



APGS

Arkansas Pet Grooming School

Arkansas Pet Grooming School Catalog

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Arkansas Pet Grooming School

511 Cogbill Street

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A private career education school providing technical training for people who want
to become a professional pet groomer.

"A Career for the Pet Lover!"

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Arkansas State Board of Private Career Education

(Grievance & Disciplinary Policies)

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Little Rock, Ar. 72201

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Arkansas License # 6-51-601

Our Philosophy

Is to encourage our students to recognize the ability for excellence and creativity within themselves and not only dream your dream but live it, make it happen. You have only one time around and it is now or never. Don't put your dreams on hold until it's too late.

Join a career for a pet lover!

It is our goal at Arkansas Pet Grooming School to pass on to our students the knowledge of pet grooming that we have acquired through many years of study and experience. We encourage our students to examine the possibilities using their creativity to expand this industry.

Arkansas Pet Grooming School believes that any person willing to apply themselves to the study of pet grooming can benefit from the training offered at the school as well as other pet services. Pet grooming allows for job security anywhere in the world. The dream of grooming for the show circuit can become a reality after years of experience and perfecting their skills.

Dear Prospective Student:

We appreciate your interest in Arkansas Pet Grooming School and are excited to tell you about our program. With approximately 56 million cats and 52 million dogs in the United States, the professional groomer is in great demand. This profession gives you personal satisfaction, but also the opportunity to be on your own. Professional Groomers can work anywhere in the world. Your income is only limited to your imagination and motivation. It is a "Pet's lover career!" Professional dog groomers can find employment in grooming salons, kennels, animal shelters, and veterinarian offices, pet shops, pet suppliers, grooming vans, and more. You also have an opportunity to start your own pet grooming business and enjoy being your own employer. Each day is never the same, each dog has its own personality that you will get to know and look forward to seeing in the future.

Here are some great reasons for choosing our school:

- Hands on school "step-by-step" instructions
- Offer life time guidance, you have questions we have the answers or will find them
- You open your own business on paper stating your goals and plans
- We care about you and your future
- We teach every technique of pet grooming
- Basic hygiene to hand scissoring of the latest styling of all breeds of pets
- Pet anatomy and proper handling techniques
- Personal equipment and maintenance
- Basic customer relations
- Assist in job placement
- Breed recognition

We do not require that students be on-site during the entire program. The student will attend the school on a regular basis for short, but intensive class sessions, which may last from two days to three weeks at a time. When away from school the students will work on readings, assignments, and practice of skills learned in labs. During that time, the students will be encouraged and at times required to communicate with instructors and each other through electronic means.

We offer you the knowledge that empowers you to open a successful business or work for someone else. Do not sell yourself short, start earning the wages you deserve and the hours that are convenient for you, be your own boss. You will have the knowledge that it takes to carry you through the fears of a competitive business world. We fully believe that our school is the most comprehensive, hands-on and friendly.

We think that the key to our success and the success of our graduates is undeniably related to our main concept, which is to provide you with all the knowledge that it takes for quality grooming and to open a profitable and rewarding career. Practical advice that has taken us years to achieve will allow you to handle the perils of a competitive business world with relative ease. This is only the beginning and you are the limit, it all depends on you.

Enclosed, you will find an enrollment application, schedule of fees, and a list of necessary equipment for your grooming tool kit.

We also invite you to visit our school and discuss any additional questions you may have. We are eager to invite you into our school and into a rewarding career! As a professional pet groomer you can enter into a rapidly growing industry and enjoy the gratification of working with pets. When you enter into the pet industry, you enter into a field of unlimited opportunities ranging from a bather/brusher, to owning and operating your grooming salon or salons!

Many of our graduates now own and operate their own professional grooming salons. Some of these groomers have gone "mobile" taking their work to the client's home. The choices are unlimited as well as the income!

Thank you and good luck in choosing the right school for you. We hope to hear from you soon and help you to achieve your dreams!

Mary Ann & Donald Berry

Arkansas Pet Grooming School understands that we can't advertise that we are VA approved. Arkansas Pet Grooming School is approved by the state approving agency for those eligible to receive GI Bill benefits.

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History

Arkansas Pet Grooming School was established in 2006 in order to provide training and employable skills in the profession of pet grooming and services. Arkansas Pet Grooming School provides an atmosphere necessary for a student to excel as an accomplished pet groomer.

The school was established by Mary Ann & Donald Berry in answer to the need for trained pet groomers and the nonexistence of grooming school within Arkansas. Mary Ann has dedicated her life to the pet industry, privately, socially and as a business owner. She has awards, certificates, diplomas from various pet schools and a BSE degree in education from Arkansas State University. She attends several seminars and workshops a year regularly, never stopping the process of acquiring knowledge which is the key for this business to be successful.

