____ Date _____

DESCRIPTION OF SCHOOL FACILITIES

Happy Pet Grooming Salon/Pet Styling School, Inc. is a 1,400-square-foot, air-conditioned facility. It has two bathtubs, eight grooming tables, and several dryers. The school has a break room with a refrigerator and microwave. The facility is non-smoking and well-lit.

SCHOOL LOCATION

The school is located at 8721 State Road 52 in Hudson, Florida, about 15 miles northwest of Tampa International Airport. It is approximately 20 miles from I-75 and 4 miles from U.S. 19. Hotels with weekly rates are within 5 miles.

OWNERSHIP

The school is owned by Happy Pet Grooming Salon/Pet Styling School, Inc., a corporation formed under the laws of the State of Florida.

PROGRAM CURRICULUM

TOTAL PROGRAM HOURS

336

PREREQUISITE

None

OBJECTIVE

A professional groomer should be able to groom several different breeds of dogs. Skills will include proper bathing, fluff drying, clipping of nails, expressing anal glands, pads/sanitary clips, using several different blades and attachment combs, hand scissoring, and turning out a finished product. This is the main objective in our 336-hour course.

We highly recommend that groomers at the end of the course seek work in established grooming salons before opening their own grooming business. This will give students the ability to gain speed and accuracy over time and to prepare them to become seasoned groomers.

COURSES

PG101: Basic Grooming Techniques	30 Hours
PG102: Book and Video Training	50 Hours
PG103: Pet Skin Care and Pet CPR	10 Hours
PG104: Hands-On Grooming Lab	220 Hours
PG105: Special Handling of Pets and Clients	6 Hours
PG106: Lectures from Pet Care Individuals	10 Hours
PG107: Testing from Books and Hands-On Work	10 Hours
Total Clock Hours:	336 Hours

PROFESSIONAL PET GROOMER PROGRAM COURSE DESCRIPTION

PG101: Basic Grooming Techniques – 30 Hours

Students will learn the important basics of grooming: trimming nails correctly and the use of Kwick Stop (blood stopper product), expressing anal glands, shaving pads and private parts of the dog. Also proper bathing and fluff drying including proper brushing under the dryer. Proper ear plucking with ear powder and the use of forceps. Proper de-matting techniques will be practiced to avoid discomfort to pets.

PG102: Book and Video Training – 50 Hours

Students will watch and study several videotapes on grooming of different breeds of dogs. Students will read and study from several books to learn about the standards for grooming of many different breeds.

PG103: Pet Skin Care and Pet CPR – 10 Hours

First-aid techniques will be taught to deal with pets who could have physical problems such as breathing problems or seizures. Students will learn about ear problems and skin disorders. There will be a lecture from a veterinarian about these subjects.

PG104: Hands-On Grooming Lab – 220 Hours

All labs will be held throughout the course. Students will learn different patterns of all different breeds of dogs such as terriers, cockers spaniels, poodles as well as other popular breeds. The instructor will demonstrate the many different cuts using several different-size blades and attachment combs. Students will follow the instructor's guidance and groom these dogs with hands-on practice. Students will learn how to carefully strip and groom matted dogs.

Scissoring techniques will be shown by the instructor and students will use the scissoring techniques in practice, as well as the use of thinning shears used for blending. The initial level of scissoring will correspond to the hours of ability of each student.

PG105: Special Handling of Pets and Clients – 6 Hours

Students will learn how to handle difficult pets, including aggressive and frightened animals. The proper use of a muzzle will be applied if necessary. The instructor will explain the proper way to work with an unhappy client.

PG106: Lectures from Pet Care Individuals – 10 Hours

Lectures will be given from different pet care professionals including a veterinarian, a vet tech, a professional show dog handler, a dog breeder, and business entrepreneur.

PG107: Testing from Books and Hands-On Work – 10 Hours

All students will have handwritten tests on various different aspects of dog breeds and also of different haircut patterns and styles. Students will also be tested on their hands-on work including scissoring, clipper work, and use of the thinning shears.

LIST OF GROOMING EQUIPMENT PROVIDED

- 1) 1 Andes 2-speed power groom clipper
- 2) 10 basic grooming blades: #40, #15, #10, #7F, #5F, #4F, #8½, #9, #30, #3
- 3) 6 attachment combs: #2, #1½, #1, #¾, #A, #C
- 4) 1 blade case, blade cleaner and blade lube
- 5) 3 pairs of scissors: ball-tipped curved shears, 7½-inch straight shears, thinning shears
- 6) 1 grooming smock
- 7) 1 toenail clipper
- 8) 1 cat nail clipper
- 9) 2 brushes: 1 large slicker brush, 1 small slicker brush
- 10) 1 grooming comb
- 11) Ear powder
- 12) Kwick stop (blood stop powder)
- 13) Ear cleaner
- 14) Hemostat

LIST OF BOOKS PROVIDED

- 1) *The Complete Dog Book*, by The American Kennel Club. Published by: Ballantine Books, 2006 edition.
- 2) *All 87 Breed Dog Grooming for the Beginner/with Contributions from Eight Grooming Experts*. Published by T.F.H. Publication, 1995.
- 3) *The Mutt Styling Guide*, by Chrissy Thompson. Published by AARONCO, 2005.
- 4) *The Cat Grooming Guide*. Published by AARONCO, 2004.

