

School Catalog

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Merryfield School of Pet Grooming is Licensed by the Commission for Independent Education, Florida Department of Education, License # 3343. 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

Mission Statement

Statement of Purpose

The mission of Merryfield School of Pet Grooming is to provide quality, field specific education for the purpose of preparing students for careers in the field of Professional Pet Grooming. A positive environment and qualified faculty builds strong foundations supporting the aspirations of our students in achieving their occupational goals. The graduates have many different ways to execute their career choices.

Some of those options are:

- Mobile Pet Grooming Companies
- Housecall Pet Grooming
- Salons
- Animal Hospitals
- Kennels
- Rescue Organizations
- Humane Societies
- Competitions

Administration and Instructors



Gregg Docktor, Director of Operations, Admissions Director: He is a full time Administrator. He previously ran a dog grooming school that was licensed by the "Florida State Board of Independent Post Secondary Vocational Technical Trade and Business Schools". It ran for approximately 15 years. Gregg also had a 3 store chain of grooming shops, "Just 4 Paws" In addition, he also had a 3 store chain of Puppy stores called "Merryfield Kennels". Gregg also owned and operated "Dr. Clayton Pet Specialties" along with his late father Norman and brother Lloyd. This was a product line that was distributed nationally to pet stores and large box retailers. Gregg grew up in the industry; his father was responsible for more than 250 retail pet outlets called "Docktor Pet Centers"

Merryfield was established in 1961 by Dr. Robert A. Fields, along with his wife whose name was Merry, hence the name. In 1972, Norman, Gregg and Lloyd Docktor purchased the facility from the Fields. At that point it was in disrepair and needed a new direction. The sale of purebred puppies along with showing and breeding was the immediate direction pursued. In 1974, Norman tragically passed and Lloyd and Gregg continued operations. During this time period the company took off in many directions and always was a great source of joy to the owners. Again tragedy struck and Lloyd passed.

Gregg Docktor remained and in 2006 decided to restart the school after about a 20 year absence from teaching. The school was officially granted its license from the Florida Commission for Independent Education in June,2006, License # 3343.

It is interesting to note that every year since the re-emergence of the school; our students have come in either first, second or third place in the NDGAA Career Start National Competitions in Orlando, Florida for the years 2007-2011. It is a testament to the teaching staff at the school and it is always wonderful to know that people outside of the school recognize our students' abilities in this competitive forum.

See www.merryfieldmotel.com for further information on current business activities that Gregg Docktor is engaged in. Mr. Docktor has been involved in the Pet industry for over 39 years at the location where the school is located.

Michael Lamb, Instructor (Full Time) Certified Non-Sporting Breeds: Started his career in 1976 and was taught his skills by Professional Dog Show Handlers. Michael is a Certified Groomer from the NDGAA. He has worked extensively with well known shop owners such as Terri Di Marino, Kathy Rose "Pets of Perfection" and "The Loving Touch" in Kendall Florida. Michael has participated in grooming competitions in Florida and has been appointed a Judge in grooming competitions in Florida, South

Carolina and North Carolina. He has given Seminars in "Show Handling and Presenting the Well Groomed Dog". His Miniature Poodles have been shown at Westminster and he has previously received Top Miniature Breeder of the Year Awards (1990) He is one of the Top Miniature Poodle Breeders in The United States with over 125 A.K.C. champions to his credit, and his dogs are currently being shown in Spain and Japan.

Irina "Pina" Pinkusevich, Instructor (Full Time): Certified Master Groomer (NDGAA), Multiple Award Winner, Terrier Class, Carolina fest, 2007, Best in Show, Hershey PA, Groom Expo, 2007: Emigrated from the Ukraine in 1989. The passion for Professional Grooming was immediate when she was introduced to the industry. She was taught by a Certified Master Groomer and from top breeders and professional handlers. She also gained tremendous insights from top grooming competitors. In 2010 Pina was numerically ranked the #1 Groomer in the nation and is currently the all time record holder. She won the World Championships in Germany along with her team mates from Groomteam USA in 2009. Pina worked for "Shear Delight" in New York City and later purchased the salon. She owned it for 10 successful years. After selling that salon she went to work for one of the most prestigious and well known salons in Manhattan, "Doggie-Do and Pussycats Too." Pina groomed many celebrities' pets including Jennifer Lopez, Betsy Johnson (the well known designer) Puff Daddy, Patricia Fields and many Broadway stars.

