

# **Northern California Grooming Academy**

**1777 Hillsdale Avenue**

**San Jose, CA 95124**

**Office: (408) 515-7568**

**[www.northerncaliforniagroomingacademy.com](http://www.northerncaliforniagroomingacademy.com)**

## **Course Catalog**



**Catalog of Courses  
January 1, 2025 to December 31, 2025**

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## **Institutional Mission and Objectives**

It is the mission of the Northern California Grooming Academy to cultivate outstanding pet grooming professionals with a mastery of core fundamentals, safety, and kind integrity towards animals.

## **Instructional Location**

Instruction is provided at 1777 Hillsdale Avenue San Jose, CA 95124.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The school is located in a retail building that is part of a neighborhood shopping center. The neighborhood shopping center was built in 1975 with a total property size of 49,441 Sq. ft. on a lot size of 3.86 acres. There is ample parking for faculty and students.

The retail building is 5200 Sqft. The school occupies 2500 Sqft of the building with access to two bathrooms. The space includes a front desk/reception area, classroom and conference rooms, inventory and breakrooms, administrative offices, a library area, as well as several dog bathing and grooming rooms for practical hands-on instruction.

At the present time the classroom is equipped with modern and currently in use systems including laptops, a projector and standard peripherals. Dry erase boards and a large screen and computer are available for viewing videos and PowerPoint presentations.

The following equipment and supplies are all owned by the institution:

- Artero Universal Slicker Brush
- Straight Stainless Steel Hemostat
- Coastal Pet Safari Grooming Comb (W556)
- Coastal Pet Safari Flea Comb (770023)
- Coastal Pet Safari Nail clipper (770045)
- AVID Power Cordless Rotary Tool (Model MW324)
- Paw Brothers Pet Nail file Diamond Edge
- 36-inch Electronic Motor Z-Lift Grooming Table with Arm or 36" Z-lift Hydraulic Grooming Professional Table with Arm
- Groomers Helper Loop
- Groomers Helper Starter (clamp)
- Double K Challengair 2000XL Force Air Dryer (Variable Speed)
- Shernbao Typhoon Dual Motor Dog Pet Grooming Force Dryer and Stand Kit
- Wahl KM10 Clipper
- Wahl Stainless Steel Attachment Guard Comb
- Andis or Wahl Clipper Blade oil
- Andis Cool Care spray
- 5 in 1 Artero X-Tron Clipper
- Clipper blades #4F, 5F, 7F, and 30
- Geib Entrée 3 shear set
- Opawz Colour Dyes
- Artero Stripping knife

## **Library Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources within the library/study room during normal business hours, and may access digital educational content from their homes with a wifi connection and their personal device. All necessary books, hand-outs, and tools will be provided at the beginning of the program.

These learning resources are sufficient to support the instructional needs of the students since they provide current information related to dog grooming and styling, and to resources that provide basic and more advanced information related to the techniques and artistry that are integral in the practice of the programs offered.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of certificate you earn at Northern California Grooming Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Northern California Grooming Academy to determine if your certificate will transfer.

## **Admissions Policies & Recognition of Credits**

### **Criteria for Admission: Professional Dog Bather**

- Student must take an entry exam or possess a high school diploma, GED or equivalent.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing of the enrollment contract or make other arrangements acceptable to the school.
- No prerequisites are required to enter the Professional Dog Bather course.

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does award credit for experiential learning. Students wishing to “skip” a course may do so by taking and passing the aptitude test for placement in an advanced course and must pay all applicable aptitude testing fees. See Test Out Fee in the fees section of this catalog for more information.
- This institution has not entered into an articulation or transfer agreement with any other institution.

#### **Criteria for Admission: Professional Dog Groomer**

- Student must take an entry exam or possess a high school diploma, GED or equivalent.
- Student must purchase materials from Professional Dog Bather Program.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing of the enrollment contract or make other arrangements acceptable to the school.
- There is one prerequisite required to enter the Professional Dog Groomer course:
  - a. Students must complete the Professional Dog Bather course with a passing grade  
OR
  - b. Successfully pass the aptitude test and pay applicable testing fees to enroll in this course.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does award credit for experiential learning. Students wishing to “skip” a course may do so by taking and passing the aptitude test for placement in an advanced course and must pay all applicable aptitude testing fees. See Test Out Fee in the fees section of this catalog for more information.
- This institution has not entered into an articulation or transfer agreement with any other institution.