Ownership

The school is owned by Arkansas Pet Grooming School formed under the laws of the state of Arkansas. Mary Ann & Donald Berry holds all outstanding shares in the above business.

Hours of Operation

All scheduled classes run from 8:00 a.m. – 4:30 p.m. Monday through Friday.

Beginning and ending times of the course offered are set at the time of enrollment and will be a part of the enrollment agreement. Class hours may vary from student to student to accommodate their part time students and on the assignments in which they are working on. In any case we want you to schedule yourself for those hours to be at school so there will not be any outside scheduling problems.

One half hour for lunch

Due to the nature of grooming break times and lunches may vary in time and moments that they are taken. There may also be times when a student will exceed the 4:30 pm out time in order to complete an assignment.

Classes begin the first Monday of each month.

Arkansas Pet Grooming School is open Monday – Friday 8 am – 4:00 pm. any other time by appointments only.

The more days you attend the faster you graduate.

If you need to take a break from school give a two week's notice, works the same way when you are going to attend two week notice is required. All requests must be made in writing, approved by the instructor.

Holidays

- Christmas day to New Years Day
- Memorial day
- Independence day (July 4th)
- * Labor day
- * Thanksgiving day

The school has a right to amend the calendar giving the students plenty of time to change their schedules. We reserve the right to close the school four times a year for educational workshops.

Facilities

The Arkansas Pet Grooming School is a high-tech facility. The entire building is large, bright and open with specialized central heat and air conditioning. A central ventilating system changes the air in the facility 10 times per hour. This gets rid of unpleasant pet and chemical odors and assures the cleanest, freshest air quality at all times. Floors are special cushioned vinyl through out to allow for maximum sanitation and comfort for those long hours on your feet.

Our school in Wynne, Arkansas consists of 1,500 square feet situated within the city limits, on the main Hwy. 1 and only minutes from restaurants or motels. The facility has ample parking for the maximum clients, students and staff during any one class period.

Grooming Area

Our grooming area will accommodate three students very nicely with room to spare. So we will be able to give them individualized attention. We have tried more students in the past but feel this is the right number to give specialized one-on-one training. Each station is equipped with a Clipper VAC, hydraulic table, and all the most modern grooming equipment. This is where our students actually work on pets under close supervision of our certified instructors.

Arkansas Pet Grooming School operates a grooming salon, Ultimutt Salon, which is open to the public, allowing the students to learn on a wide variety of breeds of dogs and cats. Students are taught to groom according to the American Kennel Club (A.K.C.) standards of the desires of the pet owner. Ultimutt Salon is a grooming salon set up next to APGS and students can experience "hands-on-training" on a day to day bases in a real grooming shop.

Classroom

The classroom is equipped with tables and chairs for studying, audio and visual aids, chalkboards. This is a quiet place for study. Classes will be explained verbally via lectures, book study and demonstrated by video and instructors, online as well as actual hands-on training. Demonstrations and gradual hands-on participation has proven to be an effective means of teaching as well as maintaining student and pet safety.

Bathing/Drying Area

Specialized bathing and drying area allows the convenience of one location work area. All of the high end stand dryers and forced air dryers give you the luxury of learning all aspects of grooming in the best environment.

There is a private fenced in walking area for pets being groomed in case you have to take care of a client or an emergency should occur and you do not have to take them back to a cage before you take care of the situation.

This room is equipped with walk-up or sloped ramps whichever one works best for our guests. Stationary tubs two different heights to fit the different student needs. Enclosed cages, Force Dryers, cage dryers, finishing table, and mirrors so pet can see how beautiful you are making them. Individual waiting space so they can see the smile on their owner's face when they first see them.

Lunchroom

The lunchroom is equipped with tables, chairs, refrigerator, microwave, toaster oven, tea machine & coffee pot. Arkansas Pet Grooming School is just minutes away from several restaurants.

Library

The library is equipped with a wide variety of up-to-date books, videos and cd's related to the grooming industry.

Retail Area

Arkansas Pet Grooming School has a retail area which is open to the public. We feel all students will benefit by being exposed to other business opportunities. Students selecting the Master All Breed Grooming Program will become involved in this area as part of their training.

Housing

The Arkansas Pet Grooming School does not provide housing for students however we do provide a list of motels and phone numbers.