Pina was asked to help open "Canine Ranch" in New York . The principles wanted her involvement because of her well known talents and prior successes. Additionally, Pina decided to open another business; along with her partner. She designed and built "Fancy Schmancy Dog" in New York.

www.fancyshmancydog.com

Pina eventually moved to Florida and started to work for "Grooming by Tina." During the 16 years of being a part of the Pet Industry she has also shown and handled Standard Poodles, Cocker Spaniels, and Shar-Pei.

Joanne Marino, Instructor (Full Time): Certified Master Groomer NDGAA has spent the last 35 years pursuing her passion of working with animals. From assisting veterinarians in Pennsylvania to patrolling for the Oklahoma Animal Control, Joanne has dedicated countless hours to the welfare of animals. She began grooming in 1971 and worked in several grooming shops; improving clientele and helping other groomers launch their new business. In 1989 Joanne came to Florida with her husband and two children and by 1990 she had started her own grooming business; Happy Tails, Inc., and achieved the title of Certified Master Groomer. Happy Tails prospered for 12 years. Even though she had a fulltime job running her own busy grooming business, Joanne's work continued in the community. She hosted "dog washes" every weekend out of her grooming shop, where faithful clients and neighborhood friends would bring their cats, dogs, and even horses for a good, weekly scrubbin'. Joanne ran the much anticipated "Strut Your Mut" competition for the city of Coconut Creek for 5 consecutive years. Happy Tails, Inc. served as a host for the National Dog Groomers Association for several years as well, where handfuls of hopeful groomers would gather to test their skills in hopes of achieving the Certified Master Groomer title.

In 1990 Joanne began competition grooming. She entered classes for scissor work and creative styling every year, placing 1st, 2nd or 3rd in every class she entered. Over the years, Joanne gained the attention and respect of groomers nationwide. Joanne also made her name in the show world, where numerous dogs, ranging from Portuguese Water Dogs, Miniature and Standard Poodles, Tibetan Terriers, Golden Retrievers, Gordon Setters and Bouviers owed their championships and national rankings to her superior

grooming expertise. Joanne has loved every second of developing and utilizing her flair for grooming and is always willing to share her talents and tricks with anyone willing to learn.

Blancy Torres Instructor (Part-Time) NCMG,(National Certified Master Groomer) ICMG, (International Certified Master Groomer) CFMG, (Certified Feline Master Groomer) ISCC, (Certified Pet Stylist by International Society of Canine Cosmetology) and a Certified Veterinary Technician. Blancy started her career with animals working at the Animal Medical Center & Spa in Miami, Florida from 2006- 2009 . She then opened her own business "Cool Dog Pet Services and ran that from late July of 06 to Aug of 2009. She has worked for Yuppy Puppy in Coral Gables, Florida, Salon Bark , Luxury Mobile Grooming in Pompano Beach, Florida and has opened another business called Zen Pet Spa in Miami, Florida. She has won many awards 2008-2nd Place Poodle tournament "Fun in the Sun" Orlando, FL 1st Group Best in Show US Pet Pro Classics Dallas, TX 2009 2nd Terrier Class Groom n Kennel Expo Pasadena CA Ist All other Pure Breds Carolina Groom Fest inSouth Carolina 2010 2nd Mix n Misc "Fun in the Sun" Orlando, FL Blancy is fluent in Spanish and English.

Legal Control, School Hours of Operation, Academic Calendar, Program Start Dates and School Holidays

Legal Control

Merryfield School of Pet Grooming, Inc.
Gregg Docktor, President

School Hours of Operation

Mon Day Class 8:30 am - 2:30 pm

Wed Day Class 8:30 am - 2:30 pm

Fri Day Class 8:30 am - 2:30 pm

Mon Night Class 5:30 pm - 8:30 pm

Tue Night Class 5:30 pm - 8:30 pm

Wed Night Class 5:30 pm - 8:30 pm

Thu Night Class 5:30 pm - 8:30 pm

Academic Calendar

Program Start Dates: A student may start any Monday. We mainstream all students.