#### **Criteria for Admission: Professional Pet Stylist**

- Student must take an entry exam or possess a high school diploma, GED or equivalent.
- Student must purchase materials from Professional Dog Bather & Professional Dog Groomer Programs.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing of the enrollment contract or make other arrangements acceptable to the school.
- There are two prerequisites required to enter the Professional Pet Stylist course:
  - a. Students must complete the Professional Dog Bather course with a passing grade  
AND
  - b. Students must complete the Professional Dog Groomer course with a passing grade  
OR  
Students must successfully pass the aptitude test and pay applicable testing fees to enroll in this course.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does award credit for experiential learning. Students wishing to “skip” a course may do so by taking and passing the aptitude test for placement in an advanced course and must pay all applicable aptitude testing fees. See Test Out Fee in the fees section of this catalog for more information.
- This institution has not entered into an articulation or transfer agreement with any other institution.

#### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **Language Proficiency**

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

## **Language of Instruction**

Instructions will be given in no language other than English.

## **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an

individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

Northern California Grooming Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Northern California Grooming Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office or via email. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 1777 Hillsdale Avenue San Jose, CA 95124 attention Admissions & Student Services Director (Jose Marquez Jr.) or by email to [info@norcalgroomingacademy.com](mailto:info@norcalgroomingacademy.com). If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students must exercise their right to cancel on or before the date indicated on their enrollment agreement.

### **Refund Policy**

A withdrawal is defined as terminating enrollment in the program after the cancellation period has expired. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Withdrawals via written notice will be effective as of the date received by the institution and sent to the school administrative office at 1777 Hillsdale Avenue San Jose, CA 95124 attention Admissions & Student Services Director (Jose Marquez Jr.) or by email to [info@norcalgroomingacademy.com](mailto:info@norcalgroomingacademy.com); withdrawals due to student's conduct, including lack of attendance, will be effective as of the last recorded date of attendance by the student.

The institution shall issue a refund for unearned institutional charges if the student withdraws from the program during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

### **Policies and Procedures Regarding Financial Aid & Financial Aid Disclosures**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does not provide financial aid directly to its students.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Pass/fail scores are utilized for all skills examinations, quizzes, and skills assessments. Students must receive passing grades in all assessment areas in order to complete the course. The grading policy includes: skills, quizzes, and papers. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%.

<b>GRADING SCALE</b>	
Papers	10%
Quizzes/Tests	40%
Skills Assessment	50%
	<b>100%</b>

<b>PASS/FAIL SCALE</b>		
<b>Type</b>	<b>Grade Scale</b>	<b>Grade</b>
Quizzes/Tests/Papers	70 and Above	Pass



	69 & Below	Fail
Skills Assessment	90 and Above	Pass
	89 & Below	Fail

## Evaluation Policies

Grades are awarded on a pass / fail basis. Checklists and rubrics are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve an overall grade of PASS. A grade of PASS constitutes an overall average of 80%, in which the student earns at least a 70% score overall on quizzes, tests, and written assignments, and at least a 90% score overall on skills assessments.

**Grading Policy for Pass/Fail Standards on Quizzes/Tests & Papers:** All students will be required to achieve a cumulative score of 70% on all quizzes in order to be eligible to complete the course.

**Grading Policy for Pass / Fail Standards on Skills Assessments:** All students must have passing marks on all skills to be eligible to complete the course. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 90% proficiency. The standard of 90% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill (See Rubric below).

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

**I Incomplete** If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## Grading System Standard – Skills Rubric

Evaluation of student achievement in skills will be based on meeting the objectives for each program. Generally the student will be assessed for their overall performance, cleanliness, and safety of the pet based on the following rubric:

1 Very Poor 50% The service was not done	2 Poor 60% The student attempted to perform the skill or service and was not successful or it was completed in an unsafe manner.	3 Acceptable 70% The student was able to safely complete the service but with some difficulty or took a long time.	4 Good 80% The student was able to safely complete the service with minimal issues.  And/or  The result of the	5 Outstanding 90% The student was able to safely complete the service with no issue.  And/ or  The dog is
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	And/ or  The results of the service that was performed on the dog still looks significantly dirty.		service shows the dog clean with very minimal signs of dirtiness.	completely clean with no signs of dirtiness.
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### **Attendance Policy – All Programs**

Students are required to attend at least 90% of the scheduled sessions throughout the entire program. All required hours of instruction for the course must be completed, either via the regularly scheduled instruction hours or via make-up sessions scheduled with the instructor. If a student falls below 90% attendance of regularly scheduled hours, they are in jeopardy of failing the course, as it cannot be guaranteed that the instructor will be able to coordinate all the make up hours the student needs outside of regular instruction hours.