GRADING

Students will be graded throughout the school term. Each student will be graded for their hands-on ability and on written exams of material covered. If a student has difficulty in any area of grooming, the instructor will give that student more practice time until the student can pass the testing.

Both written and hands-on exams will be scored on a point base system as follows: A=90-100; B=80-89; C=70-79; D=60-69; F=59 or below.

All students must maintain a C average to graduate.

GRADUATION REQUIREMENTS

A Certificate of Completion form will be given to each student who has:

1. Successfully passed all required testing in the pet grooming curriculum
2. Attended all class hours
3. Fulfilled all monetary obligations to the school*

** No Certificates will be issued without payment in full of any money due Happy Pet Grooming Salon/Pet Styling School, Inc.*

STUDENT SERVICES

A) STUDENT RECORDS

Student records are permanently retained by the school and are available to students upon individual request. Student records will be provided to potential employers after written request has been made by the student. Oral endorsement by staff will be provided to any employer seeking information about the student's capabilities.

B) STUDENT PLACEMENT

The school will assist in helping students find employment. The school will give students names and addresses of grooming salons seeking groomers. The school does not guarantee employment.

PAYMENT SCHEDULE

1. There is a \$100.00 registration fee to be paid at the signing of the enrollment agreement.
2. The cost of the course is \$5,500.00. This fee includes the grooming starter equipment with a value of \$700.00.
3. The student has the option to: A) Pay in full at time of registration. B) Pay ½ down (\$2,750.00) and make three payments of \$916.67 at 0% interest by the end of the 12-week course.
4. Students must be paid in full in order to receive the certificate of completion.
5. Financial aid is offered for those who qualify.

REFUND POLICY

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$100.00), and the \$700.00 kit if unopened and not used.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
8. For calculation of refunds due, each class hour is equivalent to \$16.37.
9. A student can be dismissed at the discretion of the director for insufficient progress, non-payment of costs, or failure to comply with rules.
10. Any financing by Happy Pet Grooming Salon/Pet Styling School, Inc. must be paid as per schedule agreed to in the "Student Enrollment Agreement." If any part of a payment is more than 10 days late, a student may be charged the lesser of 10% of the payment, \$10.00, or up to the highest amount allowed by law. Payments can be extended for "excused absences" on a per-case basis with permission of the administrator. All payments for missed days of "unexcused absences" will be due at the next class attendance.
11. Should a student on a payment schedule discontinue the grooming program, regardless of the reason, student is responsible for any payments due or past due at the time of the last class attended. No refund for financing provided by Happy Pet Grooming Salon/Pet Styling School, Inc. will be given.
12. Should a student not pay any required installment on time as per this agreement, they will be considered in default. Happy Pet Grooming Salon/Pet Styling School, Inc. may demand the unpaid balance, earned finance charge, plus any attorney fees, court fees, and interest as allowed by law.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS

MINIMUM GRADES AND/OR STANDARDS CONSIDERED SATISFACTORY

Students are graded during each program of study on a pass/fail basis by the instructor's evaluation of the quality of groom ability to follow grooming practices of each breed, and overall ability to follow directions of the instructor. The school maintains flexibility in its testing evaluation of the individual students because the skills acquired are developed through hands-on repetition with the dogs. The instructor will grade a student on each particular area throughout the program. Both written and hands-on examinations will be given at the completion of the program. The examinations are graded according to the following schedule: A-90-100; B-80-89; C-70-79; D-60-69; F-59 or below.

PROBATIONARY PERIOD

If a student has demonstrated a strong desire to achieve success as a pet groomer, they will not be designated for failure to acquire skills as evident from the testing or class work. The student may be granted additional hours, with approval from the administrator, at no additional charge or fee, in order for the student to get a full grasp of the material taught. The number of hours will be determined by the staff and no more than 50 extra hours will be extended at no charge or fee. This will be considered on a per-case basis.

CONDITIONS FOR INTERRUPTION DUE TO UNSATISFACTORY GRADES OR PROGRESS

If the student fails, the instructor will demonstrate the correct procedure and give the student an opportunity to improve on another dog at a later time.

A student who fails the final exam will be allowed additional classes, maximum 50 hours at no charge per agreement of faculty and administrator. A student will then have the opportunity to retake the exam. If the student fails to achieve a passing grade of 70 the second time, the student will be counseled by the chief administrative officer as to the advisability of continuing and that if he/she decides to continue, a Certificate of Completion may not be awarded. Beyond additional bonus hours, a student may elect to continue with additional hours at the rate of \$17.00 per credit hour. This non-refundable fee will not guarantee the student's ability to complete the program.

CONDITIONS OF RE-ENTRANCE

If it is determined that a student with unsatisfactory progress will not improve even with the additional bonus hours, the student's enrollment may, at the discretion of the chief administrative officer, be terminated. If it is determined that a student is unable to improve and will not be able to fulfill the requirements to become a dog groomer, re-entry into the program will not be an option.