School Holidays and Program Start Dates

Memorial Day 5/ 30/ 11

July 4 7/ 4/11

Labor Day 9/ 5/11

Thanksgiving 11/24/11

Christmas Break 12/24-1/2/12

Students may start the first Monday of any week.

Admission Requirements and Procedures, Course Cancellation and Denial of Entry Policy

The student must be 18 years of age; otherwise a parent or legal guardian must consent and register the student with their approval. Enrolling students must have a high school diploma or GED. Prior grooming industry experience is not necessary. Merryfield School of Pet Grooming does not discriminate against race, gender, age or religion. If you have a criminal background, it may be an issue with some employers. They may do a background check, but it is not a standard procedure in the industry. There is physical work involved with this trade, and it may cause a restriction to those that have physical handicaps or limitations. If you are denied entry or dismissed from Merryfield, those records will remain on file for one year. Merryfield School of Pet Grooming does not allow credit from other grooming institutions. Likewise, because of non-accredited status, transfer of credit to other institutions is up to that receiving institution. The Procedure for enrollment requires an "In School" interview, tour of the facilities and observing a class in operation. An "Admissions Questionnaire" must be completed. Upon acceptance into the program, the student may enroll.

It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Course Cancellation Policy and Denial of Entry Policy

In the event of a course cancellation, credit will be given as soon as the school reopens.

Merryfield School of Pet Grooming will retain records for one year for any student that is denied entry.

Description of School Campus



Merryfield School of Pet Grooming occupies approximately 4,500 square feet of dedicated lab space where teaching occurs. Within the lab there are professional grooming stations, raised tubs, dryers, and audio/visual aids. The Library/Resource area has video equipment and computers for further independent study. As needs come up, there is more space to accommodate national guest seminars. The student/teacher ratio is 12:1. If attendance goes over that threshold, there are instructors available to assist.

Merryfield Motel for Pets uses 8,700 square feet of the facility and the Animal Hospital occupies 2,800 square feet. The entire building sits on 1 acre in East Fort Lauderdale.

Program Length and Definition of a Clock Hour, Program Objective, Program Description, Make up Policy, Course Numbering System

The program length is 600 clock hours. School is held Monday, Wednesday and Friday from 8:30am to 2:30pm with a hour lunch break. Night classes are Monday, Tuesday, Wednesday, and Thursday from 5:30pm to 8:30pm. The externship hours may be different, depending upon the salon hours. It should take the student 37 weeks to complete the program (Approx 8 months, 9 months for the night program). The school will allow you 12 months (900 hours) to complete the program as the maximum time period to graduate the program. There is a list of equipment* and the text book needed for the program. It is required before you start class.

A clock hour is based on an actual hour of attendance, a 60-minute period. The clock hour is a 50 minute instructional period with an allowance of a 10 minute break.

Program Objective

The objective of our program is to prepare the student to enter into a Professional Pet Grooming career. All aspects of what we're teaching directly relates to this specific goal. Our institutional governing body has approved and adopted the specific course objectives. If and when there are any changes made, we will reflect those changes in our catalog.

Program Description

This program is comprehensive in design to assist the student with the necessary skills to professionally groom dogs in a salon, mobile grooming, house call grooming or in a Veterinary practice. In mastering the art of pet grooming, the program consists of working with grooming equipment, customer relations, bathing, hair drying, ear cleaning, combing, brushing, dematting, breed recognition, first aid, styling, diseases of the skin, perfection of scissor work which is covered in the 500 hours of lab work in the school. The last 100 hours is an externship outside of the school. The student is placed in a veterinary practice, mobil grooming van, salon or in a house call grooming environment.

Make-up Policy

Students can make up hours missed for that week; however this must be coordinated the the Student Services Coordinator/Registrar.

Course Numbering System

The course numbering system uses a five digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Course Descriptions for "Professional Pet Grooming"

Program Instructional Outline

Please note that the sequence in our educational delivery is dependent on the available breeds that arrive daily for grooming. The number of hours for each Course Code may vary for each group as a result breed availability.

