

**Catalog**

**Certified by the Ohio State Board of Career Colleges and Schools**

**Ohio State Board Registration Number: 2107**

**2020 Edition**

**Edited November 2019**

**13513 W. 130th St. North Royalton, Ohio 44133**

**(440)-382-1320**

**Cleveland Grooming Academy**

The grooming industry is a growing job field that intertwines one’s artistic abilities with their own passion and love for animals. The Cleveland Grooming Academy will allow students to discover their creative side while giving them the confidence, knowledge, and correct fundamental set of skills they will need to succeed as a professional groomer or bather.

**Complete Basic Grooming Curriculum**

|  |  |  |
| --- | --- | --- |
| **Program** | **Description** | **Hours** |
| **Complete Basic Grooming** | **Theory**  | 30 |
|  | **Hands-on Training** | 270 |
| **Total** |  | 300 |

**Theory:**

Every week will consist of three (3) hours of theory. Theory will consist of studying anatomy, personalities, and standard haircuts of each breed. Other information learned will include safety, equipment maintenance, dog body language, customer service, salon etiquette and policies, and upselling services.

**Hands-on Practice:**

Every week will consist of twenty-seven (27) hours of hands-on training. This includes nail trimming, bathing, drying, and performing grooms of different styles, breeds, and difficulties. A week breakdown for the entire course is shown below:

**Week 1: Introduction, Safety, and Equipment**

* This week will focus on introducing students to the salon, school, policies and expectations, new equipment, and the safest grooming procedures
	+ *The test will be given at the end of the week*

**Week 2: Bathing, Drying, Safety, Customer Service, Upselling, Scheduling**

* This week will focus on all aspects of washing, drying, and brushing each individual dog. We will also go over how to check-in customers, pick appropriate upgrades, checking out customers, and how to properly schedule dogs.
	+ *The test will be given at the end of the week*

**Week 3: Trim ups and De-sheds**

* This week will focus on how to properly execute a de-shed on a double-coated dog, as well as how to do an outline trim on any dog
	+ *The test will be given at the end of the week*

**Week 4: Shih Tzu, Blade Lengths**

* This week will focus on how to properly groom a Shih Tzu in various lengths. You will also learn all blade lengths, both forward and in reverse
	+ *The test will be given at the end of the week*

**Week 5: Terriers –Patterns and Heads**

* This week will focus on how to properly execute different patterns and heads of terriers such as the Airedale, Cairn, Miniature Schnauzer, Scottish, West Highland, and Yorkshire.
	+ *The test will be given at the end of the week*

**Week 6: Poodles and Bichons**

* This week will focus on how to properly groom toy, miniature, and standard poodles, as well as a Bichon Fries.
	+ *The test will be given at the end of the week*

**Week 7: Small Mix Breeds**

* This week will focus on how to properly groom various mixed breeds, such as Maltese, Poodle, Shih Tzu, Yorkshire, or terrier mixes.
	+ *The test will be given at the end of the week*

**Week 8: Doodles**

* This week will focus on how to properly groom Goldendoodles, Labradoodles, and various larger breeds that are mixed with Poodles.
	+ *The test will be given at the end of the week*

**Week 9: Spaniels and Sporting**

* This week will focus on how to properly groom various spaniels and sporting dogs, such as Brittany, American Cocker, and English Springer Spaniel.
* Reading to be done:
	+ *The test will be given at the end of the week*

**Week 10: “Life as a groomer”/ Finals**

* This week will focus on the student performing a typical day as a groomer. They will be given a mixture of different haircuts per day, varying in difficulty and styles.
* Students will be required to groom 4 dogs to be graded.

**School Calendar**

The Cleveland Grooming Academy does not operate on a traditional term or schedule. Each academy (term) is 10 weeks long. After one term is complete the school will take a one (1) week break, and then begin a new term. A list of tentative start dates will be listed at the end of this catalog. Due to extreme weather in the winter, winter terms may experience canceled classes. Classes that are canceled will be made up throughout the course or added to the “Life as a Groomer” week. Below is a list of holidays observed by the school and no classes will be held:

* New Year’s Eve
* New Year’s Day
* Memorial Day
* Good Friday
* Easter Sunday
* Independence Day
* Labor Day
* Thanksgiving Day
* Christmas Eve
* Christmas Day

The Cleveland Grooming Academy holds the right to amend the calendar.

**Admission**

**Requirements:**

* Applicants must be the minimum age of 18 years old.
* Applicants must have a high school diploma or GED.
* Applicants must be drug-free, other than prescription prescribed from a doctor.
* Applicants must possess a valid ID.
* Applicants will need to be able to lift dogs up to 50 lbs.
* Applicants must have a reliable source of transportation. Tardiness will not be permitted.
* The Cleveland Grooming Academy does not discriminate on the basis of gender, race, age, religion, orientation, handicap or national origin.
* Applicants are accepted anytime to the start of a new term.