- Coachman's Inn * Nationwide 9 Inn * Days Inn * Star Lite Motel
- 708 Hwy. 64 West * 425 Hwy. 64 West * 1011 Hwy. 64 West * 421 Hwy. 64 West
- (870) 238-9399 * (870) 238-2391 * (870) 261-100 * (870) 238=2722

The motels give the students discounted rates so be sure to let them know you are attending Arkansas Pet Grooming School.

Equipment

Each student must have the necessary equipment within two weeks before attending "hands-on-training" program. Equipment may be purchase on your own. Equipment must meet the standards of Arkansas Pet Grooming School. If attending the Master All-Breed Grooming Program school will have tool kit for student to use in the classroom but tools cannot leave classroom.

Credits

All grooming schools in the United States are private organizations. The procedures of each school vary therefore credits cannot be transferred from school to school.

Job Placement Assistance

Arkansas Pet Grooming School does not guarantee employment to our graduates. However, we do provide the following:

- Diploma
- A complete transcript of grades upon graduation
- Personal letter of recommendation
- Job openings are posted & available to students
- Graduates may contact the school at any time in reference to new job openings
- Students may put their application on our website and let employer contact them
- Certification
- Certificate of Completion

There are job opportunities in a variety of types of business with the pet industries. Some examples:

- Pet shops
- Veterinarians
- Boarding kennels
- Dog training
- Pet super stores
- Pet grooming salons
- Mobile grooming
- Home business
- Pet breeders

There is a drastic shortage of professional groomers throughout the county & even worldwide. Therefore, graduating pet groomers have very little difficulty obtaining a position immediately. Most of our graduates have jobs before graduation!

For graduate students requiring help in finding the right position, we offer lifetime job placement assistance. We will post your résumé as well as post employers all over the world that are currently seeking groomers. You may view our current listings on our website and we occasionally have positions available within our own salon and hire our best graduates to fill these positions.

Graduates will receive a list of employers that will be looking for trained groomers and contact the school needing groomer employees. Students must check the website or contact the school if interested in grooming employment.

Professional Portfolio

Students have the opportunity to compile a beautiful professional style portfolio of photographs, certificates and special awards achievements in class. You are going to be proud of how professional your portfolio looks! This will be very helpful in presenting your work to potential employers and future customers. You are going to love to show it off to your family and friends!

Lifetime Career Support

We are not going to forget about you once you have left and started your career, you will be one of the family by then! You are welcome to call anytime for advice on any subject related to grooming or the industry. If you forgot how to do something, which blade to use on what or need advice on setting up your own business, or which job offer you should accept, we are always just a phone call away and eager to help.

Curriculum

Bather/Brusher Grooming Program (2 weeks 80 hrs.)

The object of this program is to enable the student to perform all the necessary skills and techniques of the bather/brusher phase of dog grooming and to produce a professionally groomed pet. Emphasis is placed on individualized "hands-on-training" in a salon setting. All the background you need to understand the dog, including the breed of the dog, elements of the dog's behavior, the history of the dog, and the health of the dog. A wonderful preparation for anyone planning to become a pet professional, this series is also perfect for dog owners who want to be better prepared for life with their loving companion and want to understand what makes their dogs the way they are. Upon completion of this program, the student will receive a diploma and be qualified to be employed as a Bather/Brusher for any professional grooming establishment. We have our school set up to accommodate three students very nicely with room to spare. So we can give our students individualized attention. Following subjects will be covered:

- Safety for groomer & pet
- Red cross CPR & First Aid
- Internal parasites
- External parasites & diseases they can cause in your pets
- Skin disorders
- Anatomy
- Types of coats
- Proper care of equipment
- Clarifying texture
- De-matting
- Introduction to correct techniques & proper equipment used in grooming
- Canine bathing
- Feline bathing (optional)
- Dog language
- Understanding pet behavior
- Raw materials for feeding program for a healthy dog's life
- Serious problems of obesity

Professional Pet Grooming Skills Program (5 weeks 300 hrs.)

The Professional Pet Grooming Skills Program is designed to prepare the student to master the basic grooming skills on a variety of dogs and some cats. The school's environment is designed to closely resemble an actual grooming salon (Ultimutt Salon). The majority of hours are spent on individualized "hands-on-training" from the first week forward. The object of this program is to prepare the student to be qualified to enter into the grooming industry as a professional pet groomer. Upon completion of this program, the student will receive a diploma and be qualified to be employed as a Professional Pet Groomer for any professional grooming establishment or start their own salon. We have our school set up to accommodate three students very nicely with room to spare. So we can give our students individualized attention. Following subjects will be covered:

