



Catalog
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523 South Chickasaw Trail
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doggroomeracademyfl.com

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Introduction

Licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding this institution may be obtained by contacting the
Commission at 325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400

Additional information regarding this institution may be obtained by contacting the
Commission at above address or toll-free telephone number (888)224-6684”.

Dog Groomer Academy for Professional Dog Groomers and Trainers

Dog Bather-Animal Care Assistant 101

Professional Dog Groomer 102

Professional Dog Trainer

Complete Professional Pet Care Program.

Welcome to the **Dog Groomer Academy** family.

Our orientation process will discuss the rules, curriculum, and general information that you
need to know before starting our training program.

Dog Groomer Academy, LLC, is a registered Florida Corporation LLC. is owned and directed by
Limaris Sánchez, MBA. The fictitious name is Dog Groomer Academy.

If you need anything or have a question, please feel free to contact the school staff or email at
doggroomeracademyllc@gmail.com.

Thank you for your commitment!

Why Attend Dog Groomer Academy?

Dog Groomer Academy is proud of your taking the next important step in your life to become a professional in the pet career field. As the pet industry continued to grow, there is a need for well trained professional. We offer:

- A path to a new beginning
- Free Extra Support
- Affordable Tuition: Everything included in price. You need only a desire to learn.
- Individualized Curriculum: Each individual learns differently; we know this.
- Qualified Faculty: Master Dog Trainer, Pet Groomer Stylist and College Professor
- Bilingual Classes: English, and Spanish, Clases en español
- Flexible Schedule: Conforms to your lifestyle.
- Hands-on Work Program: Training begins on the first day.
- Easy-to-Follow Program: Homework is minimal; reading is limited.
- Unlimited Support: Ask questions; expect answers.
- Advise (one- on-one)

Have any questions? Do not hesitate to call!

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Mission, Vision, Goal, Logo and Edison

Our Mission

To provide individualized classes in dog training, dog grooming, dog bather and pet sitter in preparation the student in a new dog career field.

Our Vision

Turn love for dogs into a successful career and nourish the bond between canine and humans through education and family support.

Our Goal

- To be a mentor in a new career
- To work as a team for positive reinforcement
- To provide a training school to accommodate all needs

Our Motto

Today's expert was once a beginner.

Meet Edison



My name is Edison. Yes, like Thomas Edison, who invented light so that people could see, Service Dogs also help people to see and be guided through life. They are their humans' companions, so there is never a dark moment in life.



Dog Bather - Animal Care Assistant 101

Dog Groomer Academy offers an education to those dog lovers who want to convert their passion into a successful career. The Dog Bather-Animal Care Assistant 101 is a unique and individualized learning experience. Our curriculum provides a complete educational program for future dog bathers and Animal Care Assistance who wants to work in grooming, training and kennels facilities. The program is designed to meet the standards in the industry and provides an opportunity to develop the skills necessary to become a leader. The curriculum is integrated into every activity with a practical application. From the first day of class, you will work with dogs and begin to explore the world that, as a dog bather, opens to you. Count on support from your study group and professionals in the dog field to guide and accompany you on this adventure. Our study program consists of the techniques needed to become a dog bather and animal care assistant. Our goal is to build dog bather and animal care assistant who is an asset to groomers and other animal care specialists through education.

Program Objective:

1. Identify a puppy and understand puppy life.
2. Recognize different breeds.
3. Recognize different grooming tools
4. Identify safety in the workplace
5. Provide basic handling and basic dog care.
6. Provide help to grooming and kennel attendance.
7. Understand the importance of sanitation process.
8. Provide Cardio Pulmonary Resuscitation and First Aid Techniques.

Program Description- 200 hours

Description: The goal of the Dog Bather-Animal Care Assistant 101 is for students to have a basic education in the field of dog bathing and acquire the skills necessary to manage animals appropriately. They will recognize the different stages of development, understand the importance of health and socialization, and provide basic preparation before the grooming process. A study guide provides the student an opportunity to integrate education with the practical Cardio Pulmonary Resuscitation and first aid techniques class. At the end of the program, they will receive a Dog Bather-Animal Care Assistant 101 Diploma.

Course Breakdown

DB 1 Dog development

DB 2 Introduction to Dog Bathing- Animal Care Assistant

DB 3 Introduction to American Kennel Club breeds, breed recognition and characteristics

DB 4 Equipment and Tools

DB 5 Pet handling

DB 6 Bathing Techniques

DB 7 Animal Care Assistant

DB 8 Sanitation Process

DB 9 Cardio Pulmonary Resuscitation and first aid techniques

Dog Bather-Animal Care Assistant 101 course description

DB 1

1. Dog development – 12 clock hours
 - a. Puppyhood
 - b. Teenager
 - c. Adulthood

DB 2

2. Introduction to Dog Bathing and Animal Care Assistant -20 clock hours
 - a. Basic goals in Dog Prep
 - b. First Aid Kit
 - c. Grooming
 - d. Nail trimming
 - e. Dental care
 - f. Work settings

DB 3

3. Introduction to American Kennel Club breeds, breed recognition and characteristics – 10 clock hours
 - a. Sport breeds
 - b. Hound breeds
 - c. Working breeds
 - d. Terrier breeds
 - e. Toy breeds
 - f. Non-sporting breeds
 - g. Herding breeds
 - h. Miscellaneous class
 - i. Non-allergy dogs

DB 4

4. Equipment and Tools and Pet handling – 10 hours
 - a. Difference in shampoos
 - b. Dryers
 - c. Scissors
 - d. Thinning shears
 - e. Blades
 - f. Hemostat
 - g. Brushes
 - h. Clippers
 - i. Tables
 - j. Muzzle
 - k. Nail clippers
 - l. Brushes
 - m. Clippers
 - n. Tables

DB 5

5. Pet handling – 30 hours
 - a. How to avoid injuries

DB 6

6. Bathing Techniques – 40 hours
 - b. Dog Preparation
 - c. Hair Removal
 - d. Nails
 - e. Sanitary cut
 - f. Massage
 - g. Safety

DB 7

7. Sanitation Process – 20 hours
 - a. Kennels
 - b. Bathtub
 - c. Salon
 - d. Tools

DB 8

8. Sanitation Process – 20 hours
 - a. Kennels

- b. Bathtub
- c. Salon
- d. Tools

DB 9

- 9. Cardio Pulmonary Resuscitation and First Aid Techniques – 8 clock hours
 - a. Pet handling and sanitation process
 - b. Handle pet stains and waste disposal
 - c. Appropriate cleaning tools
 - d. Appropriate leash and collars
 - e. Appropriate housing
 - f. How to respond on emergency
 - g. Cardio Pulmonary Resuscitation
 - h. Pet loss
 - a. Pet- ill or old
 - b. Appropriate handling and disposal of pet remains

Professional Dog Groomer 102

Dog Groomer Academy offers an education to those pet lovers who want to convert their passion into a successful career. The Professional Dog Groomer is a unique and individualized learning experience. Our curriculum provides a complete educational program for future pet groomers. The program is designed to meet the standards in the industry and provide an opportunity to develop the skills necessary to become a leader. The curriculum is integrated into every activity with a practical application. From the first day of class, you will begin to explore the world that, as a pet groomer, opens to you. Count on support from your study group and professionals in the pet field to guide and accompany you on this adventure. Our study program consists of the techniques needed to become a pet groomer. Our goal is to build pet groomers through education.