When a student falls below 95% attendance they will be given a verbal warning by their instructor. When a student falls below 90% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

### **Make-up Policy**

Students who cannot attend school must contact their instructor either ahead of the absence or immediately thereafter to begin making alternate arrangements. Students will be allowed to make up their missed instruction hour-for-hour during an alternative time arranged between the instructor and student.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Northern California Grooming Academy  
1777 Hillsdale Avenue  
San Jose, CA 95124

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the institution's Grievances policy.

## **Leaves of Absence**

Generally, it is the policy of the school to not grant a Leave of Absence to students. The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

## **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Northern California Grooming Academy, 1777 Hillsdale Avenue San Jose, CA 95124. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable.. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Student Services**

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

This institution does not represent to the public, in any manner, or by any means, that it offers job placement assistance.

## **Student Housing**

### **This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,500 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request to the school administrative office at Northern California Grooming Academy, ATTN: Jose Marquez Jr. 1777 Hillsdale Avenue San Jose, CA 95124, identifying the specific information to be reviewed. Students may complete their review of the requested records at the school administrative office, Northern California Grooming Academy, 1777 Hillsdale Avenue San Jose, CA 95124. Per student's request and only if approved by the institution, records may be emailed to the student to be reviewed remotely. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

## **Professions – Requirements for Eligibility for Licensure**

Licensure is not a goal of this program.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee**	STRF** \$2.50/\$1,000	Books & Materials	Total Program Charges
Professional Dog Bather	\$2,599	\$250	\$0	\$705	\$3,554.00
Professional Dog Groomer	\$3,300	\$250	\$0	\$1,035	\$4,585.00
Professional Pet Stylist	\$3,300	\$250	\$0	\$778	\$4,328.00

### Other Fees:

Test Out Fee (as applicable)	\$450
Tutoring Fee (as applicable)	\$20/hour

\* Items are responsibility of the student to obtain or may be purchased from the school at the listed price.

\*\* Non-refundable

### Program Name: Professional Dog Bather

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$3,554.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$3,554.00
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$250</b>

### Program Name: Professional Dog Groomer

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4,585.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4,585.00
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$250</b>

### Program Name: Professional Pet Stylist

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$4,328.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$4,328.00
<b>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	<b>\$250</b>

## Faculty

### Jose Marquez Jr.

This instructor has 10 years of dog grooming experience and is a Certified Master Groomer through the International Professional Groomer Association (IPG) as well as a Judge for West Coast Groom Alliance competitions.

### Manuel Fragoso

This instructor has 20 years of dog grooming experience and is a Certified Master Groomer through the International Professional Groomer Association (IPG).

### Marissa Chavez

This instructor has 5 years of dog grooming experience and is a Certified Advanced Groomer through the International Professional Groomer Association (IPG).

**Monica Veites**

This instructor has 3 years of dog grooming experience and is a Certified Advanced Groomer through the International Professional Groomer Association (IPG).

**Gabrielle Hernandez**

This instructor has 3 years of dog grooming experience and is a Certified Advanced Groomer through the International Professional Groomer Association (IPG).

## Programs

Name of Program	Professional Dog Bather
<b>Program Description</b>	The professional dog bather program is a foundational course designed for students with zero or minimal knowledge of pets, equipment, or bathing basics in the salon environment. The student will learn the necessary fundamentals and technical skills to enter the pet grooming industry as a professional dog bather and brusher. Such fundamentals would include proper bathing, drying, ear care, nails, de-shed, de-matting, skin & coat conditions, anatomy, breed identification, dog handling, and basic canine behavior.
<b>Program Mission and Objectives</b>	<p>At the completion of this program the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate safe handling when working with a pet</li> <li>2. Utilize proper sanitation and disinfection practices</li> <li>3. Identify different dog breeds and coat types</li> <li>4. Identify basic dog anatomy</li> <li>5. Use proper body ergonomics</li> <li>6. Assess the pet when customer is dropping off their dog</li> <li>7. Identify abnormal skin or health issues</li> <li>8. Safely utilize grooming tools and products in the dog bathing room</li> <li>9. When working on a dog, able to demonstrate safe techniques when: <ul style="list-style-type: none"> <li>- Bathing</li> <li>-Brushing</li> <li>- Drying</li> <li>-De-matting (de-tangling)</li> <li>-De-shedding</li> <li>- Ear cleaning</li> <li>- Nail trimming and file</li> <li>- Expressing the anal glands (externally)</li> </ul> </li> <li>10. Identify external parasites: fleas and ticks</li> </ol>
<b>Total Clock Hours</b>	160 Hours.
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	<p>To complete the chosen program the student must:</p> <ol style="list-style-type: none"> <li>a) attend at least 90% of the scheduled hours of instruction (any missed hours must be made up hour-for-hour according to the Make Up Policy)</li> <li>b) attain at least an 80% cumulative overall average (pass) <ol style="list-style-type: none"> <li>a. attain at least 70% average on assigned quizzes or tests (pass)</li> <li>b. attain at least a 90% average on all skills assessments (pass)</li> </ol> </li> </ol>
<b>Job Classification</b>	This educational program is designed to prepare students for employment as an Animal Caretaker, 39-2021.00 - Animal Caretakers.
<b>Final Tests or Exams</b>	No. Students are evaluated throughout the program on their written papers, quizzes, and skills assessments.