There are common core learning objectives/competencies for each module taught. In the first two weeks of attendance, the student's time will be focused strictly with Prep work only. It is up to the Instructor(s) if the student needs more time to master this very important first step. Once accomplished, the student is tested in practical as well as written competencies. Once mastered the student starts to move through the different Course Codes.

Resources include:

- Daily appointments.
- Instructors also have personal resources of pets that are available when needed.
- Rescue organizations to groom their pets at no charge.
- Free grooming is also available to specific breeds that are needed for instructive purposes.

Common Core Learning Objectives:

There are common core learning objectives/competencies for each module taught;

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress.
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

Textbook: "Notes From the Grooming Table" Pages 20-60

Group Specific Learning Objectives

Every student, prior to externship, is tested for competency in four areas. There are different techniques used in the learning process. It is subjective and the school utilizes certain parameters. There are many different shapes and sizes to the purebred and mix breed dogs.

Flexibility is used when performing the different individual haircuts. There are many different interpretations on how to best groom that pet that is before you. Your Instructors will ultimately make the best decision for each groomed pet. Our training is geared to these:

- Sporting Breeds
- Terrier Breeds
- Non-Sporting Breeds
- Drop Coat/Miscellaneous Breeds

DVD instruction

- Students are required to summarize 15 of the 120 pet grooming theory/training videos that are available either on site or on their home computers.

Course/Module Descriptions

Course Code PG 101: Sporting Breeds -122.5 Hours

Description includes core competencies plus the learning objectives: Preparation work (core competency)

American Cocker, English Cocker, or Springer Spaniel

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress.
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

Specific to this group:

- Prep Work-Clean lines, Correct Product used
- Overall Appearance- Prep, Bred Profile, Balance
- Head-English and Springer: Clipper Work, Parallel Plains, Ears
- Head- American Cocker: Crown, Clipper Work, Ears
- Body Work-English and Springers: Clipped Pattern, Natural Back Pattern, Tools, Technique
- Body Work-American Cocker: Clipped and Blending, Natural Back, Carding Technique
- Feet- English and Springer Spaniel: Technique, Cat feet Knuckled
- Feet American Cocker: Bevels, Symmetry
- Rear- Proper Angulations
- Front- Proper Angulations

Text Book: "Notes from the Grooming Table" Table Pages 78-140

Text Book: "The Complete Dog Book Official Publication by the AKC" Pages 73-167

All books are available in the school library. Supplemental instructional materials are available in the front office.

Student Grades

Hands on Learning, evaluated by instructor:	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale

Grade Point Value

A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

Course Code PG102: Terrier breeds-122.5 Hours

Short Legged (West Highland White Terrier, Scottish Terrier, Carin Terriers, Sealyham Terrier

Long-Legged (Schnauzer, Kerry Blue Terrier, Soft-Coated Wheaten Terrier)

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad Cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

Description includes core competencies plus the learning objectives: Preparation work (core competency)

Specific to this Group:

- Prep work- Clean Lines, Correct product usage,
- Overall appearance- Breed profile, Balance
- Body Clipped-Correct blade or snap on used for proper length of coat, Scissoring Technique
- Body Hand Stripped- Tools used, length and texture left correctly
- Legs and feet scissored- Proper size and balance, Technique
- Legs and Feet Stripped- Size, Technique
- Front and Rear Assembly- proper angulation
- Head- correct to breed profile

Text Book: "Notes from the Grooming Table" Table Pages 240-336

Text Book: "The Complete Dog Book Official Publication by the AKC" Pages 353-437

All books are available in the school library. Supplemental instructional materials are available in the front office.

Student Grades

Hands on Learning, evaluated by instructor:	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale

Grade Point Value

A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

Course Code PG103: Non-Sporting Breeds -122.5Hours

Poodles, placed in a lamb cut, Bichon Frise

Description includes core competencies plus the learning objectives: Preparation work (core competency)

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad Cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

Specific to this Group:

- Prep- Fluff, cleanliness, condition of coat
- Overall Appearance- breed profile, balance
- Technique- correct snap-on comb used for the correct length of coat (size and blade), scissoring technique
- Front Assembly- proper angulation
- Rear Assembly-proper angulation
- Feet- Bichon size, shape
- Head and Neck-Bichon Shape, balance, blending
- Top Knot and Neck-Poodle size, shape, blending, and placement

Text Book: "Notes from the Grooming Table" Table Pages 390-426

Text Book: "The Complete Dog Book Official Publication by the AKC" Pages 523-571

All books are available in the school library. Supplemental instructional materials are available in the front office.