Program objective

1. Identify dog stages and understand dog life.
2. Recognize different breeds.
3. Recognize different grooming tools
4. Identify safety in the workplace
5. Provide basic and advanced pet grooming techniques
6. Provide basic and advanced pet grooming handling and pet care
7. Understand the importance of the sanitation process
8. Understand the business process
9. Provide Cardio Pulmonary Resuscitation and first aid techniques

Program Description- 300 hours

Description: The goal of a Professional Dog Groomer is for students to have a basic and advanced education in the field of pet grooming and to acquire the skills necessary to manage them appropriately. Students will learn the basic and advanced techniques of pet grooming, such as bathing techniques, American Kennel Club Styles, and sanitation process. and how to operate a grooming business. A study guide provides the student an opportunity to integrate education with the practical Cardio Pulmonary Resuscitation and first aid techniques class. At the end of the program, they will receive a Professional Dog Groomer Diploma.

Course breakdown

PDG102 1 Dog Development

PDG102 2 Equipment and Tools

PDG102 3 Dog Handling

PDG102 4 Introduction to American Kennel Club breeds, breed recognition and characteristics

PDG102 5 Introduction to Dog Grooming

PDG102 6 Dog Preparation

PDG102 7 Bathing Techniques

PDG102 8 Drying

PDG102 9 Advanced Dog Grooming

PDG102 10 Sanitation Process

PDG102 11 Business

PDG102 12 Cardio Pulmonary Resuscitation and first aid techniques

Professional Dog Groomer Course description

PDG102 1

1. Dog Development – 5 clock hours
 - a. Puppy
 - b. Teenager
 - c. Adult

PDG102 2

2. Equipment and Tools – 5 clock hours
 - a. Difference in shampoos
 - b. Dryers
 - c. Scissors
 - d. Thinning shears
 - e. Blades
 - f. Hemostat
 - g. Brushes
 - h. Clippers
 - i. Tables
 - j. Muzzle
 - k. Nail clippers

PDG102 3

3. Dog Handling – 30 clock hours
 - a. How to avoid injuries

PDG102 4

4. Introduction to American Kennel Club breeds, breed recognition and characteristics – 12 clock hours
 - a. Sport breeds

- b. Hound breeds
- c. Working breeds
- d. Terrier breeds
- e. Toy breeds
- f. Non-sporting breeds
- g. Herding breeds
- h. Miscellaneous class
- i. Non-allergies dogs

PDG102 5

- 5. Introduction to Dog Grooming – 25 clock hours
 - a. Basic goals in Dog Prep
 - b. First Aid Kit
 - c. Brushing
 - d. De matting
 - e. Nail trimming
 - f. Dental care
 - g. Work settings

PDG102 6

- 6. Dog Preparation – 20 clock hours
 - a. Feet and pads
 - b. Hair Removal
 - c. Ear cleansing
 - d. Nails
 - e. Sanitary trimming

PDG102 7

- 7. Bathing Techniques – 10 clock hours
 - a. Massage
 - b. Safety

PDG102 8

- 8. Drying – 10 clock hours
 - a. Towels
 - b. Different blowers

PDG102 9

- 9. Advanced Dog Grooming -40 clock hours
 - a. Scissoring
 - b. Patterns

- c. Different dog styles
- d. AKC Styles

PDG102 10

10. Sanitation Process – 14 clock hours

- a. Kennels
- b. Bathtub
- c. Salon
- d. Tools

PDG102 11

11. Business -21 clock hours

- a. Salon and SPA working place
- b. Starting operation
- c. Advertising
- d. Business expenses

PDG102 12

12. Cardio Pulmonary Resuscitation and First Aid Techniques – 8 clock hours

- a. Pet handling and sanitation process
- b. Handle pet stains and waste disposal
- c. Appropriate cleaning tools
- d. Appropriate leash and collars
- e. Appropriate housing
- f. How to respond on emergency
- g. Cardio Pulmonary Resuscitation
- h. Pet loss
 - a. Pet- ill or old
 - b. Appropriate handling and disposal of pet remains

Professional Dog Trainer

Dog Groomer Academy offers an education to those dog lovers who want to convert their passion into a successful career. The Professional Dog Trainer is a unique and individualized learning experience. Our curriculum provides a complete educational program for future dog trainers. The program is designed to meet standards in the industry and provides an opportunity to develop the skills necessary to become a leader. The curriculum is integrated into every activity with a practical application. From the first day of class, explore the world that dog training opens to you. Count on support from study groups and professional trainers to guide and accompany you on this adventure. Our study program consists of the techniques needed to become a dog trainer. Our goal is to build a better trainer through education.

Program objective

1. Recognize and/or search the history of dogs and their offspring.
2. Offer guidance, training, and advice to new dog owners.
3. Follow the basic guides for vaccination and the American Disability Act Law.
4. Identify the ten (10) most important breeds and the characteristics of American Kennel Club.
5. Recognize the different types of training equipment and their usage.
6. Recognize the different personalities and behavioral problems.
7. Choose effective solutions to personality and behavioral problems.
8. Train dogs in basic obedience.
9. Train dogs in advanced obedience.
10. Use in-motion commands, verbal and hand signals.
11. Make corrections.
12. Design private training classes.
13. Understand the importance of continuous education by joining associations, attending conferences, taking special courses and participating in workshops
14. Provide Cardio Pulmonary Resuscitation and first aid techniques

Program Description -224 hours

Description: The goal of the Professional Dog Trainer is for students to have a complete education in the field of dog training and acquire the skills necessary to manage a successful dog training career. The chapters are designed in an easy-to-follow, step-by-step format, which promotes learning by doing. A study guide provides the student an opportunity to integrate education with the practical, master the different stages in dog training, and adapt skills to evaluate the environment and the dogs' training needs. Students will recognize the different stages of development, understand the importance of health and socialization, and learn the commands in basic obedience and advanced. A study guide provides the student an opportunity to integrate education with the practical Cardio Pulmonary Resuscitation and first aid techniques class. At the end of the program; students will receive a Professional Dog Trainer Diploma.

Course Breakdown

PDT 1 Introduction to a dog's life

PDT 2 Introduction to American Kennel Club breeds, breed recognition and characteristics

PDT 3 Equipment and training

PDT 4 Understanding Behavior

PDT 5 Introduction to Puppy

PDT 6 Learn basic obedience skills

PDT 7 Learn advanced obedience on leash skills

PDT 8 Learn advanced obedience off leash skills

PDT 9 Design a private class and final assessment

PDT 10 Cardio Pulmonary Resuscitation and first aid techniques

Professional Dog course description

PDT 1

1. Introduction to a dog's life – 10 clock hours
 - a. History of dog training
 - b. Dog development
 - i. Puppyhood
 - ii. Teenager
 - iii. Adulthood
 - c. Vaccination guidelines
 - d. American Disability Act Law (Service Dogs)
 - e. Dog bites
 - i. Information and prevention

PDT 2

2. Introduction to American Kennel Club breeds, breed recognition and characteristics - clock 20 hours
 - a. Sport breeds
 - b. Hound breeds
 - c. Working breeds
 - d. Terrier breeds
 - e. Toy breeds
 - f. Non-sporting breeds
 - g. Herding breeds

- h. Miscellaneous class
- i. Non-allergies dogs

PDT 3

- 3. Equipment and training -10 clock hours
 - a. Introduction to equipment and demonstration
 - i. Clicker
 - ii. Different types of leashes
 - iii. Different types of collars
 - iv. E-Collar
 - b. Training
 - i. Training techniques
 - 1. Motivation
 - 2. Praise
 - 3. Corrections
 - 4. Commands
 - ii. Training bad habits
 - iii. Body language

