



Catalog
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523 South Chickasaw Trail
Orlando FL 32825

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 Groomer, Professional Dog Trainer,
Dog Bather-Animal Care Assistant and Pet Sitter**

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.

1. Pay total cost of tuition a week before classes begin.
2. Read and sign Code of Conduct.
3. Read and sign the Dog Groomer Academy Pledge.

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 dog career field. 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
- 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.
- No Added Fees
- Counseling (one- on-one)

Have any questions? Do not hesitate to call!

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

They bark: we understand!

Why do they bark? Barking is not always a bad thing: the behavior of the bark it is an indicator of a few things. When they show teeth, we can help--when they are able to alert, we can help, too.

If you are anything like us, you have an incredible connection with your dog. When at home or in public, a dog is expected to behave. Then, people will love your pet as much as you do!

The Dog Groomer Academy began to give peace of mind, so leave your pet in the hands of our expert faculty.

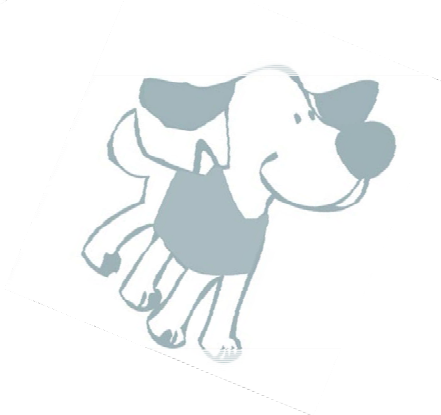
dog GROOMER ACADEMY

THEY BARK, WE UNDERSTAND



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.



Professional Dog Groomer

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

Program Description

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. At the end of the program, they will receive a Professional Dog Groomer Diploma.

Course breakdown

PDG 1 Dog Development

PDG 2 Equipment and Tools

PDG 3 Dog Handling

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

PDG 5 Introduction to Dog Grooming

PDG 6 Dog Preparation

PDG 7 Bathing Techniques

PDG 8 Drying

PDG 9 Advanced Dog Grooming

PDG 10 Sanitation Process

PDG 11 Business

Professional Dog Groomer Course description

PDG 1

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

PDG 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

PDG 3

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

PDG 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

PDG 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

PDG 6

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

PDG 7

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

PDG 8

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

PDG 9

- 9. Advanced Dog Grooming -40 clock hours
 - a. Scissoring
 - b. Patterns
 - c. Different dog styles

- d. AKC Styles

PDG 10

10. Sanitation Process – 14 clock hours

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

PDG 11

11. Business -25 clock hours

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

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.

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. 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

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 – 14 clock hours
 - a. Customer relationship
 - b. Steps to a successful class

Dog Bather - Animal Care Assistant

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 is a unique and individualized learning experience. Our curriculum provides a complete educational program for future dog bathers. 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. Understand the importance of sanitation process

Program Description- 112 hours

Description: The goal of the Dog Bather-Animal Care Assistant 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. At the end of the program, they will receive a Dog Bather-Animal Care Assistant 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 and Pet handling

DB 5 Bathing Techniques and Sanitation Process

Dog Bather-Animal Care Assistant course description

DB 1

1. Dog development – 5 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 – 7 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 – 30 hours
 - a. Difference in shampoos
 - b. Brushes
 - c. Clippers
 - d. Tables
 - e. Pet Handling
 - a. How to avoid injuries

DB 5

5. Bathing Techniques and Sanitation Process – 50 hours
 - a. Dog Preparation

- b. Hair Removal
- c. Nails
- d. Sanitary cut

6. Sanitation Process

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

Pet Sitter

Dog Groomer Academy offers an education to those dog lovers who want to convert their passion into a successful career. The Pet Sitter is a unique and individualized learning experience. Our curriculum provides a complete educational program for future pet sitters, dog walkers and nannies. 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. Count on support from your study group and professional instructors to guide and accompany you on this adventure. Our study program consists of two educational days. Our goal is to build Pet Sitter through education.