Student Grades

Hands on Learning, evaluated by instructor:	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale

Grade Point Value

A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

Course Code PG104: Drop Coats/Miscellaneous Breeds-122.5Hours

Mixed breed or drop coats such as Lhasa Apso, or Shih Tzu put into a Teddy Bear or a Panda Clip

- Customer Relations
- Ear Cleaning
- Nail Cutting
- Pad Cleaning (utilizing the electric clippers)
- Private Area Cleaning (using the electric clippers)
- Rough Clip Training, which means that if the pet is matted, you will shave off any hair that cannot be detangled without causing undue discomfort to the pet, and or removing the unnecessary hair according to the pattern or clip requirement.
- Brush out the pet to remove tangles before you bathe the pet. You must comb through the pet to check your brushing progress
- Pet Bathing. There is no need to pre wet the pet, unless it is extremely dirty, the shampoo is already pre-diluted. Use tearless shampoo on the face. Rinse extremely well once this task is completed.
- Pet Drying to approximately 80-90% using a forced air dryer. Finish your drying with a stand dryer. Please note that for Poodles, curly coated breeds and drop coats force dry to only 50%. Your pet should be damp for a proper fluff dry. Fluff drying straightens the hair and in this process will remove any missed tangles missed during the pre bath brush out.
- Re-clipping finishes the setting of the pattern and now is the time to smooth out lines and to make sure your pattern is correct.
- Finish work is the last step which includes scissoring, blending, Thinning and any final procedure that's needed to complete the grooming process.

Specific to this Group:

- Prep- Fluff, Cleanliness, Condition of coat, Dematting
- Overall appearance- Breed profile, balance
- Technique-Right snap-on used for correct length of coat, scissoring technique
- Front assembly-Proper angulation
- Rear assembly-Proper angulation
- Feet-Size, shape
- Head and Neck-Shape, balance, blending

Text Book: "Notes from the Grooming Table" Table Pages 482-490

Text Book: "The Complete Dog Book Official Publication by the AKC" Pages 103,113,122, 470,513,516,519,552,604,610,645

All books are available in the school library. Supplemental instructional materials are available in the front office.

Student Grades

Hands on Learning, evaluated by 60% of Grade

instructor:

Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale	Grade Point Value
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

In addition we instruct our students about cat grooming and this is a minor area of study because cat grooming is not as popular as dog grooming. However, we don't want to leave out this area because if a pet owner has dogs and long haired cats we want to insure that our graduates can accomplish any task at hand.

Course Code PG105: DVD Instruction-10 Hours

This portion is done outside of the 500 hour practicum

Includes core and group competences, includes theory and training for all breeds.

Learning Objectives:

- Students must summarize the theory training contained in at least 15 of the DVDs

Summaries must include

- What was viewed
- What was learned
- How would you use what was viewed in a practical application
- Timeline for completion is prior to the externship

PG 106: Externship Description -100 Hours

The student is placed in an actual grooming “job-like” environment for the last 100 hours. The externship, which is a part of the teaching program, is a non-paid placement. This offers an on-the-job experience, whereby the student can perform the grooming skills learned; including customer relations, time management, sales techniques, etc. A proficiency report is submitted by the salon/supervisor and grade sheets are still a part of this module. Upon completion of 600 hours, a diploma is then awarded to the graduate

*Includes site evaluation by the Campus director.

Student Grades

Hands on Learning, evaluated by instructor:	80% of Grade
Attendance	20% of Grade

Grading Scale	Grade Point Value
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

Final Test and Completion of course:

In order to graduate, students must be able to complete a hands on, practical test on the following breeds, according to breed standards set forth by the N.D.G.A.A. (National Dog Groomer's Association of America)

Sporting Breed: (1 dog)

1. American Cocker Spaniel or English Cocker Spaniel or English Springer Spaniel

Terrier Breed: (2 dogs)

2. Long Legged Terrier (such as a Schnauzer, Kerry Blue or Soft Coated Wheaten Terrier).
3. Short Legged Terrier (such as a Scottie or a Westie)

Non-Sporting Breed: (1 dog)

4. Poodle, placed into a pattern such as a Lamb or a Bichon Frise

5. Drop Coat / Miscellaneous Breed: (1 dog)

Mixed breed or, drop coat (such as a Lhasa Apso or Shih-Tzu) put into an appropriate style, such as Teddy bear or Panda clip.