PDT 4

- 4. Understanding Behavior –problems and solutions -25 clock hours
 - a. Dog background (personality)
 - i. Internal/external
 - b. Hyperactive
 - c. Happy-go-lucky
 - d. Fear aggression
 - e. Aggression
 - f. Jumping
 - g. Pulling
 - h. barking
 - i. Separation anxiety

PDT 5

- 5. Introduction to Puppy -25 hours
 - a. Litter Temperament Test
 - b. Introduction to a puppy
 - i. What is a puppy?
 - ii. Simple rules
 - iii. Playful biting correction
 - iv. Leash biting correction
 - v. Socialization object

- vi. Handling the puppy
- vii. House breaking
- viii. First Aid Kit
- ix. Grooming
- x. Spay and neutered
- xi. Nail trimming
- xii. Dental care

PDT 6

- 6. Learn basic obedience skills – 40 clock hours
 - a. Commands
 - i. Heel with automatic sit
 - ii. Sit at the side
 - iii. Down at the side
 - iv. Implied stay

PDT 7

- 7. Learn advanced obedience on leash skills -40 clock hours
 - a. Commands
 - i. Heel with automatic sit
 - ii. Sit at the side
 - iii. Down at the side
 - iv. Implied stay
 - v. Side, sit and down in motion
 - vi. Sit and down from the front
 - vii. Come
 - viii. Verbal and hand signals

PDT 8

- 8. Learn advanced obedience off leash skills -40 clock hours
 - a. Commands
 - i. Heel with automatic sit
 - ii. Sit at the side
 - iii. Down at the side
 - iv. Implied stay
 - v. Side, sit and down in motion
 - vi. Sit and down from the front
 - vii. Come
 - viii. Verbal and hand signals
 - ix. Place command

PDT 9

9. Design a private class and final assessment – 6 clock hours
 - a. Customer relationship
 - b. Steps to a successful class

PDT 10

10. Cardio Pulmonary Resuscitation and First Aid Techniques – 8 clock hours
 - a. Pet handling and sanitation process
 - b. Handle pet stains and waste disposal
 - c. Appropriate cleaning tools
 - d. Appropriate leash and collars
 - e. Appropriate housing
 - f. How to respond on emergency
 - g. Cardio Pulmonary Resuscitation
 - h. Pet loss
 - a. Pet- ill or old
 - b. Appropriate handling and disposal of pet remains

Complete Professional Pet Care Program

Dog Groomer Academy offers an education to those dog lovers who want to convert their passion into a successful career. The Complete Professional Pet Care Program is a unique and individualized learning experience. Our curriculum provides in one diploma a complete educational program for future groomers, trainers, pet sitters and cat groomers. The program is designed to meet standards in the industry and provides an opportunity to develop the skills necessary to become a leader. The curriculum is integrated into every activity with a practical application. From the first day of class, explore the pet's world that opens to you. Count on support from study groups and professional instructors to guide and accompany you on this adventure. Our study program consists of the techniques needed to become a successful business owner or to have a great corporate career. Our goal is to build a better industry through education.

Program objective

1. Identify pet's stages and understand life
2. Recognize different dog breeds
3. Recognize different grooming/training tools
4. Recognize pets need
5. Identify safety in the workplace
6. Be proficient in pet safety
7. Provide handling pet care
8. Provide basic and advanced pet grooming techniques
9. Provide basic and advanced pet grooming handling and pet care
10. Understand the importance of the sanitation process
11. Recognize and/or search the history of dogs and their offspring.
12. Offer guidance, training, and advice to new dog owners.
13. Follow the basic guides for vaccination and the American Disability Act Law.
14. Identify the ten (10) most important breeds and the characteristics of American Kennel Club.
15. Recognize the different types of dog training equipment and their usage.
16. Recognize the different dog personalities and behavioral problems.
17. Choose effective solutions to dog personality and behavioral problems.
18. Train dogs in basic obedience.
19. Train dogs in advanced obedience.
20. Train dogs in-motion commands, verbal and hand signals.
21. Make dog training corrections.
22. Design private dog training classes.
23. Understand the importance of continuous education by joining associations, attending conferences, taking special courses and participating in workshops.
24. Introduce and choose appropriate client

- 25. Understand the business process and make good entrepreneur decisions
- 26. Provide Cardio Pulmonary Resuscitation and first aid techniques

Program Description-600 hours

Description: The goal of the Complete Professional Pet Care Program is for students to have in one diploma all the knowledge from the basic to advanced education in the pet care field and to acquire the skills necessary to manage pets and business appropriately. The chapters are designed in an easy-to-follow, step-by-step format, which promotes learning by doing. Course are not necessary offered in the sequence listed. A study guide provides the student an opportunity to integrate education with the practical.

The Complete Professional Pet Care Program includes the following sections: Dog Groomer, Dog Trainer, Cat Groomer and Pet Sitter. Each section has its defined objective as follows: The objective of the Dog Groomer is the students to have the basic and advanced techniques of pet grooming, such as bathing techniques, American Kennel Club Styles, and sanitation process. and how to operate a grooming business. The objective of the Dog Trainer is for students to have a complete education in the field of dog training and acquire the skills necessary to manage a successful dog training career, mastering the different stages in dog training, and adapting skills to evaluate the environment and the dogs' training needs. Students will recognize the different stages of development, understand the importance of health and socialization, and learn the commands in basic obedience and advanced. The objective of the Cat Groomer is for the students to have the knowledge and elements in cat handling and grooming techniques necessary to manage them appropriately. Students will learn temperament handling, bathing, and different types of cat groom. The objective of the Pet Sitter is for students to understand the importance of the business responsibilities, how to take care of animals, handling and cleaning process and the Cardio Pulmonary Resuscitation and first aid techniques. At the end of the program, they will receive a Complete Professional Pet Care Diploma.

Course breakdown

CPP 1 Introduction to a dog's life

CPP 2 Introduction to American Kennel Club breeds, breed recognition and characteristics

CPP 3 Equipment and training

CPP 4 Understanding Behavior

CPP 5 Introduction to Puppy

CPP 6 Learn basic obedience skills

CPP 7 Learn advanced obedience on leash skills

CPP 8 Learn advanced obedience off leash skills

CPP 9 Design a private class and final assessment

CPP 10 Dog Development

CPP 11 Equipment and Tools

CPP 12 Dog Handling

CPP 13 Introduction to American Kennel Club breeds, breed recognition and characteristics

CPP 14 Introduction to Dog Grooming

CPP 15 Dog Preparation

CPP 16 Bathing Techniques

CPP 17 Drying

CPP 18 Advanced Dog Grooming

CPP 19 Sanitation Process

CPP 20 Business

CPP 21 Introduction to the client

CPP 22 Pet Care

CPP 23 Business

CPP 24 Pet handling and Sanitation process

CPP 25 Cardio Pulmonary Resuscitation

CPP 26 Cats breeds

CPP 27 Cat temperament and handling

CPP 28 Cat bathing and drying techniques

CPP 29 Cat grooming

Section 1: Dog Trainer

CPP 1 Introduction to a dog's life

CPP 2 Introduction to American Kennel Club breeds, breed recognition and characteristics