- Safety for pet and student
- Red Cross CPR & First Aid certification
- Internal & external parasites
- Anatomy
- Types of skin & different coat textures
- Introduction to correct techniques & proper equipment used in basic grooming
- Proper care of equipment
- Clarifying texture
- Grooming products when and why you should use them
- De-matting products and tools to use and why
- Preparation steps for grooming
- Prepping
- Bathing
- Canine bathing
- Feline bathing (optional)
- Drying
- Thinning
- Clipping
- scissoring
- Feline grooming (optional)

Master Professional Pet Grooming Program (9 weeks 480 hrs.) *option 1*

Like the 300 hour program, this program enables the student to professionally groom a variety of dogs and cats. Because of the additional program hours the student has an opportunity to refine scissoring, increase speed, and learn more advanced grooming skills. The additional 300 hours will be spent on individualized "hands-on-training". In addition, the student will learn how to handle clients, take appointments & salon marketing management. Students may become involved in all areas of retail management. The object of this program is to enable the student to work as a professional groomer, salon manager, or owner. Upon completion of this program, the student will receive a diploma and be qualified to be employed as a Master Professional Pet Groomer for any professional grooming establishment or start their own business. We have our school set up to accommodate three students very nicely with room to spare. So we can give our students individualized attention. Subjects covered:

- Safety for pet and student
- Red Cross CPR & First Aid certification
- Basic pet coat types
- 7 basic head types
- Different breed standards for tail, feet and head
- 3 different skull types
- What a stop is, and the 5 different types of stop
- 5 different body types
- Important to know the anatomy of dogs
- Carding
- Hand stripping
- Toy dogs
- Non sporting dogs
- Herding dogs
- Hounds
- Sporting dogs
- Terriers
- Working dogs
- Selection & care of equipment
- Skin disorders
- Proper client/groomer relationships
- Groomer/veterinarian relationships
- Proper business techniques using the phone
- Scheduling of client appointments
- Record keeping procedures
- Structure of the grooming salon & work station
- Advertising
- Retail merchandising
- Professionalism

Master Professional Pet Grooming Program (15 weeks 800 hrs.) option 2

This program will make everything clear for dog bathers, groomers, and stylist who work in a salon, or who aspire to bring a part of a successful salon. Learn the essentials of safety for both the pet and the pet care professional, the latest on all the products that make your life in the salon easier, the news on proper sanitation and procedures, and what you need to know to understand and improve the organization of the salon you're working in. Become an asset to any salon you work in with this program. In the rapidly expanding world of the professional dog grooming salon, educated bathers, groomers and stylists who understand both there are and craft, and the running of the salon, are poised for success! Not only will you be able to run a Master Professional Pet Grooming Business, Pet Sitting, Pet Day Care, spa's and Healing Touch Therapy plus a Kennel Business. Building your Pet Business Program will train you in pet care services to become financially secure in a dependable enterprise and enjoying every minute of it. Take this one offer of a lifetime and live a life you have been only dreaming about "A Pet Lover Career!"

- Essential areas of a salon and how they work
- Workflow is an important concept in improving salon safety and efficiency
- Office Area is important to managers and owners
- Traffic flow and first impressions are important in the reception area.
- Equipment, policies and procedures must be understood for a well functioning reception area
- Retail area in reception area
- You must have an evaluation area and why it is important
- The main things to consider in terms of safety and traffic flow in the Holding Area
- Traffic flow, equipment and efficiency choices are significant in a grooming and styling area
- How to choose equipment in your Bathing Area determine efficiency and safely for you staff & pets
- Safety considerations that define the Drying Area
- Laundry Area is very important in the daily functioning of a salon
- The things you should consider in deciding on the areas for Restroom, utility area, storage area and break area.
- The tools and equipment necessary for the functioning of the ultimate pet grooming salon
- Choosing clippers, blades and snap-on tools for the salon
- When scissoring and thinning shears are necessary
- The type of bathing safety gear that is necessary in every salon
- The safety regulations and rules that must be abided by for the safety of pets and professionals
- Eye care products that are necessary in all salons
- OSHA rules for the salon
- Ear care products that are necessary in all salons
- Oral care products that are necessary in all salons and how to keep the dog's mouth healthy and clean
- Foot and nail care products that all professionals must know
- The reason that colognes are useful in a salon
- The skin care products that are available on the market, and how and why you should use them
- The knowledge of different types of shampoo is essential
- How the knowledge of conditioner can enhance your expertise
- Coat gels and how they work

- Sanitizing products that are necessary to make your salon shine and keep it sanitary and healthy for professionals and pets
- How to receive pets from their families in the reception area
- Evaluation of the pet when it arrives, so that pricing may be uniformly established, and then communicated clearly to the pet family
- What procedures must be in place for handling an emergency situation in the salon

Master Professional Pet Grooming Program Option 2 also include the following programs:

- Building A Pet Grooming Business
- Spas and Pet Healing Touch Therapy
- Pet Sitting Program
- Pet Day Care
- Kennel Management & Business

Building A Pet Grooming Business (2 wks.)