Program objective

1. Introduce and choose an appropriate client
2. Recognize the pets needs
3. Make good entrepreneur decisions
4. Provide adequate care
5. Secure pet safety

Program Description – 16 hours

Description: The goal of the Pet Sitter is for students to have formal education in the pet care field and acquire the skills necessary to manage them appropriately. They will recognize 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. The chapters are designed in an easy-to-follow and step-by-step format. A study guide provides students an opportunity to integrate education with the practical. At the end of the program, they will receive a Pet Sitter Diploma.

Course Breakdown

- PS1 Introduction to the client
- PS2 Pet Care
- PS3 Business
- PS4 Pet handling and Sanitation process
- PS5 Cardio Pulmonary Resuscitation
- PS6 Benefits of becoming a Professional Dog Bather, Dog Groomer or Dog Trainer

Pet Sitter course description

PS 1

1. Introduction to the client- 2 clock hours
 - a. Contracts
 - b. Fees
 - c. Meet and greet
 - d. "Tour"

PS2

2. Pet care – 2 clock hours
 - a. Dogs
 - b. Cats
 - c. Reptiles
 - d. Birds
 - e. Others
 - i. Small critters

PS3

3. Business – 1 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

PS4

4. Pet handling and sanitation process – 2 clock hours
 - a. Handle pet stains and waste disposal
 - b. Appropriate cleaning tools
 - c. Appropriate leash and collars
 - d. Appropriate housing
 - e. Pet loss
 - a. Pet- ill or old

- b. Appropriate handling and disposal of pet remains

PS5

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

PS6

- 6. Benefits becoming a Professional Dog Bather, Dog Groomer or Dog Trainer -1 clock hour
 - a. Professional Dog Bather
 - b. Professional Dog Groomer
 - c. Professional Dog Trainer

Code of Conduct and General Information

Admission Requirements

The requirements for acceptance to the Professional Dog Groomer, Dog Bather/Animal Care Assistant and Pet Sitter are:

1. Proof of age (Birth certificate, driver's license or ID)
2. Must be 18 years old on or before the first day of class
3. Proof of High School diploma or GED
4. No prior experience required

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.

Received documents will be filed accordingly.

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 dog 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

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

Florida Department of Education, Division of Vocational Rehabilitation, 2018-2023

Teens and Tails Spring and Summer Camp, Approved by Department of Children and Families/Agency for Persons with Disabilities

Adamaris Lopez

Master Dog Trainer

Dog Groomer /Dog Trainer/Bather/Pet Sitter Instructor

Education

Valencia College credits toward Associate Degree in American Sign Language, 2014

National K-9

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

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' 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

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 – Professional Dog Groomer

PDT – Professional Dog Trainer

DB – Dog Bather

PS – Pet Sitter

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.
4. The student must meet the minimum of C in the academic progress.

Professional Dog Groomer

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
 - c. 1-hour lunch
 - d. 7 weeks
 - e. Total: 196 hours
 - f. Open enrollment every week
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - a. Professional Dog Groomer must be completed in 7 weeks or less.
3. All courses require a minimal number of hours.
 - a. Professional Dog Groomer - a minimal of 196 hours
4. Ninety percent (176 hours) / (196 hours) attendance is required to complete the course.
5. Fifteen percent (29.4 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
 1. Saturday, Sunday or flexible schedules are available upon request and availability
 2. 8 weeks
 3. 9:00 – 5:00
 1. After hours are available upon request and availability
 4. Total 224 hours
 5. Open enrollment every week
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 in 8 weeks or less.

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.

Dog Bather-Animal Care Assistant

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
 - c. 1-hour lunch
 - d. 4 weeks
 - e. Total: 112hours
 - f. Open enrollment every week
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - c. Dog Bather – Animal Care Assistant must be completed in 4 weeks or less.
3. All courses require a minimal number of hours.
 - d. Dog Bather-Animal Care - a minimal of 112 hours
4. Ninety percent (100.8hours) / (112 hours) attendance is required to complete the course.
5. Fifteen percent (16.8hrs.) in absences is reason to terminate the contract.