**Student Academic Responsibilities**

While attending the Cleveland Grooming Academy, all students are expected to meet the minimum requirements as stated below. A weekly record of grades and other appropriate information is kept in each student’s records. At the end of each week, students will meet with the instructor for a review and will be tested on the material learned that week. Grading criteria include exams, written and practical assignments, hands-on grooming critiques, hands-on bathing critiques, and class participation. Students who fall below the minimum requirements will be required to meet with the instructor to determine an action plan. Action plans may include:

1. The retest of weekly written exam
2. Grooming one extra dog to be evaluated
3. Academic dismissal

**Grading**

The record of a student’s work and exam grade is entered and reported according to the following grades:

|  |  |
| --- | --- |
| Letter Grade | Score (%) |
| 1. Superior
 | 100-90 |
| 1. Good
 | 89-80 |
| 1. Average
 | 79-70 |
| 1. Below Average
 | 69-65 |
| 1. Fail
 | 64 and below |

The Cleveland Grooming Academy requires each student has a minimum grade of 70%. All final grades are given at the end of each term.

**Course Repetitions**

A student may choose to repeat the course if he/or she fails to meet the requirements of the term. Repeated courses that are satisfactorily completed may have that grade replace the previously failed grade and the hours will count as earned. Full fees must be paid, minus the equipment and book cost, for each course repeated.

**Graduation Requirements**

1. Complete and pass all practical and written exams.
2. A grade of “C” or higher is required for all exams and course work.
3. Comply with Student Policies and Regulations
4. Payment in full of tuition and all other fees incurred.

**Fees**

**Registration Fee**

The registration fee for the Complete Basic Grooming program is $100.00

**Tuition Fee**

For students enrolling in January 2020:

* The tuition fee for Complete Basic Grooming Certification is $3500.00

**Equipment Fee**

For students enrolling in January 2020:

* Equipment fee for Complete Basic Grooming Certification is $1500.00
	+ Equipment fee includes any and all supplies, including books, clippers, blades, scissors, brushes, sprays, disinfectants, dryer, mask, etc.

**Total for Course**

For students enrolling in January 2020:

* Total for Complete Basic Grooming Certification: $5100.00

**Tuition is charged for repeated courses**

 To receive the Complete Basic Grooming certificate the student must successfully complete the program. The tuition cost of the Complete Basic Grooming is $3500.00 plus the registration fee of $100.00 for a total of $3600.00 for all students enrolled as of January 2020. Equipment and book fees are not charged for repeated courses.

**Tuition and Fee Changes**

The Cleveland Grooming Academy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of that student’s enrollment. Current prices are available from the school upon request.

**Billing and Payment**

Tuition is due on the first day of class. If all tuition and fees are not current, the student will not be allowed to begin training.

**Refund Policy (**Ohio Administrative Rule 3332-1-10)

The refund policy outlined below will be adhered to by the Cleveland Grooming Academy.

1. If the enrollment application is not approved, all payments to the school will be refunded.
2. Applicants who cancel their enrollment within five (5) days of signing this agreement will have all fees refunded. Students who cancel after five (5) days but prior to attendance will be refunded all but $25 of the registration fee. Once the student has started school, the registration is not refundable.
3. If the student withdraws the date of withdrawal will be the last date recorded of attendance.
4. The registration fee and equipment costs are not refundable once the students begin school
5. Refunds shall be made within thirty (30) days of official written withdrawal or 30 days of the date of determination of withdrawal if the student does not officially withdrawal.
6. The tuition refund is based upon the payment of the full amount of the tuition fee.
7. If a student withdraws during a term, partial refunds of tuition will be made on a declining basis, depending on the length of time a student has remained enrolled. The following schedule of refunds applies to tuition charges only:

**Tuition Refund Schedule (**Ohio Administrative Rule 3332-1-10-6B)

1. Clock hours are based on the 300-hour course by the percentage of clock hours.
2. A student who withdraws before the first class after the 5-day cancellation period shall be obligated for the registration fee.
3. A student who starts class and withdraws before the academic term is 15% completed, will be obligated for 25% of the tuition, and refundable fees, plus the registration fee.
4. A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed, will be obligated to 50% of the tuition, and refundable fees, plus the registration fee.
5. A student who starts class and withdraws after the academic term is 25% completed, but before the academic term is 40% completed, will be obligated for 75% of the tuition and refundable fees, plus the registration fee.
6. A student who starts class and withdraws after the academic term is 40% completed, will not be entitled to a refund of the tuition or fees.

**Student Financial Responsibility**

Students are responsible for any financial responsibilities incurred while attending the Cleveland Grooming Academy. No certificates will be issued to any student who owes tuition or any other fees to the school.

**Attendance Policy**

Absence of more than 5% of the regularly scheduled course hours will result in the student receiving an incomplete. This will stand until the student has made up or satisfactorily completed all missing material. The Cleveland Grooming Academy will work with students to accommodate schedule problems, family emergencies, or sickness, including providing make-up options. Tardiness will always be documented, excessive tardiness or absences are cause for dismissal from the school. Leave of absence is not granted.