Helps you set up your business plan, teach you the foundation for creating a successful support staff. How to run a staff meeting, make job performance evaluations and resolve performance problems. Employee discipline and termination if necessary, creating a safe environment for people and pets, increasing your business through client relations using passive and active marketing making it a habit to have effective daily bookkeeping. Upon completion of this program, the student will receive a Certificate of Completion.

- Management forms
- Ad response record
- Annual profit/loss projection
- Action plans/goals
- Telemarketing procedures
- Client and pet history file card
- Financial management methods
- Code of ethics
- Business plan
- Action plan
- Job performance evaluations
- Safe environment
- Client relations/referrals
- Passive/active marketing differences
- How to organize written records

Spas and Pet Healing Touch Therapy (4 days) 25 step pet spa day makes pets smell and feel great. Deluxe aroma bath is a wonderful experience for any pet. Nothing soothes achy muscles like a relaxing scented bath. We teach you how to calm and relax the most hyper of pups. Touching brings down the blood pressure and increases circulation, personalized treatment for a special "family member." Pets Healing Touch Therapy manipulation of the animal's skin, muscle and soft tissue to improve comfort and promote good health. The objective of this program is to certify you as a highly skilled professional who specializes in bodywork for pets. Upon completion of this program, the student will be Certified and receive a Certificate.

- Doggie Mud
- Deep & easy fresh smelling ear cleaning
- Aromatherapy baths
- Aroma herbal salts
- Paw softener
- Manipulation of the animal's skin, muscle & soft tissue to improve comfort & promote good health

Pet Sitting Program (4 days)

The online classroom offers detailed information on how to start and operate your own pet sitting business in a quick, easy to read format. Learn what to expect, how to set up and market your business, pricing and scheduling services, how to interview new clients on the phone, how to conduct initial consultations, and much more!

Bonus: Save hours of research time, we supply names and links to vendors for everything from business cards to magnetic signs for your car to website services and designers, list of pet sitting software providers to manage your business, online pet sitter directories to list with, and everything in between! Forms and templates used to operate this business are included. Download them to your word processor and customize your forms for client use in the snap of your fingers! Upon completion of this program, the student will be Certified and receive a Certificate

Topics covered:

- Bond & liability insurance
- Start up cost
- Office equipment
- Business forms
- Pet sitting business policies
- Websites
- Pet sitter software
- Internet marketing and search engines
- Marketing for instant clients
- Advertising & promotion
- Determining your service area
- Business image development
- Conducting initial consultations
- Pricing for profits
- Services to offer

Pet Day Care (4 days)

We teach you how to attract and keep clients; determine if a market exists in your area. Advertising and marketing wisely and what mistakes you must avoid. Proper safety for the pets in your care as well as your own safety, other services you can offer which will increase your income. How to make your business profitable, how to get started and how much capital you will need. The most important skill a doggie day care owner must learn and how to get through the zoning process. Upon completion of this program, the student will be Certified and receive a Certificate

- Activities for pets
- Requirements to get started
- Supervised play
- Facility & how to set it up
- Class schedules
- Forms
- * Socialization skills
- * Dog language
- * Crate-less boarding
- * Prices

Kennel Management & Business: (4 days)

The certified kennel business program is designed to teach the basic principles of animal care, facility management and customer service. It can be used by managers for self training and for the training of employees. It also prepares you for the certification exam open book and may be completed with a printed hand copy exam or online testing website. The course is aimed at raising the professional standards and improving the practice of animal care and business management. The focus is on the management and professional skills that are needed to achieve greater success in today's pet care business environment. Upon completion of this program, the student will be Certified and receive a Certificate

- Cross training
- Safety
- Insurance
- Advertising
- How to handle emergencies
- Bookkeeping
- Business hours
- Management operations
- Services
- Legal structure
- Develop better customer relations skills
- * Planning & budgeting
- * Security
- * Hiring employees
- * All breed handling
- * Kennel software & use
- * Appointments
- * Day-to-day operations
- * Products
- * Business types
- * Gain better understanding of animal behavior

Equipment

Each student must have the necessary equipment within two weeks before attending "hands-on-training" program. Equipment may be purchase on your own. Equipment must meet the standards of Arkansas Pet Grooming School. If attending the Master All-Breed Grooming Program school will have tool kit for student to use in the classroom but tools cannot leave classroom.