<b>Module</b>	<b>Description &amp; Objectives</b>	<b>Hours</b>
0 Bathing Fundamentals	<p><b>Description</b> The student will learn theory and hands-on skills that's necessary to perform a bathing service for a dog.</p> <p><b>Learning Objectives</b> At the completion of the module the student will be able to Incorporate all technical skills needed to complete a full bathing service for the dog.</p> <ol style="list-style-type: none"> <li>1. Bathing Area &amp; Equipment</li> <li>2. Ear Care</li> <li>3. Nail Care</li> <li>4. Bathing</li> <li>5. Anal Sacs</li> <li>6. Drying</li> <li>7. Brushing</li> <li>8. De-matting &amp; De-Shedding</li> </ol>	72 hours
Canine Theory	<p><b>Description</b> The student will learn the fundamental theory of understanding canine health and behavior.</p> <p><b>Learning Objectives</b> At the completion of the module the student will be able to understand the basic psychological and health science of canines.</p> <ol style="list-style-type: none"> <li>1. Dog Behavior and Handling</li> <li>2. Anatomy</li> <li>3. Skin &amp; Coat</li> <li>4. Diseases &amp; Conditions</li> <li>5. Parasites</li> </ol>	72 hours



You as the Bathing Professional	<p><b>Description</b> The student will learn the basics of safety and customer care while working in a professional pet salon environment.</p> <p><b>Learning Objectives</b> At the completion of the module the student will be able to take care of their physical bodies in a grooming salon environment and properly assess pets during check-in service.</p> <ol style="list-style-type: none"> <li>1. Your Health and Ergonomics</li> <li>2. Customer Service &amp; Check-in</li> </ol>	16 hours
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Name of Program	Professional Dog Groomer
<b>Program Description</b>	In this program, the student will learn the fundamentals of how to groom a dog from start to finish. The student will be introduced to clippers, clipper attachments, blades, scissor techniques, salon terminology, tool maintenance, outline, feather trims, shaving, teddy bear heads, and more.
<b>Program Mission and Objectives</b>	<p>At the completion of this program the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate safe clipping/shaving techniques.</li> <li>2. Demonstrate safe use of blades and clipper attachments.</li> <li>3. Identify and perform basic tool repairs for clippers, shears, and dryers.</li> <li>4. Apply safe use of grooming shears.</li> <li>5. Utilize safe techniques when working with special needs pets.</li> <li>6. Complete a groom of a dog from start to finish.</li> </ol>
<b>Total Clock Hours</b>	200 Hours.
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	<p>To complete the chosen program the student must:</p> <ol style="list-style-type: none"> <li>a) attend at least 90% of the scheduled hours of instruction (any missed hours must be made up hour-for-hour according to the Make Up Policy)</li> <li>b) attain at least an 80% cumulative overall average (pass) <ol style="list-style-type: none"> <li>a. attain at least 70% average on assigned quizzes or tests (pass)</li> <li>b. attain at least a 90% average on all skills assessments (pass)</li> </ol> </li> </ol>
<b>Job Classification</b>	This educational program is designed to prepare students for employment as an Animal Caretaker, 39-2021.00 - Animal Caretakers.
<b>Final Tests or Exams</b>	No. Students are evaluated throughout the program on their written papers, quizzes, and skills assessments.

Module	Description & Objectives	Hours
Grooming Fundamentals	<p><b>Description</b> The student will learn the basic theory and hands-on skills necessary to perform a grooming service on a dog.</p> <p><b>Learning Objectives</b> At the completion of the module the student will be able to</p>	120 hours

