

## Courses

### Level 1 - *Petcare Bather*

This course will offer basic training in the skills required for the bathing and drying of pets. At the finish of this course the student will be ready for a position as a professional bather.

210 hours or 6 weeks

### Level 2 - *Petcare Rougher*

This course is designed for training in the skills needed to ready the pet for bathing. Student will be ready for a position as a "rougher" to a finish groomer.

280 hours or 8 weeks

### Level 3 - *Professional Pet Groomer*

This course is designed to finish training the student for an entry level position as a pet groomer. Basic finishing techniques for various breeds of dogs.

280 hours or 8 weeks.

## Tuition & Fees

**Level 1** - enrollment fee \$150 - tuition \$1890  
tool kit \$173 = (2040 + 173)

**Level 2** - enrollment fee \$150 - tuition \$2520  
tool kit \$465 = (2670 + 465)

**Level 3** - enrollment fee \$150 - tuition \$2520  
tool kit \$458 = (2670 + 458)

## Refund Policy

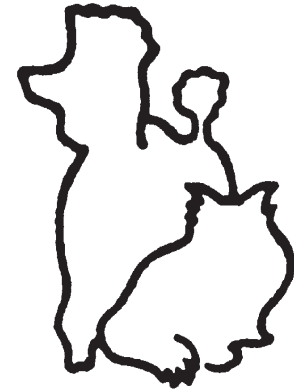
1. You may cancel enrollment prior to entering classes by giving written notice to the school.
2. If cancellation occurs within 5 business days you will receive a 100% refund.
3. If cancellation occurs after 5 business days, a \$150 registration fee will be charged.
4. If you terminate enrollment after entering classes:
  - a. Prior to completion of 50% a prorated refund will be returned.
  - b. Upon completion of 50%, no refunds.

Note: When a cancellation, termination, or completion occurs, a calculation of all allowable charges shall be made, using the last recorded date of attendance, if any, as a baseline.

# Oregon Pet Grooming Academy

255 SW PACIFIC BLVD.  
ALBANY, OREGON 97321

(541) 926-0698



Revised May 14, 2009  
[www.oregonpetgroomingacademy.com](http://www.oregonpetgroomingacademy.com)

Licensed and Regulated by Oregon Dept. of  
Education - Private Career School Section

Tana G. Holt - *President*  
Paul D. Holt - *Vice President*

## **Instructors**

Director and Instructor - Tana Holt  
Instructor - Paul Holt  
Instructor - Heather Stroup  
Instructor - Shelly Taylor

Tana has been a professional pet groomer for 35 years. She has owned 4 successful grooming shops, trained many groomers, and has a reputation for excellent quality. Tana will use her years of experience working with animals to make your training interesting and educational.

Paul has worked with large and “hard to handle” dogs and cats for 15 years. He will teach safe and easy ways to deal with problem animals.

Heather will teach gentle creative grooming techniques to achieve that finished look clients are looking for.

Shelly will help you through the difficulties found in Level 1 with a great sense of humor.

## **Facility**

The Academy is located in Albany, Oregon. Albany is a mid-size town in the beautiful Willamette Valley of Oregon.

The Academy is fully functioning grooming shop complete with a retail area, self-serve area, lunch room, restrooms, and a large classroom area with several drying and grooming stations for the students use.

There are several tubs for bathing and various types of dryers. The rooms are well lighted, air-conditioned and equipped with professional grooming equipment.

## **Legal Holidays**

School will be closed New Years, Memorial Day, Labor Day, 4th of July, Christmas, Thanksgiving, Veteran’s Day and on Saturday each month during the summer months. Breaks to include Eve, actual Holiday and day after or through the weekend.

## **Entrance Requirements**

Must be 18 years old. Must be physically able to lift, bend and stand. Must be able to work with large dogs or make special arrangements. Must finish each program in sequence satisfactorily.

## **Previous Training**

Credit for previous learning will be assessed by the instructor for each class. Appropriate credit will be granted and the course shortened accordingly.

## **Enrollment Dates**

Enrollment will start on Tuesdays according to availability. Classes will run Tuesday through Saturday.

## **Class schedule**

Tuesday through Saturday - 8:30 A.M. - 4:00 P.M. (1/2 hour lunch)

## **Attendance Policy**

Students shall be required to attend all school days from the date of enrollment to graduation. Leave of absence will be granted in case of illness, death in the family or other cases where the Academy approves the absence. Three or more class tardies and/or unexcused absences in one month are considered excessive and will result in probation. If attendance does not improve during the probationary period, the student will be dismissed, except for extenuating circumstances.

## **Grading Systems**

Grading will be satisfactory or unsatisfactory. Student will stay at each stage until mastering it.

## **Progress Standards**

Student must maintain satisfactory progress while enrolled in training. Student is evaluated weekly. Student cannot advance to the next step until a satisfactory grade is achieved. There will be an extra 2 weeks available at the end of each Level as needed.

## **Disciplinary Policy**

Students shall be a credit to themselves and to the school. All school rules must be followed. The school administration maintains the right to dismiss students for violation of school rules or for conduct which reflects unfavorably on the reputation or operation of the school.

## **Reinstatement**

If a student is terminated for any reason, readmittance will be evaluated on an individual basis according to the evaluation of the school officials.

## **Student Grievance Policy**

Student aggrieved by the actions of the school should attempt to resolve these problems with appropriate school officials. If this procedure fails, students may contact the Oregon Department of Education, Private Career School Section Office of Educational Support Services, 255 Capital Street N.E., Salem, Oregon 97310-0203 or phone (503) 947-5701.

## **Diploma**

A certificate of achievement will be awarded to each student after successful completion of each course.

## **Placement**

A placement service is maintained to assist students who have completed the training to obtain employment, which includes job contracts, and current placement information.