Equipment Tool Kit

Tool kit will be furnished at Arkansas Pet Grooming School if taking Master All Breed Grooming Program “hands-on-training” with no extra charge, but the tools must be left in the classroom once student graduates, all school equipment must be left in the classroom. Student will sign a check list sheet when receiving their tools and sign a check in sheet when returning tools. If student has damaged tools because of inappropriate use of tools or lose tools, student will have to replace tools at their cost before receiving their diploma. All students taking the Grooming programs will be required to buy the following books which will be part of their tool kit:

Text Books

- The Complete Dog Book 20th AKC or ASPCA
- Notes from the Grooming Table
- All Breed Dog Grooming Book

Tool Kit

• Andis AGC 1 speed clipper	* 4 F blade
• 5 F blade	* 7 F blade
• 7 skip blade	* 10 blade
• 30 blade	* 5/8 blade
• 15 blade	* Blade wash
• Clipper coolant	* Gentle slicker brush
• 7 ½ straight shears	* Universal brush
• 7 ½ curved shears	* Small set of snap on combs (set of 8)
• Thinning shears (30 teeth)	* Large set of snap on combs (set of 6)
• 4.5 blunt nose ear & face shears	* Greyhound comb
• Kwik stop	* Flea comb
• Hemostats/tweezers	* Comb (medium/course)
• Set of three muzzles (sizes 0,2,3)	* Mat splitter
• Nail clipper large & small	* Mat breaker
• Nail rotary tool	* Coat de-tangle
• Nail file	* Grooming smock
• Ear powder	* Rubber bather
• Ear cleaner	* Under coat rake
• Blade brush	* Kit box

The tool kit is not included in the tuition fee for Professional Pet Grooming Skills Program must be purchased before student can start the “hands-on-training” part of program. If student is taking the Master All Breed Program the school will furnish the tool kit in the classroom but must be left in the classroom at all times. The course outline consists of lab work, class work, and tests. Educational training or lab work will be done on a variety of cats and dogs that frequent pet salons.

Progress Record Statement

All students must be making satisfactory progress to the approved objective based on APGS attendance policy and academic policy stated in this catalog.

Grading System

You will be graded on:

- Grooming
 - Attention
 - Skills
 - Client/appointment procedures
 - School manual test
- * Quality
 - * Progress
 - * Handling of pets
 - * Lab tests

Grading Percentages:

93 – 100%	A
92 – 85%	B
84 – 70%	C
69 – 0%	F

Students’ grades are on written tests, classroom performance, and practical application. The student’s final grade is 75% practical application and 25% written tests and classroom performance.

Any student who achieves a grade of 70% or above will receive a personalized diploma upon graduation from the following programs:

Bather/Brusher Grooming Program

Professional Pet Grooming Skills Program

Master Professional Pet Grooming Program *Option 1*

Master Professional Pet Grooming Program *Option 2*

Academic Policy

Any student that falls below 70% at any time on their grades their VA benefits will stop and they will be placed on probation and have one week to bring up their grade point average. If after that time the student has not increased his grade to 70% or higher they will be asked to cease attendance and be terminated.

Attendance Policy

We do not require that students be on-site during the entire program. The student will attend the school on a regular basis for short, but intensive class sessions, which may last from two days to three weeks at a time. When away from school the students will work on readings, assignments, and practice of skills learned in labs. During that time, the students will be encouraged and at times required to communicate with instructors and each other through electronic means.

- NOTE: Students attending on GI Bill will be required to attend 22 hours a week minimum. If GI funded students do not attend 22 hours their benefits will be terminated.

Guest Speakers

Occasionally, guest speakers will address the students on various subjects relating to the pet industry.

Enclosed you will find an Enrollment Application for Arkansas Pet Grooming School. Potential students must first contact Arkansas Pet Grooming School for a personal interview to be arranged. Once accepted, students must complete the enclosed application within this catalog and return it with the required deposit. Your notification will be by phone of the available dates for you to start. Students may begin class on a planned date following acceptance, and payment of the registration fee, and tuition.

Absentees

Truancy means any absence of part of or all of one or more days from school during which the school attendance officer has not been notified of the legal cause of such absence by the student.

When a student knows that they will be absent it is requested that they give the school **prior written notice of the upcoming absence**. When it is necessary for a student to be absent due to illness or emergency reasons, it is requested to call the school attendance line (870) 238-3113 before 7:00 a.m. on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records. Absences are un-excused until student contact is made. All absences must be excused within 24 hours of the initial absence.

- Absences: A student is deemed truant when he/she is absent from school without an acceptable excuse for part of or all of any day(s) on which school is held and during which the attendance officer has not been notified in writing of the legal cause of the students absence by the student.