CPP 3 Equipment and training

CPP 4 Understanding Behavior

CPP 5 Introduction to Puppy

CPP 6 Learn basic obedience skills

CPP 7 Learn advanced obedience on leash skills

CPP 8 Learn advanced obedience off leash skills

CPP 9 Design a private class and final assessment

CPP 1

1. Introduction to a dog's life – 10 clock hours
 - a. History of dog training
 - b. Dog development
 - i. Puppyhood
 - ii. Teenager
 - iii. Adulthood
 - c. Vaccination guidelines
 - d. American Disability Act Law (Service Dogs)
 - e. Dog bites
 - i. Information and prevention

CPP 2

2. Introduction to American Kennel Club breeds, breed recognition and characteristics - clock 20 hours
 - a. Sport breeds
 - b. Hound breeds
 - c. Working breeds
 - d. Terrier breeds
 - e. Toy breeds
 - f. Non-sporting breeds
 - g. Herding breeds
 - h. Miscellaneous class
 - i. Non-allergies dogs

CPP 3

3. Equipment and training -10 clock hours
 - a. Introduction to equipment and demonstration
 - v. Clicker
 - vi. Different types of leashes
 - vii. Different types of collars
 - viii. E-Collar
 - b. Training

- i. Training techniques
 - 1. Motivation
 - 2. Praise
 - 3. Corrections
 - 4. Commands
- ii. Training bad habits
- iii. Body language

CPP 4

- 4. Understanding Behavior –problems and solutions -25 clock hours
 - a. Dog background (personality)
 - i. Internal/external
 - b. Hyperactive
 - c. Happy-go-lucky
 - d. Fear aggression
 - e. Aggression
 - f. Jumping
 - g. Pulling
 - h. barking
 - i. Separation anxiety

CPP 5

- 5. Introduction to Puppy -25 hours
 - a. Litter Temperament Test
 - b. Introduction to a puppy
 - i. What is a puppy?
 - ii. Simple rules
 - iii. Playful biting correction
 - iv. Leash biting correction
 - v. Socialization object
 - vi. Handling the puppy
 - vii. House breaking
 - viii. First Aid Kit
 - ix. Grooming
 - x. Spay and neutered
 - xi. Nail trimming
 - xii. Dental care

CPP 6

- 6. Learn basic obedience skills – 40 clock hours
 - a. Commands

- i. Heel with automatic sit
- ii. Sit at the side
- iii. Down at the side
- iv. Implied stay

CPP 7

- 7. Learn advanced obedience on leash skills -40 clock hours
 - a. Commands
 - i. Heel with automatic sit
 - ii. Sit at the side
 - iii. Down at the side
 - iv. Implied stay
 - v. Side, sit and down in motion
 - vi. Sit and down from the front
 - vii. Come
 - viii. Verbal and hand signals

CPP 8

- 8. Learn advanced obedience off leash skills -40 clock hours
 - a. Commands
 - i. Heel with automatic sit
 - ii. Sit at the side
 - iii. Down at the side
 - iv. Implied stay
 - v. Side, sit and down in motion
 - vi. Sit and down from the front
 - vii. Come
 - viii. Verbal and hand signals
 - ix. Place command

CPP 9

- 9. Design a private class and final assessment – 14 clock hours
 - a. Customer relationship
 - b. Steps to a successful class

Section 2: Dog Groomer

CPP 10 Dog Development

CPP 11 Equipment and Tools

CPP 12 Dog Handling

CPP 13 Introduction to American Kennel Club breeds, breed recognition and characteristics

CPP 14 Introduction to Dog Grooming

CPP 15 Dog Preparation

CPP 16 Bathing Techniques

CPP 17 Drying

CPP 18 Advanced Dog Grooming

CPP 19 Sanitation Process

CPP 20 Business

CPP 10

10. Dog Development – 20 clock hours

- a. Puppy
- b. Teenager
- c. Adult

CPP11

11. Equipment and Tools – 25 clock hours

- l. Difference in shampoos
- m. Dryers
- n. Scissors
- o. Thinning shears
- p. Blades
- q. Hemostat
- r. Brushes
- s. Clippers
- t. Tables
- u. Muzzle
- v. Nail clippers

CPP 12

12. Dog Handling – 30 clock hours

- b. How to avoid injuries

CPP 13**13. Introduction to American Kennel Club breeds, breed recognition and characteristics
– 19 clock hours**

- a. Sport breeds
- b. Hound breeds
- c. Working breeds
- d. Terrier breeds
- e. Toy breeds
- f. Non-sporting breeds
- g. Herding breeds
- h. Miscellaneous class
- i. Non-allergies dogs

CPP 14**14. Introduction to Dog Grooming – 25 clock hours**

- h. Basic goals in Dog Prep
- i. First Aid Kit
- j. Brushing
- k. De matting
- l. Nail trimming
- m. Dental care
- n. Work settings

CPP 15**15. Dog Preparation – 20 clock hours**

- a. Feet and pads
- b. Hair Removal
- c. Ear cleansing
- d. Nails
- e. Sanitary trimming

CPP 16**16. Bathing Techniques – 30 clock hours**

- a. Massage
- b. Safety

CPP 17**17. Drying – 20 clock hours**

- a. Towels
- b. Different blowers

CPP 18**18. Advanced Dog Grooming -116 clock hours**

- a. Scissoring
- b. Patterns
- c. Different dog styles
- d. AKC Styles

CPP 19

19. Sanitation Process – 14 clock hours

- e. Kennels
- f. Bathtub
- g. Salon
- h. Tools

CPP 20

20. Business -25 clock hours

- a. Salon and SPA working place
- b. Starting operation
- c. Advertising
- d. Business expenses

Section 3: Pet Sitter

CPP 21 Introduction to the client

CPP 22 Pet Care

CPP 23 Business

CPP 24 Pet handling and Sanitation process

CPP 25 Cardio Pulmonary Resuscitation and First Aid Techniques

CPP 21

21. Introduction to the client- 2 clock hours

- a. Contracts
- b. Fees
- c. Meet and greet
- d. “Tour”

CPP 22

22. Pet care – 2 clock hours

- a. Dogs
- b. Cats

- c. Reptiles
- d. Birds
- e. Others
 - i. Small critters

CPP 23

- 23. Business – 2 clock hour
 - a. Startup budget
 - b. Insurance
 - i. “adds on”
 - c. Transportation
 - i. Taxi,
 - d. Advertising
 - i. Business cards, brochures
 - ii. Media
 - iii. T shirts
 - iv. Magnets, car wrap
 - e. Referral
 - i. Personal – person to person
 - ii. Square -free fees

CPP 24

- 24. Pet handling and sanitation process – 2 clock hours
 - i. Handle pet stains and waste disposal
 - j. Appropriate cleaning tools
 - k. Appropriate leash and collars
 - l. Appropriate housing
 - m. Pet loss
 - a. Pet- ill or old
 - b. Appropriate handling and disposal of pet remains

CPP 25

- 25. Cardio Pulmonary Resuscitation and First Aid Techniques – 8 clock hours
 - a. First Aid kit
 - b. Appropriate decision making
 - c. How to respond on emergency

Section 4: Cat groomer

CPP 26 Cats breeds

CPP 27 Cat temperament and handling

CPP 28 Cat bathing and drying techniques

CPP 29 Cat grooming

CPP 26

26. Cat breeds -1

- a. Breed recognition
- b. Breed colors
- c. Anatomy

CPP 27

27. Cat temperament and handling- clock 7 hours

- a. Cat behavior
- b. How to avoid injuries
- c. Nails trims
- d. Paws trim

CPP 28

28. Cat bathing and drying techniques-clock 2 hours

- a. Safely bathing
- b. Safety drying

CPP 29

29. Cat grooming- clock 6 hours

- a. Short hair cuts
- b. Long hairs cuts
- c. Shave downs
- d. Face trim

Code of Conduct and General Information

Admission Requirements

The requirements for acceptance to the Dog Bather/ Animal Care Assistant 101, Professional Dog Groomer 102, Dog Bather/Animal Care Assistant, Professional Dog Trainer, and Complete Professional Pet Care Program are:

1. Must be 18 years old on or before the first day of class
2. 600 hours program require high school diploma, equivalent or school transcript
3. No prior experience required
4. Received documents will be filed accordingly

Additional requirements for Professional Dog Trainer are:

- a. Candidates must own or have access to a dog to train and bring to workshops.
- b. Training facilities will be designated by the trainer.
- c. Candidates can travel to training facilities.

