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TAMPA BAY AREA PET GROOMING ACADEMY, INC.

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 telephone number (888) 224-6684. License Number 4089

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

MISSION STATEMENT

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

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

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

TAMPA BAY AREA PET GROOMING ACADEMY, INC.

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

Required Clock Hours: 288

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

Program Objective

To prepare, teach and educate students in the fundamentals of professional pet grooming. Upon successful completion of the program and meeting all course requirements, the graduate will become a professional pet groomer. The program is comprised of 288 clock hours, 74 in theory, and 214 in clinical and practical application. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a diploma.

Program Description

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

The courses are titled as follows:

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

PPG1 Prerequisites of Grooming

37 Hours

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

Topics include:

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

PPG2 Basic Pet Grooming Practices

162 Hours

Covers the topics necessary to perform basic pet grooming services.

Topics include:

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

PPG3 Advanced Pet Grooming Practices

63 Hours

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

PPG4 Pet Grooming Business Principles and Practices 26 Hours

Covers business aspects of the pet grooming industry.

Topics include:

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

Total 288 Hours

One clock hour constitutes 50 minutes of directed, supervised instruction and appropriate breaks.

Class Schedule
Starting and Ending Dates

| | <u>Classes begin</u> | <u>Classes end</u> |
|-------------|-----------------------------|---------------------------|
| Session I | Feb. 15, 2011 | April 15, 2011 |
| Session II | April 19, 2011 | June 17, 2011 |
| Session III | June 21, 2011 | Aug. 19, 2011 |
| Session IV | Aug. 23, 2011 | Oct. 21, 2011 |
| Session V | Oct. 25, 2011 | Dec. 23, 2011 |

Open enrollment every Tuesday

Classes will be kept to a maximum of 10 students. Call for more information.

Class hours:

Tuesday – Friday 8:00 am – 5:00 pm

School Holidays:

The school will be closed for the following holidays:

November 24 – 28, 2011 Thanksgiving Break
December 24 – 30, 2011 Christmas Break

TAMPA BAY AREA PET GROOMING ACADEMY, INC.

Entrance Requirements or Prerequisites:

Must be 18 years of age; otherwise parental/guardian consent, approval and signature is required. No prior experience in the grooming industry is necessary. The Tampa Bay Area Pet Grooming Academy, Inc. (Academy) does not discriminate against race, gender, age or religion. Because of the physical work involved with grooming, the job may not be suitable for someone with certain physical limitations or handicaps. All courses are taught in English. Proof of language competency is required. For those students who are denied entry or dismissed from the school, records will remain on file for at least one year.

Transfer of credits from another institution:

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

Transfer of credits to another institution:

Transferability of credits earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

History:

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

TAMPA BAY AREA PET GROOMING ACADEMY, INC.

Description of Facilities:

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

Tuition and Fees:

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

*Equipment Kit consists of the tools, textbooks and equipment listed on the last page of the manual. These items must be provided by the student and may be either purchased from the school or elsewhere. If purchased from the school, the Equipment Kit is non-refundable.

Methods of Payment:

- Cash
- Check
- Master Card
- Visa

Cancellation and Refund Policy:

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

1. If the Academy cancels a course or program, or temporarily closes, students will have a full refund.
2. Cancellation must be made in person or by certified mail.
3. All monies including the registration fee will be refunded if the school does not accept the applicant or if the student cancels within three business days after signing the enrollment agreement and making initial payment.
4. Cancellation after the third (3) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee, equipment kit and textbooks if purchased from the school.
5. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completion of 50% of the program will result in **no** refund.
7. Termination date. The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
9. Student records are maintained permanently. However, for those students who are denied entry or dismissed from the academy records will remain on file for at least one year.

Termination Policy:

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

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

PROGRAM CANCELLATION POLICY

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

Program or Course Postponement:

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

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

Program or Course Cancellation

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

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

Rules and Regulations:

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

Leave of Absence Policy:

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

Grading

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

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

Academic Probation Policy:

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

Grievance Policy:

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

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

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Student Services:

Upon successful completion of the program, the school will assist each graduate with job placement, at no additional charge. There is no guarantee of job placement, directly or indirectly implied. A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

The school will provide a list of realtors and landlords who may assist with weekly apartment rentals. There are also extended stay hotels within a few miles of the school.

The school library and library resources are available to students and faculty. The library consists of various books about pet grooming, dog handling, dog training, and various breeds of dogs. The library also has audiovisual aides, publications, and dictionaries available. A library card will be issued to students and faculty to check out resources from the library. The school administrator will assist in the operations of the library and maintaining a record of student's files.

Faculty and Staff:

Lisa Samaniego Instructor

| <u>EMPLOYMENT</u> | <u>DATES</u> | <u>POSITION</u> |
|--|--------------|--|
| Yuppy Puppy Pet Grooming Salon 4707 West Gandy Blvd Tampa, Florida | 2/10-Present | Groomer |
| Canine Creations Pet Salon 24438 SR 54 Lutz, Florida | 2004-2009 | Owner with 3-5 employees. Also Award Winning Competition Groomer at NDGAA show |
| Julie's Pride & Groom 8548 N. Dale Mabry Hwy Tampa, Fl. | 2000-2004 | Groomer Award Winning Competition Groomer at NDGAA show |

TAMPA BAY AREA PET GROOMING ACADEMY, INC.

Faculty and Staff continued:

Kirkwood Animal Hospital, Inc. 1998-2000 Groomer
Newark, Delaware

Newark Dog Grooming Academy 1998 Student
Newark, Delaware

Shan Sparshott Owner/Instructor 2008 Graduate of
School Administrator Bay Area Pet Grooming Academy

Explanation of Course Numbering System:

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

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

TOOLS AND EQUIPMENT REQUIRED:

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

Required Textbooks:

The Complete Dog Book, 19th Edition Revised, official publication of
The American Kennel Club; Copyright 1998.

The Notes Pocket Pal, by Melissa Verplank, CMG

Published by White Dog Enterprises, Inc. Copyright 2008 by
Melissa Verplank

The school catalog is available one week prior to signing the Enrollment Agreement

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