Truancy/Un-excused Absence procedures: The following describes the normal procedure for dealing with truancy/un-excused absences.

- For the first two truancy/un-excused absences a letter of warning may be sent to the student or any agency paying the tuition for the student stating that future occurrences could result in termination benefits, as well as termination of student attending the school.
- After the third truancy/un-excused absences student will be terminated from the school programs.
- Teacher responsibility: Teachers are required by law to take daily attendance and maintain a record of absences and inform the administration building office daily of absentees.

- There will be no suspension actions in the school programs because we feel that in order to have a successful business you must be reliable, dependable and a mature adult. Which means rules and regulations were made to follow and if you have a problem with them you are wasting your money and are time, termination will be automatic.
- That student will be asked to cease attendance due to an unwillingness to participate in the provided educational program as determined by the school.

Admission Requirements

- Read all enclosed information applicants must have completed and submitted all application material
- Applicants must be at least 18 years of age by the date of program enrollment must bring proof of age
- Documentations that tetanus is up to date
- Must have English reading and writing abilities and be able to speak English
- Tuition balance must be paid in full before student can start their “hands-on-training”.
- Enrollment fee of \$100.00 is required to accompany application for processing in order to receive a place in class (non-refundable) upon application approval
- No grooming experience is required only a genuine interest in becoming a pet groomer & display a sincere love of animals
- Two letters of reference are required for input about applicants academic capabilities
- One page essay explaining the applicants interest in & intention to utilize the educational program to which they are applying will indicate whether the applicant has the written communication abilities needed for success in the post-secondary environment
- Applicant must have successfully completed an individual interview [in person or by phone] with the Chief Academic Officer who will be conducting the interview to identify reasoning and spoken language capabilities as well as to determine if the applicant is sufficiently motivated to succeed in the program course work.
- Applicant once signed and approved by both parties becomes a legal & binding contract
- In the case of an experienced groomer wishing to enter the certified program for professional groomers, the applicant must fit all of the above requirements for entrance & show proof of experience for three consecutive years in the pet grooming industry

We deserve the right to refuse students at our discretion.

The balance of tuition must be paid in full before the “hands-on-training” is started!

Admissions/Enrollment How to Enroll

1. Request an application from the school office or use the application form contained on the web site.
2. Complete and submit the application form: including proof of age, proof of tetanus shot, letters of reference, and the "Interest and Intent" one page essay.
3. Pay the required application fee.
4. Complete an interview with the school's Chief Academic Officer or assigned staff.
5. If notified of acceptance, review and sign all appropriate admission documents.
6. Talk with your advisor to finalize your program of study.
7. Tuition and fees are due one month prior to start date. Tuition and fees are the same regardless of the student's home state or country. Payment must be made by mail or in-person, Discover, MasterCard and Visa Credit cards accepted.

Dress Code

Students may dress casual, but must be clean and present a professional appearance at all times. Open-toed shoes, halter tops, and shorts are not permitted. Smocks or uniforms must be worn during lab work.

Leave of Absence

Extended absences due to circumstances beyond the student's control are considered a leave of absence. Arrangements are to be made with the school's director. Arrange a leave of absence over the telephone, but you must submit a written confirmation. The school's director will approve it. The written request must state the beginning and ending date of the leave of absence. A leave of absence may not exceed 30 days. If a student fails to return after the end of the leave, they will be terminated. A refund will be calculated from the last day of actual attendance.

Student Expulsion & Re-entrance: Participation in any of the following will result in immediate termination:

Failure to maintain 70% or more student will be put on one week of probation if grade average does not improve to satisfactory grade level 70% GI benefits will be withdrawn

- Unexcused or excessive absences of the course student must be terminated (see absentees)
- Use of drugs or alcohol during school hours
- Disorderly conduct
- Animal abuse
- Theft of school property
- Failure to obey safety procedures & follow instructions
- Habitual tardiness, after three times of being more than 30 minutes late will be put on probation and if continues dismissed
- Insubordination to the instructors, owner, staff or other students
- Hatred, poor attitude or roughness of any kind towards the dogs, students, owner, instructor or staff
- If instructor sees the efforts of the student are not up to full potential
- Malicious behavior or gossip will not be tolerated
- Does not follow the rules and regulations of Arkansas Pet Grooming School
- If the school discovers a medical or physical condition not disclosed on the application
- Absent without contacting the school

Re-entrance to the school for any reason will be at the discretion of the director and subject to course requirements.