School information and Facility description

Dog Groomer Academy

523 South Chickasaw
Orlando Florida, 32825
407-704-6377

doggroomeracademyfl.com

doggroomeracademyllc@gmail.com

The school, a 1,302 square foot facility, is located in the Rio Pinar Plaza, on 523 South Chickasaw Trail, Orlando, Florida, 32825, and 14 miles from Orlando International Airport permitting easy access to and from the facility. It is one (1) mile from The Florida Hospital, 20 miles from Disney World, 22 miles from the Orlando Convention Center, and close to the Orlando major intersections: Interstate 4, SR 417, and SR 408. Numerous hotels in the area offer a range of short and long stays. The parking areas have handicap parking and ramps.

On entering Dog Groomer Academy, there is a reception and a multipurpose room, used for interviews and personal meetings, a fire extinguisher and 2 exit doors. A door with a portal opens into the workshop with five grooming tables, a room for bathing dogs, and a desk for clerical work. A side door leads to a fenced in grass area for recreation and training. From the workshop area, another door leads to a large room with a restroom, three extra grooming tables and crates to safely board dogs after grooming and/or awaiting service. There are three cabinets with shelves to provide educational books on breeds, dog grooming and other study material pertaining to the pet grooming business.

Faculty

Limaris Sanchez

Owner/Instructor/School Director

Education

Inter American University of Puerto Rico, 2006
 Credits towards a Doctorate in Psychology with a concentration in Industrial Psychology
 Inter American University of Puerto Rico
 Master's Administration Degree in Business with a concentration in Human Resources ,1997
 Bachelor of Arts in Business Administration (Cum Laude), 1995
 Bachelor in Business Administration in Accounting (Cum Laude), 1995
 Member and Active 2010 – present
 Grooming Academy 2016
 VA Training modules , Post 9/11 G.I. Bill®
 American Kennel Club, Certified Safety Salon, S.A.F.E., 2021
 Teens and Tails Spring and Summer Camp, Approved by Department of Children and Families/Agency for Persons with Disabilities
 Owner of American Kennel Club Points towards Championship

Adamaris Lopez

Instructor

Master Dog Trainer, Professional Dog, Cat Groomer and Pet Sitter

Education

Valencia College credits toward Associate Degree in American Sign Language, 2014
 National K-9 School For Dog Trainers
 Certified Pet Trainer (CPT) Master Dog Trainer, 2014
 American Red Cross First Aid and CPR certified (dogs/cats), 2014
 American Kennel Club Evaluator, 2015- 2019 (Animal Behavior Services, Service Dog Training, 2010-2014
 Member Dog Groomer Association
 Tampa Bay Grooming Academy, 2016
 National Dog Groomer Association of America ,31st, 32nd, 33rd Fun in the Sun Groomers Seminar
 Hydra Pet Society, Certified of Achievement
 A Day with Judy Murphy
 Asian Fusion Evolution, with Irma Pinkusevich, NCMG
 PetTech, PetSaver CPR, First Aid & Care 2018
 Hands on Master Class, 2021
 Cat Grooming Certification, 2021
 National Dog Groomer Association, 2022 – 3rd place Division B Kenchi, Mixed/Misc Tournament ,Fun in the Sun
 Asian Freestyle, Riza Wisnom, 2022
 Barkleigh, Hair and Skin 101, 2022
 International Professional Groomer, 2023
 National Owner Handler 2024 – Points towards Championship
 -Various 1st place and 2nd places around USA
 Fast Cat 2024 - Points towards Championship

Student Services

The students have access to WI-FI for viewing video-library resources. Current magazines and other materials are available. Kitchen appliances are provided for snacks and meals. Classes are bilingual, English and Spanish, and with a hands-on work program. Counseling (one-on-one) is available to build confidence and to strive for success.

Appeal Procedure

Any complaint, disciplinary action or academic determination may be appealed by students within 15 calendar days. Reasons for which students may appeal are negative academic progress, death of a relative, injury or illness, or any other special or mitigating circumstances. The students must submit a written appeal to the school on the designated form describing why the failure to meet satisfactory academic progress, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the students' situations that will allow for satisfactory academic progress by the next evaluation period. Appeal documents will be reviewed and a decision will be made and reported to students within 30 calendar days. The appeal and decision documents will be retained in the student's files. If students prevail upon appeal, the satisfactory academic progress determination will be reversed.

Disciplinary Actions/Complaints

Students whose actions violate the rules and regulations of Dog Groomer Academy will receive a verbal warning for the 1st offense, a written warning for the 2nd offense, and expulsion from the program for the 3rd offense. Depending on the severity of the offense, the Director may choose to skip a warning.

In the event that a student has a grievance with the school in regards to any aspect of the Program that they are in, they may work with the Director of the School in order to resolve the matter to the satisfaction of both parties. The students must submit a written complaint to the school Director on the designated form describing the complaint. The decision will be made in within 5 business days and the school director decision will be final.

Student Conduct

It is expected and understood that students behave in a professional manner since they are part of the school. Any violation in our code of conduct will result in immediate expulsion from the program.

1. Conduct which causes harm to the health or security to person(s) related to the school
2. Physical or sexual assault
3. Destruction of property at training facility
4. Negligence in treatment of pets
5. Negligence while training
6. Drug free facility: In possession of and/or under the influence of alcohol and drugs
7. Harassment or other conduct not limited to threats; verbal abuse directed to person(s) related to the school.
8. Absences that violate code
9. Zero tolerance regarding items deemed weapons

Phones and Electronics Device

Cell phone is not allowed, including texting, once the student enters the classrooms. Cell phones need to be turned off or set to vibrate. Leaving classroom to answer the phone is considered disrespectful to instructor and classmates and endangers the animal's safety. Audio and video recording are not permitted without the written consent of the person in charge of the activity. If a call needs to be taken in an emergency, the student has to notify an instructor and leave the learning setting.

Cell phone is allowed just only for pictures before and after for projects purpose.

Dress Code

Students must dress in clean, safe, and appropriate attire for training sessions. Minimal requirements are required. Remember that security during training also depends on the clothing used.

1. Closed shoes
2. Long pants/pet grooming attire
3. School shirt at activities (if applicable)

Completion Time and Graduation Requirements

Upon enrollment, the students agree to attend classes regularly as scheduled by the school, prepare all lessons, and perform all duties, abide by the rules and regulations of the school, and fulfill responsibilities as per the enrollment.

Course Numbering System

The course numbering system uses a three and four - digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which it is taught.