	shave and scissor the dog in a safe manner. <ol style="list-style-type: none"> <li>1. Grooming Equipment &amp; Maintenance</li> <li>2. Basic Clipper Work</li> <li>3. Clipper Attachments</li> <li>4. Scissor Techniques</li> <li>5. Grooming System</li> </ol>	
Salon Styles	<b>Description</b> In this module, the student will be exposed to multiple different common styles for all parts of the body. <b>Learning Objectives</b> At the completion of the module the student will be able to groom a dog from start to finish and apply style. <ol style="list-style-type: none"> <li>1. Pet Body Styles</li> <li>2. Paw Styles</li> <li>3. Head Styles</li> <li>4. Ear Styles</li> <li>5. Tail Styles</li> </ol>	70 hours
Grooming in the Salon	<b>Description</b> This module introduces students to the basics of groomer ergonomics and safety, as well as how to cope with, comfort, and properly handle animals with special needs. <b>Learning Objectives</b> At the completion of the module the student will be able to apply safety measures when working with pets. <ol style="list-style-type: none"> <li>1. Groomer ergonomics and safety</li> <li>2. Safe handling for pets with special needs.</li> </ol>	10 hours

Name of Program	Professional Pet Stylist
<b>Program Description</b>	This program is designed for students that already possess skills on how to groom a dog and would like to learn to incorporate more breed-specific and different artistic salon styles to their expertise.
<b>Program Mission and Objectives</b>	At the completion of this program the student will be able to: <ol style="list-style-type: none"> <li>1. Apply a Poodle breed pattern trim.</li> <li>2. Apply a Terrier breed pattern trim.</li> <li>3. Apply an Asian Fusion trim.</li> <li>4. Groom with symmetry and balance.</li> <li>5. Apply creative grooming and coloring techniques.</li> </ol>

	6. Apply basic hand-stripping techniques.
<b>Total Clock Hours</b>	200 Hours.
<b>Is an Externship or Internship Required?</b>	No.
<b>Graduation Requirements</b>	To complete the chosen program the student must: a) attend at least 90% of the scheduled hours of instruction (any missed hours must be made up hour-for-hour according to the Make Up Policy) b) attain at least an 80% cumulative overall average (pass) a. attain at least 70% average on assigned quizzes or tests (pass) b. attain at least a 90% average on all skills assessments (pass)
<b>Job Classification</b>	This educational program is designed to prepare students for employment as an Animal Caretaker, 39-2021.00 - Animal Caretakers.
<b>Final Tests or Exams</b>	No. Students are evaluated throughout the program on their written papers, quizzes, and skills assessments.

<b>Module</b>	<b>Description &amp; Objectives</b>	<b>Hours</b>
Advanced Canine Theory	<p><b>Description</b>  This module brings students an advanced understanding of canine theory as a whole, in which the nuances of coat type and skin texture between breeds and indeed within breeds are discussed and applied in practice.</p> <p><b>Learning Objectives</b>  At the completion of the module the student will be able to differentiate all different coat types and skin structure.</p> <ol style="list-style-type: none"> <li>6. Advanced Skin and Hair</li> <li>7. Advanced Anatomy and Structure</li> <li>8. Terminology</li> <li>9. 15 Coat Types</li> </ol>	52 hours
Advanced Grooming Techniques	<p><b>Description</b>  This module builds upon the students existing grooming technique skills, covering corrective grooming which require advanced skill.</p> <p><b>Learning Objectives</b>  At the completion of the module the student will be able to utilize advanced grooming techniques to apply shape and corrective grooming to a dog's haircut.</p> <ol style="list-style-type: none"> <li>1. Shape, style, and corrective grooming</li> <li>2. Advanced scissor technique</li> <li>3. Coat Renovation and Hand Stripping</li> </ol>	60 hours
All About Purebred Dogs	<p><b>Description</b>  Purebred dogs are cherished by their owners and are often seen with a classic cut most associated with their breed. This module will train students in the variations of patterns, styles, and trims specific to a host of particular breeds.</p>	80 hours

	<b>Learning Objectives</b> At the completion of the module the student will be able to apply a patterned trim to a specific breed. <ol style="list-style-type: none"> <li>1. Purebred History</li> <li>2. Reading Breed Standards</li> <li>3. Working &amp; Herding Breeds</li> <li>4. Hound Breeds</li> <li>5. Toy Breeds</li> <li>6. Non-Sporting Breeds</li> <li>7. Sporting Breeds</li> <li>8. Terrier Breeds</li> <li>9. Mixed and Designer Breeds</li> </ol>	
Creative Designs and Color	<b>Description</b> While many clients prefer traditional styles, some prefer to stretch the boundaries of what is considered normal pet styling. This module introduces students to the boundless world of creative designs and color within dog grooming. <b>Learning Objectives</b> At the completion of the module the student will be able to describe how to perform basic creative designs or colors to a dog's groom. <ol style="list-style-type: none"> <li>1. Color Dyes</li> <li>2. Setting shapes and designs</li> </ol>	8

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- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
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