A student will be allowed to re-enter or be re-admitted to the school if they left in good standing. This means the student was not dismissed or expelled. Some of the reasons a student may leave school and return in good standing are as follows:

- Death of an immediate family member
- Work related issues
- Military deployment
- Family problems

Readmission Policy

- Student who have been suspended for disciplinary or academic reasons or have been administratively withdrawn from the school must apply for readmission.
- Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, good citizenship record, and time elapsed since leaving the school.
- Students readmitted to the school after an academic or disciplinary suspension will automatically be placed on probation for a period until the student has addressed satisfactory behavior issues that let her/him to be withdrawn from school. But if problem has to be addressed again student will be automatically terminated.
- It is in the best interest of the student to return to school.
- Students expelled or terminated from the school will not be considered for readmission.
- Readmission is limited to one time.

Rules & Regulations

- Safety is for the student as well as the pet but if accidents should occur owner or staff are not responsible, due to neglect on the students part
- No smoking in or around the school building and all butts should be disposed of properly
- No foul language is inexcusable as well as gossip
- Your work areas will be cleaned daily as well as your surroundings. This is to include any area: tables, blades, clippers, tools, floors, tubs, cages and general areas you work in. Your work areas should be left in a condition that would start you in a clean environment every morning
- If going to be absent notification must be made by phone and written documentation as soon as possible
- If going to be late must notify the school by phone (See conditions for dismissal)
- Everyone will be expected to work in accordance with school agreements. Any deviations from normal class schedule will need approval by the director
- Products & equipment in the school may not be loaned or borrowed. You should have name on equipment and are responsible for it. Arkansas Pet Grooming School will not be responsible for fire, theft or vandalism
- Telephones are for school use only and should be left in vehicles or turned off when entering school, use school number for emergency call contacts
- Visitors are not allowed during school hours unless approved by director
- Children will not be allowed in the work areas
- Personal appearance should project a professional image at all times

Refund Policy

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund policy:

- Cancellation must be made in person or by certified mail no later than thirty calendar days after the student withdraws or is terminated from the program
- All money will be refunded if applicant is not accepted by the school or if the student cancels within three business days of signing their enrollment agreement and making initial payment except the registration fees
- Proof of refund(s) shall be place in the student files
- If refunds are made by check, proof shall be a photocopy of the refund check and proof that it has cleared the bank such as a bank statement
- If refunds are made by electronic funds transfer the refund shall be recorded on the student's account record and proof of refund shall be provided by Arkansas State Board of Private Career Education upon request
- If refunds are made to a credit card the credit receipt shall serve as proof of the refund
- The effective date of the termination, for fund purposes, shall be the last day of attendance
- The registration fee not to exceed more than \$100 paid to the school by the student may be retained as an enrollment or application fee
- All tuition paid in excessive of the registration fee of not more than \$100 shall be refundable

- The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates
- At completion of 25% but less than 50% of the program the student shall be refunded not less than 50% of the tuition
- At completion of 50% but less than 70% of the program the student shall be refunded not less than 25% of the tuition
- At completion of 75% or more of the program no refund is due the student

The information contained in this catalog is expected to remain effective during the forthcoming licensing year. We certify that Arkansas State Board of Private Career Education will receive advance notice in the event of changes in the content of the catalog. Cost of each program offered and what is covered in the cost.

Policy statement

The school does not discriminate regarding race, color, creed and religion. The training offered by the School does require physical or mental ability. While we will not turn away someone handicapped, we will discourage enrollment if their limitation should keep them from completing the program and achieving a suitable career as a pet groomer.

Schedule of Fees

Program	Hrs.	Time	Reg. Fee	Tuition	Total
Bather/Brusher	80	2 wks.	\$100.00	\$1000.00	\$1100.00
Professional All Breed Grooming Skills	180	5 wks.	\$100.00	\$2000.00	\$2100.00
Master Professional Pet Grooming Option 1	480	9 wks.	\$100.00	\$2800.00	\$2900.00
Master professional Pet Grooming Option 2	800	15 wks.	\$100.00	\$4600.00	\$4700.00
Building your Pet Grooming Business	80	2 wks.	\$100.00	\$ 500.00	\$ 600.00
Spas and Pet Healing Touch Therapy	32	4 days	\$100.00	\$ 200.00	\$ 300.00
Pet Sitting	32	4 days	\$100.00	\$ 200.00	\$ 300.00
Pet Day Care	32	4 days	\$100.00	\$ 150.00	\$ 250.00
Kennel Business	32	4 days	\$100.00	\$ 250.00	\$ 350.00

Nine ways to pay

- Rehabilitation services
- GI Bill if approved by approving agency
- TAA Trade Adjustment Assistance
- WIA Workforce Investment Act
- Bank Financing
- Credit Card
- Cash
- Money Orders
- Personal Checks