PDG 102- Professional Dog Groomer

PDT – Professional Dog Trainer

DB – Dog Bather-Animal Care Assistant

CPP-Complete Professional Pet Care Program

ALL COURSE DESCRIPTIONS ARE NUMBERED SEQUENTIALLY.

Clock Hour Definition

Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Satisfactory Academic Policy

The Satisfactory Academic Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Evaluation will determine if students have met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. All the programs must be completed in the stipulated

weeks. Saturday, Sunday, or flexible scheduled students will graduate on completing graduation requirements.

Satisfactory Academic Progress in students is evaluated as follows:

1. Absences for religious reasons are the student's responsibility and must be notified two weeks in advance in order to make up the class.
2. Make-up class must be approved by School Director.
3. The student must pass the final assessment. Professional Dog groomer: hands-on full grooming test. Professional Dog Trainer: all training commands. Pet Sitter: CPR test. Dog Bather- Animal Care: dog preparation, handling and sanitation process. Professional Cat Groomer: grooming test.
4. The student must meet the minimum of C in the academic progress.

[Dog Bather-Animal Care Assistant 101](#)

Although the school offers flexibility, all courses should be completed within a maximum date.

1. Class schedule
 - a. Tuesday- Friday
 - b. 9:00 – 5:00, 1-hour lunch
 - c. 7 weeks
 - d. Total: 200 hours
 - e. Open enrollment every week
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - a. Full time Dog Bather – Animal Care Assistant must be completed approximately in 8 weeks. Part time 2 days, approximately 16 weeks to complete the program.
3. All courses require a minimal number of hours.
 - b. Dog Bather-Animal Care - a minimal of 200 hours
4. Ninety percent (180 hours) / (200 hours) attendance is required to complete the course.
5. Fifteen percent (30 hrs.) in absences is reason to terminate the contract.

[Professional Dog Groomer 102](#)

Although the school offers flexibility, all courses should be completed within a maximum date.

2. Class schedule
 - a. Tuesday- Friday (Saturday, Sunday or flexible schedules are available upon request and availability)
 - b. 9:00 – 5:00, 1-hour lunch
 - c. 11 weeks
 - d. Total: 300 hours
 - e. Open enrollment every week

3. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - a. Full time Professional Dog Groomer must be completed approximately in 11 weeks. Part time 2 days, approximately 22 weeks to complete the program.
4. All courses require a minimal number of hours.
 - a. Professional Dog Groomer - a minimal of 300 hours
5. Ninety percent (270 hours) / (300 hours) attendance is required to complete the course.
6. Fifteen percent (45 hrs.) in absences is reason to terminate the contract.

Professional Dog Trainer

Although the school offers flexibility, all courses should be completed within a maximum date.

1. Class schedule:
 - a. Professional Dog Trainer
 1. Tuesday-Friday (Saturday, Sunday or flexible schedules are available upon request and availability)
 2. 8 weeks
 3. 9:00 – 5:00, 1 hour lunch
 1. After hours are available upon request and availability
 4. Total 224 hours
 5. Enrollment to be announce
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - a. Professional Dog Trainer must be completed approximately in 8 weeks.
3. All courses require a minimal number of hours.
 - b. Professional Dog Trainer - a minimal of 224 hours
4. Ninety percent (201.60hours) / (224 hours) attendance is required to complete the course.
5. Fifteen percent (33.60hrs.) in absences is reason to terminate the contract.
6. Group classes (assigned day, usually Saturdays) are mandatory to complete the needed hours, observations, and group training.

Complete Professional Pet Care Program

Although the school offers flexibility, all courses should be completed within a maximum date.

1. Class schedule
 - a. Tuesday- Friday
 1. Saturday, Sunday or flexible schedules are available upon request and availability.
 - b. 9:00 – 5:00, 1-hour lunch
 - c. 25 weeks
 - d. Total: 600 hours
 - e. Open enrollment every week

1. The schedule for each program: Professional Dog Groomer, Professional Dog Trainer, Professional Cat Groomer, and Professional Pet Sitter will be announced.
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - c. Complete Professional Pet Care Program must be completed approximately in 26 weeks. Part time must be completed approximately 48 weeks.
6. All courses require a minimal number of hours.
 - d. Complete Professional Pet Care Program - a minimal of 600 hours
7. Ninety percent (540 hours) / (600 hours) attendance is required to complete the course.
8. Fifteen percent (90hrs.) in absences is reason to terminate the contract.

Student kit

The Academy may make substitutions or additions as necessary, depending on supplier/vendors availability and market conditions. All equipment is not refundable. Dog Groomer Academy reserves the right to change books or materials without notice.

Dog Bather- Animal Care Assistant 101

1. Clipper
2. Grooming apron
3. 10 Blade x2
4. 30 Blade x2
5. Front clip
6. Lead leash
7. Grooming loop
8. Cool care
9. Comb
10. Slicker brush
11. Ear powder
12. Ear cleaner
13. Flea comb
13. Nail clipper
14. Nail Dremel
15. Septic powder
16. Grooming Bag / box
17. Undercoat rake
18. Undercoat double side
19. Curry brush
20. 256 Cleaner
21. Text book: *Notes From The Grooming Table*, 2th edition Revised, official publication of Melissa Verplank ; Copyright 2016
22. Text book: *The complete Dog Book*, 21th edition Revised, official publication of The American Kennel Club; Copyright 2015

Professional Dog Groomer 102

- 1.Electric table
- 2.Clipper
- 3.Comb attachment
- 4.Metal Comb M
- 5.4F Blade
- 6.5F Blade
- 7.7F Blade
- 8.10 Blade
- 9.30 Blade x2
- 10.256 cleaner
- 11.Cool Care
- 12.Nail Dremel
- 13.Nail septic powder
- 14.Nail clipper
- 15.Liquid bandage
- 16.Ear powder
- 17.Ear cleaner
- 18.Hemostat
- 19.Slicker brush
- 20.Flea comb
- 21.Curry Brush
- 22.Bath grooming glove
- 23.Undercoat rake single
- 24.Undercoat 2 sided
- 25.Mat remover
- 26.Happy Hoodie
- 27.Front clip
- 28.Slip lead
- 29.Grooming loop
- 30.Towel
- 31.Blade cleaner
- 32.Blade oil
- 31.Binder
- 32.Supporting papers
- 33.Cotton balls (1 package)
34. Bows (50)
- 35.Bandanas (50)
- 36.Paper towels
37. Doggie bags
- 38.Microfiber towel

Text book: *The complete Dog Book*, 21th edition Revised, official publication of The American Kennel Club; Copyright 2015

Text book: *Dog Grooming Simplified: Straight to the Point*, Judy Murphy, 2014

Text book: *Theory of 5*, 1st edition Melissa Verplank; Copyright Feb 15, 2019

Text book: *Notes From The Grooming Table*, 2th edition Revised, official publication of Melissa Verplank ; Copyright 2016

Professional Dog Trainer

1. Training Collar
2. Non slip collar
3. Pet corrector
4. Treats bag
5. Training bag
6. Mat
7. Dog Leash
Text book: <i>The Complete Dog Book</i> , 21 th edition Revised, official publication of The American Kennel Club; Copyright 2015

Complete Professional Pet Care Program

1. Electric table
2. Clipper
3. Mini trimmer
4. Comb attachment
5. Comb attachment wide
6. Metal Comb M
7. Metal Comb L
8. 4F Blade
9. 5F Blade
10. 7F Blade
11. 10 blade
12. 30 blade (2)
13. 30 blade wide
14. 256 cleaner
15. 4 pack shear
16. Cool Care
17. Nail Dremel
18. Nail clipper S
19. Nail Clipper L
20. Hemostat
21. Liquid bandage
22. Ear powder
23. Ear cleaner
24. Slicker brush M