**Non-attendance**

Any student who misses four (4) consecutive classes is considered to have officially withdrawn from the school. All refunds will be applied as stated above in the refund schedule.

**Withdrawal**

Any applicant or student wishing to permanently terminate enrollment must submit a written statement of intent to the school instructor. If withdrawing up to three (3) days prior to the beginning of class a full refund is issued. After that date sees the refund schedule listed above to determine the amount of tuition refunded.

**Student Conduct**

All students are expected to keep a positive and professional attitude while attending the Cleveland Grooming Academy. Students must follow all school policies which include:

1. Students are prohibited from using, possessing, exchanging, selling, or distributing illegal drugs or controlled substances.
2. Students are prohibited from using alcohol on school premises, or 8 hours before the beginning of designated class time.
3. No firearms, knives, or weapons of any kind are permitted on school property.
4. No student shall cheat on any test, oral or written.
5. Respect fellow classmate’s property.
6. Follow all attendance policies.
7. Be 10 minutes early for each class.
8. Smoking must be done in the back parking lot, out of view of customers and during your 30-minute lunch break.
9. Personal phone calls are to be made during your 30-minute lunch break. (Except emergency phone calls)
10. All phones must be on silent or vibrate at all times.
11. No texting during class.
12. No abusive or offensive language will be permitted.
13. Proper behavior and courtesy are expected from all students at all times.

A complete list of all policies and procedures will be given on the first day of class.

**Grounds for Dismissal**

Student dismissal is the last resort of any term. A student may be dismissed for, but not limited to the following reasons:

1. Violation of the school rules and policies
2. Reoccurring attendance or tardiness problems
3. Poor academic standing
4. Failure to make any scheduled tuition payment
5. Stealing
6. Vandalism to building or personal property of a fellow student
7. Animal mistreatment

A student violating the Cleveland Grooming Academy’s policies and procedures will be dismissed when authorized by the instructor. In the event of dismissal, any refund will be made according to our refund schedule and policy.

**Reentrance**

Any student who is dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the required work will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid.

**Grievance Policy**

Every effort is made to maintain an open line of communication between all school staff and students. All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the instructor of the school. After the submission of a written complaint, a confidential meeting between all parties involved and the instructor will be scheduled. If the student has gone through all the listed steps above and does not think the concern has been reasonably resolved, the student may begin a formal complaint.

 **Formal Academic and Professional Grievance Guidelines**

* The student submits written complaints to the school instructor.
* The instructor provides written acknowledgment of complaints to the student.
* The instructor investigates and gives the student a written response, upon completion of the investigation.
* The instructor may also schedule a private meeting between all parties involved.
* The student may appeal this decision of the instructor to the State Board of Career Colleges and Schools.
	+ Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215. Phone number: (614)-466-2752 or toll-free (877)-275-4219

**General Information**

**Program or Faculty Changes**

The Cleveland Grooming Academy reserves the right to (1) change classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete subject material from a program, and (3) to change the faculty, as long as said changes do not alter the overall objectives of the program or increase the requirements needed to graduate.

**Job Assistance or Placement**

The Cleveland Grooming Academy does not guarantee employment of any student, however, the school does provide graduation assistance. Assistance will typically include the following:

* Interview preparation
* Scheduling of interviews
* Assistance in resume preparation

Also, located in the school will be a job board which will have the latest employment opportunities available for viewing.

**Location**

 The Cleveland Grooming Academy is located at 13513 W. 130th Street, North Royalton OH, 44133. It is at the intersection of Albion and W.130, and a very convenient 35 minutes from downtown Cleveland!

**State and Federal Tuition Assistance**

At this time, the Cleveland Grooming Academy does not accept state or federal aid.

**Transfer Credits**

 At this time, the Cleveland Grooming Academy does not accept transfer credits, nor grant credits from previous experience.

**Scholarships**

At this time, the Cleveland Grooming Academy does not award scholarships.

**Faculty List**

**Arielle Scavnicky**

* Owner and instructor of Cleveland Grooming Academy
* Certified Professional Groomer
* Certified in Pet CPR and First Aid
* 10 years of experience
* National Dog Groomers Association of America (NDGAA) Official Member

**Enrollment Dates**

**2020 Complete Basic Grooming Tentative Dates**

* Must be enrolled by January 1st
	+ Classes begin Tuesday, January 7th and will end Saturday, March 14th
* Must be enrolled by March 15th
	+ Classes begin Tuesday, March 24th and will end Saturday, May 30th
* Must be enrolled by May 31st
	+ Classes begin Tuesday, June 11th and will end Saturday, August 15th
* Must be enrolled by August 16th
	+ Classes begin Tuesday, August 25th and will end Saturday, October 31st
* Must be enrolled by November 1st
	+ Classes begin Tuesday, November 10th and will end Friday, January 16th (2021)