This testing may be broken up and not required to be done at one time.

Dogs must be approved by instructors for testing, with sufficient hair growth (at least 8 weeks) in order to be considered eligible. Student will have 2 hours to complete each haircut, excluding bathing and prepping. Grooming techniques shall be in compliance with NDGAA and Breed standards. Student will be graded on proficiency, ability to set pattern as well as ability to properly execute each haircut. Dog will be graded by no less than 2 instructors in order to meet a passing grade. Incomplete dogs, improper brush outs, matt's, tangles, improper basics such as long nails, dirty ears, pads, or privates will be considered automatic failure.

Student Grades

Student Grades

Hands on Learning, evaluated by instructor:	60% of Grade
Written tests	20% of Grade
Attendance	20% of Grade

Grading Scale	Grade Point Value
A 93-100	4
B 84-92	3
C 74-83	2
D 70-73	1
F 69-BELOW	0

The records of student progress are available upon request. Please see the Registrar for a copy

Explanation of Satisfactory Progress

At the scheduled midpoint of the program, all students are evaluated for satisfactory progress. Satisfactory academic progress is measured qualitatively, by review of the Cumulative Grade Point Average. GPA is reviewed at mid-point and completion. The minimum GPA at review points is 2.0. Satisfactory academic progress is measured quantitatively by determining progress against a maximum time-frame of 150% of the program length, measured in months. The academic credit for modules is earned with a passing grade (D or better) Each unit is graded along with each pet groomed. At the halfway point in the unit, if the student is not progressing with at least a 70% cumulative grade, then academic probation will occur. This will mean that the student will meet with an Instructor and the School Director after each class and discuss the way to improve on the course objectives and to help the student get back to at least a 70% grade within a 4 week time period. At that point, the student will be removed from probation. If improvement does not happen, then a 2 week suspension will occur. If after re-admittance and if the student still shows unsatisfactory improvement, then it will be a final dismissal.

Overall progress evaluations are made at 125 hours and again at 300 hours.

Graduation and the Awarding of Diplomas

A diploma will be given to each student who successfully completes the program and satisfies all requirements. Diplomas are awarded when the student successfully completes all 6 units of the program. The tuition must be paid in full.

Fees and Charges

Tuition.....\$ 7,500.00 (includes deposit fee)

Textbooks..... \$ 51.16

Equipment*.....\$ 793.20

Total Cost.....\$ 8,344.36

At the time of enrollment, a \$100 deposit toward the tuition cost is required. If for any reason the enrollment is rejected, the student will be refunded all monies on deposit with the school within 30 days. Equipment should not be purchased until the student is approved for admissions. Tuition is due in full on or before your start date. * Equipment is not sold by the school, but by special agreement that wholesale prices will be honored from area distributors to our enrolling students.



Financing, Cancellation and Refund Policy

There are various finance plans available to qualifying students. An independent finance company is in contract with the school to provide financing to those students who qualify. It is not a government sponsored entitlement. Eligibility for the loan is solely at the discretion of the lender and the school has no influence on the loan application whatsoever. There is an obligation on the part of the borrower to repay the loan along with any and all interest. Information at the time of loan origination will be detailed.

The School's refund policy complies with Fair Consumer Practices. Should the student be terminated or cancelled for any reason, all refunds will be made according to the following schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, with the exception of the equipment because it is purchased from outside vendors.
4. 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.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination date is the last day of actual and refunds will be mailed 30 days after the date of official drop. The school determines the date of official drop.
7. Refunds will be made within 30 days of termination or receipt of cancellation.
8. Equipment purchased from an outside vendor is not refundable by the school.
9. A student may be dismissed by the Director prior to completion of the program for the following reasons and are not limited to only those reasons: 1-Insufficient academic progress 2-Failure to comply with rules outlined in the catalog covering Student Conduct 3-Nonpayment of the tuition

Termination Policy

A student may be dismissed by the Director of Operations of the Merryfield School of Pet Grooming prior to completion of the program for the following reasons and are not limited to only those reasons:

1. Insufficient academic progress as previously stated.
2. Failure to comply with rules outlined in the catalog covering Student Conduct.
3. Nonpayment of the tuition balance before the first day of class.
4. Non attendance with 6 unexcused absences.