- 25.Slicker brush L
- 26.Double brush soft
- 27.Double brush firm
- 28.Plastic flea comb
- 29.Squirt bottle
- 30.Curry Brush
- 31.Septic powder
- 32.Undercoat rake single
- 33.Undercoat 2 side
- 34.Mat remover
- 35.Happy Hoodie
- 36.Front clip
- 37.Hammock
- 38.Slip lead
- 39.Grooming loop
- 40.Microfiber towel
- 41.Blade cleaner
- 42.Blade oil
- 43.Cordless clipper
- 44.Towel
- 45.Binder
- 46.Supporting papers
- 47.Cotton balls (1 package)
- 48.Bows (50)
- 49.Bandanas (50)
- 50.Paper towels
- 51.Doggie bags
52. Grooming apron
- 53.Creative grooming kit
54. Training Collar
- 55.Non slip collar
- 56.Pet corrector
- 57.Treats
- 58.Training bag
- 59.Mat
- 60.Dog Leash

Text book: *The complete Dog Book*, 21th edition Revised, official publication of The American Kennel Club; Copyright 2015

Text book: *Dog Grooming Simplified: Straight to the Point*, Judy Murphy, 2014

Text book: *Theory of 5*, 1st edition Melissa Verplank; Copyright Feb 15, 2019

Text book: *Notes From The Grooming Table*, 2th edition Revised, official publication of Melissa Verplank ; Copyright 2016

OPTIONAL

Student kit purchased by student must be approved by the instructor or Director before using it. All equipment must be groomer quality. Equipment must be available first day of school. If the student borrows equipment from school or other student, he/she will be responsible for any damage to it.

Textbook

Dog Groomer Academy recommends the following books:

Bather -Animal Care Assistant 101

Text book: Theory of 5, 1st edition Melissa Verplank; Copyright Feb 15,2019

Professional Dog Groomer 102

Text book : Dog Grooming Simplified: Straight to the Point, Judy Murphy, 2014

Professional Dog Trainer,

Text book: *The complete Dog Book*,21th edition Revised, official publication of The American Kennel Club; Copyright 2015

Complete Pet Care Program

Text book: *The complete Dog Book*,21th edition Revised, official publication of The American Kennel Club; Copyright 2015

Text book: Dog Grooming Simplified: Straight to the Point, Judy Murphy, 2014

Text book: Theory of 5, 1st edition Melissa Verplank; Copyright Feb 15,2019

Text book: *Notes From The Grooming Table*, 2th edition Revised, official publication of Melissa Verplank ; Copyright 2016

Recommendations:

Not included in the student kit

Professional Pet Sitter

Text book: *Pet CPR, First Aid & Care: Pet Saver Program*, Thom Somes ,2017

Professional Cat Groomer

Textbook: *Cat Handling Techniques for the Groomer*, Vol1, Danelle German, National Cat Groomer Institute of America; Copyright 2013

Academic Progress Evaluation and Grading Scale

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion.

Students must maintain an average of 70%, pass quizzes, and hands on training evaluation prior to graduation. Students must make up failed or missed quizzes or assignments. The academic progress will be evaluated through: Hands on training, grooming portfolio, AKC Breeds project and test/quizzes. Numerical grades are considered according to the following scale:

Grading Scale

100-90	A	Excellent
89-80	B	Very Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
59-0	F	Fail

[Warning](#)

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. At the end of the warning period, the students who still have not met both the attendance and the academic requirements may be placed on probation.

[Academic Probation](#)

Only students who cannot meet the Satisfactory Academic Progress Policy by the end of the evaluation period may be placed on probation. Students with less than 69% will be put on academic probation for no more than two (2) weeks. During this time, the students must meet the instructor's one-on-one re-training to improve skills. By attaining a grade average of 70% or more, the students will be removed from probation. If students fail to demonstrate satisfactory progress, they must pay and repeat the course.

[Re-establish Satisfactory Academic Progress](#)

Students may re-establish satisfactory academic progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation period.

[Graduation Requirements](#)

The following must be completed before graduation:

1. Required hours
2. Satisfactory academic progress
3. All tests, projects, and assignments
4. All financial obligations

[Transfer of Credits](#)

The school does not accept transfer credits from another institution.

Transfer of credits to another institution

Transferability of credit is at the discretion of the accepting institution; it is the students' responsibility to confirm whether or not credits will be accepted by another institution of the students' choice.

Attendance

1. Every student must comply with the minimal requirements to pass the course.
2. Tardiness will be reported after 15 minutes. A maximum of three (3) will count as one (1) absence.
3. A maximum of four (4) absences will result in termination of contract.
4. Attendance to group classes is mandatory on the assigned day.
5. Absences due to illness must be reported immediately and evidenced by a written excuse. The students are responsible for all material covered.
6. Other absences must be reported in written form explaining the circumstances and reason for the absence.
7. A Leave of Absence must be approved by the Academy Director and must indicate the maximum time requested to complete the course requirements (not more than two (2) months). Approval is not guaranteed. The Academy Director has the last word in the approval.

Re-entry

Students who have been canceled or been terminated and desire to re-enter the program must notify the school, meet with the program director, and show cause why they should be reinstated. The decision of the director is final. A re-enrollment fee \$150.00 will be charged.

Class Schedule and Holidays

Course are not necessary offered in the sequence listed.

Calendar

Academic Calendar: Students may start the first Tuesday of any month. If that Tuesday is a holiday, then the date will be moved to the first Wednesday of that month. Calendar is subject to change. Holidays

1. New Year's Eve/New Year's Day
2. Spring Break
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans' Day
7. Thanksgiving Day/Week
8. Christmas Eve/Christmas Week

Employment

It is understood that a satisfactory course completion does not guarantee employment. The school does not guarantee employment to its students in finding employment. However, the school's placement assistance procedures include identifying employment opportunities and advising students on appropriate means of realizing these opportunities. A job board with recent job opportunities is available to students.

Disclosure: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

CLASSES ARE BILINGUAL- ALL CLASSES ARE TAUGHT IN ENGLISH AND BOOKS USED ARE ALSO IN ENGLISH. HOWEVER, THERE ARE STUDENTS WHO MIGHT NEED ASSISTANCE IN UNDERSTANDING ENGLISH. WHEN NECESSARY, PROVIDING CLASSES IN SPANISH WILL PERMIT THEM TO BE SUCCESSFUL IN ACQUIRING A CAREER THEY LOVE.

Student Record /Emergency Contact

1. All student records are strictly confidential and are open to revision by students at any time.
2. Contact information must be provided. In case of emergency, the school will contact 911 and the person(s) named on the Contact Emergency Form.