Pet Sitter

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

1. Class schedule
 - a. 2 days
 - b. 9:00 – 5:00
 - c. 1-hour lunch
 - d. Total: 16 hours
 - e. Open enrollment every week
2. All courses must be completed within the time stipulated. Hours may vary depending on the training objective.
 - e. Pet Sitter Program must be completed in 2 days.
3. All courses require a minimal number of hours.
 - f. Pet Sitter - a minimal of 16 hours
4. One hundred percent attendance is required to complete the course.

5. Fifty percent (8 hrs.) in absences is reason to terminate the contract.

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 School Director and must indicate the maximum time requested to complete the course requirements (not more than two (2) months). Approval is not guaranteed. The School 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 will be charged.

Class Schedule and Holidays

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.

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. Professional Dog Grooming is responsible for the total cost of tuition a week before classes begin.
2. Students not completing the prescribed program in the time allotted per contract, other than extenuating circumstances, will be charged an additional rate of \$35.00 per hour for all the hours needed to complete their program.
3. Payment options: Cash, check, credit cards

Professional Dog Groomer

| Program | Tuition |
|--------------------------------|------------|
| Tuition | \$5,500.00 |
| Application fee non-refundable | 150.00 |
| Student kit | 900.00 |
| Graduation fee-non-refundable | 100.00 |

| | |
|-------------------|------------|
| Dog Groomer total | \$6,650.00 |
|-------------------|------------|

Professional Dog Trainer

| | |
|--------------------------------|------------|
| Program | Tuition |
| Tuition | \$5,200.00 |
| Application fee non-refundable | \$150.00 |
| Equipment | \$300.00 |
| Graduation fee non-refundable | \$100.00 |
| Professional Dog Trainer | \$5,750.00 |

Dog Bather-Animal Care Assistant

| | |
|---|------------|
| Program | Tuition |
| Tuition | \$3,000.00 |
| Application fee non-refundable | 150.00 |
| Graduation fee non-refundable | 100.00 |
| Dog Bather- Animal Care Assistant total | \$3,250.00 |

Pet Sitter

| | |
|--------------------------------|------------|
| Program | Tuition |
| Tuition | \$1,000.00 |
| Application fee non-refundable | 150.00 |
| Graduation fee non-refundable | 100.00 |
| Pet Sitter total | \$1,250.00 |

Student kit

Professional Dog Groomer

1. Andis clipper
2. 3 packet Shears, (Straight, Curved, Thinner)
3. Blade #10
4. Blade #30
5. Blade #40
6. Blade #7FC
7. Blade #5FC
8. Blade #4FC
9. Nail clipper
10. Comb
11. Curve Slicker
12. Ear powder
13. Hemostat
14. Flea comb
15. Quick stop

16. Bottle liquid bandage
17. Clipper oil
18. Grooming equipment box/bag
19. Grooming top
20. Text book: Dog Grooming Simplified: Straight to the Point, Judy Murphy, 2014

Professional Dog Trainer

1. Training Leash
2. Training collar
3. Prone Collar
4. Treats bag
5. Training bag

Dog Bather-Animal Care Assistant

1. Brush
2. Comb
3. Flea comb
4. Grooming top
5. Nail clipper
6. Ear powder

Pet sitter

1. Vet wrap
2. Cloit
3. Plush animals
4. Muzzle

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, with the exception of 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.

[Expulsion, cancellation or withdrawal](#)

If you are expelled, have cancelled your enrollment, or have withdrawn from school, you must be in agreement with our “Cancellation and Refund Policy”

[Textbook](#)

[Professional Dog Groomer](#)

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

[Professional Dog Trainer, Bather -Animal Care Assistant](#)

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

[Pet Sitter](#)

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

[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](#)

Commission for Independent Education

Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

(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) 483-4100. Circumstances permitting, a notice will be posted at the

school's entrance. If an unexpected situation occurs, a notice will be posted at the school's entrance.

Code of Ethics

1. Demonstrate high standards of etiquette in the profession.
2. Promote responsible dog hygiene to owners through education.
3. Respect the client's privacy.
4. Provide grooming support.
5. Encourage and support continuous education.
6. Nourish and improve communication between owners and their dogs.
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 in 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.