Employment Assistance, Student Services, Career Services and Policies

Employment



When the student successfully completes the program, the school will assist the graduate with job placement at no additional charge. Please understand that this is not a job guarantee. There is not a direct or indirect guarantee implied. Graduates are not required to take a State examination in order to enter into the field of Professional Pet Grooming.

Student Services

The school will provide a list of realtors who may assist with weekly/monthly apartment rentals. There are also extended stay hotels within a few miles of the school. Additional Services that are available include: Help programs for students in need, NA & AA, Food Banks, Suicide Hotlines, Shelters, Gambling Anonymous. Please see the Student Services Coordinator/Registrar for any help that is needed.

Career Services

Graduate Professional development opportunities are available which include preparations for competitions, trade shows and the extended use of the school's web based portfolio site. If not immediately needed, future consultations at no charge are given for store set-up and design, site selections, mobile van selection assistance. Marketing assistance is also available to assist the new entrepreneur.

Library and Resource Center

The school library /Resource Center consists of periodicals, books, Computers and DVDs that are related to our field. Students may see the Registrar for DVDs on many subjects. Special seminars are held in the Resource Center.

Student Conduct, Attendance, Make-Up Policy and Leave of Absence Policies

Students are expected to conduct and dress themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs, alcoholic beverages and being disrespectful are all considered to be unsatisfactory conduct that may be grounds for dismissal. A student who conducts her/himself in a manner that's detrimental to the school, staff or other students will be terminated. Theft of property from the school or other students is grounds for immediate dismissal along with prosecution. A student may appeal a disciplinary action by speaking to the instructor to resolve the problem. If that is not viable, then speaking to the Director of the school is the alternative choice. The student must submit the appeal in writing prior to the conference. The Director will will render a final decision in 3 days.

Each week you are expected to sign the attendance forecast sheet. You must circle the days and nights you will be attending class. We expect you to be here and honor your forecasted commitment. When you miss a class, the hours needed to complete the course will remain at 600, however, the length of time in months will be extended.

A student may be granted a leave of absence for a reasonable amount of time not to exceed 180 days. A request for a leave must be in writing, with the date of expected return on the said request. The student must re-enter within the specified time or notify the school if you are further delayed. If this is not done, the student will be considered a drop.

Extra Curricular Activities

Professional Events/ Competitions

There are many Voluntary certifications available to Professional Pet Groomers. Such as:

NDGAA- National Dog Groomers Association of America

IPG- International Professional Groomers

ISCC- International Society of Canine Cosmetologists

PCGAA- Professional Cat Groomers Association of America

The school provides assistance in the preparation for competition or certification in these events.

Field Experiences, other than externships.

From time to time alumni, who are Mobile Pet Groomers, will visit the school. Students are encouraged to visit with them and to evaluate what they did for their own future possibilities.

Other activities.

Dog Shows- Instructors are always campaigning their show dogs. Students are always invited to see the excitement in this forum.

The school is a NDGAA certification test site. The testing and certifications are normally held each year between March and June.

CPR , First aid Petsaver programs are offered to the providers at no charge to have their 8 hour programs held in the school resource center.

Volunteer

There are many pet rescues in the area and students are encouraged to help. A pet that looks pretty is always more adoptable. See the Student Services coordinator/Registrar for a list of the local shelters and rescue organizations

Student Grievance Policy

Students are encouraged to voice their grievances with the school in writing to the school director. We will make every attempt to rectify legitimate problems. If you are unable to resolve the problem with the school, you may seek further assistance by contacting:

Commission for Independent Education Executive Director
325 West Gaines Street Suite 1414 Tallahassee, FL 32399-0400
(850) 245-3200 or toll free (888) 224-6684