Program Tuition and Cost

1. The student is responsible for the total cost of tuition.
2. Students not completing the prescribed program in the time allotted per contract, other than extenuating circumstances, will be charged an additional rate of \$75.00 per hour for all the hours needed to complete their program.
3. Equipment is optional for cash paying students, if the student decides to buy their own equipment must be professional quality, exactly as described and approve by the director or instructor.
4. Payment options: Cash, check, credit cards or financial assistance (if qualify)

Program	Dog Bather/ Animal Care Assistant 101	Professional Dog Groomer 102	Professional Dog Trainer	Complete Professional Animal Care Program
Tuition	\$5,300.00	\$5,600.00	\$7,200	\$14,000.00
Application fee non- refundable	150.00	150.00	150.00	150.00
Student kit	1,200.00	2,700	650	5,820
Graduation fee-non- refundable	100.00	100.00	100.00	100.00
Total	\$6,750.00	8,550	\$7,950	\$20,250
Hours	200	300	224	600

Programs Financial assistance and scholarship

1. Dog Groomer Academy is approved vendor for the State of Florida Vocational Rehabilitation, for those who qualify, the amount and types of financial assistance that the student can receive are determinate through the institutional guidelines. The Vocational Rehabilitation financial assistance cannot be combined with any other scholarship or financial assistance.
2. Dog Groomer Academy is approved for Veterans 'education training, G.I. Bill®'. For those who qualify, the amount and types of financial assistance that the student can receive are determinate through the institutional guidelines. The Veterans 'education training, G.I. Bill®' financial assistance cannot be combined with any other scholarship or financial assistance.
3. Merit Base scholarship: Dog Groomer Academy, present Merit Base Professional Dog Groomer Scholarship to students who have always has passion for the field, and do not qualify for any other financial assistance. The student must be enrolled at least part time. Students must complete the application with a reference letter from someone who support the new career decision. The scholarship award cannot be more than 30% of the cost of the tuition and cannot be combined with any other scholarship or financial assistance. Student eligible for the scholarship will be a cash paying.
4. Visit the academy for more information or forms to apply for the financial aid, payment plans and scholarship.

Payment plan and financial obligation

1. By registering for classes, the student incurs the obligation to pay tuition, fees, equipment, and materials.
2. Financial agreement needs to be made in advance to assure payment will be made by the required due dates.
3. The payment plan is available for self-pay students.
4. The payment plan cannot be combined with any other scholarship or financial aid.
5. The payment plan eligibility is for those who qualify.
6. Students with unpaid bills may not register for, or attended classes, nor are they eligible for transcripts or diploma and will be dismiss for nonpayment.
7. The Academy refund policy complies with the Fair Consumer Practices.

Non-Payment policy

Dog Groomer Academy reserve the right to withhold a grade report, diploma, or academic transcript until financial requirements for the program have been meet. A student may be terminated for non-payment. No diploma will be issued without payment in full.

Withdraw policy

The Director will work with student to keep the student in every way possible to continue his/her education. If the student wishes are to withdraw the student needs to follow this withdraw procedure:

1. The student has to contact the school and notified in writing.

2. Meet with the Director to ensure that the student is informed of any academic issue.
3. The student will be informed is any outstanding balance to the school.
4. The date will be used to calculate any refund, al refunds will be according to Fair Consumer Practices.
5. If the student does not follow the procedure, the school will determine the date base on school records.

Termination policy

A student may be dismissed by the Director of Dog Groomer Academy prior to completion of the program for any of, but not limited to, the following reasons:

1. Insufficient academic progress as outlined in the school's Satisfactory Progress Policy.
2. Failure to comply with rules outlined covering in the Catalog.
3. Nonpayment of the tuition balance.
4. Absences that violate student conduct.
5. Failure to follow the withdraw policy.
6. Failure to successfully complete the program within the maximum time frame.

Cancellation and refund policy

If students are terminated, withdraw, or cancel, for any reason, all refunds will be according to Fair Consumer Practices:

1. Cancellation must be made in person or certified mail.
2. If the Academy cancels a course program or temporarily closes, the students are entitled to a full refund if attendance has not begun. Otherwise, the refund will be in a pro rata return.
3. All monies including the application fee will be refunded if the Academy does not accept students or if students cancel within three (3) business days after signing the application and making the first payment.
4. Cancellation after the third business day but before the first class will result in a refund of all monies paid, except for the application fee (not to exceed more than \$150), equipment kit and textbook, if purchased from the school.
5. Cancellation after classes have begun through 40% completion of the program, will result in a pro rata return based on the number of hours completed to the total of hours in the program.
6. Cancellation after completing more than 40% of the program will result in no refund.
7. Termination date: In calculating the refund due to students, the last date of actual attendance by students is used in the calculation unless earlier written notice is received.
8. All refunds will be made within 30 days of the dates the academy determines students have withdrawn.

VA veterans

Dog Groomer Academy recognize the important contribution of our Armed Forces, and enjoys helping our veterans and military students. These policies are applied only to those students, and may not apply to the general student population. The veteran's admission and registration for classes are the same for all students, although veterans will have additional documentation.

VA Pending Payment Compliance

Facility Name/Address: Dog Groomer Academy - 523 S Chickasaw Trail Orlando FL 32825

VA Facility Code: [Click or tap here to enter text.](#)

Person Completing Addendum: Limaris Sanchez

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

Additional criteria to qualify for this provision are also required for such students and listed below: No Other Requirements Other Than COE Submission

Veteran's Attendance Policy

This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used

1. Early departures, class cuts, tardiest, etc., for any portion of a class period will be counted as absence.
2. Students exceeding 15% (percentage) total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

3. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance.
4. After such time, the student may be recertified for VA education benefits.
5. The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)

1. Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 70 each (term, quarter, semester, evaluation period, etc.).
2. A VA student whose CGPA or percentage falls below 69% at the end of any evaluation period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment.
3. If the VA student's CGPA or percentage is still below 69% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
4. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70%.

Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course.

1. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.
2. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed – 38 CFR 21.4255 BSA Form 1002 REV JUN 2020

Veteran's Credit for Previous Education or Training

1. The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified.
2. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred

Weather

Weather conditions may affect the operational program. Reasonable accommodations and scheduling will be provided depending on the weather conditions. The staff of Dog Groomer Academy will make the final decision.

Department of Education Contact

Licensed by the Commission for Independent Education,

Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Toll-free number 888/224-6684.”

Nondiscrimination policy

Dog Groomer Academy admits students of any race, color, sex, age, creed, and religion national or ethnic origin to all the rights privileges, progress, and activities, in our programs.

School Closing

If the school closes due to extenuating situations, the students may contact the school at the following number (407) 704-6377. Circumstances permitting, a notice will be posted at the school’s entrance and social media. If an unexpected situation occurs, a notice will be posted at the school’s entrance and social media.

Code of Ethics

1. Demonstrate high standards of etiquette in the profession.
2. Promote responsible pet hygiene to owners through education.
3. Respect the client’s privacy.
4. Provide grooming/training support.
5. Encourage and support continuous education.
6. Nourish and improve communication between owners and their pets.
7. Understand and apply the laws and regulations of the state.

Anti-hazing Policy

As used in this section,” hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of the students for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but not limited to, pressuring or coercing the student into violation state or federal law, any brutality of a physical nature, such as whipping, beating, branding ,exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result I extreme embarrassment, or other forced activity that could adversely affect the mental or dignity of the student. Hazing does not include customary athletic events or other similar contest or competitions or any activity or conduct that further a legal and legitimate objective. Dog Groomer Academy strictly prohibits hazing. Students or employees are forbidden from requiring any candidate to engage in prohibited membership activities.

Disclaimer

Dog Groomer Academy reserves the right to change and/or modify the content of this catalog without prior notification. The students are responsible for complying with the rules on the assigned training days and for attending on all dates listed at the beginning of each course. At any time, students may request another copy of the catalog if there is a change during the program via email or phone. Students may have access to a written and/or electric copy of the institution prior to enrollment or the collection of any tuition, fees or other charges. The purpose of this curriculum is to establish a study guide for the program that can be modified to accommodate student needs.